

Assistant Building Manager (4483C) Innovative Genomics  
Institute, 76897  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254625>

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Posted Mar. 20, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Assistant Building Manager (4483C) Innovative Genomics Institute, 76897
<b>Department</b>	Innovative Genomics Institute
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 20, 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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**Job Description**

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**Assistant Building Manager (4483C) Innovative Genomics Institute, 76897**

**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

The Innovative Genomics Institute (IGI) is a multidisciplinary research laboratory focused on genome engineering and potential applications in agriculture, microbiology, and biomedicine. It is a joint venture between UC Berkeley and UC San Francisco, with the administrative operations located on the Berkeley campus. This position is located at the UC Berkeley campus.

### Position Summary

Responsible for the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities and services for one or more buildings, including space planning, general maintenance, operations and tracking of repair services, move planning and coordination, development of procedures, policies, and communications related to infrastructure and safety.

### Application Review Date

The First Review Date for this job is: 4/1/2025

### Responsibilities

Coordination Across Organizational Units:

- Establishes open communication with multiple units throughout the organization (lab & research groups, leadership, and administrative + operational support teams) to provide a safe and secure research facility by ensuring that relevant groups are notified and aware of impactful events or scheduled maintenance. Collaborating with members of the Building Management Team,

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Building Operations Team, individual research groups, leadership, and administrative and event personnel - at times providing assistance by rerouting concerns to the appropriate parties for resolution. Facilitate the interactions of said units so that they can coexist productively.

#### Operational Oversight of Shipping and Receiving

- Manage the facility's core operations related to shipping and receiving activities. Ensure the efficient processing of inbound and outbound deliveries while maintaining accurate records and coordinating with labs and administrative departments for proper package distribution and storage.

#### Building Plans and Procedures Management

- Maintain and update building-related plans, including physical access control systems and security protocols. Assist in emergency preparedness initiatives, including drills and communication plans, and manage hazardous material storage and disposal in accordance with environmental and safety regulations. Assist in development and maintenance of preventive measures for crime deterrence within the building environment. Provide training sessions to lab personnel as needed. Explore and develop a comprehensive recycling program, including waste audit, vendor selection, researcher training, and monitoring systems. Achieve an overall reduction in waste and in adherence to campus' zero waste policy.

#### Liaison with Organization and External Agencies:

- Act as the primary point of contact between the organization and external agencies such as UCB Facilities Services and contracted vendors. Coordinate communication and project timelines related to safety protocols, building access, routine maintenance, and larger remodeling or construction activities. Ensure that all work adheres to institutional standards and regulatory guidelines while maintaining minimal disruption to research and operational functions. Provides updates to stakeholders as needed.

#### Budget Development for Moves and Upgrades

- Assist department leadership in developing budget plans for facility-related moves, infrastructure upgrades, and minor renovations. Evaluate the feasibility and cost implications of proposed changes, conduct vendor assessments, and provide recommendations to ensure cost-effective solutions that meet organizational needs. Support long-term planning and forecasting for building improvements and technology updates.

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#### Contract Management and Vendor Coordination

- Collaborate with internal teams and external contractors on existing contract terms and the solicitation of new service contracts. Oversee agreements related to the facility's utility structure, information technology infrastructure, and preventive utility maintenance to ensure compliance with service level agreements and budget constraints.

#### Work Crew Activity Coordination:

- Assist building management in coordinating the scheduling and activities of work crews to minimize disruptions to building occupants. Provide guidance on safety measures and operational procedures to ensure that projects are completed efficiently and safely.

#### Coordination of Emergency Repairs

- Organize and coordinate emergency repair efforts during and after work hours to ensure minimal disruption to the department's operations. Maintain a reliable response protocol by working with maintenance staff and external contractors to quickly address urgent issues related to building infrastructure, utility services, and safety systems. Manages comprehensive facility assessment, as needed develops remediation plan, and coordinates modifications including tactile floor pads, bathroom renovations, and signage updates.

#### Recommendation of Facilities-Related Procedures and Solutions

- Develop and recommend comprehensive facilities-related policies and procedures, taking into account budgetary constraints, space allocation, staffing requirements, and infrastructure design. Identify opportunities for operational improvements and propose innovative solutions to enhance the building's functionality and safety. As needed, create multiple layout options, coordinated furniture moves, and managed IT infrastructure relocation while keeping the department operational throughout the transition. Job descriptions lately

#### Reviewing and Critiquing Contract Documents:

- Support building management by reviewing and critiquing contract documents, including plans and specifications provided by outside consultants. Ensure that construction plans meet organizational needs, comply with safety regulations, and align with project goals and budgetary considerations.

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### Required Qualifications

- Thorough knowledge in the areas of building space planning, codes, capacity, security, fire safety, organization and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Strong interpersonal and communication skills.
- Thorough interpersonal skills including good service orientation and effective problem solving.
- Knowledge of architectural or engineering concepts.
- Thorough and effective skills to multi-task and prioritize daily activities effectively.
- Well versed in Google Suite and professional email correspondence.
- Time management skills.
- 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 salary range that the University reasonably expects to pay for this position is **\$90,726.52 [Step 3] - \$129,584.45 [Step 21]**.

### How to Apply

- To apply, please submit your resume and cover letter.

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## Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This recruitment has 1 opening.
- This position is eligible for up to % 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:

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



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[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=6090682&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6090682&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](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

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