

Skilled Trades Supervisor (5044U) 73228
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247217>

Downloaded On: Oct. 19, 2024 1:16pm

Posted Oct. 17, 2024, set to expire Feb. 13, 2025

Job Title	Skilled Trades Supervisor (5044U) 73228
Department	Residential and Student Services Programs
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 17, 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/5729716

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 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 Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor. RSSP provides and manages student housing, custodial and maintenance services, security/safety, capital renewal projects, self-operated dining services, campus ID card as well as early childhood & education services for students, faculty, and staff. RSSP also conducts a summer conference and year-round catering/events business and manages faculty apartments.

RSSP employs over 1000 career, limited, contract and student employees creating a "culture of care" for students, guests, customers and stakeholders.

Application Review Date

The First Review Date for this job is October 29, 2024

Responsibilities

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- Supervises the daily activities of skilled trades employees. Organize, schedule, assign and coordinate the daily activities of up to 4 skilled trades units. Collaborates daily with Housing Facilities leadership to ensure all customer and unit needs are met.
- Maintains scheduling within prescribed budgetary guidelines. Plans and schedules staff assignments based on workload and available people resources, reassigns staff to make certain that work is accomplished according to schedule ensuring that staff is fully utilized. Assist with staff duties as needed to ensure operational service levels are met.
- Responsible for performance management. Implements performance standards and achievable yearly objectives in order to maintain an orderly, safe, and efficient operations. Regularly reviews site activities, meeting with career and limited staff to assist them in understanding procedures and in determining and prioritizing duties.
- Responsible for providing comprehensive training to all assigned employees to include, but not limited to the following: facility orientation, safety/IIPP, job specific procedures and techniques, rules and regulations, standards and professionalism, expectations and levels of competency, quality standards, customer service and organizational values.
- Evaluates and makes recommendations for equipment, changes in processes, and work performance standards to ensure effectiveness of the Maintenance and Trades team.
- Maintains proper inventory needs and purchases inventory.
- Makes hiring selections and recommendations for employee salary actions, terminations, and performance ratings.
- Professional development and other duties as assigned.

Required Qualifications

- Solid knowledge of facilities maintenance and administration.
- Solid knowledge and skills in the specialty crafts supervised.
- At least three years of supervisory experience in a union environment involving multiple trades.
- Solid supervisory skills to include organization, scheduling, assigning work and ensuring quality standards are met.
- Solid financial skills to accurately project costs of potential jobs and to consistently complete work within established budgetary and time constraints.
- Skills to actively promote and maintain safety standards.
- Solid skills to effectively select and evaluate staff, and to appropriately handle disciplinary issues.
- Solid planning, organization, analytical and decision-making skills
- Advanced written and verbal communication, relationship management, team building, negotiation, and leadership skills.
- Ability to motivate and inspire subordinate staff to provide the highest level of service to campus constituents (e.g. students, end users).

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- Experience implementing and executing complicated preventative maintenance programs.
- Ability to accurately develop and document Standard Operating Procedures
- Ability to ensure that quality and customer service standards are communicated, implemented, and continually monitored.
- Intermediate knowledge of PC based software (MS Office). Demonstrated ability to learn University systems.
- Bachelor's degree in related area and / or equivalent experience / training
- Certification in a specialty skilled trade.

Preferred Qualifications

- Experience working in a large university residential setting.

Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of 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 salary range that the University reasonably expects to pay for this position is \$107,650 - \$155,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Driving Required

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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."

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 [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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