

Senior Building Maintenance Worker (8212C) - 73024
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245831>

Downloaded On: Oct. 19, 2024 5:53pm

Posted Sep. 26, 2024, set to expire Jan. 23, 2025

Job Title	Senior Building Maintenance Worker (8212C) - 73024
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 26, 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/5671676

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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.

Departmental Overview

Residential and Student Service Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides student housing, residential life programs, self-operated dining services for undergraduate and graduate students and their families, and child care services for students, faculty, and staff; it also conducts a year-round conference business, operates eleven campus restaurants, and manages twenty-six faculty apartments. The Central Maintenance, Design, and Minor Capital Projects units provide a comprehensive group of services to all units within RSSP. These services include performing or managing all building trades and related maintenance services, performing interior design services, space planning, renovation project planning and management services, major maintenance, minor capital planning and project management for RSSP.

Position Summary

Under general direction, The Senior Building Maintenance Worker (SBMW): Assists with coordination and oversight for the performance of maintenance services or project work within assigned facilities.

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Performs hands-on maintenance work on facilities and equipment at SBMW level. Assists with purchasing for self-performed projects and for projects performed by others. Performs work according to unit priorities as established by the Lead Building Maintenance Worker (LBMW) and supervisor. Performs, assists with performing, and coordinates preventive maintenance work.

Application Review Date

The First Review Date for this job is: 10/07/2024.

Responsibilities

General (Repair, replace, adjust and/or conduct installations of):

- Screens, dry erase boards, chalk and bulletin boards, toilet paper dispensers, food service equipment, and similar items.

Carpentry (Repair, replace, adjust and/or conduct installations of):

- Ceiling tile; molding and trim; furniture, fences, gates, door jambs, railings, and similar items.
- Refer trades level work through supervisor in a timely manner.

Electrical (Test, reset, clean, change batteries, repair, replace and/or conduct installations of):

- Light bulbs, fluorescent tubes, ballasts and starters, breakers (reset only, as directed), timers, hard-wired smoke detectors, battery-operated items including: door alarms, battery-powered smoke detectors; bathroom ventilation fans, vacuum cleaners, appliances, and related food service equipment.
- With the exception of ballasts and breaker resets, incumbent must not work with live electricity.
- Refer trades level work through supervisor in a timely manner.

Plumbing (Repair, replace, adjust, unclog, clean-out and/or conduct installations of):

- Aerators, faucet washers, hoses and shower heads, drains in sinks/showers/floors (non-powered auger).
- Repair, adjust, unclog, clean-out, clean: Faucets and valve stems, garbage disposals, toilets, dish machines, showers, patios, floors.

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Wall/Ceiling Treatment (Prepare, clean):

- Walls for painting.
- For areas under 16" x 16": Patch and repair damages as necessary; texture, touch up/repaint surfaces.
- Paint and/or match existing paint using brushes, rollers, and spray cans.
- Refer trades level work through supervisor in a timely manner.

Doors (Repair, clean, adjust, lubricate, or replace):

- Closers, latches, hinges, partitions, pilasters, and similar items.
- Repair, clean, adjust, lubricate, crash (door exit) hardware.
- Refer trades level work through supervisor in a timely manner.

Windows, Mirrors, Glass (Board-up/tape):

- Broken windows and tape cracks for safety prior to replacement.
- Take accurate measurements.

(Repair, replace, adjust and/or install):

- Sash Rollers and glass (not to exceed 9 sq. ft.) where appropriate.
- Install and replace residential mirrors.
- Refer trades level work through supervisor in a timely manner.

Flooring (Repair, replace, adjust and/or conduct installations of):

- Tile (VC and ceramic), baseboard, linoleum, carpet, carpet squares, thresholds, safety strips, etc.
- Install carpet/linoleum under 9 square feet.
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Furniture:

- Assemble/disassemble and move and store as needed.
- Tear down/set up bunk beds and lofts.

General Cleaning - Room/Apartment Turnover Cleaning:

- Properly clean and remove grease/stains from various areas, including: walls, windows, sills, tracks, light fixtures; all interior surfaces (e.g., closets, shelves, blinds, and drapes), refrigerators, ranges, ovens, sinks, countertops, cabinets, ventilation fans and hoods, water heaters, other appliances, sinks, toilets, showers, tubs, cabinets, stairwells, storage closets, patios, decks and balconies, etc.
- Clean, extract and vacuum carpets; sweep, mop, strip, buff, wax floors.
- Remove trash, debris and abandoned property.
- Prepare apartments for painting.

OTHER:

Preventative Maintenance (PM):

- Establish timelines and perform PM work in all areas of SBMW duties, including changing filters on mechanical systems as required or requested.
- Under the direction of the supervisor, train and schedule student and limited-term assistants, inspect their work, and provide input for evaluations.

Vehicles:

- Responsible for: any citations relating to the operation of the vehicle, operating vehicle on UC business with valid CA driver's license while observing traffic laws, parking vehicle in proper locations, maintaining vehicles according to fleet services.
- Maintain records on mileage and upkeep of University assigned vehicle (if applicable).

