

Project Manager (6957U), Property Management - 74838
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252248>

Downloaded On: Jan. 30, 2025 9:54pm

Posted Jan. 28, 2025, set to expire Jun. 30, 2025

Job Title	Project Manager (6957U), Property Management - 74838
Department	Property Management
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager 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 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

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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.

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

Property Management is a service unit within Supply Chain Management(link is external). They are 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 and compliance services.
- Administration of the campus secured rental storage space program.

Position Summary

Involves the management, long-range planning, organization, coordination, and oversight multiple operational activities and support services for various campus buildings as needed. Includes relocation space planning, support and tracking of repair services. Handles move planning and coordination for all campus departments. Oversees development of procedures, policies and communications related to relocation, installation services and site safety. Involves collection, development and analyzing technical data to determine project requirements and specifications for materials, equipment, costs and timelines. Oversees compliance with and reporting supporting both campus departments and vendors with compliance on Senate Bill 820, Article 5 and Prevailing Wage regulations.

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Application Review Date

The First Review Date for this job is: 12/19/2024.

Responsibilities

- Oversees: The campus' in-house moving team and commercial moving crews contracted to perform relocation services that cannot be otherwise performed by the in-house moving team ensuring compliance with Senate Bill 820 requirements & reporting and in compliance with Article 5.
- Supervises employees (Truck Driver, Stores Worker & Event Spec 2) handling all hiring, reviews, timekeeping and disciplinary actions as needed.
- Oversees Moving & Event Services unit budget for both administrative recharge and in-house moving crew recharge units and develops individual relocation projects budgets.
- Coordinates with multiple departments and stakeholders to ensure safe and efficient operations for large scale moves.
- Reviews building management relocation procedures and recommends changes to ensure adherence with relevant internal and external requirements.
- Coordinates emergency support during and after work hours as needed.
- Works with internal and external agencies/contractors as needed to manage existing contract terms and solicit/negotiate contracts as needed.
- Collaborates with departments on development of space planning; evaluates and advises on the design feasibility on an ongoing basis to ensure successful relocations and compliance with relevant codes and regulations.

Required Qualifications

- Advanced knowledge in the areas of relocation space planning, codes, security, fire safety, organization.
- Advanced knowledge of and/or can quickly learn departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced interpersonal and communication skills.
- Advanced skills in working collaboratively and influencing others.
- Advanced knowledge of and/or can quickly learn UCOP requirements for Senate Bill 820 and Article 5 of the bargaining contracts.
- Advanced skill to multi-task and effectively prioritize large project work.
- Advanced skills to assess processes or services to make improvements and in project

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management.

- Expert ability to manage contractors and maintain compliance to the agreed-upon scope of work and budget.
- 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.

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 - \$103,000.00.

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

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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.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: 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:

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[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 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=5957556&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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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 applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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