

Facility Management Specialist 2 (4482C) - 82543
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268404>

Downloaded On: Nov. 17, 2025 5:40pm

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

Job Title Facility Management Specialist 2 (4482C) - 82543
Department Biosciences Divisional Services
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

Biosciences Divisional Services (BDS) provides administrative, student, and instructional support services to the three academic Departments that constitute the L&S Division of Biological Sciences: Integrative Biology, Molecular & Cell Biology and Neuroscience. Our focus is to provide effective and efficient support in the pursuit of furthering the teaching and research missions of the Departments. We support a culture of continuous improvement in order to ensure we provide excellent service for the communities we support and belong to.

Position Summary

This position will provide back-up facilities managers duties and administrative support to the facilities managers in Valley Life Sciences Building, Weill Hall, Li Ka Shing Center, Barker Hall, Koshland Hall, and other buildings where there is a Biological Sciences Presence. This position will provide administrative support to the facilities management team for the Division of Biological Sciences. The primary responsibilities include data entry and data processing in order to manage equipment and space inventories. Other responsibilities include drafting communications, drafting space maps and architectural drawings, updating websites, updating policies, processing room reservations, some purchasing, and some onsite coordination with service providers and contractors.

Application Review Date

The First Review Date for this job is: 11/28/2025.

Responsibilities

May act as back-up building manager when primary facilities managers are on vacation or out sick.

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This work requires a basic understanding of facilities manager roles and responsibilities and may require in-person coordination with service providers and contractors.

- Includes periodic walkthroughs of facilities to verify the operation of key facilities infrastructure.
- Coordinating with occupants to document and report maintenance issues throughout the facility.
- Coordinating with campus Facilities Services or other service providers and following-up as needed to ensure maintenance requests are completed in a timely manner.

Acts as department equipment custodian through the equipment tracking system(s) and conducts department inventory controls, including processing and maintaining records of equipment insurance requests.

- Primary manager of the BETS equipment inventory database.

Provide administrative support to the Division Facilities Management team.

- Includes reading and responding to emails, drafting correspondence, drafting and or updating policy documents.

Manage the standalone lock/trilogy lock inventory across the Division.

- Maintain accurate inventory, schedule replacement or maintenance as needed.
- Maintain software and access databases that record which cards have access to which locks.
- In coordination with work study student, update programming at the beginning and end of each semester and as needed.
- Develop and maintain a guideline document that will teach others how to maintain this system.

Required Qualifications

- Working knowledge of practices and procedures relating to facility maintenance.
- Written communication skills to prepare a variety of correspondence, reports, policies and procedures, and training documents.
- Skills to work under pressure of deadlines in a stressful environment.
- 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.
- Working organizational skills to work on multiple projects with competing deadlines, to establish

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- goals and work load priorities, and to meet project deadlines within budget and time constraints.
- Working knowledge of practices and procedures of safety and emergency preparedness.

Preferred Qualifications

- 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 hourly range that the University reasonably expects to pay for this position is \$34.79 (Step 1) - \$40.75 (Step 9).

- 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 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 Clerical & Allied

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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.

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

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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

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