

Building Manager (4484C) - CITRIS
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263900>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

Job Title	Building Manager (4484C) - CITRIS
Department	Center for Information Technology Research in the Interest of Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6639673
Apply By Email	

Job Description

Image not found or type unknown



Building Manager (4484C) - CITRIS

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

Building Manager (4484C) - CITRIS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263900>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

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.

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

The Center for Information Technology Research in the Interest of Society and the Banatao Institute (CITRIS) leverage the research strengths of the University of California campuses at Berkeley, Davis, Merced and Santa Cruz, and operate within the greater ecosystem of the University and the innovative and entrepreneurial spirit of Silicon Valley. We strengthen bridges between world-class laboratory research, state and national policymakers, and companies and startups creating new applications and reshaping entire industries. CITRIS and the Banatao Institute facilitate interdisciplinary work among hundreds of University of California faculty members, students, corporate partners, and international institutions. Together with these public and private partners, we are shaping the future of technology in ways that cross traditional boundaries.

This position involves the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities and services for one building, including space planning, general maintenance, specialized facility systems and operations, call center 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: October 23, 2025 - Open Until Filled

Building Manager (4484C) - CITRIS
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263900>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

Responsibilities

25% Building Manager

- Serve as liaison between all occupants in the building including but not limited to faculty, staff, students for repairs and preventive facilities maintenance. Conduct regular periodic rounds to inspect areas for security, fire and accident hazards and takes appropriate action as required to fix the identified issues. Coordinate emergency repairs during and after work hours.

25% Manage CITRIS Rental Venues

- Oversee and process online reservation requests. Schedule and coordinate the use of CITRIS recharge rooms. Advise, guide and instruct clients both internal and external on room reservations and event logistics. May collaborate with UC movers, ETS, UCPD, and other campus entities to assist event coordinators with their events. Prepare and submit recharges for room rental fees.
- Maintenance and operations of the College's conference room facilities, including but not limited to furniture, AV, renovations, etc. Write and revise room use policies to comply with campus and COE requirements.

15% Facilities Maintenance and Repairs

- Coordinate, monitor and track all maintenance, custodial, grounds, and other service requests of Campus Facilities Services as well as outside vendors or organizations for assigned facilities, including tracking completion of maintenance work and the ongoing status of individual service requests.

15% Serves as Access Key Controller and Security

- Oversee all aspects of processes, policies, procedures, and record keeping such as ordering and distributing keys, maintaining inventory, managing electronic lock and key card systems.
- Monitor building access requests, granting access upon review and approval.

10% Department Safety Coordinator

- Coordinate with the NanoLab and others throughout the building to provide a safe and secure environment. Keep current on requirements and support emergency preparedness training of CITRIS staff. Attend workshops and trainings to receive the latest and most up to date

Building Manager (4484C) - CITRIS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263900>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

information about safety and code requirements. Maintain 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.

5% Space Allocation

- Gather, track and monitor existing space allocations. Monitor building access requests, granting access upon review and approval. Yearly (or more) review and updating of desk allocations for Graduate Student population. Develop space allocation plans in partnership with CITRIS Directors.

5% Capital projects

- At the request and expense of a building faculty member works with onsite contractors and other vendors to coordinate work schedules and track progress. Coordinate work crew activities to minimize disruption to building occupants.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Thorough knowledge in the areas of building space planning, codes, capacity, security, fire safety, organization and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Strong interpersonal and communication skills.
- Thorough interpersonal skills including good service orientation and effective problem solving.
- Knowledge of architectural or engineering concepts.
- Thorough and effective skills to multi-task and prioritize daily activities effectively.

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

Building Manager (4484C) - CITRIS University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263900>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

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 or hourly range that the University reasonably expects to pay for this position is \$89,992.36 to \$133,731.15 yearly (\$7,499.36 to \$11,144.26 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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.

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

Building Manager (4484C) - CITRIS
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263900>

Downloaded On: Oct. 14, 2025 11:03pm

Posted Oct. 14, 2025, set to expire Jun. 30, 2026

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

,