

Skilled Crafts & Trades Supervisor, Thurs-Mon Schedule  
(5044U) 78216  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257079>

Downloaded On: May. 17, 2025 9:55am

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

<b>Job Title</b>	Skilled Crafts & Trades Supervisor, Thurs-Mon Schedule (5044U) 78216
<b>Department</b>	Residential and Student Services Programs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 16, 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
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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

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor. RSSP provides and manages student housing, custodial and maintenance services, security/safety, capital renewal projects, self-operated dining services, campus ID card as well as early childhood & education services for students, faculty, and staff. RSSP also conducts a summer conference and year-round catering/events business and manages faculty apartments.

RSSP's annual revenue/operating budget exceeds \$200,000,000 and the department employs over 1000 career, limited, contract and student employees creating a "culture of care" for students, guests, customers and stakeholders.

### Application Review Date

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

**Note:** There are two openings for this role with different work schedules. This posting is for the Thursday-Monday, 1:30-10:30 p.m. schedule. The second position has a Sunday-Thursday, 9:00 a.m.-6:00 p.m. schedule. If you're interested in both, please apply to each posting separately. The other posting is #78316 can be found [here](#).

### Responsibilities

- Supervises the daily activities of skilled trades employees. Organize, schedule, assign and coordinate the daily activities of up to 4 skilled trades and maintenance groups. Collaborates daily with Housing Facilities leadership to ensure all customer and unit needs are met.
- Maintains scheduling within prescribed budgetary guidelines. Plans and schedules staff

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assignments based on workload and available people resources, reassigns staff to make certain that work is accomplished according to schedule ensuring that staff is fully utilized. Assist with staff duties as needed to ensure operational service levels are met.

- Responsible for performance management. Implements performance standards and achievable yearly objectives in order to maintain an orderly, safe, and efficient operations. Regularly reviews site activities, meeting with career and limited staff to assist them in understanding procedures and in determining and prioritizing duties. Responsible for providing comprehensive training to all assigned employees to include, but not limited to the following: facility orientation, safety/IIPP, job specific procedures and techniques, rules and regulations, standards and professionalism, expectations and levels of competency, quality standards, customer service and organizational values.
- Evaluates and makes recommendations for equipment, changes in processes, and work performance standards to ensure effectiveness of the Maintenance and Trades team.
- Maintains proper inventory needs and purchases inventory.
- Makes hiring selections and recommendations for employee salary actions, terminations, and performance ratings.
- Professional development and other duties as assigned.

**Required Qualifications**

- Solid knowledge of facilities maintenance and administration.
- Solid knowledge and skills in the specialty crafts supervised.
- At least three years of supervisory experience in a union environment involving multiple trades.
- Solid supervisory skills to include organization, scheduling, assigning work and ensuring quality standards are met.
- Solid financial skills to accurately project costs of potential jobs and to consistently complete work within established budgetary and time constraints.
- Skills to actively promote and maintain safety standards.
- Solid skills to effectively select and evaluate staff, and to appropriately handle disciplinary issues.
- Solid planning, organization, analytical and decision-making skills
- Advanced written and verbal communication, relationship management, team building, negotiation, and leadership skills.
- Ability to motivate and inspire subordinate staff to provide the highest level of service to campus constituents (e.g. students, end users).
- Experience implementing and executing complicated preventative maintenance programs.
- Ability to accurately develop and document Standard Operating Procedures.
- Ability to ensure that quality and customer service standards are communicated, implemented, and continually monitored.

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- Intermediate knowledge of PC based software (MS Office). Demonstrated ability to learn University systems.
- Bachelor's degree in related area and / or equivalent experience / training.
- Certification in a specialty skilled trade.

### Preferred Qualifications

- Experience working in a large university residential setting.

### 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 \$135,000-\$150,000 annually.

### How to Apply

To apply, please submit your resume and cover letter.

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**Driving Required**

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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.

### **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**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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**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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