

Facilities Management Specialist (4482C), Berkeley Law -
82440
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268362>

Downloaded On: Nov. 17, 2025 4:15pm

Posted Nov. 17, 2025, set to expire Jun. 30, 2026

Job Title	Facilities Management Specialist (4482C), Berkeley Law - 82440
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 17, 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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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

UC Berkeley School of Law (Berkeley Law) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

Position Summary

The Berkeley Law Complex is a series of interconnected buildings built over time: the original building (west wing and central core) built in 1951 (with the central part of floor 3 and floors 4-6 added in 1960); the eastern wing and Simon Hall (originally Manville Dormitory) built in 1967 (the 4th floor added in 1980); the North Addition, built in 1996; and the South Addition, built in 2011. In 2025, Berkeley Law West (formerly The Bancroft Hotel) was added to the Berkeley Law Complex. Berkeley Law also sits in 2240 Piedmont Avenue, adjacent to the main complex. Building Services is responsible for facilities management and general upkeep of the Law School buildings.

The position involves the management, long-range planning, organization, coordination, oversight and/or performance of multiple operational activities including monitoring and reporting facilities issues, facilities classroom support, and setup and breakdown of events including collaboration with event organizers. It involves support for multiple buildings, including oversight to the law school building complex regarding security, some general maintenance and general building management which includes being versed in a variety of campus resources for students, staff and faculty. Responds to issues via ticket system, phone, and walk-in. Assists in development of procedures, policies and communications related to infrastructure and safety.

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Application Review Date

The First Review Date for this job is: 11/26/2025.

Responsibilities

- Opens law school buildings (unlocks doors, inspects classrooms, addresses any residual issues, etc.) for operation each morning.
- Provides general building support including classroom and building inspections, monitoring ticketing system and responding to building operations and maintenance requests.
- Reports routine and emergency maintenance issues to campus facilities.
- Collaborates and coordinates with event organizers to assist with event planning, setup, and breakdown needs.
- Consults with Berkeley Law Events team and other client groups on facility needs and logistics for events.
- Provides guidance and advise on building code requirements and ADA regulations to ensure compliance.
- Serves as one of Law's "Department Access Key Controller" as defined by the UCPD 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 UCPD, and securely storing unassigned keys in the department's UCPD-approved cabinets.
- Conducts regular rounds to inspect areas for security, fire and accident hazards and takes appropriate action as required, including reporting infractions of fire and building codes, building rules and other building irregularities to management.
- Conducts routine evaluations of the physical condition of classrooms, offices, shared work areas, indoor and outdoor event spaces, etc. Submits maintenance and other facilities requests to campus as needed.
- Coordinates and tracks progress of maintenance issues reported to campus facilities until resolution or completion.
- Works with onsite contractors and other vendors to coordinate work schedules, facilitate emergency access, and track progress of work.
- Assists supervisor in development of annual facilities budget.
- 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.

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- Engages in professional development and training opportunities as needed.
- Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- Working knowledge of practices and procedures relating to facility maintenance.
- Strong interpersonal and communication skills, both verbal and written, to interact effectively with coworkers, supervisors, staff, faculty and students as well as campus personnel and outside vendors.
- Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships.
- Skills to work independently and as part of a team.
- Demonstrated organizational skills to work on multiple tasks and assignments simultaneously; Ability to prioritize work and meet deadlines within budget and time constraints.
- Ability to work with frequent interruptions, to take initiative and to follow through on assignments.
- Ability to anticipate and recognize problems and recommend solutions.
- Ability to respond to emergencies calmly and with effective remedies.
- Working knowledge of practices and procedures of safety and emergency preparedness.
- Working knowledge of California Building Codes, ADA Accessibility Standards, and Cal/OSHA.
- Good computer skills and proficiency with Microsoft Office, Google Suite, video conferencing platforms and the ability to learn new computer programs and software systems.
- Good attendance record and punctuality.
- Attention to detail.
- Ability to work occasional evenings and weekends for major law school events.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must be committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Must be able to work 6:30am - 3:30pm Monday through Friday.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

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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 \$35.49 (Step 2) - \$36.91 (Step 4).

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

- This is not a visa opportunity.
- The expected work schedule for this position is Monday-Friday 6:30am - 3:30pm.

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

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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.

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

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applying for or inquiring about this job announcement.

Contact

N/A

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