

**Building Manager (4483C) School of Optometry, 65520  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=238828>

Downloaded On: Jul. 27, 2024 12:13pm

Posted Jul. 26, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Building Manager (4483C) School of Optometry, 65520
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

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**Building Manager (4483C) School of Optometry, 65520**

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

At the Wertheim School of Optometry & Vision Science, as part of a world- renowned university that embraces excellence and access, we foster an environment of trust and mutual respect, free expression and inquiry, and personal resilience and achievement. We demonstrate sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. These principles serve us daily in our reasoning and actions and aid us in our decision making.

We educate an estimated 320 students annually. Our O.D. program is a 4 year program with clinical training provided at 2 campus clinics, numerous satellite clinics (community care), VA clinics, and external clinics across the country. Our one-year post-graduate residency programs provide advanced clinical education in specialty areas of optometry with placement on and off campus and our Vision Science program averages 40 PhD students.

The Optometry Clinic provides comprehensive optical care services to the entire Campus population

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and the general Bay Area community, with approximately 80,000 annual visits to Optometry Clinics at Minor Hall and the Tang Center. The Optometry Clinic is open 7 days per week.

### **Application Review Date**

The First Review Date for this job is: Saturday, March 23, 2024

\*The posting will remain open until filled. If the job posting is visible, we are still considering applications.

### **Responsibilities**

#### **Capital Project Management and Special Project Support:**

- Acts as department representative for department/organization special projects related to department facilities.
- Works with management to coordinate and manage capital improvement projects with Capital Projects and actively participates on committees and/or meetings concerning capital improvements to departmental facilities.
- Works with onsite contractors and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work.
- Reviews facility project drawings or plans and reports building need compliance, errors or omissions to management, organization personnel, and outside contractors.
- Works with campus partners and contractors to obtain quotes for proposed facility refreshes and renovations.
- May oversee contracted work.

#### **Building Coordinator:**

- Coordinates maintenance and repair of departmental equipment and space.
- Conducts regular periodic rounds to inspect areas for security, fire and accident hazards and takes appropriate action as required, including reporting infractions of fire and building codes, building rules and other building irregularities to management.
- Liaises with Communications Manager to coordinate and carry out department signage, display, and promotional needs.
- Serves as day to day point person regarding facilities management e.g. repairs, security, and custodial needs.

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- Places work orders with Physical Plant and follows up on needed repairs and services.
- Coordinates with Custodial Services on regular and periodic custodial needs.
- Stores all surplus office equipment and furnishings, and disposal of unneeded equipment and furnishings.
- Coordinates emergency repairs during and after work hours.
- Coordinates work crew activities to minimize disruption to building occupants.

Security and Safety:

- Acts as Building Manager for organization emergency/disaster preparedness for assigned venues, serves as the communication liaison between organization service agencies and building occupants, and prepares building response plans and coordinates education and planning in this area for all building occupants.
- May serve as "Department Access Key Controller" as defined by the UCPD Access Control Policy, maintaining accurate records of all access control activities, ensuring appropriate authority prior to issuing keys, ordering replacement keys as needed, recovering department keys from departing personnel, reporting any failure to recover access control keys to department management and UCPD, and securely storing unassigned keys in the department's UCPD-approved cabinets.
- May act as representative of organization safety committee, organization building emergency committee, and organization ergonomic program, and is responsible for departmental compliance with OSHA/EH&S regulations regarding state and organization 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.
- Maintains and services the school van
- May be required to drive the van for transporting clinicians and/or supplies to satellite locations

Business Services:

- Purchases supplies, conducts bid proposals and supervises small-scale department renovation projects.
- May assist management in development of annual facilities budget.
- Purchases departmental supplies, services and equipment.
- May serve as back-up for other administrative operations including purchasing for research, travel and entertainment reimbursements, parking permit management, etc.

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**Equipment Management:**

- Acts as department equipment custodian through the equipment tracking system(s) and conducts department inventory controls including processing and maintaining records of equipment insurance requests.
- May address ergonomic needs and supports disability accommodation needs of users.

**Procurement:**

- Initiates equipment related purchase orders.
- Recommends the purchasing of new equipment standards when equipment standards do not meet clinical or research needs.

**Network Printer Support:**

- Manages printer mapping support, backup support for paper jams and replacing toner.

**Other Duties:**

- Performs special projects as assigned and ongoing professional development activities.

**Required Qualifications**

- Thorough knowledge in the areas of building space planning, codes, capacity, security, fire safety, organization and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships.
- Thorough interpersonal skills including good service orientation and effective problem solving.
- Knowledge of architectural or engineering concepts.
- 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.
- Working knowledge of practices and procedures of safety and emergency preparedness.
- Written communication skills to prepare a variety of correspondence, reports, policies and

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procedures, and training documents.

- Skills to work under pressure of deadlines in a stressful environment.
- Skills to work independently and as part of a team.

**Education/Training:**

- Bachelor's degree in related area and / or equivalent experience / training

**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 \$70,082.00 - \$97,382.60.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

**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

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

#TA-MOM

### **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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