

Facility Management Specialists 3 (4483C), Facilities
Services - 71701
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243154>

Downloaded On: Aug. 31, 2024 10:21pm

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

Job Title	Facility Management Specialists 3 (4483C), Facilities Services - 71701
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5521638

Apply By Email

Job Description

Image not found or type unknown



Facility Management Specialists 3 (4483C), Facilities Services - 71701

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

Facility Management Specialists 3 (4483C), Facilities
Services - 71701
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243154>

Downloaded On: Aug. 31, 2024 10:21pm

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

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.

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 FMS 3 are involved in the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities and services for one or more buildings as related to alarm, video, and access systems. This includes general maintenance of systems and components, call center triage and tracking of repair services, planning and coordination, and providing recommendations on procedures, policies and communications related to infrastructure and safety.

Facility Management Specialists 3 (4483C), Facilities
Services - 71701
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243154>

Downloaded On: Aug. 31, 2024 10:21pm

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

Application Review Date

The First Review Date for this job is: 08/26/2024.

Responsibilities

- As part of Facilities Services Access Control Unit (CPU), the Facilities Management Specialist 3 serves as liaison with campus units and external agencies (vendors) regarding safety and security access, compliance, maintenance, and program review.
- Assesses facilities' needs in their areas of responsibility (alarms, videos and access systems) and provides recommendations to Facilities Supervisor I related to overall program implementation. This includes scheduling of vendors from onset to completion, system implementation, and associated budgeting.
- Provides recommendations regarding overall program goals and guidelines for their areas of responsibility (alarms, videos, and access systems) to meet campus-wide, regulatory and safety and security requirements, and needs for management review.
- Coordinates vendor activities, including repairs and installations, and/or participates in program-related work. Monitors vendor throughout entire process to ensure all work is completed as per requirements, with minimal disruption to facilities' occupants and operations.
- Manage and maintains system and program documentation, for each area of responsibility, related to plans, procedures and protocols including access controls and security, crime prevention activities, fire safety inspection compliance, and reporting.
- Coordinates emergency repairs during and after work hours.
- Oversees and ensures all training and close-out documentation meet the contract requirements and are properly turned over to the appropriate entity, including warranties, record drawings, and operations and maintenance manuals.
- Works with onsite contractors and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work.
- Purchases supplies, conducts bid proposals and supervises small-scale department renovation projects.
- May serve as "Department Access Key Controller" as defined by the Campus 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.

Facility Management Specialists 3 (4483C), Facilities
Services - 71701
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243154>

Downloaded On: Aug. 31, 2024 10:21pm

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

Required Qualifications

- Technical knowledge in the areas of alarms, security access and video as related to buildings and construction, design, contract administration, and familiarity with California building codes.
- Ability to evaluate and assess risk associated with facility safety and security as it relates to the overall Campus community for alarms, security access and video.
- Interpersonal skills including good service orientation and effective problem solving.
- Ability to multi-task and prioritize daily activities effectively.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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 that the University reasonably expects to pay for this position is \$94,381.69 (Step 5) - \$106,304.51 (Step 11).

How to Apply

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

Facility Management Specialists 3 (4483C), Facilities
Services - 71701
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243154>

Downloaded On: Aug. 31, 2024 10:21pm

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

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>

- 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.

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=5521638&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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S



Facility Management Specialists 3 (4483C), Facilities
Services - 71701
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243154>
Downloaded On: Aug. 31, 2024 10:21pm
Posted Aug. 15, 2024, set to expire Dec. 12, 2024

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