

Assistant Director, Athletics Grounds (7990U)  
Intercollegiate Athletics 71661  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243152>

Downloaded On: Aug. 31, 2024 10:13pm

Posted Aug. 15, 2024, set to expire Dec. 12, 2024

<b>Job Title</b>	Assistant Director, Athletics Grounds (7990U) Intercollegiate Athletics 71661
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5521628">https://apptrkr.com/5521628</a>

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**Job Description**

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**Assistant Director, Athletics Grounds (7990U) Intercollegiate Athletics 71661**

**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](http://grow.berkeley.edu).

### **Departmental Overview**

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches; we sponsor 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in our sports programs annually within the National Collegiate Athletics Association (NCAA).

Reporting to the Director, Athletics Grounds & Facilities Services, the Assistant Director, Athletic Fields & Turf for Intercollegiate Athletics oversees the maintenance and operations of natural grass fields and synthetic fields for Intercollegiate Athletics. The position also manages the Hellman & Channing tennis complexes, Edwards Track and some landscaping at Athletics venues. The employee works with coaches, staff, and the Grounds crew on a daily basis to provide support to intercollegiate athletic teams and programs.

### **Application Review Date**

The First Review Date for this job is: August 26, 2024

### **Responsibilities**

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- Closely oversees day-to-day activities of landscape/groundskeeping employees. Assist with the organization and scheduling of routine landscape/groundskeeping operations. Provides on-site supervision and works with staff to provide solutions and assist with field maintenance.
- Creates field schedules highlighting daily maintenance times and activities, yearly projects, and game-day timelines and activities for field prep. Assists with creation, updating, and following detailed field maintenance plans that highlight yearly projects, seasonal maintenance, game preparation, field lining, and field testing.
- Trains and supervises the landscape/groundskeeping staff to maintain an orderly, safe, and efficient grounds operation. Assist with creating work schedules for staff based on maintenance schedule and events.
- When requested contact vendors, receive quotes, handle logistical planning and ensure contracted projects are completed correctly.
- Checks in with coaches frequently on condition of facilities. Incorporates feedback into daily planning.
- Monitor inventory on a facility, commodity or project basis and communicate needs to Supervisor in a timely manner.
- Assist Supervisor with budget planning and maintenance.
- Ensures safety, hazardous materials and landscape/groundskeeping policies and procedures are adhered to. Maintains proper inventory needs and purchase inventory.
- Other, including professional development and operating campus vehicles.

### Required Qualifications

- Working knowledge in landscape / groundskeeping services.
- Working verbal and written communication skills in the English language, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management.
- Working decision making and reasoning skills, and ability to develop original ideas to solve problems and conduct operations analysis and quality control analysis.
- Working, effective interpersonal and work leadership skills to provide guidance to other personnel.
- Ability to provide plant and pest identification.
- Basic computer application skills.
- High school diploma and / or equivalent certification / experience / training

### Preferred Qualifications

- Academic prep in horticulture preferred.

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## 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 \$72,600 - \$90,600

- 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.

### Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

### 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.

### Mandated Reporter



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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 [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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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