

Zero Waste Specialist (7399U), Facilities Services - 76619
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253885>

Downloaded On: Mar. 4, 2025 8:33pm

Posted Mar. 3, 2025, set to expire Jul. 1, 2025

Job Title	Zero Waste Specialist (7399U), Facilities Services - 76619
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 3, 2025
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/6042946

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Job Description

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Zero Waste Specialist (7399U), Facilities Services - 76619

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

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

Position Summary

This position supports and assists the Zero Waste Manager in planning, designing, implementing and evaluating zero waste projects to support the UC-system wide zero waste policies, federal, state, and local waste management implementation and reporting requirements, updating the campus Zero Waste Plan, and the development of zero waste specific educational and training tools for all campus stakeholders. The position will work with a number of on- and off-campus departments to engage participation, support, and implementation for zero waste building implementation programs and additional zero waste projects and initiatives. In addition to zero waste projects, this position is also required to keep up to date the zero waste plan and to implement projects as directed, including documentation, collection, analysis, implementation, and record-keeping of best practices and data.

Application Review Date

The First Review Date for this job is: 03/13/2025.

Responsibilities

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- Supports and assists Zero Waste Manager on projects, from the zero-waste planning and design phase, through the close out of projects including but not limited to maintaining project documentation and logs, analyzing documents, project progress, and assessments, drafting and reviewing project schedules, budgets, estimates, etc.
- Makes high level contacts to interfaces and coordinates work with other units internally and externally requiring diplomacy in order to negotiate with or persuade officials to adopt zero waste initiatives and programs and process recommendations, i.e., Parking and Transportation, UCPD, RSSP, International House, Bowles, Fire, EH&S, Athletics, Real Estate Acquisitions and Development, and Berkeley Dining.
- Coordinates zero waste implementation projects, including developing education and outreach programs, equipment purchases, develop budgets, and supervising implementation of the zero waste programs.
- Research, initiates, and manages programs to meet local, state, federal and regulatory requirements, UC, and campus policies. Guides and directs planning which may include senior management, faculty, staff to meet all requirements.
- Oversees and ensures all training documentation and certifies floor plans are approved by fire, custodial, building managers, and regional asset managers to meet the zero waste requirements and are properly recorded.
- Research, collect, and analyze complex information, metrics, and data to update zero waste plan and work with various working groups and staff to improve operational efficiencies, reduce contamination, and increase diversion.
- Performs organizational, campus and administrative activities not directly relating to projects, including serving on campus committees representing the department or unit.

Required Qualifications

- Advanced knowledge of building and construction, design, construction, zero waste practices and goals.
- Ability to develop project scope and drawings.
- Computer skills in word processing, spreadsheet, design, and project management software.
- Strong written, verbal, and interpersonal communication skills, including effective negotiation skills.
- Advanced project management, organizational, problem solving, and analytical skills.
- Skills to research, collect, and analyze data, metrics, policies and regulatory requirements.
- Advanced knowledge of federal, state, local and UC zero waste policies and analysis to implement effective programs.
- Ability to write and manage grants.

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- Bachelor's degree in related area and/or equivalent experience/training.

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 annual salary range that the University reasonably expects to pay for this position is \$88,900.00 - \$163,900.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

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.

Other Information

- This is not a visa opportunity.

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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.

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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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 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=6042946&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



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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

University of California, Berkeley

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