

**Building Management Lead (5196U) - 72118**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=244825>

Downloaded On: Sep. 26, 2024 11:41pm

Posted Sep. 16, 2024, set to expire Jan. 10, 2025

<b>Job Title</b>	Building Management Lead (5196U) - 72118
<b>Department</b>	Division of Biological Sciences Facilities Team
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	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 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](http://grow.berkeley.edu).

### **Departmental Overview**

The Division of Biological Sciences Facilities Team mission is to provide stewardship to Divisional buildings and assets while supporting the academic mission of teaching, learning and research and while promoting health and safety. Our team coordinates with all campus stakeholders to ensure safe, functional and reliable workplaces.

### **Position Summary**

The Facilities Management Specialist 4 position in the Division of Biological Sciences is responsible for multiple functions. Oversees and supports all aspects of facilities management and facilities operations for the Northwest Animal Facility.

Additionally, serves as a backup facilities manager for all buildings within the Division of Biological Sciences, including (but not limited to) Valley Life Sciences Building, Weill Hall, Li Ka Shing Center, Barker Hall, Koshland Hall, Innovative Genomic Institute Building, and Donner Lab. As a result, the position applies all aspects of facilities management and facilities operations for each of these

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buildings.

Additionally, the role provides special projects support, which may include but is not limited to architectural drawings, space mapping, strategic planning, equipment and space inventory, and project management.

### **Application Review Date**

The First Review Date for this job is: 09/25/2024.

### **Responsibilities**

Perform routine and specialized building management responsibilities within the Northwest Animal Facility and, on an as-needed basis, in all other Divisional Buildings.

- As a representative of the Division, this role will require analyzing complex situations and facilities considerations in order to accommodate the Northwest Animal Facility research, making recommendations, and effectively resolving issues while applying discretion and political acumen to communicate with stakeholders and external agencies, including UCOP. This includes understanding financial and budgetary concepts for budget forecasting and liaising with organization stakeholders for building activities, particularly those related to Capital Projects.
- Collaborate with organization occupants to plan space that accommodates non-routine systems and/or research equipment, ensuring that the infrastructure adequately meets the needs of our researchers during Capital Projects.
- Proactively develop preventative maintenance plans and equipment replacement/upgrade plans in collaboration with organization occupants to support future research effectively, in compliance with EHS lab safety standards.
- Coordinate with multiple units across the organization to ensure a safe and secure facilities environment, serving as the primary point of contact for emergency responders during emergencies, in adherence to UC Berkeley security and safety protocols. This includes documenting, investigating, and analyzing security and safety events, providing diagnoses and recommendations to prevent similar incidents in the future.
- Develop and manage budgets for building infrastructure that has recurring management/maintenance costs, and perform policy analysis on building management procedures/policy, ensuring adherence to UCOP and UC Berkeley policies and protocols.
- Oversees emergency repairs during and after work hours, and respond to emergency communications from building occupants as needed, in alignment with UC Berkeley emergency response procedures.

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- Collaborate with internal and external agencies/contractors as required to oversee current contract terms, adhere to UCOP and UC Berkeley policies and protocols, and gather proposals from different contractors, while liaising with faculty to obtain competitive bids for scientific equipment within the facility.
- Collaborate with department leadership to develop space planning, evaluate and advise on design and allocation, and create a long-range space plan in line with UC Berkeley space guidelines.
- Plans and communicates with building occupants for construction projects across the Division, including reviewing project schedules and identifying potential impacts to building systems and occupants, while liaising with campus stakeholders to facilitate the execution of construction tasks during Capital Projects.

### Special Projects and Coordination

- This role will be required to perform work on special projects on an as-needed basis. These projects may include:
- The creation and implementation of preventative maintenance plans
- The evaluation of research facilities and accounting of specialized equipment requirements and infrastructure
- The creation of long range/strategic space plans, including development of space maps and other architectural drawings.
- Coordinate with building occupants, consultants and Capital Projects to develop project design and budget documents.
- Coordinate with Divisional Safety Officer, EHS, and OEM to develop Building Emergency Policy and plans.
- The development of onboarding and training processes for new staff and faculty.
- The documentation or creation of record document library to assist with future planning.
- The development of strategic space planning including graphical analytical displays, charts and floorplans.
- Manages facilities related issues, work and interruptions with the Office of Laboratory Animal Care of the Bio Safety Level 3 laboratory within the facility and with service providers and other campus stakeholders as needed. May require on-call response to emergency situations during evening or weekend hours.

### Strategic Planning and Policy Development

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- In coordination with Division Leadership and Campus Stakeholders, create guidelines and protocols that promote improved (less expensive and more effective) Preventative Maintenance Programming.
- Develop a framework and provide training opportunities for employees to follow that will help them understand operational structure of facilities management within the Division and Campus and will help them improve coordination and communication with all campus stakeholders.
- Analyze gaps in Building Management Operations and develop proposals/programs to fill those gaps as needed.

### Leadership and Management

- Stays updated and learns of the many responsibilities of the Director of Facilities for the Division of Biological Sciences. Contributes to various strategic planning initiatives. On an as-needed basis, this role may provide some supervision and general leadership to Divisional Facilities Managers.
- Under direction from Divisional Leadership, this role will perform some oversight/supervision of lower level Facilities Managers within Divisional Buildings.
- As needed, mentors and trains lower level Facilities Managers within the Division.
- Regularly Attend Divisional Leadership meetings and contribute to strategic planning
- Act as co-chair on Divisional Building Space Committees and contribute to long term space planning for the Division.

### Required Qualifications

- Advanced knowledge in the area of facilities operational management.
- Competency in reading/interpreting architectural and engineering drawings.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Advanced knowledge of lab facilities infrastructure/building systems and preventative maintenance planning.
- Experience with project management.
- Competency/understanding of building code and policy.
- Advanced interpersonal and communication skills.
- Advanced skills in working collaboratively and influencing others.

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- Ability to multitask and prioritize large amounts of work/tasks.
- Advanced analytical skills to assess and improve processes.
- Advanced knowledge and skill regarding specialized research needs in Bio Sciences Facilities.

### **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 or hourly range that the University reasonably expects to pay for this position is \$98,600.00 - \$145,000.00.

### **How to Apply**

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

### **Other Information**

- 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

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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.

### **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=5633457&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5633457&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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

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

### **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.

**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)



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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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