

Facilities Management Specialist 3 (4483C), School of
Optometry Dean - 79698
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260097>

Downloaded On: Jul. 25, 2025 10:12am

Posted Jul. 23, 2025, set to expire Jun. 30, 2026

Job Title	Facilities Management Specialist 3 (4483C), School of Optometry Dean - 79698
Department	Wertheim School of Optometry & Vision Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	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

At the Wertheim School of Optometry & Vision Science, as part of a world- renowned university that embraces excellence and access, we foster an environment of trust and mutual respect, free expression and inquiry, and personal resilience and achievement. We demonstrate sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. These principles serve us daily in our reasoning and actions and aid us in our decision making.

We educate an estimated 320 students annually. Our O.D. program is a 4 year program with clinical training provided at 2 campus clinics, numerous satellite clinics (community care), VA clinics, and external clinics across the country. Our one-year post-graduate residency programs provide advanced clinical education in specialty areas of optometry with placement on and off campus and our Vision Science program averages 40 PhD students.

The Optometry Clinic provides comprehensive optical care services to the entire Campus population and the general Bay Area community, with approximately 80,000 annual visits to Optometry Clinics at Minor Hall and the Tang Center. The Optometry Clinic is open 7 days per week. The School is opening a Satellite Clinic in Emeryville in early 2026.

Position Summary

The facilities manager reports to the Director of Facilities Operations and Research Support, and supports the organization's facilities operations and related customer service with the students, faculty, and staff; the position covers administrative, teaching, research, outpatient, and optometry clinic facilities. This position also supports the Director with the management, long- range planning,

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organization, coordination, oversight and / or performance of operational activities and services for the school's on campus buildings and satellite locations. This includes space planning, general maintenance, specialized facility systems and clinic equipment, 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: 08/04/2025.

Responsibilities

Capital Project Coordination and Special Project Support

- Acts as department representative for department/organization special projects related to the School's various facilities, with a special focus on the main clinic in Minor Addition.
- Works with management to coordinate and support capital improvement projects with Capital Projects and actively participates on committees and/or meetings concerning capital improvements to departmental facilities.
- Works with internal and external consultants, trade workers, contractors, and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work.
- Reviews facility project drawings, plans, and specifications; reports areas in need of improvements or out of compliance, notifies errors or omissions to management, project personnel, and outside contractors.
- Works with campus partners and contractors to obtain estimates or quotes for proposed facility refreshes and renovations.
- May oversee contracted work and observe working crews for safety compliance.

Building Coordinator

- Coordinates maintenance and repair of clinic equipment and building infrastructure.
- 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.
- Liaises with Clinic leadership to coordinate and carry out equipment replacement, upgrade, and repair projects.
- Serves as day to day point person regarding facilities management e.g. repairs, security, and custodial needs, with a special focus on the main clinic in Minor Addition.

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- Creates service requests and follows up on work orders with Facilities Services and tracks and shares updates on repairs and requested services.
- Coordinates with Custodial Services on regular and periodic custodial needs.
- Responsible for storage of all surplus office equipment and furniture, and property accountability and disposal of unneeded equipment.
- Coordinates emergency repairs during work hours.
- Coordinates service providers and schedules shutdowns, maintenance, and movement of equipment to minimize disruption to building occupants.

Security and Safety

- Acts as Building Coordinator for organization emergency/disaster preparedness for assigned venues, serves as the communication liaison between organization service agencies and building occupants, and prepares building response plans and coordinates education and planning in this area for all building occupants.
- Serves as "Department Access Key Controller" as defined by the Facilities Services Access Control Group, maintaining accurate records of all access control activities, ensuring appropriate authority prior to issuing keys, ordering replacement keys as needed, recovering department keys from departing personnel, reporting any failure to recover access control keys to department management and UCPD, and securely storing unassigned keys in the department's approved cabinets.
- May serve as an active member of the School's safety committee, the building evacuation team, and receive First Aid/CPR/AED training and volunteer to render aid as needed during emergency situations.
- Supports departmental compliance with OSHA/EH&S regulations regarding federal, state, campus, and organizational policies and procedures. Works to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, personal protective equipment, and compliant chemical storage.
- Oversees regular maintenance and services for the School's transport van.
- May be required to drive University vehicles to transport Optometry affiliates on School-related business and/or equipment and supplies to and from satellite clinic locations.

Business Services

- Purchases supplies, conducts bid proposals, and supervises small-scale department renovation projects.
- May assist the Facilities Director in development of the annual facilities budget.
- Responsible for purchasing departmental supplies, services and equipment.

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- May serve as back-up for other administrative operations including mail and parcel receiving and distribution, special event support, and managing a team of student workers supporting clinical operations
- In the absence of the Facilities Director, the Facilities Manager may represent the School's facilities team in meetings to coordinate support for the clinic, labs, and academic operations.

Equipment Management

- Acts as department equipment custodian through the equipment tracking system(s) and conducts department inventory controls including processing and maintaining records of equipment insurance requests.
- May address ergonomic needs and supports disability accommodation needs of users.
- Procurement - Initiates equipment related purchase orders.
- Recommends the purchasing of new equipment standards when equipment is no longer supported, becomes obsolete, or otherwise does not meet clinical or research needs.
- Develops and maintains accurate records to track clinical equipment that is frequently moved and/or in need of regular maintenance; verifies equipment locations and readiness.

Other Duties

- Performs special projects as assigned and ongoing professional development activities.

Required Qualifications

- Basic knowledge and some experience in the areas of building space planning, building codes, security, fire safety, organization and departmental principles and procedures involved in risk assessment and evaluating risks as they relate to operating commercial buildings for academic, research, and clinical care functions.
- Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships.
- Strong interpersonal skills including good service orientation and effective problem solving.
- Knowledge of architectural or engineering concepts.
- 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.
- Written communication skills to prepare a variety of correspondence, reports, policies and

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procedures, and training documents.

- Skills to work under pressure of deadlines in a stressful environment.
- Skills to work independently and as part of a team.
- Associate or 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 annual salary range that the University reasonably expects to pay for this position is \$89,992.36 (Step 1) - \$95,493.39 (Step 4).

- 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.

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Other Information

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>

- 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.

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

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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

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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