

PPE Coordinator (7145U) - 66803
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233622>

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Posted Mar. 28, 2024, set to expire Jun. 30, 2024

Job Title	PPE Coordinator (7145U) - 66803
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Office of Environment, Health & Safety's (EH&S) mission is to provide guidance and services to the campus community that promote health, safety, and environmental stewardship.

EH&S is a highly dynamic, fast paced, committed organization focused on promoting workplace safety and environmental protection for the campus community. We are comprised of many scientific, technical, and administrative professionals, working in an evolving, learning, and sometimes challenging environment with a unified goal of supporting the University's mission of teaching, research and public service. EH&S strives to be an inclusive, service oriented, and operationally excellent organization and is seeking highly motivated individuals who want to learn, be creative, seek continuous competency development, and contribute to our mission.

For more information, visit <http://ehs.berkeley.edu>

Position Summary

The Personal Protective Equipment (PPE) Coordinator oversees the campus PPE program, and

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provides direct customer service to campus colleagues. Program components include inventory management, fittings and distribution of lab coats, safety eye-wear, and other personal protective equipment to campus research personnel, managing the prescription safety eye-wear program, and overseeing and troubleshooting PPE laundry programs. The PPE Coordinator also supports the campus Respiratory Protection Program (respirators and masks) by conducting fit tests, maintaining respirator inventory, and organizing respirator distributions during wildfire smoke events impacting the campus.

Application Review Date

The First Review Date for this job is: 04/09/2024.

Responsibilities

Under direction, oversees the comprehensive campus Personal Protective Equipment (PPE) program, and recommends improvement in processes and procedures.

Maintains ongoing distribution of PPE to campus research laboratories and researchers including maintaining and adjusting processes for ongoing PPE fitting, distribution, record-keeping, and collection of coats from personnel departing campus

- Conducts lab coat fittings for campus research population.
- Ensures fitted PPE is properly marked and distributed to campus.
- Establishes a prescription safety eye-wear program for the campus research population.
- Partners with inspectors and communications to identify opportunities to provide overall PPE guidance.
- Works with Mail Services (distribution), Procurement (purchasing), and other campus units as directed to maintain the program.
- Drives university vehicles in fulfillment of job responsibilities.

Maintains the Respiratory Protection Program (RPP), including, but not limited to:

- Schedules and provides individual fit testing and training.
- Consults with University Health Services on issues related to medical qualification of respirator wearers.
- With assistance from senior Specialists, conducts field evaluations to determine necessity and adequacy of respiratory protective equipment.

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- Maintains testing equipment and ensures campus inventory tracking/controls are updated as required.
- Implements and manages databases, does data manipulation, mining, maintenance and updating, and filing of program participant documentation.

Work with vendor and campus departments to maintain ongoing lab coat laundering program.

- Ensure comprehensive vendor involvement in the implementation and maintenance of laundry model(s).
- Provides written guidance to clients on laundering procedures.

Student Employees

- Hires, trains, schedules, and assigns work.
- Delegates tasks, ensuring completion and quality control.
- Mentors students to support overall PPE program, including client-facing, database maintenance and inventory controls.

Maintains a comprehensive inventory system for associated campus PPE, and ensure data is kept current and up-to-date.

- Lab Coats
- Eyewear
- Respirators and cartridges/filters
- N95 Masks
- Other items as required

Applies relevant laws, regulations, codes, standards and University policy with minor refinements to procedures as applicable.

- Maintains and applies working knowledge of technical aspects of various regulatory requirements and the impact to the operating unit. **See "Governing Laws and Regulations" below
- Completes and maintains compliance on campus/systemwide training requirements, as well as any training necessary per role.
- Provide resources and consult during campus wildfire smoke incidents, including staffing and

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providing supplies to employees; ensures inventory controls to manage scenarios (wildfire smoke, pandemic), and oversee and coordinate campus distribution with delegated partners.

- At the request of campus management (EH&S Director, VC Administration/Research, UCPD Chief, or designated alternate), serve in a designate role within the EH&S Emergency Support Function and be on call to the campus Emergency Operations Center in a campus designated disaster or campus hazardous material release/threatened release.
- Provide appropriate emergency response role based upon expertise and, where applicable, designated departmental role.

Staff development:

- Works on professional committees and assignments, participates in professional training and attends relevant conferences, and/or is mentored or coached on a formal or informal basis.

Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- Demonstrated experience in customer service.
- Demonstrated written, verbal, and interpersonal skills and experience to communicate effectively in a diverse environment.
- Demonstrated organizational skills to plan, organize, and prioritize multiple projects.
- Skill in the appropriate use of technology (database systems, inventory systems, Google Suite/Enterprise) as required.
- Solid, comprehensive working knowledge/understanding of and/or can quickly learn related laws and regulations, and general understanding of all EH&S fields.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Health and safety knowledge with focus on personal protective equipment (PPE) usage.

Governing Laws and Regulations:

Incumbent's responsibilities are guided by a significant number of federal, State, and local laws and

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regulations as well as campus policy. There are municipal, regional, county, State, and federal regulators that have jurisdiction, often overlapping, over those campus programs and activities being audited. The following environmental, health and safety subject areas each have multiple laws and regulations which may apply to UC Berkeley:

- Worker Health and Safety.
- Hazardous Materials/Waste Management.
- Specific laws and regulations are too numerous to list.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$35.00 - \$43.10, commensurate with experience.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

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

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Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work.

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, please see the https://apptrkr.com/get_redirect.php?id=5135616&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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