

Facilities Services Maintenance Scheduler Planner  
(5194U) 27486 - 1049  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130261>

Downloaded On: Dec. 16, 2019 7:55am

Posted Oct. 2, 2019, set to expire Jan. 29, 2020

<b>Job Title</b>	Facilities Services Maintenance Scheduler Planner (5194U) 27486 - 1049
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 2, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

Facilities Services Maintenance Scheduler Planner (5194U) 27486 - 1049  
About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get\_redirect.php?id=1642350&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

#### Application Review Date

The First Review Date for this job is: August 20, 2019

#### Departmental Overview

Facilities Services works to maintain a campus built environment that is conducive to teaching, learning and research. We strive to continuously improve the campus in partnership with all members of the campus community. Facilities Services is comprised of the following units: Associate Vice Chancellor, Asset Management, Business Operations, Cal Zero Waste Services, Custodial Services, Customer Service Center, Engineering and Technical Services, Environmental Services, Grounds Operation, Inspection Services, Maintenance Operations, and People's Park

#### Responsibilities

Utilizes work order system (Maximo) to review work orders and determine validity and accuracy of information and engage the appropriate resources to set preliminary priorities of non-emergency work orders. Coordinate and schedule work non-emergency work. Monitors and tracks maintenance, and other service requests by Facilities Services as well as other outside vendors or organizations for assigned facilities, including tracking completion of maintenance work, small multi craft jobs and the ongoing status of high priority service requests.

Acts as liaison between Facilities Services and assigned department(s). Actively participate in scheduling meetings with internal customers to finalize priorities of work orders, optimum downtime windows and necessary lead times.

Works with onsite contractors and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work. Assist with various administrative duties for the shops as needed.

Follow-up with maintenance mechanics and management to ensure completed work orders with recommended improvement are returned in a timely manner.

Purchases supplies, conducts bid proposals and supervises small-scale department renovation projects. Work with Procurement to initiate purchase orders requests.

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May review facility project drawings or plans and reports building need compliance, errors or omissions to management, campus personnel, and outside contractors.

Maintain accurate metrics on the performance of the planning and scheduling processes and provide timely reports to management.

Assists with FScampus emergency/ disaster preparedness for assigned venues, serves as the communication liaison between campus service agencies and building occupants, and prepares documentation and response plans as assigned. May assist with the coordination of education and planning in this area for all staff.

May act as representative of campus safety committee, campus building emergency committee, and campus ergonomic program, and is responsible for departmental compliance with OSHA/EH&S regulations regarding state and campus policies and procedures, and works to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, fire extinguishers and other safety equipment.

#### Required Qualifications

- \* Working knowledge of practices and procedures relating to facility maintenance.
- \* Working knowledge of practices and procedures of safety and emergency preparedness.
- \* Skills to work under pressure of deadlines in a stressful environment.
- \* Working organizational skills to work on multiple projects with competing deadlines, to establish goals and work load priorities, and to meet project deadlines within budget and time constraints.
- \* Written communication skills to prepare a variety of correspondence, reports, policies and procedures, and training documents.
- \* Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships.
- \* Skills to work independently and as part of a team.
- \* General skilled trade knowledge or experience desired.
- \* Experience working in unionized environment.

#### Education/Training:

- \* Bachelors degree in related area and/or equivalent experience/training



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### Salary & Benefits

This is a non-exempt position. Hourly rate of pay is to commensurate with experience and training, up to \$34.87 hourly.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get\_redirect.php?id=1642350&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

### Driving Required

A valid driver's license and DMV check for driving record is required.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get\_redirect.php?id=1642350&targetURL=http://www.eeoc.gov/employers/upload/posp.htm]http://www.eeoc.gov/employers/upload/posp.htm

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1642350&targetURL=http://policy.ucop.edu/doc/4000376/NondiscriminationPolicy]http://policy.ucop.edu/doc/4000376/NondiscriminationPolicy

To apply, visit

[url=https://apptrkr.com/1642350]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California Berkeley

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