



## JOB INFORMATION

<i>Job Code:</i>	179466
<i>Job Title:</i>	Heavy Equipment Team Leader
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Serves as a Team Leader responsible for supervising and training a group of university heavy equipment employees. Assigns tasks, schedules work locations and coordinates work activities. Performs a variety of tasks dealing with street and hardscape maintenance. Maintains condition and appearance of campus streets, parking structures, parking lots, walkways, and paths. Provides feedback to supervisor regarding heavy equipment employee performance for job performance evaluation purposes. Assists in the administration of the Pay for Skills Program.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

### Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

### Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated supervisory experience of heavy equipment staff.
X		Demonstrated ability to work and communicate with all levels of department employees.
X		Extensive knowledge of street sweepers and their maintenance.
X		Knowledge of hardscapes and making repairs to concrete, bricks, pavers, posts and bollards.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of concrete tools, grinders and power tools.
X		Thorough knowledge of standard safety practices and equipment and other requirements for workplace safety.
	X	Bilingual in English and Spanish.

## Licenses

Req	Pref	License(s)
X		Valid California Driver's License
	X	Class B license

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as a Team Leader responsible for supervising the work of heavy equipment staff, and/or for assigned projects. Trains, allocates and monitors work of heavy equipment employees and other staff.				
Performs a variety of maintenance tasks. Maintains condition and appearance of campus streets, parking lots and structures. Makes minor repairs to equipment.				
Uses and maintains power tools and other equipment. May specialize in street sweeper operation.				
Identifies and coordinates repair of hardscape trip hazards.				
Assists supervisor in the administration of the Pay for Skills Program. Provides management input regarding disciplinary actions, pay raises, promotions, etc. as needed. Interprets rules, regulations, policy and procedures				
Schedules, assigns staff to work locations and coordinates work for special events.				
Provides customer service information and assistance to customers. Identifies and reports hardscape problems to supervisor				
Coordinates heavy equipment needs, objectives and Pay for Skills Program training with various departments.				
Prepares written correspondence, reports and/or maintenance records.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.