



JOB INFORMATION

<i>Job Code:</i>	179348
<i>Job Title:</i>	Elevator Maintenance Supervisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Supervises staff, daily operations and activities of a elevator maintenance mechanic unit. Plans, schedules, supervises and coordinates various elevator maintenance mechanic projects and activities. Trains elevator maintenance mechanics staff. Administers department budget. Provides leadership and guidance to ensure that high standards of quality, service, and customer satisfaction are maintained.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
X		Specialized/technical training	
	X	Associate'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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		6 years	
	X	7 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 knowledge of elevator maintenance.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Understanding of all aspects of elevator maintenance duties with progressive leadership/management/supervision experience.
X		Thorough knowledge of city and state building codes, University standards and other requirements for work place safety and structural integrity.
X		Ability to read and interpret blueprints, drawings, plans, specifications and/or sketches.
X		Thorough comprehension of job components for all projects.
X		Demonstrated ability to lead and motivate a diverse workforce.
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.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises elevator maintenance mechanics staff. Screens and interviews applicants and makes hiring decisions. Trains staff and counsels or disciplines as needed. Provides performance feedback and prepares documented appraisals. Determines and/or recommends unit salary administration including raises, promotions and/or reclassifications.				
Oversees installation, maintenance and preventive maintenance elevator activities and projects.				
Assesses elevator maintenance mechanics staff’s workload and plans or schedules staff accordingly. Determines staffing needs for peak volumes and/or special projects and arranges for temporary workers. Authorizes overtime as appropriate. Ensures staff are adequately trained and cross-trained to promote continuity of operations during vacations and extended absences.				
Trains and supports staff. Schedules training, and gives/receives feedback for staff training and development.				
Monitors workflow for efficiency and timeliness, sets priorities for projects and activities. Makes adjustments as needed to meet deadlines and commitments. Schedules staff and organizes work in a logical manner to meet work related deadlines and to ensure efficient operations.				
Reviews work for quality, completion, accuracy and adherence to internal operating policies and procedures. Addresses errors and problems and provides feedback.				
Provides technical assistance to staff for training purposes and for problem-solving. Provides background and implements, interprets departmental policies, procedures and guidelines.				
Determines costs of equipment, materials and supplies and prices accordingly. Orders materials, supplies, and equipment. Liaises with vendors on issues related to products, services and delivery.				
Contributes to the development of policies, procedures and internal systems which support the work of the unit. Defines needs and coordinates the development of manual and/or automated systems to facilitate workflow.				
Ensures records are kept up-to-date and maintained in accordance with applicable regulations. Requests and reviews city permits on projects, as necessary. Ensures compliance with building codes.				
Administers and assists with planning income and expense budgets. Develops projections. Tracks actual income and/or expenses and adjusts operating plans to address variances.				
Develops and/or produces various operating reports (e.g., project status, work backlogs, etc.) as required.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

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.