

Assistant Dean, Facilities & Capital Projects (0481U) -
College of Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247290>

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Posted Oct. 17, 2024, set to expire Feb. 14, 2025

Job Title	Assistant Dean, Facilities & Capital Projects (0481U) - College of Engineering
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Facilities Operations
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Job Description

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Assistant Dean, Facilities & Capital Projects (0481U) - College of Engineering

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

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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.

Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering schools in the United States. With more than 250 ladder faculty members, 2,400+ graduate students and 4,200+ undergraduate students located across seven academic departments, Engineering is the second largest college on the UC Berkeley campus. COE occupies ten buildings on the Berkeley campus and has extensive facilities at the Richmond Field Station. Operating expenditures for the College as a whole exceed \$300 million annually.

The Assistant Dean for Facilities and Capital Projects reports directly to the Dean of the College of Engineering (CoE). Responsibilities include overseeing/managing the design and execution of capital projects, including space renovations, expansions and new facilities and infrastructure as well as landscape projects; collect, develop, and analyze technical data to determine project requirements and preparation of information regarding specifications, materials, equipment, estimated costs, and completion times. The Assistant Dean coordinates these activities with other senior college staff including Department Managers and the Assistant Deans responsible for finance and fundraising.

Application Review Date

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The First Review Date for this job is: October 30, 2024 - Open Until Filled

Responsibilities

60% Facilities Planning, Development and Management

- Provides strategies, tactical management and coordination of all capital improvement projects within the CoE. Ensure implementation of planned projects in alignment with campus building, landscape and infrastructure programs. Provides expertise in selection of design professionals, fee and contract negotiations, project code compliance and regulations, engineering and technical support, campus policies and project development.
- Directly oversees budgets and scheduling for assigned projects, ensuring on-budget and on-time performance. Focuses on integrity of approved projects through the successive phases of project development and implementation, development of early project estimates and budgets, integrity of project design and functional performance expectations.
- Designated by the Dean of CoE and authorized by the campus Capital Projects office (CPO) to coordinate planning and oversee implementation of the CoE master facilities plan.
- Serves as the primary liaison to CPO. Responsible for approving all expenditures for CoE projects prior to their authorizing for payment by the Project Manager designated by Capital Projects.
- Provides counsel and oversight to the Project Manager assigned by Capital Projects, assuring that College and campus requirements are implemented.
- Directs in consultation with the Dean, CPO, and, as appropriate, donors the design, renovation, and construction of building projects. In coordination with CPO directs selection of design professionals and negotiates contracts.
- Responsible for converting the academic/research units design interests and needs into a clearly stated set of design requirements. During the design and planning phase, ensures the design intent. Reviews and analyzes estimated cost impacts for campus, college and possibly donor review.
- Assures that the Mechanical, Electrical, Plumbing and Fire Protection (MEPF) systems meet University and College standards.
- As needed, help to ensure smooth operations at the UC Berkeley Richmond Field Station, a 152 acre site 8 miles from campus where UCB has 300,000 ASF and other tenants have 200,000 ASF.
- Serves as liaison with academic departments to ensure effective project design and delivery. A "dotted reporting line" exists between the Assistant Dean and all CoE building managers, lab and facilities managers, and facilities planners in the 7 academic departments and Engineering Research Support Organization (ERSO). The incumbent is ultimately responsible for ensuring CoE facilities are effectively maintained and all facilities-related projects are completed in a

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timely, cost-effective manner.

20% Personnel Management and Development

- Manages professional staff of architects, engineers, landscape architects, project managers, analysts, and other design/construction professionals; identifies staffing needs, selects, hires, trains, evaluates and as required takes corrective action with direct reports.
- Takes the lead in advising CoE leadership on staffing needs and assignments. Assesses staff development needs and recommends training opportunities for staff.
- As needed, oversees RFS operations and works with Station Manager to develop budgets, recharge proposals, facility project lists, and manage over 20 skilled crafts/service/administrative FTE.
- Manages team of facilities management professionals.

10% Liaison with Campus and Community

- Establishes/maintains good working relationships with diverse populations including internal departmental units, campus service providers such as EH&S and Police, and external regulatory agencies such as State Fire Marshal, State Architect, et cetera, to ensure sufficient support for tactical project implementation.
- Represents College of Engineering in developing processes and procedures with campus service providers such as EH&S, U.C. Police, RSSP, CNS, Physical Plant, State Fire Marshal, State Architect, et cetera, to advance the interests of the campus.
- Represents the College of Engineering on campus committees such as FASDI Steering Committee, RFS Communications Committee, Campus Infrastructure Advisory Committee and the Campus Minor Capital Project review committee.
- On all projects, responsible to attend key meetings between CPO and all contractual parties, especially the general contractor.
- Attends City of Richmond and Contra Costa County meetings on behalf of the University. May coordinate with campus and regional planners on development and future planning for RFS.

10% Project/Program Analysis and Evaluation

- Advises senior management in developing/conducting presentations, seminars, workshops, et cetera.
- Advises senior management such as Vice Chancellors, Dean, Associate and Assistant Deans in

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responding to requests for information regarding the Capital Improvement Program (on both Campus and CoE projects). Ensures consistency and continuity in offering historical perspective in describing projects, and informs of potential claims for liability.

- Primary College representative and presenter to senior campus management meetings including Executive Campus Planning Committee, Vice Chancellor Advisory Committee, Space Allocation Committee, Design Review Committee and Seismic Review Committee.

Required Qualifications

- Bachelors degree and/or equivalent experience/training in architecture, engineering, urban design, city planning or landscape architecture.
- Thorough knowledge in planning, design, construction, environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, building design and construction, state and federal legislative processes.
- Thorough financial, budgeting and cost management skills, including interacting with and synthesizing widely divergent viewpoints and interests
- Thorough knowledge of the campus, including its vision, mission, goals, organization, achievements, infrastructure and short and long range strategic capital projects plans.
- Excellent organizational skills including skill in consistently and effectively meeting budget and time deadlines
- Excellent skills to lead, direct and manage personnel including selection, training, evaluating and as required taking corrective action
- Excellent written, verbal and interpersonal communication skills, including skill to work effectively with multiple constituencies to advance organizational objectives.
- Advanced knowledge in planning, design and construction management of laboratory, instructional, and administrative space.
- Extensive understanding and application of fire and building codes, ADA requirements, health and safety requirements, and other regulations such as environmental issues, legal issues, federal, state and local laws, regulations and practices governing planning, building design and construction, state and federal legislative processes.
- Thorough background of Mechanical, Electrical, Plumbing and Fire systems commonly found throughout the University of California.

Preferred Qualifications

- Master's degree
- Licensed Third Assistant Engineer
- Fire Fighting /Damage Control Certified



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- Certified Emergency Management Coordinator
- CPR, AED and First -Aid Certified
- Light Search and Rescue Qualified
- Fork lift Certified

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 salary or hourly range that the University reasonably expects to pay for this position is \$134,200 to \$263,400 yearly (\$11,183.33 to \$21,950.00 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

How to Apply

To apply, please submit your resume, cover letter and Diversity Statement.

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 email** address in the **Specific Referral Source** field. Please enter only one name and email.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

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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.

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

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

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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