



JOB INFORMATION

<i>Job Code:</i>	179498
<i>Job Title:</i>	Irrigation Team Leader
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.; May oversee student, temporary and/or casual workers.; Trains employees on specific skills and tasks as required.
<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 Team Leader responsible for leading and training a group of University irrigation specialists within a work unit. Assigns and oversees work of irrigation employees. Sets priorities and timelines. Assists in the Administration of the Pay for Skills Program. Trains irrigation employees as needed. Performs advanced irrigation procedures. Coordinates work of irrigation and other trade employees and provides general project management for assigned projects. Assumes leadership role in the absence of supervisor.

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.

Combined experience/education as substitute for minimum education

Work Experience

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Extensive irrigation experience.
X		Irrigation experience as a Journeyman/Senior Irrigation worker or Irrigation Specialist with progressive levels of leadership responsibility.
X		Thorough knowledge of soils and plants.
X		Demonstrated project management skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough comprehension of job components for irrigation projects, including other trades.
X		Demonstrated strong interpersonal and communication skills.
X		Through knowledge of city and building codes, standard safety practices and equipment, and other requirements for workplace safety.

Licenses

Req	Pref	License(s)
X		Valid California Driver's License

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as team leader. Provides leadership and guidance to irrigation specialists. Assigns and oversees work of other irrigation employees. Sets priorities and timelines. Ensures timely completion of work within cost and quality constraints. Assumes leadership role in the absence of supervisor.				
Trains and assists irrigation employees in a variety of skills and tasks. Identifies additional training or defines needs for new or continuing training that would benefit employees.				
Assists supervisor in administration of the Pay for Skills Program. Makes recommendations to management regarding disciplinary actions, pay raises, and promotions, as needed.				
Identifies and reports needs for maintenance, replacement and/or repair.				
Coordinates activities of irrigation employees and other trades to ensure timely and cost effective job completion.				
Reads and interprets blueprints for materials, layouts, etc. Monitors and inspects construction projects to ensure proper workmanship, standards and specifications.				
Maintains all University irrigation systems.				
Performs advanced irrigation procedures.				
Prepares reports and/or maintenance records, as needed.				
Ensures compliance and implementation of city and state building codes and provides for safety of employees throughout duration of projects.				

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: https://policy.usc.edu/mandated-reporters/

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: 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.