

FLORIDA STATE COLLEGE AT JACKSONVILLE

JOB DESCRIPTION, 2022

FACILITIES DATA ANALYST AND SOFTWARE SPECIALIST

FLSA STATUS: EXEMPT - PAY GRADE: 19 – P

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Facilities Data Analyst and Software Specialist is responsible for the maintenance of the College Facilities Space Inventory Database, Schematic CAD files and the Computerized Maintenance Management System (CMMS) Database. This position will ensure accurate and timely modifications to the facilities computerized space inventory and schematic drawings resulting from changing space needs, programming changes, renovation, remodeling and new construction activity throughout the College. Under supervision, the Facilities Data Analyst and Software Specialist aids in coordinating, preparing and developing state DOE required facility planning documents and reports.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Maintains and updates the College's database and software for Facilities to include submitting state reports in a timely manner. Serves as systems administrator for the Computerized Maintenance Management System (CMMS) database i.e. Facilities PeopleSoft Module, 25Live scheduling software, Brightly (formally School Dude) and Energy Cap software or similar. Assists with training, upgrade management, property equipment entries, preventative maintenance template entries, liaison with vendor, and setting passwords.

Serves as Collegewide scheduling security administrator for the purpose of classes/events scheduling problems.

Prepares facilities related documents and reports. Provides Campuses/Centers with timely space and room utilization reports. Maintains open lines of communication with other college departments, and creates graphs and charts for their use with regard to utilization and inventory.

Assists Collegewide in improving classroom and lab scheduling and utilization conditions. Monitors and updates the room usage, room function and other required facilities data in the database based on established guidelines.

Manages the current college space portfolio in the Computer Aided Facilities Management system. Performs space data validation and updates by conducting file audits, assisting with space surveys, and utilizing system tools and reporting.

Assists in the development of the Capital Improvement Plan, the Master Plan, the Project Priority List, the Valuation Report, the Fact Book, FITS & LITS, and the Educational Plant Survey and related amendments.

Performs on site measurements of facilities spaces to verify existing CAD drawing dimensions, room areas and coordinates matching data in the college room inventory. Maintains and updates database of records ensuring accuracy to the Computer Aided Facilities Management system. Performs space attribute and changes to floor plans within the system.

Assists with organizing, filing, archiving, retrieving, transmitting, and tracking of facility and DOE related documents, and information.

Assists in the preparation of Requests for Quotations, Requests for Proposals, contracts, special projects, related drawings, research, and Analytics, Statistics and Research Department on Capital Outlay FTE (COFTE) Projections.

Serves and participates on College committees, state conferences, and meetings.

Perform additional duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Director of Facilities Planning and Design.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Bachelor's degree in business, planning, architecture, interior design, engineering or related field from an accredited institution and three (3) years of directly related experience.

PREFERRED QUALIFICATIONS

Computer capability in Auto-CAD, Revit, Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat. Experience in College Facilities planning; facilities data management; experience with Florida State Requirements for Educational Facilities and Florida DOE documentation requirements. This position also requires capability and experience in computer maintenance management system software along with the development of periodic equipment maintenance templates. Excellent oral and written communication skills is essential. Experience in higher education building design and construction is also needed. Ability to present and disseminate data to various levels of management.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 6/15; 8/10/22