



Maintenance Mechanic Supervisor

Job Description

JOB INFORMATION

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|-------------------|--|
| Job Code: | 179663 |
| Job Title: | Maintenance Mechanic Supervisor |
| FLSA Status: | Exempt |
| Supervisory: | Supervises employees and/or student workers. |
| Job Family: | Building/Groundskeeping |
| Job Family Group: | Facilities Management and Construction |
| Management Level: | 6 Supervisor |

JOB SUMMARY

Supervises the daily work of staff assigned to the vehicle maintenance section of Transportation Services. Participates in strategic planning for a section of Transportation Services. Performs maintenance and repair services on gasoline and diesel powered vehicles. Examines vehicles, diagnoses the source of trouble, and determines extent of repairs required. Plans and schedules preventative maintenance and inspections. Oversees development and maintenance of computerized and manual maintenance records.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|--------------------------------|----------------|
| 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

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| 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

| Req | Pref | Functional Skills |
|-----|------|-------------------|
| | | |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Supervises the daily work of staff assigned to the vehicle maintenance section of Transportation Services. Communicates unit priorities. Assigns and schedules work based on assessment of work volume and deadlines. Provides input for performance appraisals. Counsels or disciplines as needed. | | | | |
| Monitors and reviews work for accuracy and timeliness. Identifies and corrects errors. Provides technical guidance and assists in problem resolution. Makes decisions within established authority levels. Ensures adherence to internal operating policies and procedures and external guidelines and regulations. | | | | |
| Trains staff in operating procedures. Ensures procedures and policies are documented and updated as changes occur. Communicates changes to staff. | | | | |
| Oversees maintenance of computerized and manual maintenance records on a regular basis. Ensures adequate and consistent procedures and methods for information tracking and retrieval. Determines information needs and develops reporting formats. | | | | |
| Participates in strategic planning for section. Provides input and assists in developing goals and objectives. Participates in planning and implementing section programs, projects and activities. | | | | |
| Plans and schedules preventative maintenance services and inspections. | | | | |
| Plans work procedures, using charts, technical manuals, and experience. | | | | |
| Performs maintenance and repair services on gasoline and diesel powered vehicles. Repairs, rebuilds, or overhauls major assemblies of gasoline and diesel powered vehicles. Performs repairs on drive trains, suspension and steering systems, electrical/electronic systems, heating and air conditioning systems. Repairs may include grinding and adjusting valves; rebuilding carburetors; overhauling or replacing blowers, generators, distributors, starters, and pumps; and repairing fuel injection, lighting, and ignition systems. Replaces worn or broken parts such as piston rings, bearings, or other engine parts. Replaces and adjusts headlights, and installs and repairs accessories, such as radios, heaters, mirrors, and windshield wipers. Performs performance testing and repairs. | | | | |
| Examines gasoline and diesel powered vehicles and diagnoses the source of trouble. Determines nature and extent of damage or malfunction and repairs required. | | | | |
| Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, training, etc. | | | | |
| Maintains currency with, understands and ensures compliance with all university and section policies and procedures and with all applicable local, state, and federal laws and regulations. | | | | |

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.