

Fleet Administrator (4722C), Property Management -  
66252  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238745>

Downloaded On: Jul. 27, 2024 12:38pm

Posted Jul. 24, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Fleet Administrator (4722C), Property Management - 66252
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 24, 2024
<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
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5385369">https://apptrkr.com/5385369</a>

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**Job Description**

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**Fleet Administrator (4722C), Property Management - 66252**

**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

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transformative opportunity it provides to a large and diverse student body; its public mission and 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](https://grow.berkeley.edu).

### **Departmental Overview**

Property Management is responsible for post-purchase processes associated with many of the physical goods required by the campus, as well as providing related useful services. We provide: Accurate and timely delivery of purchased goods Management and control of inventorial and non-inventorial equipment; Sale and disposal of surplus UC Berkeley campus property; Acquisition, assistance, and management of the University's fleet of vehicles; Moving and special event support services; Administration of the campus secured rental storage space program.

### **Application Review Date**

The First Review Date for this job is: Thursday, May 30, 2024

### **Responsibilities**

Vehicle/Vessel Acquisition Authorization:

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- Collaborates on purchase of all University vehicles/vessels to ensure purchases are compliant with appropriate regulations including but not limited to the EAct of 1992, UC BUS-8, etc.

Procurement:

- Planned Purchase Agreement.
- Creates annual report on purchases and EAct compliance.
- Forwards vehicle/vessel purchase requests to Director for final authorization together with points of compliance required for an authorization

Registration & Licensing:

- As directed by UC BUS-19 and BUS-35, ensures all vehicles acquired by the University are properly registered with CA DMV through use of their Business Partner Automation (BPA) system and serves as CA Licensed Vehicle Verifier.
- When required, provides advice, guidance and assistance in registering out-of- state vehicles to facilitate University business and limit University liability.
- Advances REG 397 and REG 5050 documents to Director for signature, digitizing same and uploading into vehicle tracking system, sending fully executed documents to SambaSafety as part of the Registration process.

University Vehicle/Vessel Oversight:

- Maintains database of all University vehicles, ensuring compliance with maintenance, insurance and operational regulations and requirements.
- Confirms all maintenance and repairs comply with current University contracts and regulations.
- Advises on changes and renewals for all applicable maintenance contracts.
- Acts in compliance with UC BUS-46, BUS-63, BUS-69 and ensures adherence to Bureau of Automotive Repair BPC 9880-9899 / Title 16 - California Code of Regulations, Professional and Vocational Regulations Title 49, Code of Federal Regulations, Transportation (HazMat)/ Title 13, California Code of Regulations, Motor Vehicles / California Vehicle Code.
- Tracks all activities and digitizes related documents into vehicle/vessel tracking database.

Vehicle Inspection & Service Administration:

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- Ensures compliance and follow-up for all appropriate inspections, including but not limited to: 90-Day BIT Inspection, 12-month Safety Inspections, Biennial Smog Inspections, Annual Smoke Opacity Tests (diesel vehicles 14,000 lbs.) and Smoke Inspections (diesel vehicles 14,000 lbs.).
- Files annual compliance report with Bureau of Automotive Repair (BAR) and ensures Federal Motor Carrier Program account is updated and active as needed.

Driver Safety Monitoring:

- Educates departments in determining when their drivers should be enrolled into Government Employer Pull Notice Program.
- Monitors program to communicate with departments when their driver(s) no longer possess a valid drivers' license and ineligible to drive University or personal vehicles in connection with job responsibilities.
- Advises Vehicle Safety Review Committee on reports and provides recommendations for safety requirements.

Vehicle/Vessel Disposal:

- Works in conjunction with UC Surplus department in compliance with UC BUS-29 and BUS 38 to facilitate sale and disposal of all vehicles/vessels.
- Ensures sales are compliant with current state and UC regulations, and verifies that disposals follow state and UC procedures.

Citations:

- Monitors and directs all correspondence regarding citations received against University vehicles to department assigned respective vehicle so it can ensure the responsible employee pays for the citation.
- Ensures vehicle assigned departments do not pay for employees' citations.
- Enters all related actions and digitized documents into vehicle tracking database.

Vehicle Fuel Card Program:

- Facilitates and maintains the State of California Fuel Card Program for campus, which offers fuel purchases minus the State excise tax, ensuring compliance with applicable regulations and

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approvals.

- Ensures payments are made in compliance with all current policies and appropriately recharged to originating campus departments.
- Receives campus department application for and assignment of fuel cards as appropriate.
- Ensures unassigned fuel cards are properly secured from theft.
- Enters all related actions and digitized documents into vehicle tracking database.

Vehicle Rental Code Program:

- Facilitates and maintains the Vehicle Rental Code Program for campus, ensuring compliance with applicable regulations and current contracts.
- Ensures received applications are accurately completed, scanning documents into tracking database.
- Ensures vehicle rental payments are made in compliance with all current policies, appropriately billed to campus and recharged to originating departments.

Administrative:

- Front-line customer contact for all fleet related issues.
- Maintains files and records including secure and/or confidential items.
- Maintains all records for Fleet Services' BluCard and acts in compliance with appropriate purchasing policies and guidelines.
- Submits changes for Fleet website to maintain current information.
- Completes required data entry and document digitization into the appropriate tracking system.
- May assist other Property Management with their data entry and document digitization

Financial:

- Ensures compliance with UCB PCI.
- Process and reconcile campus deposits through campus systems CDS/Cal Answers.
- Assists Financial Officer in reviewing and updating annual recharge rates.
- Provides backup support for financial journals as needed.

**Required Qualifications**

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- Intermediate knowledge of State, Federal and University regulations as they apply to fleet vehicles.
- Ability to gather, organize, and complete analysis for intermediate audit assignments.
- Ability to present information in a clear and concise manner.
- Effective written and verbal communication skills.
- Skilled in seeking needed information and asking questions when assignments are unclear.
- Sound interpersonal skills and ability to maintain confidentiality and handle sensitive information with tact and diplomacy.
- Extensive experience with data entry processing in relational database.
- Intermediate knowledge of and/or ability to learn University of California Business and Finance Bulletins related to campus vehicles.

Education/Training:

- High school diploma and/or equivalent experience/training.

**Preferred Qualifications**

- Knowledge of drivers' license verification system.

**Salary & 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 salary or hourly range that the University reasonably expects to pay for this position is

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\$31.15 (step 5.0) - \$33.34 (step 8.0).

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 50% remote capability.

### How to Apply

To apply, please submit your resume and cover letter.

### 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.

### Driving Required

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

### Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>.

### 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 U.S. Equal Employment Opportunity Commission](#) poster.

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

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University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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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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