

**Lead Building Maintenance Worker (8211C) - 66870**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=233680>

Downloaded On: May. 16, 2024 3:03pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

**Job Title** Lead Building Maintenance Worker (8211C) - 66870  
**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 1, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Facilities/Maintenance/Transportation

**Apply Online Here** <https://apptrkr.com/5139586>

**Apply By Email**

**Job Description**

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**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.

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

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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

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, 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

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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: 04/10/2024.

**Responsibilities**

Apartments Lead Building Maintenance Worker (LBWW) must demonstrate full 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):

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- 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 (non- powered 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 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.

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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
- 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.

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- 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 while observing traffic laws.
- Park vehicle in proper locations.
- 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.

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**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 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.



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- 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 and/or can quickly learn department and campus purchasing procedures and requirements.
- Knowledge of specialty services providers - metal, glass fabrication services, specialty welding services, custom machining services, related services.
- Understanding of and/or can 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.



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- 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.
- Detailed oriented and ability to take 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.
- Understands preventive maintenance and its role in a comprehensive maintenance program.
- Assists with the development of and performs preventive maintenance work as directed.

### Preferred Qualifications

- 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

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 salary or hourly range that the University reasonably expects to pay for this position is \$37.89 (Step 14) - \$41.00 (Step 18).

### How to Apply

- To apply, please submit your resume and cover letter.

### Driving Required

- A valid driver's license and DMV check for driving record is required.

### 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.

### 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

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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.

**Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

**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 [https://apptkr.com/get\\_redirect.php?id=5139586&targetURL=U.S. Equal Employment Opportunity Commission](https://apptkr.com/get_redirect.php?id=5139586&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**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**

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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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