

Assistant Director of Custodial Operation (0441U),
Facilities Services - 77604
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255665>

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Assistant Director of Custodial Operation (0441U), Facilities Services - 77604
Department	Facilities Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
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

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, the Campus Building Department, and the campus utility systems, including the cogeneration plant. The scope of the Facilities Services reaches across campus and is closely connected to the activities of staff, building managers, other campus departments, and campus leadership.

Position Summary

Reporting to the Director of Campus Operations, the Assistant Director of Custodial Operation assists with the day-to-day management of the Department; supervises and coordinates the activities of assigned personnel to include an overall organization consisting of approximately one (1) Operations Manager (2) Assistant Manager and approximately twenty-plus (20+) Supervisors; and indirectly supervises 300+ non-exempt unionized hourly custodians.

The Assistant Director of Custodial Operation will also have responsibility for special projects, quality assurance, inspection management, and supply management for each shift. This position will guide and influence all program strategic planning, develop innovative program advancements and solutions,

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and deploys a full set of ways and means related to modern service delivery methods and procedures in a university environment. Duties include setting safety standards, staff training packages, and methods, monitoring budgets, managing vendor contracts, responding to customer complaints and special requests, and affecting personnel policies and actions when assigned.

This position provides senior-level management support across all work groups within the FMO Custodial and Event Support unit, has direct supervisory responsibility for multiple work groups, and is responsible for overall service delivery, leadership and management of staff, customer satisfaction, and financial performance of assigned work groups and projects.

Application Review Date

The First Review Date for this job is: 04/24/2025.

Responsibilities

- Directly supervises multiple work groups providing custodial and event support services to facilities and/or areas of the University at California Berkeley campus on a fee-for-service basis.
- Managerial assignments may evolve in structure and scope based on organizational needs.
- Manages all operations in accordance with customer expectations and departmental objectives.
- Provides leadership to and supervision of all assigned staff; responsible for ongoing performance management, training, mentoring, hiring, and development planning for staff, in a union environment while promoting an inclusive and innovative work environment.
- Manages and ensures compliance with union contracts, University procedures and policies, and regulations.
- In collaboration with the Director, this position establishes and/or implements work performance standards and measures for all employees to ensure service delivery and customer satisfaction expectations are consistently met.
- Assists in the development and maintenance of standards for selecting candidates for open supervisory and hourly positions.
- For workgroups assigned, acts as a primary contact for Campus Service Human Resources in the employee hiring process.
- Responsible for managing assigned managers' and supervisors' execution and compliance with all HR policies and hiring processes, and actively managing groups' compliance with these.
- In collaboration with the Director, implements and continually refines programs for training new employees and re-training existing employees on environmental health and safety compliance, effective "green" cleaning procedures and customer service skills.
- Provides support to the Director in managing and/or maintaining certification processes (e.g.

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Green Cleaning, safety trainings, etc.).

- In coordination with the Director, participates in/supports the negotiation strategy associated with custodial service collective bargaining agreements.
- Serves as the primary resource for assigned managers and supervisors for initial conflict resolution and first contact for Campus Services Human Resources.
- Represents FMO management in grievance hearings as directed/required.
- Assists Director and others with all aspects of Events Support planning and execution, including representing FMO at selected planning meetings, developing critical logistics, and managing performance of event support crews.
- Ensure that team complies with all regulatory requirements around the areas of BBP, OSHA, and waste stream management including Zero Waste and recycling.
- Plan work and monitor payroll. Effectively manage overtime usage by continuous monitoring of university activities and departmental workload.
- Work internally to monitor and approve employee payroll, attendance, and punctuality.
- Responsible for recruitment, staff development, performance management/evaluation, corrective action, training, staff competency and retention.
- Prepares custodial schedules to provide optimal staff coverage based on operational needs.

Required Qualifications

- Minimum 5 years of progressive management experience in an effective service group in a large-scale operation with high standards for service delivery and customer care.
- Strong written and verbal communications skills with the ability to present information to diverse audiences.
- Demonstrated proficiency using various computer software systems and applications such as Microsoft Office (Word, Excel, Outlook) and web-based applications required.
- Experience utilizing asset and work management systems required.
- Demonstrated ability to build effective working relationships with senior management and staff.
- Demonstrated knowledge of fiscal management including budget development.
- Ability to implement process improvement strategies and quality initiatives.
- Demonstrated knowledge of human resources management and staff development.
- Ability to manage staff with diverse skills.
- Bloodborne pathogen and sharps disposal training.
- Bachelor's degree in related area (and/or equivalent experience/training) and at least 5 years of supervisory or managerial experience in a large custodial operation experience/training.

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Preferred Qualifications

- Certifications APPA CEF, ISSA, IFMA CFM/FMP, BOMI RPA/FMA.

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 \$115,000.00 - \$140,000.00. The full range for this classification is \$80,400.00 - \$145,400.00.

- 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

- 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.

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:

[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://apptkr.com/get_redirect.php?id=6141259&targetURL=U.S. Equal Employment Opportunity Commission poster.

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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

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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