Maintenance Operations Coordination:

- Source and/or purchase materials, supplies, equipment, specialized services for specific projects.

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- Exercise care and follow the manufacturer's instruction in the use of UC equipment, supplies, and power/hand tools.
- Maintain the shop, storage, and various work areas in clean, orderly, and safe condition.
- Participate in: shop set-up, clean-up, improvement, and oversight.
- Maintain, secure, and inventory all tools, equipment, and supplies.
- Follow the established priority repair system in performance of duties.
- At the end of each workday, deliver completed work orders to the Unit office.
- Maintain files to include, but not limited to, paint charts, supplier information, warranties, specifications, inventory, plan/blue prints, detailed floor plans.

Administrative Functions:

- Administer or complete: work requests/orders, work order management/TMA assignment and closeout (when available), open tag reporting, daily log sheets, departmental purchasing procedures, and forms.
- Participate in process development and departmental committees as assigned.
- Perform other related duties as assigned.

Safety and Health Awareness/Responsibilities:

- Perform all work in conformance with EH&S health and safety policies, OSHA and other applicable federal, state, and local fire, health, safety, emergency-preparedness, pollution-prevention policies, RSSP policies and procedures, and University of California's policies and procedures, including IIPP (Safety and Health Procedures), Hazardous Materials Communications Program, Health and Safety Manual, as well as any other document authorized by the RSSP management to have bearing on employee safety and conduct.
- Maintain awareness of potential hazardous operations; take appropriate precautions.
- Immediately stop work in the event of danger to people or property.
- Proceed with work only after ensuring that appropriate safety procedures have been implemented.
- Report all accidents and/or incidents immediately to supervisor for resolution and record keeping.

Interpersonal Relations:

- Work in a cooperative manner with co-workers and promote a team environment.
- Treat customers, co-workers, supervisors, and managers with respect and courtesy.

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- Utilize good judgment in interpersonal communications in situations requiring sensitivity and tact.
- Demonstrate good communication skills and working relationships at all times with the campus community, including students, building managers, faculty, and co-workers.
- Understand the roles of students, faculty, staff, and other RSSP employees as clients.
- Support and achieve organizational goals established to maintain and enhance customer satisfaction.
- Respond to requests for service in a timely manner.
- Interact directly with all levels of clients to define project requirements.
- Report progress or delays and refer major problems to superintendent for resolution and inform customers as needed.
- Establish and maintain positive relations with our customers.
- Listen, and if possible, resolve customers' needs and report them to the manager and/or supervisor.
- Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction.
- Responsible for practicing good stewardship with university and customer resources.

IIPP Requirements:

- Provide health and safety training, guidance on safe work practices, provide proper equipment, observe work practices and correct methods, and investigate accidents.
- Work in a safe and responsible manner while not putting self or others at risk.
- This includes complying with applicable policies and regulations, using personal safety gear, observing warning signs, learning about potential hazards, and reporting unsafe conditions.

Required Qualifications

- Possesses understanding of buildings, building systems, construction terminology, maintenance practices, methods, procedures, roles, equipment, tools, materials, sources for obtaining specialized materials and services, time required to perform work, and proper sequencing of the required steps in structuring and completing maintenance work and assigned projects.
- Ability to communicate clearly and effectively in person, by telephone, radio, and in writing with customers, supervisors and co-workers.
- Knowledge of safe work practices.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.

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- Strong customer service skills.
- Skill to establish priorities, follow plans and complete goals/objectives.
- Skill to contribute as a team player in a respectful and professional environment.
- Skill to perform basic record keeping functions, organize material and equipment purchase documents - receipts, packing slips.
- Skill to perform basic mathematical calculations required in construction work.
- Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy.
- Ability to understand, interpret, and apply University rules, regulations, and policies.
- Ability, detail orientation and initiative to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies.
- Must be able to communicate clearly and effectively, both verbally and in writing, with staff, co-workers, campus staff in English (Bilingual a plus).
- Ability to manage numerous details simultaneously.
- Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, contractors and consultants, and members of the campus community.
- Able to work safely at heights; able to gain access to work in small/tight areas and be able to gain access to work or maneuver around obstacles that requires stairs and ladders, able to safely maneuver supplies and objects up to 75 lbs; sets up and uses scaffolding and/or ladders to perform tasks above ground level.

Preferred Qualifications

- Understands preventive maintenance and its role in a comprehensive maintenance program.
- Assists with the development of and performs preventive maintenance work as directed.
- Specifically, applicable work experience in performing apartment building, retirement home, or hotel maintenance or similar work experience.
- Knowledge and demonstrated ability to self-perform troubleshooting and quality, timely repairs on household-type appliances and equipment.
- Knowledge of and/or can quickly learn department and campus purchasing procedures and requirements.
- Basic understanding or knowledge of the University environment, its mission, and operational needs.
- Any formal training in building maintenance.
- Any formal training in appliance repairs.

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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 hourly rate that the University reasonably expects to pay for this position is \$30.54 (Step 10).

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.

Other Information

This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

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

- This is not a visa opportunity.

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- This recruitment has 3 openings.

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=5671676&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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



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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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