

Carpenter Locksmith (8197C) 76784
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254195>

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Posted Mar. 7, 2025, set to expire Jul. 1, 2025

Job Title	Carpenter Locksmith (8197C) 76784
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6058995

Apply By Email

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 mission, diverse student body, and commitment to equity and social justice. Since our founding in

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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

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.

Application Review Date

The First Review Date for this job is March 19, 2025

Responsibilities

General Carpentry Duties:

- Troubleshoot, repair, fabricate, construct, and install counters, cabinets, hardware, shelving, chalkboards, plastic laminates, benches, partitions, floors (including VCT and carpet squares), stairs, decks, and railings.
- Installation and repair of all types of doors, frames, and door hardware.

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- Performs all types of carpenter work related to alterations, additions, and repairs of existing RSSP buildings, such as, but not limited to: removal and demolition work, erection of wall framing, door and window installations, installation of drywall, ceiling tiles, etc.
- Fabricate, install and construct framing and finish work associated with excavation shearing, concrete forms, footings, floors, floor covering, walls, ceilings, window and door frames, casements, roofing, stairs, handrails, retaining walls and guard rails.
- Installs paneling, moldings, fixed furniture and cabinets.
- Correctly and safely performs carpentry work using all hand and power tools typical of the trade.
- Uses woodworking machines and tools to build, repair, and restore cabinets and wood items, fixtures in a carpenter shop.

General Locksmith Duties:

- Uses proper methods and procedures to perform and complete installation, alterations, and repair work for all types of door, hardware, locks, and related work on existing RSSP buildings.
- Sets up key cylinders and duplicate keys as determined from a master key system and departmental procedures.
- Cuts keys; re-keys and re-pins cores and locks.
- Repairs doors and hardware of various types from initial trouble-shooting to completion of task. Selects proper parts and materials to correctly repair all types of locks and related hardware including door closers, panic hardware.
- Maintains the integrity of records and master keying of all RSSP Facilities.

Administrative & Technical Duties:

- Coordinates with project managers and building inspectors.
- Keeps up-to-date, accurate, comprehensive project records including plans, specifications, submittals, schedules, requests, changes, approvals, and costs.
- Consults lead/supervisor or project superintendents who administer requirements and standards for modification of projects.
- Supports maintenance projects and programmatic work assignments.
- Completes paperwork in a neat and timely manner.
- Serves as liaison with clients, relaying their needs and requirements to the appropriate department or superintendent.
- Works and supports shutdowns and project schedules to minimize interference with others.
- Obtains materials and equipment and maintain records.

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- Communicates clearly over the telephone and radio.
- Attends safety, technical and general meetings.

Work Practices:

- Works from verbal or written instructions, sketches, and plans,
- Selects correct quantity and type of materials and uses hand and/or power tools, standard to the craft.
- Works effectively independently or with others.
- Carries out service requests in accordance with the standard practices of RSSP.
- Executes all job assignments in a safe and timely manner.
- Accountable for his or her own actions within work spaces of the University and RSSP facilities.
- Accurately performs basic mathematical calculations related to performing projects.
- Available for holidays, weekends, weekend on call-procedures, emergencies and shift work.
- Performs accurate material take-offs for projects, plans projects including material and equipment requirements, staffing needs, and estimate time required for completion. Orders/purchases correct materials, equipment, tools required to complete projects.
- Performs all work while conforming 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 Code of Conduct, 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.

Required Qualifications

- Working knowledge of the Uniform Building Code and related building codes.
- Familiar with all hand and power tools of the carpentry trade, knows their proper application, and has the ability to properly use them.
- Thorough knowledge of window systems including weight, spring, and spiral balance systems.
- Thorough knowledge of fasteners and their proper use including nails, screws, pneumatic nailing systems, concrete anchors, powder-actuated fasteners, framing connectors.
- Thorough knowledge of carpentry materials including lumber species, characteristics, standard sizes, applications, adhesives, manufactured materials, concrete and related materials.
- Working knowledge of building codes applicable to locksmith hardware installations.
- Familiarity with all lock types and systems, door closers including floor closers, panic hardware, auto door openers, electric strikes, deadbolts, coordinators, access alarms, gate hardware

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- including their selection, proper application, door preparation, installation, and maintenance.
- Understand and have the ability to develop, assess and correct master keying systems for existing and future buildings.
 - Can properly cut keys, construct cores.
 - Develops and maintains accurate records of key issuance, core tracking, and system changes.
 - Develops materials list for stock on hand to ensure timely response in performing unanticipated repairs
 - 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.
 - Available for holidays, weekends, weekend on call-procedures, emergencies and shift work.
 - Reads information from equipment manufacturers' manuals, service request, layout sketches, blueprints, appropriate state and local government codes, trade-specific manuals and practices, and to determine how the material or equipment should perform.
 - Understands preventive maintenance and its role in a comprehensive maintenance program. Performs preventive maintenance work as directed.
 - Must assist with the development of a preventive maintenance program and perform preventive maintenance work as directed.
 - Must have completed a 4 year apprenticeship program and worked as journey-level carpenter and have performed journey-level locksmith work for a minimum of 4 years or the equivalent experience.

Preferred Qualifications

- Certifications in specific product skills such as solid surface materials fabrication certification
- Experience in producing shop drawings for casework; the ability to produce accurate sketches of proposed casework designs

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

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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 hourly rate that the University expects to pay for this position is \$56.53 (step 1.0).

Other Information

This position is governed by the terms and conditions in the agreement for the Skilled Crafts Unit (KB) between the University of California and the Alameda County Building and Construction Trades Council (ACBCTC). The current bargaining agreement manual can be found at:
<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/kb/index.html>

How to Apply

To apply, please submit your resume and cover letter.

Driving Required

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Physical Exam

Employment is contingent upon passing a physical exam.

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 Disclosure

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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 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](#).

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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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