

Lead Building Maintenance Worker (8211C) - 82230
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=267814>

Downloaded On: Nov. 24, 2025 10:35pm

Posted Nov. 4, 2025, set to expire Jun. 30, 2026

Job Title Lead Building Maintenance Worker (8211C) - 82230
Department Residential and Student Service Programs
Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 4, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/6692757>

Apply By Email

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

Residential and Student Service Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides student housing, residential life programs, self-operated dining services for undergraduate and graduate students and their families, and child care services for students, faculty, and staff; it also conducts a year-round conference business, operates eleven campus restaurants/retail operations, and manages twenty-six faculty apartments. The Central Maintenance, Design, and Minor Capital Projects units provide a comprehensive group of services to all units within RSSP. These services include performing or managing all building trades and related maintenance services, performing interior design services, space planning, renovation project planning and management services, major maintenance, minor capital planning and project management for RSSP.

Position Summary

Under general direction, this position performs: operational oversight of functional area, supply and equipment specifications and procurement administration, and directs the work of Senior Building Maintenance Workers (SBMW) or other staff assigned to perform work within the Apartments facilities group.

Application Review Date

The First Review Date for this job is: 11/14/2025.

Responsibilities

University Village Albany (UVA) Lead Building Maintenance Worker (LBMW) must demonstrate full

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competency in performance of all the responsibilities of a Senior Building Maintenance Worker (SBMW) plus have demonstrated competency in accurately troubleshooting and performing quality repairs to household appliances including stoves, refrigerators, microwave ovens, washers, dryers, electric heaters, and similar items.

Function as working Senior Building Maintenance Worker (SBMW):

- Performs all functions of a SBMW (see below).
- Performs facilities maintenance and repairs within the SBMW work scope Performs equipment trouble shooting, repairs, replacement.
- Performs preventive maintenance work.

SBMW Responsibilities:

General (Repair, replace, adjust and/or conduct installations of):

- Screens, dry erase boards, chalk and bulletin boards, toilet paper dispensers, food service equipment and similar items.

Carpentry (Repair, replace, adjust and/or conduct installations of):

- Ceiling tile; molding and trim; furniture, fences, gates, door jambs, railings, and similar items. Refer trades level work through supervisor in a timely manner.

Electrical (Test, reset, clean, change batteries, repair, replace and/or conduct installations of):

- Light bulbs, fluorescent tubes, ballasts and starters, breakers (reset only, as directed), timers, battery operated items including: door alarms, battery powered smoke detectors; bathroom ventilation fans, vacuum cleaners, appliances and related food service equipment.
- With the exception of ballasts and breaker resets, incumbent must not work with live electricity. Refer trades level work through supervisor in a timely manner.

Plumbing (Repair, replace, adjust, unclog, clean-out and/or conduct installations of):

- Aerators, faucet washers, hoses and shower heads, drains in sinks/showers/floors (nonpowered auger).
- Repair, adjust, unclog, clean-out, clean: Faucets and valve stems, garbage disposals, toilets, dish machines, showers, patios, floors. Refer trades level work through supervisor in a timely

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manner.

Wall/ceiling treatment (prepare, clean):

- Walls for painting. For areas under 16" X 16": Patch and repair damages as necessary; texture, touch up/repaint surfaces.
- Paint and/or match existing paint using brushes, rollers, and spray cans.
- Refer trades level work through supervisor in a timely manner.

Doors (Repair, clean, adjust, lubricate, or replace):

- Closers, latches, hinges, partitions, pilasters and similar items.
- Repair, clean, adjust, lubricate, crash hardware. Refer trades level work through supervisor in a timely manner.

Windows, mirrors, glass (board-up/tape):

- Broken windows and tape cracks for safety prior to replacement.
- Take accurate measurements. (Repair, replace, adjust and/or install): Rollers and glass (not to exceed 9 sq. ft.) where appropriate. Install and replace residential mirrors.
- Refer trades level work through supervisor in a timely manner.

