

Lab Facility Operations Specialist (4483C), Bakar
BioEnginuity Hub - 73223
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246099>

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Posted Sep. 30, 2024, set to expire Jan. 26, 2025

Job Title	Lab Facility Operations Specialist (4483C), Bakar BioEnginuity Hub - 73223
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified 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 in partnership with QB3 operates Bakar Labs, the flagship life science incubator on the UC Berkeley campus. Bakar Labs is a vibrant and well-equipped incubator providing lab and office space that hosts a thriving community of up to 80 startup companies developing products in therapeutics, diagnostics, research tools, agriculture and new foods. The incubator spans more than 40,000 square feet of lab and office spaces within the fully renovated Woo Hon Fai Hall. Bakar Labs also supports the growth of its community of entrepreneurs by integrating UC Berkeley capabilities, leveraging QB3 expertise, and providing beneficial connections to other life science ecosystem resources.

Bakar Labs is part of the Bakar BioEnginuity Hub a campus-wide initiative whose mission is to stimulate entrepreneurship that improves human health or sustainability, enabled by innovations in engineering, physical sciences, computer science and biology.

Position Summary

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The Lab Facility Operations Specialist role involves the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities and services for the Bakar BioEnginuity Hub. This role supports tenants and the goals of Bakar Labs through lab space planning and upkeep, general equipment maintenance, specialized lab equipment set-up and support, tenant support and service, tracking of repair services, and inventorying and maintenance of critical supplies. Under the guidance of the Lab Operations Manager, they develop procedures, policies, and prepare tenant-facing communications. This role also manages work study students within the Lab Operations team.

Application Review Date

The First Review Date for this job is: 10/11/2024.

Responsibilities

People Management:

- Lead Recruiting, onboarding, and directing tasks of up to 5 direct report work-study students at any given time.
- Answer questions for entry-level Lab Assistants.

Laboratory Management:

- Independently monitor life cycle for scientific instruments, and work to upgrade/refresh equipment when necessary.
- Manage the purchasing process for equipment, including quote, purchase, installation, and training.
- Provide proactive preventative maintenance and service contracts.
- Serve as the primary point of contact for select vendor relationships for Bakar Labs.
- Develop and monitor budget for lab supplies, and select scientific instruments including associated preventative maintenance and service contracts.
- Review and track expenditures based on Lab Operations overall budget.
- Ensure the facility's basic equipment maintenance is performed, including disinfecting biosafety cabinets, topping up water in incubators, cleaning centrifuges, defrosting freezers, and other items as described per service contract and equipment manuals, escalating issues as necessary.
- Maintain signage related to equipment safety, operation, and tenant use.
- Order and oversee restocking of essential lab supplies such as dry ice, compressed gases, liquid

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- nitrogen, and basic reagents such as ethanol.
- Distribute supplies throughout Bakar Labs as needed.
- Ensure common areas are safe, organized, and ready for tenant use.
- Report any equipment or facility malfunctions.
- Log/document activities and maintenance.

Lab Safety, Tenant Training & Compliance:

- Manage tenant access to certain specialized equipment via keycard access and/or scheduling software access.
- Communicate changes to cross-functional teams and tenants to ensure high customer service standards.
- Manage established procedures such as biohazardous waste stream management, chemical hazardous waste management, and locations of shared resources such as supplies or equipment.
- Provide operational support for lab equipment including biosafety cabinets, fume hoods, cold storage, and sterilizers.
- Manage routine lab safety inspections, fire safety inspections, and compliance.
- Inspect hazardous waste storage areas.
- Document findings, issue corrections to tenants, and ensure corrections are completed in a timely manner.
- Report repeat violations to supervisor.
- Observe and manage tenant compliance which deviates from established lab and EHS policies.
- Manage select Standard Operating Procedures (SOPs) and Work Instructions related to lab support and maintenance tasks.

Tenant Communication & Support:

- Monitor Bakar Labs Slack channels, ticketing system, and email for tenant inquiries, and triage responses.
- Respond to emailed support inquiries.
- Plan and participate in Lab Manager's Luncheon.
- Elicit and communicate feedback to ensure excellent client services.
- Manage and direct delivery and shipment of equipment or special items.
- Provide effective coverage for the lab manager when they are on leave, vacation, and/or on sick leave.

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Service Improvement:

- Coordinate support for current or future premium services ensuring a high level of tenant satisfaction.
- Suggest equipment relocation, acquisition, or decommissioning.
- Work with management to coordinate and manage facility improvement projects.
- Anticipate, plan, and communicate to Bakar Labs team and tenants significant service disruptions to Bakar Labs resources or services.

Required Qualifications

- Thorough knowledge in the areas of building space planning, codes, capacity, security, fire safety, organization and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Strong interpersonal and communication skills.
- Thorough interpersonal skills including good service orientation and effective problem solving.
- Knowledge of architectural or engineering concepts.
- Thorough and effective skills 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.

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The budgeted annual salary that the University reasonably expects to pay for this position is \$87,201.90 (Step 1) - \$100,169.04 (Step 8).

How to Apply

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

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.

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



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[https://apptrkr.com/get_redirect.php?id=5681834&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5681834&targetURL=U.S.EqualEmploymentOpportunityCommission) 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

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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