

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FACILITIES PLANS SPECIALIST

SALARY SCHEDULE: SCHOOL SUPPORT PERSONNEL – SSP-12

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience using AutoCAD Architectural Desktop computer program or similar CAD program.
- (3) Experience using Bluebeam, Sharepoint and Microsoft Office applications.
- (4) Experience using Archibus facility management software preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to navigate in AutoCAD AutoCAD computer aided drafting system. Experience in organizing and maintaining record construction documents. Ability to demonstrate proficiency operating and maintaining all document reproduction equipment. Ability to communicate effectively, both orally and in writing, to interpret and transmit technical information to respond to requests for documents from design professionals, contractors and District personnel.

REPORTS TO:

Director, Construction Services

JOB GOAL

To organize and maintain the District's facilities information including documents, FISH and district data systems.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Update and verify the Florida Inventory of School Houses (FISH) information.
- * (2) Assign building and room numbers according to FISH standards.
- * (3) Disseminate FISH information to our district personnel as well as the County and State personnel, including drawings, reports and surveys.
- * (4) Maintain record documents for easy access in the District's data systems.
- * (5) Read and analyze record drawings and documentation for the dissemination of information required by various customers.
- * (6) Create and maintain computer generated drawings using AutoCAD.
- * (7) Assist in updating the district plant survey with spot surveys.
- * (8) Assist in updating the 5-Year Work Plan.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (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.

FACILITIES PLANS SPECIALIST (Continued)

- *(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) Copy drawings and construction documentation for both district personnel.
- *(24) Scan construction drawings and documents into our server system.
- *(25) Provide technical assistance when needed (Example: computers, phones, projector, TV antenna, etc.
- *(26) Sustained focus and attention to detail for extended periods of time.
- (27) 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