Flooring (Repair, replace, adjust and/or conduct installations of):

- Tile (VC and ceramic), baseboard, linoleum, carpet, carpet squares, thresholds, safety strips, etc. Install carpet/linoleum under 9 square feet.
- Refer trades level work through supervisor in a timely manner.

Furniture:

- Assemble/disassemble and move and store as needed.
- Tear down/set up bunk beds and lofts.

General Cleaning-Room/Apartment Turnover Cleaning

- Properly clean walls, window, sills, tracks, light fixtures; clean all interior surfaces including closets, shelves, blinds, and drapes.
- Prepare apartments for painting.
- Clean, extract and vacuum carpets; sweep, mop, strip, buff, wax floors

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- Kitchens: Properly clean refrigerators, ranges, ovens, sinks, countertops, cabinets, ventilation fans and hoods, water heaters, other appliances.
- Remove grease from all surfaces.
- Bathrooms: Properly clean floors, walls, closets, sinks, toilets, showers, tubs, cabinets, and counters.
- Clean stairwells, storage closets, patios, decks and balconies.
- Remove trash, debris and abandoned property.
- Function as a Lead, Performing Project and Contract services planning and coordination:
- Function as the "go-to" point of contact for managers, other maintenance staff, clients for all maintenance issues within assigned facilities.
- Assign work, provide direction and oversight for the work of SBMW, student workers, limited appointment staff and contract staff assigned to perform work within the Apartments facilities group.
- Scheduling preventive maintenance work in accordance with established PM schedules. Performing/coordinating work related to performance of PM's.
- Assist in the coordination and execution of shutdowns, barricade work sites, provide access, power, related items.
- Coordinate and oversee on-site contract service providers including specialized equipment repairs, providing parts, materials where applicable, related coordination issues.
- Coordination, on-site direction for special projects including furniture moves, furniture assembly or reconfiguration, special equipment moves, support work for emergency repairs, related work.
- Ensure adherence to safe work practices for work performed either individually or by a crew.

Other:

- Preventative Maintenance (PM): Establish timelines and perform PM work in all areas of SBMW duties, including changing filters on mechanical systems as required or requested.
- Under the direction of the supervisor, train and schedule student and limited term assistants, inspect their work, and provide input for evaluations.

Vehicles:

- Maintain records on the upkeep of University assigned vehicles (if applicable). Log-in mileage.
- Maintain vehicles according to fleet services.
- Operate vehicle on UC business with valid CA driver's license while observing traffic laws.
- Park vehicle in proper locations.

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- Responsible for any citations relating to the operation of the vehicle.

Maintenance Operations Coordination:

- Purchasing materials, supplies, equipment Sourcing parts and materials for projects
- Sourcing of specialized services for specific projects
- Exercise care and follow the manufacturer's instruction in the use of UC equipment, supplies, and power/hand tools.
- Maintain the shop, storage, and various work areas in clean orderly and safe condition. Maintain, secure, and inventory all tools, equipment and supplies.

Participate in:

- Maintenance shop set-up, clean-up, improvement and oversight
- Follow the established priority repair system in performance of duties.
- At the end of each work day delivers completed work orders to the Unit office.
- Maintain files to include, but not limited to, paint charts, supplier information, warranties, specifications, inventory, plan/blueprints, detailed floor plans.

Administrative Functions (administer or complete):

- Work requests/orders.
- Work order management/ TMA assignment and closeout (when available) Open tag reporting.
- Daily log sheets.
- Departmental purchasing procedures Process development participation Departmental committees as assigned.
- Perform other related duties as assigned.

Safety and Health Awareness/Responsibilities:

- Performs all work in conformance with EH&S health and safety policies, OSHA and other applicable federal, state and local fire, health, safety, emergency-preparedness, pollution-prevention policies, RSSP policies and procedures and University of California's policies and procedures, including IIPP (Safety and Health Procedures), Hazardous Materials Communications Program, Health and Safety Manual, as well as any other document authorized

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by the RSSP management to have bearing on employee safety and conduct.

