



JOB INFORMATION

Job Code:	181109
Job Title:	Facilities Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Facilities
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides general maintenance and repairs for facilities and equipment which may include electrical, carpentry, painting, plumbing and locksmith services. Handles technical management of telecommunications equipment and access. Assists in day-to-day management of facilities.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Specialized/technical training	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in general maintenance and repair for carpentry, electrical, plumbing, locksmith, painting, mechanics and engineering (e.g., air conditioning, heating, and refrigeration systems) trades.
X		Knowledge of telecommunications software and hardware.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides general maintenance and repairs for facilities and equipment (e.g., air conditioners, heaters, appliances, furniture, pumps, copiers, cooling towers video equipment, door locks, cabinets, sinks, etc.), which may include electrical, carpentry, painting, plumbing and locksmith services. Performs installation work and on-going preventive maintenance. Resolves problems and follows through on work order requests.				
Maintains logs of facilities and equipment maintenance, repairs and/or requests. Communicates status of work orders to appropriate staff.				
Provides technical management services for telecommunications equipment repairs and access. Coordinates installation, removal and repairs. Implements software and hardware changes. Maintains equipment inventory, calling card account log and access privileges. Provides staff training on telephones and voicemail.				
Maintains facilities' main security accesses. Orders and maintains keys. Coordinates locksmith services.				
Oversees routine maintenance inspections of facilities for deficiencies, health and safety hazards, and/or code violations.				
Maintains on-site storage areas. Provides units with adequate space. Implements security related procedures and ensures security measures are in place.				
Oversees facility maintenance staff and/or student workers as assigned. Monitors and follows-up on the status of work order requests to ensure assignments are completed properly and within established timeframe.				
Assists with special projects as needed or required. Oversees facilities services in the absence of facilities manager.				
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR

partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.