



Elevator Maintenance Mechanic Lead

Job Description

JOB INFORMATION

Job Code:	179347
Job Title:	Elevator Maintenance Mechanic Lead
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.; Trains journeymen and other employees on specific skills and tasks as required.
Job Family:	Trades/Maintenance
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs advanced elevator procedures. Provides leadership and guidance to journeymen and senior elevator employees. Assigns and oversees work of other elevator employees. Sets priorities and timelines. Trains elevator employees as needed. Coordinates work of elevator and other trade employees and provides general project management for assigned projects. Assumes leadership role in the absence of supervisor.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		5 years	experience with cable/hydraulic elevators.

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

Req	Pref	Functional Skills
X		Extensive elevator experience.
X		Demonstrated progressive levels of project management and leadership responsibility.
X		Demonstrated project management skills and ability to resolve elevator related problems.
X		Thorough knowledge of city and state building codes, OSHA regulations, and other requirements for workplace safety.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough comprehension of job components for all projects, including other trades.
X		Thorough understanding of costs, materials, and estimating procedures.
X		Demonstrated strong interpersonal and lead skills.
X		Ability to work effectively with vendors, customers and other trade employees.
X		Knowledge of computer billing systems.
X		Demonstrated strong verbal and written communication skills.
X		Knowledge of personnel policies and procedures.
X		Must possess valid/current City of Los Angeles Department of Building Services Elevator Mechanic Journey Level License and State of CA Certified Competent Conveyance Mechanic (CCCM) General Certification.
	X	Complete familiarity with University campuses preferred.

Other Job Factors

- On call for emergencies 24 hrs per day. Valid California driver's license required.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides leadership and guidance to journeymen and senior elevator employees. Assigns and oversees work of other elevator employees. Sets priorities and timelines. Provides feedback on performance. Ensures timely completion within cost and quality constraints. Assumes leadership role in absence of supervisor.				
Trains and assists elevator employees in a variety of skills and tasks. Identifies additional training or defines needs for new or continuing training that would benefit employees.				
Performs advanced elevator procedures.				
Coordinates activities of elevator employees and other trades to ensure timely and cost effective job completion.				
Ensures compliance and implementation of city and state building codes and provides for safety of employees throughout duration of projects.				
Identifies and reports need for maintenance, replacement and/or repair. Purchases materials and services.				
Oversees quality of workmanship of outside elevator contractors. Prepares records, reports, and memos as required.				

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.