- Aware of potential hazardous operations, and takes appropriate precautions. Immediately stops work in the event of danger to people or property.
- Proceeds with work only after ensuring that appropriate safety procedures have been implemented.
- Reports all accidents and/or incidents immediately to supervisor for record keeping.

Interpersonal Relations:

- Utilizes good judgment in interpersonal communications in situations requiring sensitivity and tact.
- Treats customers, co-workers, supervisors and managers with respect and courtesy.
- Works in a cooperative manner with co-workers and promotes a cooperative team environment.
- Has a good working relationship with a complete understanding of the roles of students, faculty, staff and other RSSP employees as clients.
- Demonstrates at all times good communication skills with campus community, including students, building managers, faculty, and co-workers.
- Interacts directly with all levels of clients throughout the division in defining project requirements.
- Responds to requests for service in a timely manner.
- Supports and achieves organizational goals established to maintain and enhance customer satisfaction.
- Reports progress or delays and refers major problems to superintendent for resolution and informs customers as needed.

Required Qualifications

- Possesses understanding of buildings, building systems, construction terminology, maintenance practices, methods, procedures, roles, equipment, tools, materials, sources for obtaining specialized materials and services, time required to perform work, and proper sequencing of the required steps in structuring and completing maintenance work and assigned projects.
- Knowledge and demonstrated ability to self-perform troubleshooting and quality, timely repairs on household-type appliances and equipment.
- Knowledge of parts and materials sources, vendors, including location of obscure or obsolete parts or materials.
- Knowledge of department and campus purchasing procedures and requirements.
- Knowledge of specialty services providers - metal, glass fabrication services, specialty welding services, custom machining services, related services.

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- Basic understanding of and/or quickly learn the University environment, its mission, and operational needs.
- Knowledge of safe work practices.
- Ability to communicate clearly and effectively in person, by telephone, radio, and in writing with customers, supervisors and co-workers.
- Strong customer service skills.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- Ability to perform all maintenance work performed at the Senior Building Maintenance Worker level.
- Ability to evaluate, trouble-shoot inquiries and resolve concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner.
- Skill to contribute as a team player in a respectful and professional environment.
- Skill to establish priorities, follow plans and complete goals/objectives.
- Skill to appropriately address inappropriate or unprofessional behavior.
- Skill to perform basic mathematical calculations required in construction work.
- Skill to perform basic record keeping functions, organize material and equipment purchase documents - receipts, packing slips.
- Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers.
- Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy.
- Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Ability to understand, interpret, and apply University rules, regulations, and policies.
- Ability to organize and maintain records and work documents.
- Ability, detailed orientation and initiative to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies.
- Ability to manage numerous details simultaneously.
- Must be able to communicate clearly and effectively, both verbally and in writing, with staff, co-workers, campus staff in English.
- Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, contractors and consultants, and members of the campus community.
- Able to work safely at heights; able to gain access to work in small/tight areas and be able to gain access to work or maneuver around obstacles that requires stairs and ladders, able to safely maneuver supplies and objects up to 75 lbs; sets up and uses scaffolding and/or ladders to perform tasks above ground level.

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- Understands preventive maintenance and its role in a comprehensive maintenance program. Assists with the development of and performs preventive maintenance work as directed.
- Four years of experience in the performance of semi-skilled building maintenance duties, or an equivalent combination of education and experience.

Preferred Qualifications

- Specifically, applicable work experience in performing apartment building, retirement home, or hotel maintenance or similar work experience.
- Formal training in building maintenance and formal training in appliance repairs.
- Bilingual.

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 \$36.38 (Step 8) - \$37.86 (Step 10).

- This is a non-exempt, biweekly-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

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policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

- This is not a visa opportunity.
- **Work Schedule:** Sunday - Wednesday, 3:00 PM - 1:30 AM PST. Thursday - Saturday OFF. This is a 4-day workweek, with the expectation that the selected incumbent will work 10-hour shifts per day.

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.

Physical Exam

- Employment is contingent upon passing a physical exam.

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:

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[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

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

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