

Facilities Project Management Specialist (7078U) 78631
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257625>

Downloaded On: Jun. 6, 2025 1:37am

Posted Jun. 2, 2025, set to expire Jul. 1, 2025

Job Title	Facilities Project Management Specialist (7078U) 78631
Department	L&S
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory
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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

L&S is composed of six divisions (Arts & Humanities, Biological Sciences, Mathematical and Physical Sciences, Social Sciences, Undergraduate Division and L&S Core), which include over 40 academic departments, approximately 800 faculty, 19,000 students, and 600 staff. L&S is supported by General Fund budget of \$245 million; annual expenditures, including restricted funds, exceed \$455 million.

Position Summary

On behalf of the College, the Facilities Project Management Specialist manages all phases of small and medium sized research, instructional and administrative based renovation projects. This includes the establishment of design and budget, campus approval, contracting and coordinating vendors, inspection, and project closeout.

Acts as liaison between the College and other campus entities involved with the execution of such projects. Extensive knowledge of building infrastructure and campus policies will shape methods and procedures for such interaction.

Additionally, the incumbent will utilize facilities project management skills to coordinate project and other activities with key stakeholders within the College and across campus.

Application Review Date

The First Review Date for this job is June 12, 2025

Responsibilities

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Project Management

- Manage small to medium size renovation projects for the College.
- Collaborate with College staff, various Campus agencies, and project stakeholders and develops project design, scope of work, budget and schedule.
- As required, hires and manages the services of architectural/engineering firms to develop project requirement definitions, design criteria, preparing layouts and detail drawings.
- Ensure that work meets customer's requirements, quality standards, and budgetary constraints.
- Manage projects through to completion, including tracking change orders, regularly report project status to responsible faculty and administrative staff in departments.
- Provide clear status reports and ensure billing occurs on agreed upon schedule.
- Ensure that all project specifications comply with applicable codes, regulations and Campus standards.
- Manage Campus project review, inspection, accounting and regulatory requirements.
- Review and manage construction activities, and resolving problems and/or conflicts as they arise.
- Ensures project is properly closed out and Operations & Maintenance Manuals and record drawings are turned over to Physical Plant Campus Services.
- Maintain and publish LSFO construction schedule.

Facilities Management

- Serve as Liaison between the occupants of LSFO Buildings (2251 College, 2224 Piedmont, 2232 Piedmont, Barrows, Dwinelle, Dwinelle Annex, Evans, Kroeber and Wheeler Halls) and other campus entities such as Capital Projects, Facilities Services, EH&S, Campus Fire Marshal & Inspection Services.
- Perform regular inspections of facilities and coordinate maintenance efforts with campus entities.
- Coordinate access control and security efforts.
- Maintain working knowledge of building systems (HVAC/Lab Infrastructure/Hazmat/Fire Alarm).
- Provide timely and accurate facilitates related communication to building occupants and affected campus entities.
- Acting as owner's representative provides oversight for various maintenance, construction and renovation projects for the College not directly managed by LSFO.
- Work collaboratively with clients and other campus units.
- Reviews cost estimates, establishes timely communications with clients and various campus units regarding project description, timeline, scope, cost, etc.
- Participates in the development and monitoring of policies and procedures for department operations.

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Safety Coordinator

- Act as Building Coordinator & Emergency Management Area Coordinator with the Office of Emergency Preparedness for all LSFO buildings.
- Coordinate safety programs within departments and establish communications protocols.
- Establish and maintain safety committees, evacuation procedures and building security programs.
- Monitor lab safety programs.

Bidding, Contracting & Purchasing

- Follow established guidelines set forth by UCOP and Capital Projects to create qualified bidding documents.
- Work in coordination with Capital Projects and Central Purchasing to issue contracts and purchase orders.
- Advise departments about purchasing procedures and caveats to help them navigate the process.

Record Keeping

- Create and maintain record database for all project and facilities tasks.
- Coordinate the sharing of common records with various campus entities.

Required Qualifications

- Knowledge of building Campus Construction Standards, contract administration and California Building Codes.
- Knowledge of and/or can quickly learn UCOP Facilities Manual.
- General knowledge of laboratory design and construction requirements.
- Skills to develop project design, scope and drawings, budget, schedule, etc.
- General knowledge of campus policies & procedures regarding Facilities Management, Construction and Project Management.
- Computer skills in word processing, spreadsheet, computer aided drafting, Filemaker, and project management software.
- Good written, verbal, and interpersonal communication skills, including effective negotiation skills.
- Good organizational and analytical skills.

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- Thorough project management skills, including skill to manage complex projects.
- Demonstrated successful ability to collaborate with, and maintain good communications with clients.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

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 \$88,900.00 - \$100,000.00, annually.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

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

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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.

To apply, visit

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

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