

Lead Carpenter (8196C), Facilities Services - 71145
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242546>

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Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Lead Carpenter (8196C), Facilities Services - 71145
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Apply By Email

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

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

Position Summary

The Lead Carpenter engages in general supervision of projects requiring the highly specialized skills of the trade for campus clients, management of shop work orders, assigning work orders to shop staff, and monitoring and inspecting completed shop work orders where required. The role of the Lead Carpenter is to be an effective communicator with campus clients, schedule work orders for the carpenter staff, assure quality control and timeliness of work performed, coordinate projects with other crafts, work with tools on projects, provide estimates for projects, review timecards before forwarding

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them to superintendent for signature approval, and to support the departmental safety program.

Application Review Date

The First Review Date for this job is: 08/05/2024.

Responsibilities

A. TRADE EXPERTISE AND PROBLEM SOLVING

- Responsibilities include: General supervision of projects requiring the highly specialized skills of the trade for campus clients physical repair of campus buildings including research labs and animal facilities. assure quality control and timeliness of work performed by shop staff, coordinate projects with other crafts, work with tools on projects.
- Tasks routinely performed include the following: specification of appropriate materials needed for each job, coordination of work with other shops in buildings, classrooms, research labs and animal facilities.
- Reading blueprints, wiring diagrams, schematic drawings, and instructions for assembling and installing materials.
- Knowledge of processes and procedures utilized by each individual shop.
- Identify and resolve equipment malfunctions, work with manufacturers' reps and technical support. Maintain working knowledge of state-of-the-art tools and software through training and reading. Service, troubleshoot and repair all trade related equipment and other systems.
- Coordinate warranty repairs when required.

B. ADMINISTRATIVE DUTIES

- Interact with UC shop personnel. Balance MOP and recharge responsibilities as directed by management.
- Duties include using the Work Order Scheduling Program to schedule and dispatch work requests to shop staff.
- Check completed jobs for accuracy and perform timekeeping duties.
- Consult supervisor/or project superintendents who administer requirements and standards for modification projects.
- Keep accurate work records and complete paperwork in a neat and timely manner.
- Define and describe materials, tools and/or equipment, work methods and task sequences.
- Serve as liaison with clients, relaying their needs and requirements to the appropriate department

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- or superintendent. Obtain materials and equipment when requested.
- Maintain records of materials ordered, utilized and billed to others.

C. SAFETY

- Adhere to all University and departmental safety guidelines.
- Attend job-related and safety training as required.
- Schedule and document monthly shop safety and craft meetings.

D. OTHER

- Perform other duties as assigned.

Required Qualifications

- Must have completed a four-year carpenter apprenticeship program or equivalent.
- Employee must possess five years journeyman experience in a comparable position or related experience in a university, hospital or large building complex.
- Education and training in carpentry can be through documented experience and/or professional development through an accredited college or university.
- Must possess knowledge and ability to utilize the Work Order Scheduling Program to manage and assign shop work orders.
- Must possess knowledge to utilize correct tools, techniques and methods for handling specific tasks and projects by applying thorough knowledge of codes and the skills of a craftsman.
- Extensive knowledge and experience in all aspects of trade specific tasks and systems.
- Experience in commercial, institutional and computerized repair and maintenance systems.
- Must have the ability to operate all machinery and state-of-the-art-tools needed to perform skilled related job tasks.
- Ability to safely move supplies and objects up to 75 pounds with or without a reasonable accommodation.
- Must possess excellent communication skills and ability to interact in a positive manner with campus community, including students, building managers, academic personnel, and craft personnel, in a diverse multi-cultural environment.
- Ability to track jobs to completion and prioritize requirements.
- Ability to read information from equipment manufacturers manuals, service requests, layout sketches, blueprints, appropriate state and local government codes, trade-specific manuals and

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practices, draft diagrams and schematics and to determine how the fixture or equipment should perform.

- Knowledge of relevant building codes, DHI Standards, ADA Regulations, Fire Codes and University Accessibility guidelines.
- Ability to communicate clearly over the telephone and two-way radio.
- Ability to execute all job assignments in a timely manner.
- Must be able to work in confined spaces. Must be able to safely move supplies and objects up to 75 pounds with or without a reasonable accommodation.

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 salary or hourly range that the University reasonably expects to pay for this position is \$58.43 (Step 1) - \$60.87 (Step 3).

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 position is governed by the terms and conditions in the agreement for the Skilled Crafts Unit (KB) between the University of California and the Alameda County Building and Construction Trades Council (ACBCTC). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/kb/index.html>

- This is not a visa opportunity.

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.

Physical Exam

- Employment is contingent upon passing a physical exam.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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=5480750&targetURL=U.S. Equal Employment Opportunity Commission

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poster.

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

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

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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