

Storekeeper (5064C), Property Management - 73337
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246434>

Downloaded On: Dec. 8, 2024 5:20am

Posted Oct. 7, 2024, set to expire Jan. 31, 2025

Job Title	Storekeeper (5064C), Property Management - 73337
Department	Property Management
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 7, 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 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

Property Management is responsible for post-purchase processes associated with many of the physical goods required by the campus, as well as providing related useful services. We provide: Accurate and timely delivery of purchased goods Management and control of inventorial and non-inventorial equipment; Sale and disposal of surplus UC Berkeley campus property; Acquisition, assistance, and management of the University's fleet of vehicles; Moving and special event support services; Administration of the campus secured rental storage space program.

Position Summary

This position supports Zero Waste and the campus' departments with their disposition of surplus materials that are received at 3200 Regatta Blvd., Suite E, Richmond, CA for resale, recycling or disposition to the waste stream. It identifies the appropriate path of disposition for surplus materials received from campus via the campus move process or dropped off by other means. It tracks campus department of origination and places or directs moving crews to place recyclable materials in the respective recycling or debris bin. It calculates all related costs (transport, triage, administrative,

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recycle and debris bins, equipment maintenance) for recharging the originating departments. It recharges originating departments crediting Property Management for related costs assessed by Zero Waste.

Application Review Date

The First Review Date for this job is: 10/15/2024.

Responsibilities

- Following established safety procedures and wearing required PPE (personal protective equipment), facilitates sorting and tracks all incoming surplus materials by its respective originating campus departments together with the succeeding duties.
- Directs or places items in the appropriate recycle or debris bins, calculating space taken by the group of items received.
- When received through a move crew, must be at the triage location (building lot at 3200 Regatta Blvd., Suite E) the entire time the move crews are offloading, ensuring items are separated and tracked (e.g., Crew delivers two different department surplus items).
- The triage and recycle/debris process must be undertaken one department at a time to ensure subsequent accurate recharging).
- Logs the percentage of recycle/debris bin space taken by surplus items, entering values into FileMaker or equivalent tracking database at time of sorting for disposition.
- Daily calculates and documents all transport, administrative, triage, equipment maintenance and recycle or debris bins (based upon space surplus items occupy) costs associated to disposing department.
- Aggregates the cost for all activities per department per load for later recharge.
- Monthly reconciles Zero Waste charges to Property Management for bins, recharging originating departments for all resulting charge costs associated with their surplus items.
- Documents actual hours spent on activity and separately, hours not billable, reporting both to supervisor.
- Receives and resolves campus department inquiries and disputes related to surplus recharges against information uploaded into FileMaker or another relational database.
- Other duties as assigned.

Required Qualifications

- Ability to work on a dock and outside in varying weather and temperatures.

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- Ability to lift and carry heavy items (up to 75 lbs.).
- Certified or able to become certified in forklift operation.
- Strong communication skills and able to give direction to non-UC staff.
- Strong attention to detail and accuracy in work.
- Ability to work with relational database, on a computer, using Microsoft Word, Excel and/or can quickly learn campus financial systems.
- High School Diploma and/or equivalent experience/training.

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 range that the University reasonably expects to pay for this position is \$20.20 (Step 1) - \$23.67 (Step 9).

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.

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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.

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=5696890&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



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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

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