

Temporary Building Maintenance Worker (8213C),
Berkeley Law - 72939
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246667>

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Posted Oct. 7, 2024, set to expire Feb. 2, 2025

Job Title	Temporary Building Maintenance Worker (8213C), Berkeley Law - 72939
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5702452

Apply By Email

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.

The Berkeley Law Complex is a series of interconnected buildings built over time: the original building (west wing and central core) built in 1951 (with the central part of floor 3 and floors 4-6 added in 1960); the eastern wing and Simon Hall (originally Manville Dormitory) built in 1967 (the 4th floor added in 1980); the North Addition, built in 1996; and the South Addition, built in 2011. Berkeley Law also sits in 2240 Piedmont Avenue, adjacent to the main complex. Building Services is responsible for facilities management and general upkeep of the Law School buildings. This includes overseeing building maintenance and reporting maintenance issues in the following areas: custodial, electrical, lights,

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elevators, and plumbing; set up support for classes and special events sponsored by centers, departments, faculty, and student groups; mounting shelving and pictures in offices; facilitating office moves, furniture installation and other small office construction projects.

Position Summary

The incumbent is responsible for carrying out these duties, both independently as the need arises and as directed by requests made by either the direct supervisor or other constituents of the Law School. Incumbent must establish methods for analyzing, prioritizing, organizing, and completing detailed, complex tasks. The incumbent is responsible for carrying out these duties, both independently as the need arises and as directed by requests made by either the direct supervisor or other constituents of the Law School. Incumbent must establish methods for analyzing, prioritizing, organizing, and completing detailed, complex tasks. The scheduled work shift for this position is Monday - Friday, 6:30am - 3:30pm.

Responsibilities

Event Set-Up and Breakdown Support

- Reviews and responds to requests received via web-based ticketing system, Footprints.
- Follow up with event organizers to verify and confirm set-up needs.
- Sets up tables, chairs, white board, banners and podium for conferences and special events.
- The set up includes registration, dining and cocktail setups.
- Breaks down setups when events have concluded.
- Break down includes taking down tables, whiteboards, etc and storing them in designated areas.
- Meets weekly with Director of Operations to discuss and review the week's events.

General Building Maintenance

- Monitors the Building Services Footprints ticketing system and respond to building operations and maintenance requests via Footprints.
- Facilitates and directs requests to appropriate Law School staff in accordance with written protocols.
- Reports routine and emergency maintenance issues to (Campus Facilities Services (FS)).
- Follow up FS work orders to ensure completion.

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- Escalates delayed work orders to the Director of Operations.
- Completes in-house requests including, but not limited to: moving furniture, hanging pictures and other minor office repairs, delivering large bins for recycling, and removing large items for excess & salvage.
- Performs daily inspection of classrooms during academic terms to ensure that rooms are clean and that furniture (e.g. chairs and whiteboards) is in good condition.
- Removes and replaces or repairs damaged furniture.
- Alert Director of Operations and submit ticket to FS for repair.
- Checks patios and cleans debris as needed.
- Walks around the exterior of the building checking for broken locks on doors or damage to building. Reports damage to FS.
- Checks the fire alarm panel if it starts beeping.
- Call Campus Facilities Services and alert Director of Operations if there is a "trouble" reading on panel.
- Checks stairwell doors to ensure they are unlocked.
- Checks restrooms for signs of transients homesteading.
- Report incidents to the Director of Operations.
- Uses master key to open doors for occupant who is locked out.
- Orders building supplies as needed: Keeps shelves in a neat and orderly condition.
- Makes emergency supplies readily available, i.e. bucket, mop, caution sign and emergency cart.
- Reports inappropriate room temperatures to Director of Operations.
- Move all obstacles out of hallways that include, but not limited to, chairs, boxes, furniture, etc.
- Responds to work requests in these areas as received via the web-based ticketing system, Footprints.
- Duties performed as requested (via e-mail/Footprints, phone, or in person under the direction of the Building Services Manager, who reviews work on a periodic basis).
- Responsibilities are of an ongoing nature and incumbent is expected to perform these tasks and determine appropriate actions with limited supervision.
- Other tasks and duties within the scope of this classification assigned as needed.

COVID Safety Protocols

- Orders and maintain COVID safety personal protection equipment (PPE) and cleaning supplies.
- Checks hallway hand sanitizer stands and wall-mounted units; notify the Call Center when any run out.
- Maintain plastic (plexiglass) shields and distribute as needed.
- Change filters in room air purifiers as needed.

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- Participates in professional development and training opportunities

Professional Development

- Participates in professional development and training opportunities.
- Other tasks and duties within the scope of this classification assigned as needed.

Required Qualifications

- Must be able to work Monday - Friday from 6:30am - 3:30pm.
- Ability to safely push hand truck, lift and carry objects up to 50lb.
- Ability to safely climb ladders up to 10ft.
- Ability to follow written and verbal instructions and to complete simple written reports.
- Ability to work both independently and as part of a team.
- Demonstrated organizational skills to perform a broad range of assignments with thoroughness and attentiveness while meeting competing deadlines.
- Ability to work with frequent interruptions, to take initiative and to follow through on assignments.
- Ability to anticipate and recognize problems and recommend solutions.
- Ability to respond to emergencies calmly and with effective remedies.
- Interpersonal and communication skills, both oral and written, to interact effectively with coworkers, supervisors, staff, faculty and students as well as campus personnel and outside vendors.
- Good attendance record and punctuality.
- Ability to work evenings and weekends on occasion.
- Ability to use email and Internet; Computer proficiency or familiarity with Microsoft Office, Google Suite, video conferencing platforms and the ability to learn new computer programs and software systems.
- 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.

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Preferred Qualifications

- Familiarity with and/or can quickly learn campus-systems, such as Enterprise Applications Software.

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 hourly range that the University reasonably expects to pay for this position is \$25.34 (Step 7) - 27.94 (Step 12). This is a non-exempt, bi-weekly paid position.
- This is a 5-month, full-time (40 hours/week), Limited (temporary) position that is eligible for UC benefits.
- This is an on-site position at the University of California, Berkeley.

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 Service Unit (SX)



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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 position is not eligible for visa sponsorship.

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=5702452&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

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

N/A

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