

**Lead Building Maintenance Worker (8211C), Recreation &  
Wellbeing - 78016**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256570>

Downloaded On: May. 8, 2025 5:40pm

Posted May 5, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Lead Building Maintenance Worker (8211C), Recreation & Wellbeing - 78016
<b>Department</b>	Recreation & Wellbeing
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 5, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6203262">https://apptrkr.com/6203262</a>

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**Job Description**

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**Lead Building Maintenance Worker (8211C), Recreation & Wellbeing - 78016**

**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 Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

### **Position Summary**

Involves 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, specialized facility systems and operations, call center triage 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: 05/16/2025.

### **Responsibilities**

#### **Project Lead**

- Works independently or as a part of a regular maintenance crew to do rough concrete and carpentry work including installation of safety and other equipment for office, classroom, and medical center facilities.
- Performs a variety of semi-skilled tasks in the maintenance, alteration, and repair of buildings and related facilities and equipment.

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- Drives a truck or other light vehicle in the course of duties.

**Maintenance Operations**

- Replaces faulty electrical fixtures such as fuses, sockets, and switches, and makes minor wiring repairs.
- Removes and replaces plumbing fixtures, clear drains, and stoppages in sinks and toilets.
- Performs preparatory work for painting projects, including washing walls, preparing surfaces, masking areas, setting up scaffolding, and painting asphalt, floors, or similar surfaces.
- Services elevators by lubricating parts such as car door safety shoes and car and hall door hangers.
- Operates and maintains a variety of power and hand tools of the various trades.
- Performs basic building, furniture, and equipment repairs, such as cleaning, maintaining, or replacing door closers, locks, latches, hinges, and other building hardware.
- Makes repairs to fences and gates.
- Assists with maintaining lawns, plants, shrubs, trees, hedges, ground covers, vines, and bare surface areas on the grounds of the RecWell department.

**Leadership Teamwork**

- Recommends hiring selections from among job applicants; ensures that new and existing staff receive proper training; makes daily work schedules and assignments; reviews work performed at various stages and upon completion; evaluates the performance of subordinate employees; recommends personnel actions such as promotions, transfers, and disciplinary measures; and maintain various work records and prepare written and oral reports.

**Vehicles:**

- Responsible for any citations relating to the operation of the vehicle, operating vehicle on UC business with valid CA driver's license while observing traffic laws, parking vehicle in proper locations, maintaining vehicles according to fleet services.
- Maintain records on mileage and upkeep of University assigned vehicle (if applicable).

**Administrative Functions:**

- Administer or complete work requests/orders, work order management/ TMA assignment and closeout (when available), open tag reporting, daily log sheets, departmental purchasing procedures and forms.
- Participate in process development and departmental committees as assigned.

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- Perform other related duties as assigned

**Maintenance Operations Coordination:**

- Source and/or purchase materials, supplies, equipment, specialized services for specific projects.
- Exercise care and follow the manufacturer's instruction in the use of UC equipment, supplies, and power/hand tools.
- Maintain the shop, storage, and various work areas in clean orderly and safe condition.
- Participate in shop set-up, clean-up, improvement and oversight.
- Maintain, secure, and inventory all tools, equipment and supplies.
- Follow the established priority repair system in performance of duties.
- At the end of each work day delivers completed work orders to the Unit office.
- Maintain files to include, but not limited to, paint charts, supplier information.

**Required Qualifications**

- Ability to read and write in the English language, and perform basic arithmetic calculations.
- Advanced mechanical aptitude.
- Advanced ability to perform semi-skilled building maintenance work.
- Demonstrated skills in interpersonal communications; ability to instruct and mentor lower level staff, provide input on hiring, performance and disciplinary decisions.
- Ability to effectively prioritize tasks; may also prioritize work for lower level incumbents.
- Four years of experience in the performance of semi-skilled building maintenance duties, or an equivalent combination of education and experience.

**Preferred Qualifications**

- Prior supervisory experience.

**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

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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 hourly range that the University reasonably expects to pay for this position is \$30.18 (Step 1) - \$33.31 (Step 6).

### **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 position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

- This is not a visa opportunity.

### **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.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed

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statements acknowledging the responsibilities of a Mandated Reporter.

**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**

[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)

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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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