



## Maintenance Technician I Job Description

### JOB INFORMATION

|                   |   |
|-------------------|---|
| Job Code:         | 179407  |
| Job Title:        | Maintenance Technician I                      |
| FLSA Status:      | Non-Exempt                                    |
| Supervisory:      | May oversee student and/or temporary workers. |
| Job Family:       | STAR Team                                     |
| Job Family Group: | Facilities Management and Construction        |
| Management Level: | 7 Individual Contributor                      |

### JOB SUMMARY

Performs a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting independently or as part of a team, as assigned. Participates in the Maintenance Pay for Knowledge and Skills Program, including on-the-job training to learn and/or perform specialized skills found at Level II and III.

### JOB QUALIFICATIONS:

#### Education

| Req | Pref | Degree                    | Field of Study |
|-----|------|---------------------------|----------------|
| X   |      | Less than high school     |                |
|     | 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

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X   |      | <1 year         |                  |

#### 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   |
|-----|------|---|
| X   |      | Demonstrated successful work history.                                 |
| X   |      | Basic knowledge of most trade tools.                                  |
| X   |      | General knowledge of most of standard safety practices and equipment. |
|     | X    | Experience in a university support position.                          |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills                          |
|-----|------|--|
|     | X    | General knowledge of all campus buildings. |
|     | X    | Ability to read and write in English.      |

## Pay for Skills

*For use with specific Facilities positions only.*

Replace pole light globes  
 Replace cove base  
 Install pigeon spikes  
 Install wall mounted doorstop  
 Install kick plate on door  
 Repair pigeon nets  
 Install/replace corner guards  
 Clean roofs  
 Clean gutters and down spouts  
 Replace toilet seats  
 Replace/install drop-down door stopper  
 Set snap trap  
 Perform chemical transfer (+)  
 Replace/install door sweeps  
 Flood response  
 Check and clean roof drains  
 Clean and paint AC vents  
 Replace hardware for restroom partitions  
 Replace pleated filters  
 Clean/repair soap dispensers  
 Remove graffiti  
 Cut and install ceiling tiles  
 Replace LUWA filters  
 Replace incandescent lamps and high pressure sodium lamps  
 Check air compressors  
 Replace fluorescent, HID, quartz lighting  
 Order materials from stockroom  
 Test and certify eye washes/Test and certify safety showers

## Other Job Factors

- May require frequent bending, reaching climbing and heavy physical effort (over 50 pounds).
- Frequent use of safety equipment required.

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Performs a variety of maintenance tasks until proficiency is attained in all designated trade areas such as electrical, plumbing, air conditioning, carpentry, locksmith or painting independently or as part of a team, as assigned. |        |           |          |     |
| Repairs and/or replaces equipment and equipment components.   |        |           |          |     |
| Uses hand-held and power tools and equipment in an efficient and effective manner.  |        |           |          |     |
| Prepares reports and/or maintenance records, as needed.   |        |           |          |     |

## 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 |            | 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 |

| <b>Other Requirements</b>  |  |                   |  |
|--|--|-------------------|--|
| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>   | <i>Essential:</i> | <i>Mandated Reporter</i>   |
|  | following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |                   | 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> |
| <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: <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.