

UNIVERSITY OF SOUTHERN CALIFORNIA

Trades Specialist, Lead

Job Code: 180315

OT Eligible: Yes

Comp Approval: 7/22/2015

**JOB SUMMARY:**

Serves as a Trades Specialist, Lead performing advanced shop procedures in one of the following programs, (fire, life, safety systems, high voltage distribution systems and electrical repairs; steam distribution and boiler repairs; plumbing systems; AC systems; Lock Shop Program). Has responsibility for oversight and coordination of trades personnel within a shop/team. Assists supervisor on a variety of mechanical trade specialty procedures and compliance programs. Assigns tasks, schedules work locations and monitors assigned areas and activities. Coordinates work of employees, including trades, non-trades, contractors and provides general project management for assigned projects. Assists supervisor with training and guidance to ensure that high standards of quality, service and customer satisfaction are maintained. May assume leadership role in the absence of supervisor as assigned and/or designated.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- \_\_\_\_\_ \_\_\_\_\_ Provides team leadership and guidance to trade journeymen and other personnel, including contractors. Assigns and oversees work of assigned team. Sets Priorities and timelines. Provides feedback on performance, disciplinary actions, promotions, etc. Ensures timely completion within cost and quality constraints.
  - \_\_\_\_\_ \_\_\_\_\_ Trains and assists 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/specialty procedures. Assists supervisor in project management and coordination of compliance, regulatory testing and preventive maintenance projects.
  - \_\_\_\_\_ \_\_\_\_\_ Coordinates activities of trade employees and other personnel to ensure timely and cost effective job completion.
  - \_\_\_\_\_ \_\_\_\_\_ Interprets rules, regulations, policies and procedures. 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 as needed.
  - \_\_\_\_\_ \_\_\_\_\_ Oversees quality of workmanship of outside contractors.
  - \_\_\_\_\_ \_\_\_\_\_ Assists in the preparation and maintenance of records, reports and correspondence as required.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**Essential:  No

Yes 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.

**JOB QUALIFICATIONS:****Minimum Education:**

High school diploma or equivalent and completion of four year apprenticeship program  
Specialized/technical training

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Extensive experience in designated trade (mechanical, electrical, or plumbing). Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional five years minimum journeyman experience in specialty trade area.

Demonstrated project management skills and ability to resolve job related problems. Thorough comprehension of job components for all projects, including other trades. Thorough understanding of costs, materials and estimating procedures. Demonstrated strong interpersonal and lead skills. Ability to work effectively with vendors, customers and other trade employees. Knowledge of computer billing systems. Demonstrated strong verbal and written communication skills. Knowledge of human resources policies and procedures.

Extensive knowledge of trade related methods, materials, tools and equipment. Thorough knowledge of specialty trade, city and state building codes, OSHA rules and regulations, standard safety practices and equipment and other requirements for workplace safety.

**Preferred Education:**

Associate's degree

**Preferred Experience:**

12 years

**Preferred Field of Expertise:**

Complete familiarity with university campuses and mechanical systems and infrastructure preferred.

**Skills: Other:**

Assessment/evaluation  
Communication -- written and oral skills  
Conflict resolution  
Interpretation of policies/analyses/trends/etc.

Knowledge of applicable laws/policies/principles/etc.  
 Lead/guidance skills  
 Planning  
 Project management  
 Scheduling  
 Teaching/training

**Skills: Machine/Equipment:**

Calculator  
 Computer network (university)  
 Computer peripheral equipment  
 Fax  
 Personal computer  
 Photocopier

**Skills: Trade/Auxiliary:**

Knowledge of city and state building codes  
 Knowledge of trade codes  
 Maintain records, logs, etc.  
 Prepare reports and/or maintenance records  
 Purchase materials and services  
 Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches  
 Read, write, and follow verbal instructions  
 Understand and apply policies and procedures  
 Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises: Level:**

Leads one or more employees performing similar work.  
 Trains journeymen and other employees on specific skills and tasks as required.

**Comments:**

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

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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