

Trade Shop Manager (0538U), College of Chemistry -  
73261  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246956>

Downloaded On: Dec. 7, 2024 7:37pm

Posted Oct. 11, 2024, set to expire Feb. 7, 2025

<b>Job Title</b>	Trade Shop Manager (0538U), College of Chemistry - 73261
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 11, 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>	Research/Technical/Laboratory Facilities/Maintenance/Transportation
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**Job Description**

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**Trade Shop Manager (0538U), College of Chemistry - 73261**

**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.

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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 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 College of Chemistry at UC Berkeley is a large research-intensive academic unit on the Berkeley Campus and is internationally recognized for unparalleled educational and research excellence. It is one of three unique institutions in the nation maintaining combined Chemistry and Chemical Engineering Departments. The College consistently receives the highest rankings from the US National Research Council for both its chemistry and chemical engineering doctoral programs, and provides instruction to over 50% of all Berkeley undergraduate students comprising all majors. Approximately 80% of the College's facilities are comprised of advanced technical research and instructional laboratories, including high-level bio-safety facilities and prototype laboratories supporting cutting edge research.

### **Position Summary**

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The College Shops Manager reports to the Senior Assistant Dean for Facilities Operations and Research Safety, who reports directly to the Dean of the College of Chemistry. The Facilities Operations and Research Safety unit in the College of Chemistry is comprised of Building Management, Research Safety, and the College Shops. The College Shops Manager is responsible for the management of the College Shops, which consist of represented staff in the KB and UPTe (TX) unions who work in the following College trades shops, which are mostly recharge shops: Carpentry Shop, Electrical Shop, Glass Shop, Machine Shop, and Pump & Instrument Repair Shop. The College Shops Manager is responsible for managing the College trades shops, resurrecting the College Student Machine Shop, and collaborating with Campus and College partners, especially the College's Building Management and Research Safety groups.

### **Application Review Date**

The First Review Date for this job is: 10/23/2024.

### **Responsibilities**

Functions as College Shops Manager:

- Supervises and manages the College Shops, which consist of represented staff in the KB and UPTe (TX) unions who work in the following College trades shops, which are mostly recharge shops: Carpentry Shop, Electrical Shop, Glass Shop, Machine Shop, and Pump & Instrument Repair Shop.
- Schedules and assigns projects, work orders, and tasks to direct reports in the College Shops. Tracks hours billed to projects, work orders, and tasks.
- Evaluates time-sensitive requests against existing workload and commitments to determine feasibility of meeting all obligations prior to scheduling new work.
- Ensures work assignments are completed according to the established scope of work, schedule, budget, and applicable policies, procedures, and codes.
- May supervise in-house fabrication of prototypes and/or specialized laboratory equipment.
- Provides cost estimates based on proposed scopes of work, time schedules, and budgetary considerations and provides that information to the Senior Assistant Dean for Facilities Operations and Research Safety, principal investigators, and/or Campus or College partners.
- Resurrects the College's student machine shop and ensures usage is in compliance with safety protocols.
- Utilizes advanced engineering knowledge to inform the design, construction, and troubleshooting of fabricated components and office and laboratory improvements.
- Understands business operations sufficient to hire, manage performance, provide staffing

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backup, and otherwise respond to operational issues.

- Manages materials inventory, ordering, reconciliation, and billing. Oversees a large inventory of stock items, cutting tools, and small supplies.

Functions as Project Manager for complex projects:

- Acts as project manager for laboratory and office improvements, prototype fabrication, and specialized instrumentation set up or repair in active research laboratories or trades shops located in the seven buildings that comprise the College of Chemistry: Giauque, Gilman, Hildebrand, Latimer, Lewis, Pimentel, and Tan.
- Consults with and advises internal clients in conceptual design to create new equipment, furnishings, or improvements.
- Establishes materials and methods for each project application.
- Operates a variety of rough and precision machine tools and heavy equipment.
- Provides engineering information, advice, and/or cost estimates to Principal Investigators and/or other faculty and research personnel with administrative responsibility for the research program.
- Analyzes and resolves work problems or assists staff in solving work issues encountered during office or laboratory improvement projects, shop or laboratory equipment repair, prototype fabrication, and design.
- Advises researchers, campus project management team, contractors, and vendors of necessary steps to ensure safe transport of specialized equipment.
- Oversees and assists with loading and unloading, unpacking, and installation of various types of equipment such as optical tables, microscopes, lasers, centrifuges, glove boxes, lab furniture, fume hoods, and various other specialized instrumentation.

Safety and Training:

- Ensures proper, efficient, and safe use of shop equipment and other heavy equipment at all times.
- Actively maintains required shop safety documentation.
- Ensures attendance of all shop personnel in safety trainings to stay current on hazard mitigations.
- Recognizes, reports, and suggests mitigation for unsafe equipment and/or environmental issues, or issues recognized in the field.
- Serves as Floor Safety Monitor in the College of Chemistry.

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**Collaboration:**

- Collaborates with unit partners in College Building Management on office and lab improvements and College Research Safety on coordinating laboratory chemical cleanups in advance of lab improvements.
- Collaborates with Campus partners including Campus Facilities Services on infrastructure issues, Campus Capital Strategies on major and minor projects, Campus Moving & Event Services on relocating or moving laboratory equipment, and EH&S on general site safety.
- Collaborates with external contractors and vendors.

**Required Qualifications**

- Advanced knowledge associated with the planning, development, and fabrication of engineering systems.
- Advanced knowledge of specialized design work as well as the overall field.
- Strong creativity and problem-solving abilities to apply principles, practices and procedures within discipline to complete difficult assignments.
- Strong project management skills needed to assume responsibility for accomplishment of research objectives.
- Advanced communication skills, both written and verbal, to convey complex information in a clear and concise manner.
- Advanced interpersonal and presentation skills.
- Ability to work in a highly collaborative manner; readily assess complex challenges and barriers and recommend effective resolutions.
- Demonstrated ability to lead, motivate, and influence others.
- 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.

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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 annual salary that the University reasonably expects to pay for this position is \$98,600.00 - \$160,000.00. The full salary range for this classification is \$98,600.00 - \$184,400.00.

### **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.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **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=5715833&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5715833&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](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.

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**Contact**

N/A

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