

**Building Operations Supervisor (5198U), Berkeley Law -
72167**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244159>

Downloaded On: Sep. 13, 2024 2:20pm

Posted Sep. 3, 2024, set to expire Dec. 28, 2024

Job Title	Building Operations Supervisor (5198U), Berkeley Law - 72167
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 3, 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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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

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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.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

Berkeley Law is one of the world's preeminent centers of legal education, and occupies a multi-wing complex at southeast corner of the UC Berkeley campus, as well as leased space in the Golden Bear Center.

The Building Operations Supervisor has primary responsibility for building operations of the School of Law complex, including satellite offices at 1995 University Avenue. This position manages the four broad categories of operations: building services, building access management, mail services, and

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event space-assigning and logistics planning. These functional areas include maintenance services, oversight of custodial porters, building safety and security operations, liaisons with Campus Mail Services, room/lock and key management, night services, and management of room planning/reservation systems. Currently, this position will supervise 6 staff employees.

Application Review Date

The First Review Date for this job is: Thursday, September 12, 2024

Responsibilities

- Responsible for the employment, selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff employees:
- Oversees Facility Maintenance, Facility Security, Mail Services, and Room Scheduling & Planning and supervises a team of 6 staff employees.
- Develops metrics for assessing successful execution of job responsibilities and holds direct reports accountable for achieving goals.
- Monitors performance of staff members according to established monitoring standards.
- Conducts regular check-in meetings/conversations with direct reports and delivers performance reviews in accordance with campus policies
- Develops and implements performance improvement plans, including execution of disciplinary actions, as needed.
- Trains, mentors and develops direct reports.
- Sets work schedules and project priorities.
- Establishes regular inspections and coordinates routine inspection of facilities and equipment, and ensures that emergency repairs are handled appropriately.
- Serve as liaison with campus partners and external agencies regarding safety, maintenance, construction, access controls and security, emergency preparedness, commonly-encountered hazardous materials storage and disposal.
- Notify building occupants of building events such as utility shutdown, repairs, facilities problems, and lighting modifications.
- Coordinates the law school emergency response team, administering protocols and procedures for building security, emergency firefighting equipment, and communications systems.
- Actively participates and promotes emergency preparedness and response efforts.
- Actively partner with Security Patrol Officers (SPO's) to ensure all security protocols are consistently implemented and systematically educate occupants on security practices.
- Maintains performance metrics and standards to ensure excellent service is extended to building occupants.

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- Ensures routine and emergency maintenance issues and service calls are handled promptly and according to established processes.
- Directs subordinates providing building maintenance activities and mail services, including tracking of repair services and maintenance requests via ticketing system.
- Maintains stock and controls distribution of maintenance-related supplies and equipment.
- Analyzes operational and facilities related processes and implements improvements, including the development of new service protocols and commensurate training of subordinate staff.
- Monitors building access systems and authorizations for law complex and leased office suite(s); administers CCURE system for Law.
- Supervises key and keycard issuance and return.
- Engages in professional development and training opportunities as needed.
- Attend workshops and training to receive the latest and most up-to-date information about safety, ergonomics, and building code requirements.
- Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- Working knowledge in supervising facility maintenance and improvements along with building maintenance work.
- Ability to respond to frequent changes flexibly and efficiently in task focus, competing priorities, and multiple deadlines. Ability to multitask and prioritize daily activities effectively and resolve customer problems/concerns in a timely manner.
- Demonstrated ability to take initiative, set priorities and manage time to complete work orders in a timely manner.
- Functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered on campus; Ability to follow established procedures for dealing with such potential hazards.
- Ability to monitor and project expenses, including time, labor and materials.
- Strong computer skills, including proficiency in MS Office, Google Suite, and video conferencing platforms. Ability to learn new computer programs and software systems.
- Ability to develop and implement policies and procedures to meet evolving needs and a continuous improvement of services.
- Excellent written and verbal communication skills to communicate effectively in a diverse environment.
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- Detail-oriented to accurately proof contracts, plans, specifications, and other documents.
- Leadership experience in facilities management and/or building operations.

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- Supervisory experience.
- Strong organizational skills to work on multiple projects with competing deadlines, establish goals and workload priorities, and meet project deadlines within budget and time constraints.
- Proven experience and significant attention to identifying, assessing, communicating, and resolving complex technical and systemic issues.
- Strong project management skills, including the skill to manage small to complex projects independently.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

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

Preferred Qualifications

- Experience working or supervising in a unionized environment.

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

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position is \$95,000.00 - \$115,000.00.

- This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

This position is not eligible for visa sponsorship.

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.



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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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