

Facilities Coordinator 2 (4482U) 78184
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256849>

Downloaded On: May. 13, 2025 8:43am

Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title	Facilities Coordinator 2 (4482U) 78184
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6219026
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

The UC Berkeley Student Union is a department within the Division of Student Affairs and is the administrative & advising support arm of the ASUC (Associated Students of the University of California) Student Government. This complex serves all students, faculty and staff, and visitors seeking to create and experience an inclusive campus community, thereby enhancing the student experience at UC Berkeley. To this end, we provide quality services and programs that foster experiential learning opportunities and ensure a sustainable organization. With direction from the ASUC Student Union Board, we derive income from student fees, retail operations, vending, food service, and a variety of self-operated units such as the Art Studio and Events Services.

The Student Union Facilities Maintenance & Operations (SUFMO) manages and operates multiple facilities including the MLK Jr. Student Union, Eshleman Hall, Anthony Hall, and Anna Head Alumnae Hall. As a University amenity to the student experience, MLK Jr. Student Union and Eshleman Hall are required to provide building operations day and evenings. Our professional and student staff value providing high-quality customer service while fostering a safe, secure and operable environment for the campus community and visitors.

Application Review Date

The First Review Date for this job is: May 22, 2025

Responsibilities

This position is responsible for overseeing building-related services and ensuring the safety and

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security of occupants, visitors, and event venues within the UC Berkeley Student Union. Key duties include managing safety protocols, coordinating maintenance, supervising staff, and addressing various operational issues. The role also involves providing expert guidance on safety and security while delivering outstanding customer service to all stakeholders.

This role is responsible for managing, organizing, coordinating, and overseeing various operational activities and services across one or more buildings. Key responsibilities include space planning and coordination, general maintenance, call center triage and tracking of repair services, supporting student staff, and developing procedures, policies, and communications related to infrastructure and safety.

- Support the Student Union building operations. May act as Building Coordinator for organization emergency/disaster preparedness for the Student Union, incident response, and de-escalation. This position may be ask to work day or swing shift working hours
- Assist with oversight of Student Union operations including information desk operations, dealing with escalated customer service complaints and assisting other Student Union functional areas involving the campus community and general public visiting the Student Union.
- Support in Student Union staff supervision: Direct student work and assign duties daily when necessary for the Facilities and Event student teams. Serve as next level support escalated issues from student staff.
- Provide excellent customer service to event clients and building occupants. Ensures smooth-running effective events and proper use of the building amenities, including leading the successful resolution of potential and real problems promptly using tact, sensitivity, discretion, and political acumen.
- Coordinates, monitors, and tracks all maintenance, custodial, and other service requests by campus Facilities Services and other outside vendors or organizations for assigned facilities and event spaces.
- Conducts regular periodic rounds to inspect areas for security, fire, and accident hazards and takes appropriate action as required, including reporting infractions of fire and building codes, building rules, and other building irregularities to management.
- Review and execute floor plans for Student Union community spaces and event venues based on guidance from Student Union Facilities and Berkeley Event Services team.
- May act as department representative for department / organization special projects related to department facilities and representative of organization safety committee, organization building emergency committee, and organization ergonomic program, and is responsible for departmental compliance with OSHA / EH&S regulations regarding state and organization policies and procedures, and works to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, fire extinguishers and other safety

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equipment.

Required Qualifications

- Working knowledge of practices and procedures relating to facility maintenance.
- Written communication skills to prepare a variety of correspondence, reports, policies and procedures, and training documents.
- Skills to work under pressure of deadlines in a stressful environment.
- Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships.
- Skills to work independently and as part of a team.
- Working organizational skills to work on multiple projects with competing deadlines, to establish goals and work load priorities, and to meet project deadlines within budget and time constraints.
- Working knowledge of practices and procedures of safety and emergency preparedness.
- Ability to oversee part-time student employees and assist with training and provide corrective instruction on their job duties.
- Bachelor's degree in related area and / or equivalent experience / training.

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 salary or hourly range that the University reasonably expects to pay for this position is \$35.77 (Step 4) - \$37.96 (Step 7)

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.

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- This position is non-exempt and paid bi-weekly.
- 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>

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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