

Facilities Project Management Specialist (0364U),  
Facilities Services - 78745  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257999>

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Posted Jun. 6, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Facilities Project Management Specialist (0364U), Facilities Services - 78745
<b>Department</b>	Facilities Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 6, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

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**Facilities Project Management Specialist (0364U), Facilities Services - 78745**

**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

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

### Position Summary

Involves managing the design and construction of capital projects, including renovations, expansions and new facilities and infrastructure as well as landscape projects; collect, develop, and analyze technical data to determine project requirements and preparation of information regarding specifications, materials, equipment, estimated costs, and completion times. (For Facilities Management, see General Services Job Field.)

### Application Review Date

The First Review Date for this job is: 06/18/2025.

### Responsibilities

Works with campus entities such as Facilities Services, EH&S, the Campus Building Department and building representatives to ensure the project incorporates relevant priorities and information and is executed effectively.

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- Hires architectural, engineering and consultant firms and provides leadership expertise, direction and management to the engineers, architects and other consultants.
- Is responsible for directing the activities of the project team to execute the project as developed.
- Monitors the work product of the design team and uses contractual and payment terms as appropriate to determine their adherence to project scope and budget.
- Resolves coordination problems between operational units and contractors.

Works with consultants to execute functional studies to inform project scope and design intent.

- Obtains and approves cost estimates and creates project budget.
- Develops project program in coordination with campus occupants and designers.
- Is responsible for coordinating designers' efforts so the project remains within budget and achieves program priorities.
- Establishes project milestones and works with all project parties to make sure the project meets the established milestones.
- Determines completion and finalizes and closes out project documentation and finances.

As campus representative, identifies key priorities, design criteria per the Campus Design Standards, and specifics of each project depending on scope and location.

- Monitors project documentation to make sure it adheres to campus criteria and priorities as well as appropriate code and regulations including ADA and Title 24.
- Is responsible for working with designers and consultants to confirm that project documentation is accurate, effective, and appropriate for the project.

Determines delivery method and bids or negotiates construction contracts.

- Reviews, manages and oversees construction activities, including contractor's schedule, RFIs, Submittals, Change Order Requests, and Punch List; specializes and focuses in monitoring construction milestones.
- Is responsible for overseeing and coordinating the activities of contractors on behalf of the campus.
- Works directly with the contractor to confirm appropriate project duration and confirms contractor's adherence to the schedule, using contractual and payment terms as appropriate.
- Coordinates contractor's draw-down schedules, reviews submitted invoices for accuracy, checks against payment schedule, and monitors retention.
- Reviews contractor's work for adherence to design, documentation, and completeness.
- Negotiates change orders.

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- Manages the initiating phase of the projects that includes defining goals, managing stakeholders' expectations, defining the scope of the projects, selecting project team members, and awarding contracts.
- Oversees the planning phase, project execution-- including monitoring the deliverables and milestones, and the final closeout process.
- Acts as liaison among project participants and resolves problems or conflicts, including recommending range of solutions to disputed issues or contractor claims.

Ensures project is properly closed out and Operations & Maintenance Manuals and record drawings are turned over to Facilities Services.

- May oversee, manage, and/or direct other Project Managers and Analysts.
- Creates project in project management software application including updating and reporting of project status as required by organization, regulatory agencies, including budget and schedule; may include monthly written analysis of project.

Performs organizational, departmental and administrative activities not directly relating to projects, including serving on committees representing department or unit.

### **Required Qualifications**

- Advanced knowledge of building and construction, design, construction contract administration and California Building Codes, including advanced understanding of industry practices, or deep expertise in a highly specialized and critical discipline.
- Advanced project management skills to effectively manage highly complex projects, or highly specialized and critical project component.
- Advanced knowledge of and/or can quickly learn the organization, including its infrastructure, rules, regulations, policies and short- and long-range strategic building plans.
- Advanced analytical, organizational and problem recognition/avoidance/resolution skills.
- Advanced written, verbal, and interpersonal communication skills, including highly effective negotiation skills and highly developed political acumen.
- Advanced ability to manage contractors and maintain compliance to the agreed-upon scope of work and budget.
- Has the ability to solve complicated problems and provide recommendations to stakeholders with a minimum of direction.
- Demonstrated ability to manage several projects concurrently.
- Knowledgeable of construction sequencing and experience working with multiple skilled trades.
- Bachelor's degree in related area and/or equivalent experience/training.

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## 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 annual salary range that the University reasonably expects to pay for this position is \$120,000.00 - \$135,000.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

## 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 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.

**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**

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](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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