

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITIES ANALYST

QUALIFICATIONS

- Associate's Degree **OR** High School Diploma or equivalence or Florida Special Diploma with two (2) years of experience in inventory control, property accounting or facilities management.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of office computer applications as related to job functions.
- Knowledge of real estate acquisition and Florida Inventory of School Houses procedures.
- Skill in problem solving, human interaction and conflict management.
- Ability to learn and develop database and geographic information systems applications as related to job functions.
- Ability to read, interpret, and comprehend information in real estate, legal and survey documents.
- Ability to work cooperatively and communicate with personnel at all levels within the school system.
- Ability to accurately perform job functions in the office and at remote sites with minimal supervision or direction.
- Ability to train others.

SUPERVISION

REPORTS TO Project Coordinator
SUPERVISES No supervisory duties

POSITION GOAL

To support thorough and accurate tracking of the district's physical plant and site data; determine utilization of school campus facilities and capacities; and maintain accurate data through continual physical inventories of district facilities, all pursuant to law, policy and current best practice standards.

PERFORMANCE RESPONSIBILITIES

1. *Maintain FISH records and files for district facilities.
2. *Maintain files and assist in obtaining current diagrams of district facilities.
3. *Prepare and enter all additions, changes and deletions data to FISH data as needed.
4. *Conduct on-site verification as directed of FISH data to ensure accuracy.
5. *Assist school and district administrators in reviewing FISH reports and conducting school based surveys of data.
6. *Prepare current and accurate reports as directed to indicate current student station counts, capacity, and other FISH data for schools.
7. *Assist with developing and preparing school plant surveys, facilities lists, and annual work plan reports.
8. *Assist in acquisition and disposal of school properties.
9. *Assist in maintaining accurate and thorough land records and associated legal documents.
10. *Assist in preparing furniture and equipment and necessary move orders for schools sites.
11. *Assist in maintaining growth and enrollment trend records.
12. *Assist with preparing periodic reports for use by administrative staff and the School Board.
13. Perform other duties/tasks consistent with the goals and objectives of this position.

*Denotes essential job function/ADA

FACILITIES ANALYST, Page 2

EQUIPMENT / MATERIALS

Standard office equipment, bar code scanners, digital imaging devices, audio/video devices

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Bending

Lowering the body forward from the waist

Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

Grasping

Applying pressure to an object with the fingers and palm.

Repetitive Motion

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

C-C \$31,925 - \$56,694
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 16
EEO-5 Line 51
Function Vary
Job Code 1907
Survey Code 74093

FLSA

Applicable
 Not applicable

BOARD APPROVED

June 21, 2005

ADA Information Provided by George Kosmac
Position Description Prepared by George Kosmac