

Assistant Building Manager/Safety Coordinator (4482C) -  
65003  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=230787>

Downloaded On: May. 11, 2024 6:06am

Posted Feb. 15, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Assistant Building Manager/Safety Coordinator (4482C) - 65003
<b>Department</b>	Biosciences Divisional Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Coordinator Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
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**Job Description**

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**Assistant Building Manager/Safety Coordinator (4482C) - 65003**

**About Berkeley**

At the University of California, Berkeley, we are 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. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

Biosciences Divisional Services (BDS) provides administrative, student, and instructional support services to the two academic Departments that constitute the L&S Division of Biological Sciences. 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

Involves the management, long-range planning, organization, coordination, oversight and / or performance of multiple operational activities and services for one or more buildings, 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

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communications related to infrastructure and safety. (For Facilities Project Management, see Facilities Development and EHS Job Function.)

### **Application Review Date**

The First Review Date for this job is: 02/28/2024.

### **Responsibilities**

- May act as Building Coordinator for organization emergency/disaster preparedness for assigned venues, serves as the communication liaison between organization service agencies and building occupants, and prepares building response plans and coordinates education and planning in this area for all building occupants.
- Conducts regular periodic 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.
- Serves as "Department Access Key Controller" delegate 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.
- 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, including maintaining first aid supplies, fire extinguishers and other safety equipment.
- Maintains and supervises distribution, security and maintenance of department radios.
- May also initiate IS&T phone and data orders for building occupants.
- 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.
- Coordinates and carries out department signage, display, and promotional needs.
- Coordinates scheduling of critical and common building spaces.

### **Required Qualifications**

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- 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 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.
- HAZWOPER, CSP, CSHM, CPR - First Aid, or similar HSE certifications.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 \$31.13 - \$35.92.

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### 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.

### 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.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**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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