

Cory Hall Building Manager (004483) - Job 82114 -
Department of Electrical Engineering and Computer
Sciences
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264601>

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Posted Oct. 29, 2025, set to expire Jun. 30, 2026

Job Title Cory Hall Building Manager (004483) - Job 82114 -
Department of Electrical Engineering and Computer
Sciences

Department Electrical Engineering and Computer
Institution University of California, Berkeley
Berkeley, California

Date Posted Oct. 29, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Computer Sciences**

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.

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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.

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 Department of Electrical Engineering and Computer Sciences (EECS) in both the College of Engineering and the Division of Computing Data Science and Society, is the largest department on the Berkeley campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,400+ undergraduates both in the College of Engineering and Letters and Science, 650+ graduate students, and 60+ staff members. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. Annual operating budget, not including research expenditures for EECS, is \$37+ million.

This position oversees building-related services and safety matters for Cory Hall, the Electrical Engineering division of EECS. Cory Hall houses experimental labs, test and measurement labs, computer instructional labs, and hoteling facilities to meet the growing demand for space. The role involves managing safety, security, maintenance, minor renovations, and other facility-related issues. Additionally, the position provides expertise in safety, security, and facilities management to Cory Hall occupants.

This Cory Hall building manager is additionally responsible for managing, supporting long-range planning, organizing, and overseeing multiple operational activities and services for Cory Hall. These include space planning, general maintenance, call center triage and tracking of repair services, move planning and coordination, developing procedures, policies, and communications related to infrastructure, safety, and renovations.

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Application Review Date

The First Review Date for this job is: 11/10/25 - Open until filled

Responsibilities

40% Facilities Management:

Serves as liaison with campus and external agencies regarding safety, access, maintenance, remodeling, and construction activities. As Facilities Manager of Cory Hall, Diagnose performance of building utility systems such as HVAC, and power to ensure proper facility operations and resolution by campus Facilities Services. Oversee and communicate to the community the maintenance and repair of building systems to minimize disruptions. Position reports deficiencies to Facilities Services via Maximo-tracking system & ACG Building request; Orders Division telephone installation & repairs; Maintains order in Division storage areas. Conducts regular periodic rounds to inspect areas for security, fire, and accident hazards and takes appropriate action.

10% Mini-Project Manager:

Under the direction of the Director of Space Planning and Facilities, develop the scope of work, schedule, and project budget for minor tenant improvements in EECS via Shop Services, Capital Projects Mini-Project Program, and Facility Services in accordance with Campus guidelines and Campus Inspection Office. Works with internal and external agencies/contractors as needed in regards to existing contract terms or to solicit new contracts. Position packages the scope of work for multiple minor infrastructure repairs, solicits cost proposals with a pre-qualified vendor pool, and submits proposals to Facilities Services for a contract. This position also prepares the scope of work and bids new building program improvements via the Capital Projects Mini-Project Program.

10% Facilities Space Management:

Develops space allocation plans for management review. Implement and manage surge relocation plans with tenants and UC Movers. Conducts 2 occupancy surveys a year and 1st year graduate placement in the Summer to properly allocate desks. Maintenance of the ACG space database for Cory Hall is required, including verification of the availability of space for visitors. Update furniture plans in AutoCAD for space planning purposes with occupants and leadership.

10%

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Coordinates work crew activities to minimize disruption to building occupants. Position works with Facilities Services craft, EECS Building Maintenance Workers, Machine Shop personnel in data centers and IT closets, and business environments. Organize and coordinate emergency repair efforts during and after work hours to ensure minimal disruption to the department's operations.

10%

Safety and Security: Serve as IIPP Coordinator for Division; Directs Cory Hall Safety Building Committee meetings; Maintains building-related plans (Plan Archive rm.190A, and online drawing resources) and procedures, including access controls and security with UCPD, emergency preparedness with EH&S, crime prevention activities, and fire safety inspection compliance and reporting. This includes maintaining an active voluntary emergency evacuation team and radio/safety equipment for team members and conducting monthly safety exercises with volunteers in Cory Hall.

10%

Supervision & Administration: Student work-study Facilities Specialist, Assists department leadership with budget development for moves and minor building infrastructure upgrades. Position creates proposed budget and schedule for minor projects and updates actual costs for future reference. Budgets, schedules, and furniture plans are developed on Google Drive or email. Recommends facilities-related procedures and solutions, taking into account budgets, space allocation, and staffing and infrastructure design.

5%

Coordinates emergency repairs during and after work hours. Position requires availability to respond to after-hours repairs. Respond to critical infrastructure alarms and follow the prescribed communication plan, including but not limited to SCADA alarms, power outages, or other major infrastructure.

5%

Coordinates with multiple units throughout campus to provide a safe and secure facilities environment. This position works closely with EH&S annual fire inspections, Fire Marshal, and properly disseminates and maintains corrective actions via the ACG online safety communication plan to leadership/UCPD/EH&S. This includes filing claims with risk management for damage and working closely with occupants to recover losses.

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Required Qualifications

- 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, engineering concepts, or facilities, mechanical/electrical systems.
- Thorough and effective skills to multi-task and prioritize daily activities effectively.
- Bachelor's degree in a 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 salary or hourly range that the University reasonably expects to pay for this position is \$89,000 - \$93,000.

Referral Source Info

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.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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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](#)

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.

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N/A

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