

**Building Security Specialist (4482C), Facilities Services -
80442**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261257>

Downloaded On: Aug. 18, 2025 6:35pm

Posted Aug. 18, 2025, set to expire Jun. 30, 2026

Job Title	Building Security Specialist (4482C), Facilities Services - 80442
Department	Facilities Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 18, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

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Building Security Specialist (4482C), Facilities Services - 80442

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. With over 500 dedicated staff members 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

The Building Security Specialist will support the physical security unit, which oversees access control, intrusion alarms, and the metal key & lock programs. This role involves a combination of computer-based tasks and on-site work across campus to ensure the efficient operation of security systems. Key responsibilities include supporting vendor activities, assisting with troubleshooting security system issues, providing support to users regarding access and security concerns. The specialist will work closely with internal teams and external service providers to maintain and enhance campus security infrastructure. This position requires strong organizational skills, problem solving abilities, and technical proficiency to support physical security operations effectively. The ideal candidate is detail oriented, adaptable, and comfortable working both independently and collaboratively in a dynamic, fast paced environment.

Application Review Date

The First Review Date for this job is: 08/28/2025.

Responsibilities

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- Works with management and FAC Specialist 3 to coordinate and manage physical security projects and actively participates on committees and / or meetings concerning physical security to departmental facilities.
- Works with onsite contractors and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work.
- Assist in maintaining building related plans and procedures including access controls and security, emergency preparedness, commonly encountered hazardous materials storage and disposal, crime prevention activities, fire safety inspection compliance and reporting.
- Assists in coordinating with multiple units throughout the organization to provide a safe and secure facilities environment.
- Recommends security-related procedures and solutions, taking into account budgets, space allocation, staffing and infrastructure design.
- May serve as "Department Access Key Controller" as defined by the Access Control Policy, 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 securely storing unassigned keys in the department's FS approved cabinets.
- Works with internal and external agencies / contractors in regards to existing contract terms or to solicit new contracts.
- Purchases supplies, conducts bid proposals and supervises small-scale department renovation projects.
- Reviews facility project drawings or plans and reports building need compliance, errors or omissions to management, organization personnel, and outside contractors.
- May act as 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 equipment.

Required Qualifications

- Working knowledge of practices and procedures relating to physical security systems.
- 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

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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.
- 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 hourly range that the University reasonably expects to pay for this position is \$34.79 (Step 1) - \$41.57 (Step 10).

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- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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

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bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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](#)

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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

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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