

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****FACILITIES INFORMATION SPECIALIST****SALARY SCHEDULE: SSP-13****COST CENTER: CONSTRUCTION SERVICES (9042)****QUALIFICATIONS:**

- (1) High School diploma or equivalent plus advance training in architectural drafting in a technical school or community college.
- (2) Minimum of five (5) years experience using AutoCAD Architectural Desktop computer program or similar CAD program.
- (3) AutoCAD, AutoCAD Architecture, or Revit Architecture certification or the ability to obtain within one year of employment.
- (4) Experience with Archibus facility management software. Bluebeam, Sharepoint and Microsoft Office applications.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency with AutoCAD programs and the production of construction documents. Ability to organize and maintain digital as-built plans. Ability to integrate building design data into Archibus Facility Management software and Educational Facilities Information System (EFIS). Proficiency in the operation and maintenance of all document reproduction equipment. Knowledge of Microsoft Office programs. Ability to communicate effectively, both orally and in writing, to interpret and transmit technical information to respond to requests for documents from Office of Educational Facilities, design professionals, contractors and District staff. Demonstrates considerable personal skills.

REPORTS TO:

Director, Construction Services

JOB GOAL

To maintain the District's facilities information within the Office of Educational Facilities and the District's data systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Responsible for the maintenance and updates of all drawings and data required by the State Office of Educational Facilities and the EFIS system.
- * (2) Responsible for maintaining facility record plans in AutoCAD for all District buildings, including subsequent improvements and additions.
- * (3) Maintain records in the District's facility management system.
- * (4) Assign building and room numbers according to FISH standards.
- * (5) Develop construction drawings for minor maintenance and remodel projects as assigned.
- * (6) Develop reports using FISH information as requested in MS Office programs.
- * (7) Disseminate facility information to District, County and State personnel including drawings, reports and surveys.
- * (8) Work with design and construction professionals in obtaining and verifying project close-out documents.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.

FACILITIES INFORMATION SPECIALIST (Continued)

- *(10) Provide for a safe and secure workplace.
- *(11) Model and maintain high ethical standards.
- *(12) Follow attendance, punctuality and proper dress rules.
- *(13) Maintain confidentiality regarding school matters.
- *(14) Maintain positive relationships with staff and vendors.
- *(15) Participate in workshops and training sessions as required.
- *(16) Communicate effectively with staff, students and parents.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Prepare all required reports and maintain all appropriate records.
- *(20) Follow all School Board policies, rules and regulations.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Demonstrate support for the School District and its goals and priorities.
- *(23) Sustained focus and attention to detail for extended periods of time.
- *(24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities