

Building Manager (4483C) 77620
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255892>

Downloaded On: Apr. 20, 2025 2:51am

Posted Apr. 16, 2025, set to expire Jul. 1, 2025

Job Title Building Manager (4483C) 77620
Department College of Letters & Science
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 16, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories 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 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 College of Letters & Science (L&S) is the largest college on the Berkeley campus. It houses half of Berkeley's senate faculty and is home to over 22,000 students, including over 60% of all undergraduates on campus. L&S has six divisions (Arts & Humanities, Biological Sciences, Mathematical and Physical Sciences, Social Sciences, Undergraduate Studies Division and L&S Core), 38 academic departments, 57 undergraduate majors, 66 undergraduate minors, 8 master's degree programs, and 42 PhD programs.

L&S Core

The L&S Deans' Office, within the L&S Core, houses the divisional deans and their senior staff, who support the activities of the College in the functional areas of administration, finance, human resources, academic personnel, facilities management, and IT. The L&S operating budget is over \$580M, and total headcount at last census was 6188, approximately 19% of the campus total.

Application Review Date

The First Review Date for this job is April 28, 2025

Responsibilities

Facilities Maintenance

- Troubleshoot facilities maintenance issues that affect critical teaching programs and general assignment classrooms in the Undergraduate Academic Building and adjacent buildings as assigned by the Facilities Director. Organize and collaborate work with on-site department

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faculty and staff, the Office of the Registrar, Facilities Services and contractors. Recommend facilities-related procedures and solutions, taking into account budgets, space allocation, staffing and infrastructure design. Recommend short- and long-term corrections based on in-depth knowledge of building systems, as-built drawings, automation systems, and programmatic requirements. Monitor computerized building systems and proactively correct potential problems before they affect teaching, learning and administrative operations. Coordinate, monitor and track all facilities, grounds, custodial, and other Facilities Services service requests, as well as outside contractors, including tracking completion of work orders and ongoing status.

- Collaborate and coordinate with Facilities Services to schedule preventive maintenance service on building mechanical equipment. Coordinate emergency repairs, including during nights and weekends as needed. Work with campus IT in troubleshooting building wide network issues.

Facilities Management, Safety and Security

- Serve as Building Coordinator for campus emergency/ disaster preparedness for UAB and other buildings as assigned. Serve as communication liaison between campus and outside service agencies and building occupants. Support the Facilities Director and departments as needed during campus crises. Prepare and update building response plans and train building occupants in accident prevention and emergency response.
- Document and maintain procedures including access control and security, emergency preparedness, commonly encountered hazardous materials storage and disposal, crime prevention activities, unhoused, fire safety inspection compliance and reporting. Host organized inspections and visits from campus agencies such as EH&S and UCPD. Serve as the building(s)'s Access Coordinator and Key Controller as defined by the UCPD Campus Access Control Policy. Establish and/or recommend building procedures pertaining to access controls and security. Serve as work lead for access transactions at the 151 Service Desk for the UAB. Work with building occupants, the Office of the Registrar, and Space Planning to discuss and optimize space utilization within the UAB and other assigned buildings. Update floor plans for supported buildings and annotated space inventory. Coordinate moves within the building(s) and as requested by the Facilities Director.

Facilities Construction

- Support Facilities Director during facilities construction projects in collaboration with Letters and Science Facilities Office, or Construction and Design Project Managers. Provide support to Facilities Director for construction meetings, walkthroughs, bid walks, communications to impacted occupants to minimize disruption of teaching and research programs, manage contractor access and daily construction-related issues. Follow-up on post-construction facilities

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issues. Maintain up-to date archive of building-related plans and complete documentation for building spaces.

- Other duties as assigned.

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

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 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 - \$115,050.80 (stepped rates).

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied

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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

How to Apply

To apply, please submit your resume and cover letter.

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

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

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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](#).

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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