

Senior Building Maintenance Worker (8212C) 75843  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252220>

Downloaded On: Jan. 30, 2025 9:09pm

Posted Jan. 27, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Senior Building Maintenance Worker (8212C) 75843
<b>Department</b>	Residential and Student Service Programs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 27, 2025
<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>	Facilities/Maintenance/Transportation
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**Apply By Email**

**Job Description**

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**Senior Building Maintenance Worker (8212C) 75843**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

Residential and Student Service Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides student housing, residential life programs, self-operated dining services for undergraduate and graduate students and their families, and child care services for students, faculty, and staff; it also conducts a year-round conference business, operates eleven campus restaurants, and manages twenty-six faculty apartments. The Central Maintenance, Design, and Minor Capital Projects units provide a comprehensive group of services to all units within RSSP. These services include performing or managing all building trades and related maintenance services, performing interior design services, space planning, renovation project planning and management services, major maintenance, minor capital planning and project management for RSSP.

### Position Summary

Under general direction, The Senior Building Maintenance Worker (SBMW): Assists with coordination and oversight for the performance of maintenance services or project work within assigned facilities. Performs hands-on maintenance work on facilities and equipment at SBMW level. Assists with purchasing for self-performed projects and for projects performed by others. Performs work according to unit priorities as established by the Lead Building Maintenance Worker (LBMW) and supervisor. Performs, assists with performing, and coordinates preventive maintenance work.

### Application Review Date

The First Review Date for this job is February 7, 2025

### Responsibilities

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General (Repair, replace, adjust and/or conduct installations of):

- Screens, dry erase boards, chalk and bulletin boards, toilet paper dispensers, food service equipment, and similar items.

Carpentry (Repair, replace, adjust and/or conduct installations of):

- Ceiling tile; molding and trim; furniture, fences, gates, door jambs, railings, and similar items.
- Refer trades level work through supervisor in a timely manner.

Electrical (Test, reset, clean, change batteries, repair, replace and/or conduct installations of):

- Light bulbs, fluorescent tubes, ballasts and starters, breakers (reset only, as directed), timers, hard-wired smoke detectors, battery-operated items including: door alarms, battery-powered smoke detectors; bathroom ventilation fans, vacuum cleaners, appliances, and related food service equipment.
- With the exception of ballasts and breaker resets, incumbent must not work with live electricity.
- Refer trades level work through supervisor in a timely manner.

Plumbing (Repair, replace, adjust, unclog, clean-out and/or conduct installations of):

- Aerators, faucet washers, hoses and shower heads, drains in sinks/showers/floors (non-powered auger).
- Repair, adjust, unclog, clean-out, clean: Faucets and valve stems, garbage disposals, toilets, dish machines, showers, patios, floors.
- Refer trades level work through supervisor in a timely manner.

Wall/Ceiling Treatment (Prepare, clean):

- Walls for painting.
- For areas under 16" x 16": Patch and repair damages as necessary; texture, touch up/repaint surfaces.
- Paint and/or match existing paint using brushes, rollers, and spray cans.
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Doors (Repair, clean, adjust, lubricate, or replace):

- Closers, latches, hinges, partitions, pilasters, and similar items.
- Repair, clean, adjust, lubricate, crash (door exit) hardware.
- Refer trades level work through supervisor in a timely manner.

Windows, Mirrors, Glass (Board-up/tape):

- Broken windows and tape cracks for safety prior to replacement.
- Take accurate measurements.

(Repair, replace, adjust and/or install):

- Sash Rollers and glass (not to exceed 9 sq. ft.) where appropriate.
- Install and replace residential mirrors.
- Refer trades level work through supervisor in a timely manner.

Flooring (Repair, replace, adjust and/or conduct installations of):

- Tile (VC and ceramic), baseboard, linoleum, carpet, carpet squares, thresholds, safety strips, etc.
- Install carpet/linoleum under 9 square feet.
- Refer trades level work through supervisor in a timely manner.

Furniture:

- Assemble/disassemble and move and store as needed.
- Tear down/set up bunk beds and lofts.

General Cleaning - Room/Apartment Turnover Cleaning:

- Properly clean and remove grease/stains from various areas, including: walls, windows, sills, tracks, light fixtures; all interior surfaces (e.g., closets, shelves, blinds, and drapes), refrigerators, ranges, ovens, sinks, countertops, cabinets, ventilation fans and hoods, water heaters, other appliances, sinks, toilets, showers, tubs, cabinets, stairwells, storage closets, patios, decks and

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balconies, etc.

- Clean, extract and vacuum carpets; sweep, mop, strip, buff, wax floors.
- Remove trash, debris and abandoned property.
- Prepare apartments for painting.

OTHER:

Preventative Maintenance (PM):

- Establish timelines and perform PM work in all areas of SBMW duties, including changing filters on mechanical systems as required or requested.
- Under the direction of the supervisor, train and schedule student and limited-term assistants, inspect their work, and provide input for evaluations.

Vehicles:

- Responsible for: any citations relating to the operation of the vehicle, operating vehicle on UC business with valid CA driver's license while observing traffic laws, parking vehicle in proper locations, maintaining vehicles according to fleet services.
- Maintain records on mileage and upkeep of University assigned vehicle (if applicable).

