

Description QUALIFICATIONS:

1. Bachelor's degree from an accredited institution or any equivalent combination of related education, training and/or experience which provides the required knowledge, skills and abilities to perform the essential job functions.
2. Three (3) years of related experience that involves supervision of related activities.
3. Knowledge of methods and procedures used by the Florida Department of Education (FLDOE) relating to the management of the Florida Inventory of School Houses (F.I.S.H) data and knowledge of relational databases required.
4. Preferred experience in Geographic Information Systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Florida Inventory of School Houses database, the analysis of space utilization, and an understanding of construction documents. Maintains and oversees the maintenance of the Florida Inventory of School Houses (F.I.S.H.) database on the Department of Education's website. Assigns F.I.S.H. numbers and updates the District's F.I.S.H. reports on the DOE EFIS platform and the OCPS intranet. Reviews and validates the F.I.S.H data for both permanent and relocatable structures. Annually reviews and provides a copy of updated F.I.S.H drawings (SRO drawings) for all law enforcement agencies and fire departments having local jurisdiction over all educational facilities in the district as required by Florida Statutes. Working knowledge of and remain current on State Requirements for Educational Facilities (SREF), administrative rules, and plan review and approval. Knowledge of construction and/or facilities management standards. Knowledge of relational databases. Ability to analyze and synthesize data for use in decision making; demonstrate ability to plan and organize effectively, and to present information in a concise, and understandable manner to diverse audiences. Ability to analyze data and prepare accurate reports that meet the needs of customers. Ability to direct a team of others involved in related activities. Ability to plan and implement practical, efficient procedures and to communicate those procedures to others. Strong listening skills and highly developed problem-solving ability. Able to work and communicate effectively, both orally and in writing, with people toward the achievement of District identified desired ends/results. Knowledge of evaluation procedures used to verify F.I.S.H. Ability to work effectively with internal and external groups to ensure the accuracy of the district's facilities inventory.

REPORTS TO:

Facilities Director, Construction Planning

SUPERVISES:

None

JOB GOAL:

To develop, implement and maintain a multiple database system to produce accurate records of district-owned facilities so state funding is maximized. To provide data analysis and recommendations on space utilization, program capacity, integrated facilities planning and inventory control to enhance decision-

making and the efficiency of district operations as well as ensure compliance with state funding mandates.

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

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 requires 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 ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 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.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level, which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

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

PERFORMANCE RESPONSIBILITIES:

- * Manifest a professional code of ethics and values.
- * Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Supervise and direct the collection and analysis of data used for space utilization so that Class Size Amendment requirements are met, and state funding based on district compliance is assured.
- * Design and implement a system for updating and maintaining the Florida Inventory of School Houses database so that state funding of district facilities is maximized.
- * Direct and assess independent audits of space utilization, design code application and database accuracy to ensure compliance with State Reporting of FTE requirements and Florida Statutes relating to Florida Inventory of School Houses (F.I.S.H.).
- * Coordinate planning and problem resolution among Information Technology and Facilities departments on issues related to space utilization, permanent program capacity, integrated facilities planning and inventory control.
- * Provide analysis to decision-makers for use in developing district policies for space utilization (including portable allocation), program capacity, integrated facilities planning and inventory control.
- * Review and assess guidelines for space utilization, program capacity, integrated facilities planning and inventory control purposes.
- * Keep the Facilities Director, Construction Planning informed of critical issues relative to F.I.S.H. data and space utilization as well as incidents about which he/she and the Board should be aware.
- * Mentor subordinates to produce continuous improvement in unit performance.
- * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- ☐ Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by supervisor.

* Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

EVALUATION:

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

Address 445 W. Amelia St.

City Orlando

State Florida

Zipcode 32801

Email jessma.lambert@ocps.net

Phone Number 407-317-3700

Salary \$47,389 - \$80,405

Deadline 06/07/2023

Start Date 05/24/2023

Website <https://administrators-ocps.icims.com/jobs/116545/sr-specialist---50302192/job>