

**Facilities Project Management Specialist 4 (0364U) -
81282**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263276>

Downloaded On: Oct. 1, 2025 3:49pm

Posted Oct. 1, 2025, set to expire Jun. 30, 2026

Job Title	Facilities Project Management Specialist 4 (0364U) - 81282
Department	Capital Projects
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 1, 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

Capital Projects manages the design, construction, retrofitting, and restoration of campus buildings and their surroundings. Many skilled professionals work in Capital Projects as Project Managers who have backgrounds in architecture, landscape architecture, planning, engineering, construction and administrative personnel, all of whom work to serve the campus community.

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.

Application Review Date

The First Review Date for this job is: 10/13/2025.

Responsibilities

- Manages the project program, including meeting with clients to help define both project scope and program.
- Responsible for keeping the project scope and budget aligned with the program during the life of the project.
- Formally establishes project plan, including working with other units, departments, and the Office of the President (i.e., Capital Planning, Budget Office and other Capital Project Units) to facilitate this effort and ensure funding transfers. Establishes project budget and submits for approval.

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- Hires architectural, engineering and consultant firms to develop project requirement definitions, design criteria, and preparing layouts and detail drawings; provides leadership expertise, direction and management of the engineers, architects and other consultants.
- Responsible preparing the Request for Qualifications required for contracting with architects.
- Prepares and approves cost estimates, functional studies and establishes project schedule and budget and reviews with clients.
- Establishes milestones and monitors adherence to master plans, budgets and schedules.
- Develops criteria and performance specifications required to meet unique operating requirements and building and safety codes; ensures plans and specifications conform to all codes and regulations.
- Determines delivery method and bids or negotiates construction contracts. Generates bidding documents for construction contracts.
- Selects contractor delivery method between design-bid-build, design-build, or [CM@Risk](#).
- 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.
- Responsible for review and approval of all contractor change orders.
- Acts as liaison among project participants: client, contractor, consultants, and the architect.
- Resolves problems or conflicts, including recommending range of solutions to disputed issues or contractor claims.
- Ensures project is properly closed out, obtains as-built drawings, record drawings, and Operations & Maintenance Manuals for turnover to Facilities Services.
- Creates project in project management software application including updating and reporting of project status as required by organization, regulatory agencies and Capital Projects Management, 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 and professional development.
- May oversee, manage, and/or direct other Project Managers and Analysts.

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 the organization, including its infrastructure, rules, regulations, policies

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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.
- Advanced technical knowledge of one or many building systems including HVAC, electrical, plumbing, fire alarm, fire suppression elevator/conveying, telecommunications
- 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 \$101,600.00 - \$170,000.00.

- This is an exempt monthly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are

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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](#)

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.

Referral Source Info

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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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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