Maintenance Operations Coordination:

- Source and/or purchase materials, supplies, equipment, specialized services for specific projects.
- Exercise care and follow the manufacturer's instruction in the use of UC equipment, supplies, and power/hand tools.
- Maintain the shop, storage, and various work areas in clean, orderly, and safe condition.
- Participate in: shop set-up, clean-up, improvement, and oversight.
- Maintain, secure, and inventory all tools, equipment, and supplies.
- Follow the established priority repair system in performance of duties.
- At the end of each workday, deliver completed work orders to the Unit office.
- Maintain files to include, but not limited to, paint charts, supplier information, warranties, specifications, inventory, plan/blue prints, detailed floor plans.

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### Administrative Functions:

- Administer or complete: work requests/orders, work order management/TMA assignment and closeout (when available), open tag reporting, daily log sheets, departmental purchasing procedures, and forms.
- Participate in process development and departmental committees as assigned.
- Perform other related duties as assigned.

### Safety and Health Awareness/Responsibilities:

- Perform all work in conformance with EH&S health and safety policies, OSHA and other applicable federal, state, and local fire, health, safety, emergency-preparedness, pollution-prevention policies, RSSP policies and procedures, and University of California's policies and procedures, including IIPP (Safety and Health Procedures), Hazardous Materials Communications Program, Health and Safety Manual, as well as any other document authorized by the RSSP management to have bearing on employee safety and conduct.
- Maintain awareness of potential hazardous operations; take appropriate precautions.
- Immediately stop work in the event of danger to people or property.
- Proceed with work only after ensuring that appropriate safety procedures have been implemented.
- Report all accidents and/or incidents immediately to supervisor for resolution and record keeping.

### Interpersonal Relations:

- Work in a cooperative manner with co-workers and promote a team environment.
- Treat customers, co-workers, supervisors, and managers with respect and courtesy.
- Utilize good judgment in interpersonal communications in situations requiring sensitivity and tact.
- Demonstrate good communication skills and working relationships at all times with the campus community, including students, building managers, faculty, and co-workers.
- Understand the roles of students, faculty, staff, and other RSSP employees as clients.
- Support and achieve organizational goals established to maintain and enhance customer satisfaction.
- Respond to requests for service in a timely manner.
- Interact directly with all levels of clients to define project requirements.
- Report progress or delays and refer major problems to superintendent for resolution and inform

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customers as needed.

- Establish and maintain positive relations with our customers.
- Listen, and if possible, resolve customers' needs and report them to the manager and/or supervisor.
- Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction.
- Responsible for practicing good stewardship with university and customer resources.

### IIPP Requirements:

- Provide health and safety training, guidance on safe work practices, provide proper equipment, observe work practices and correct methods, and investigate accidents.
- Work in a safe and responsible manner while not putting self or others at risk.
- This includes complying with applicable policies and regulations, using personal safety gear, observing warning signs, learning about potential hazards, and reporting unsafe conditions.

### Required Qualifications

- Possesses understanding of buildings, building systems, construction terminology, maintenance practices, methods, procedures, roles, equipment, tools, materials, sources for obtaining specialized materials and services, time required to perform work, and proper sequencing of the required steps in structuring and completing maintenance work and assigned projects.
- Ability to communicate clearly and effectively in person, by telephone, radio, and in writing with customers, supervisors and co-workers.
- Knowledge of safe work practices.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- Strong customer service skills.
- Skill to establish priorities, follow plans and complete goals/objectives.
- Skill to contribute as a team player in a respectful and professional environment.
- Skill to perform basic record keeping functions, organize material and equipment purchase documents - receipts, packing slips.
- Skill to perform basic mathematical calculations required in construction work.
- Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy.

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- Ability to understand, interpret, and apply University rules, regulations, and policies.
- Ability, detail orientation and initiative to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies.
- Must be able to communicate clearly and effectively, both verbally and in writing, with staff, co-workers, campus staff in English (Bilingual a plus).
- Ability to manage numerous details simultaneously.
- Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, contractors and consultants, and members of the campus community.
- Able to work safely at heights; able to gain access to work in small/tight areas and be able to gain access to work or maneuver around obstacles that requires stairs and ladders, able to safely maneuver supplies and objects up to 75 lbs; sets up and uses scaffolding and/or ladders to perform tasks above ground level.

### Preferred Qualifications

- Understands preventive maintenance and its role in a comprehensive maintenance program.
- Assists with the development of and performs preventive maintenance work as directed.
- Specifically, applicable work experience in performing apartment building, retirement home, or hotel maintenance or similar work experience.
- Knowledge and demonstrated ability to self-perform troubleshooting and quality, timely repairs on household-type appliances and equipment.
- Knowledge of and/or can quickly learn department and campus purchasing procedures and requirements.
- Basic understanding or knowledge of the University environment, its mission, and operational needs.
- Any formal training in building maintenance.
- Any formal training in appliance repairs.

### 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.



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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 hourly rate that the University reasonably expects to pay for this position is \$31.46.

### 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.

**This position will be in training for the initial 4-6 months of employment with UC Berkeley and will work Monday through Friday from 8:00 a.m. to 4:30 p.m. during this provisional period.**

**Following training, the work days and hours will change to Tuesday through Saturday from 3:00 p.m. to 11:30 p.m.**

### 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.

### Physical Exam

Employment is contingent upon passing a physical exam.

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### **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.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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

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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](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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