

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	<u>Space Planning Analyst</u> Computer Aided Drafting (CAD) Draftsperson C
CONTRACT YEAR:	Twelve Months
PAY GRADE:	19
BARGAINING UNIT:	BTU - TSP

PREFERRED QUALIFICATIONS**QUALIFICATIONS: ———****EDUCATION:**

~~Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program and a certificate in AutoCAD—Advanced or an equivalent certificate in AutoCAD.~~

An earned bachelor's degree from an accredited institution in architecture, interior design or related field and a certificate in AutoCAD – Advanced or an equivalent certificate in AutoCAD.

EXPERIENCE:

~~A minimum of Five (5) two(2) years of recent within the last six (6) years in; successful work experience in using AutoCAD or in a field related to the title of the position and performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of three (3) years within the last six (6) years in successful work experience in using AutoCAD and performing the essential performance responsibilities or similar responsibilities preferred for the position.~~

~~Job Progression Career Path – The CAD Draftsperson A, B, and C jobs are designated as one job for the purpose of job progression when an employee has achieved an evaluation indicating that his/her job performance has met or exceeded the expectations of the specific responsibilities for the job. At the discretion of the Director, and approval of the Deputy~~

~~Superintendent, Facilities and Construction Management,~~
~~the employee may progress to the higher classification.~~

OR

MINIMUM QUALIFICATIONS

EDUCATION: An earned associate's degree from an accredited institution in architecture, interior design or related field and a certificate in AutoCAD – Advanced or an equivalent certificate in AutoCAD.

EXPERIENCE: A minimum of four (4) years within the last eight (8) years in, successful work experience in using AutoCAD or in a field related to the title of the position and performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of five (5) years within the last eight (8) years in successful work experience in using AutoCAD and performing the essential performance responsibilities or similar responsibilities required for the position.

ADDITIONAL QUALIFICATIONS

ADDITIONAL REQUIREMENTS:

REQUIRED: ~~A demonstrated knowledge of Geographic Information System (GIS) is required in Facility management, Planning & Site Acquisition.~~ Proficiency in AutoCAD and demonstrated ability in utilizing Building Information Modeling (BIM) software (REVIT, ArchiCAD or related software) to conduct spacial analysis and planning, cost analysis, project management and scheduling of activities. Must demonstrate ability to organize and produce documents and presentation models. Computer skills as required for the position.

PREFERRED: Demonstrated knowledge of Geographic Information System (GIS). Bilingual skills are preferred.

REPORTS TO: Specialist, Florida Inventory School of Houses (FISH); or
designee. ~~Project Architect/Engineer or~~

SUPERVISION SUPERVISES: This position does not have supervisory responsibilities ~~None~~

POSITION GOAL: As directed, generate AutoCAD drawings for related projects required in the Facilities & Construction Management Division. Verify, prepare and update State required AutoCAD building and site plans consistent with the current established departmental standards for AutoCAD FISH drawings before filing in the School District FISH database. As directed, assist with the management of the District's administrative facilities to ensure the optimum utilization of administrative spaces contained within the facilities consistent with the Building Owners and Managers Association Int'l (BOMA) office standards. Process applications for the location of District personnel into administrative offices/cubicles by utilizing BIM to conduct spacial analysis and planning for such location. Assist in performing or coordinating the generation of cost analysis for planned locations, schedule and manage the related project(s), maintain an accurate database (including but not limited to location costs, number of personnel/type of space and square footage occupied) of all District administrative offices/cubicles.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Space Planning Analyst ~~Computer Aided Drafting (CAD) Draftsperson-C~~ shall: carry out the performance responsibilities listed below.

~~1. responsible for the preparation of plans as prescribed by an exact program for additions and improvement.~~

- ~~1.~~ 2. As directed, generate AutoCAD drawings for District facilities.
- ~~3. thoroughly investigate as built plans of existing facilities and become completely aware of all construction details and all construction methods utilized.~~
- ~~2.~~ 4. Assist in determining FISH data from construction documents prepared by architects and engineers for new construction, renovations and building additions in the District.
- ~~3.~~ 5. Make field inspections and establish on-site conditions.
- ~~4.~~ 6. Assist in the verification, preparation and update of state required District AutoCAD drawings for District buildings and site plans; consistent with the current established departmental standards for AutoCAD FISH drawings before filing in the School District's FISH database.
- ~~7. assist in the preparation of cost estimates and specifications.~~
- ~~5.~~ 8. Assist in assigning FISH numbers to buildings and rooms.

- ~~6. 9. Assist,~~ as directed, in the survey of all existing facilities in the District to keep the School District FISH data current.
- ~~7. 10. Conduct,~~ as directed, investigations and surveys to keep District facility plans which include ~~but are not limited to~~ portables, playgrounds, playfields/courts, parking facilities, mechanical rooms, hurricane shelters, and other related amenities among others, up-to-date.
- ~~11. assist as directed, school principals with coordination and installation of FISH numbers.~~
8. Process all applications for location into District administrative offices/cubicles, schedule and coordinate the relocation and coordinate vacations from administrative spaces leased by the School Board.
9. Utilize AutoCAD and/or BIM to conduct spacial analysis and planning of the desired administrative office/cubicle layout to determine if the requested relocation is practical and feasible.
10. Determine if any site upgrades, reconfiguration and/or modifications of the desired administrative office/cubicle would be needed.
11. As necessary, convene a "Scope Finding Meeting" of key administrative personnel to arrive at a realistic scope of work for the requested move; determine and categorize if the requested move is a major, medium, intermediate or minor move and determine the total cost associated with the requested relocation.
12. Coordinate with appropriate District department/staff to ensure that required telecommunication and equipment is installed in the administrative office/cubicle scheduled for personnel relocation and occupation.
13. At a minimum, maintain accurate data related to the following: District administrative facilities and their utilization; processed application forms regarding location into administrative facilities and costs associated with relocations into administrative office/cubicle etc.
14. Maintain District standard work area square footage and/or BOMA standards that should ideally be allocated and occupied District-wide by personnel of similar positions and pay grades.
15. Update documents depicting square footage currently occupied by personnel in administrative offices/cubicles against District standard work area square footage and/or BOMA standards. Also, ensure that the standard work area square footage and/or BOMA standard for each subject position/pay grade is allocated to that position during all relocations into administrative offices/cubicles.
16. As directed assist in the establishment, update, maintenance, and development of new BIM standards or similar products.
17. Participate in internal and external BIM or similar product forums.
18. As directed, assist in the maintenance and enforce BIM documentation, modeling quality assurance (QA)/quality control (QC) and workflow process standards.
19. As directed, work with multiple District departments with regard to BIM best practices.
- ~~20. 23. Perform~~ and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.

- ~~21.~~ ~~24.~~ ~~P~~participate successfully in ~~the~~ training programs offered to increase the individual's skill and proficiency related to ~~the~~ assignments.
- ~~22.~~ ~~25.~~ ~~R~~review current developments, literature and technical sources of information related to job responsibilities.
- ~~23.~~ ~~26.~~ ~~E~~nsure adherence to ~~good~~ safety rules and procedures.
- ~~24.~~ ~~27.~~ ~~F~~ollow ~~f~~ederal and ~~s~~tate laws, as well as School Board policies.
- ~~25.~~ ~~28.~~ ~~P~~perform other duties as assigned by the Project Architect/Engineer or Specialist, Florida Inventory School of Houses (FISH); or designee.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Frequent contact with Specialist, Florida Inventory of School Houses (FISH), CAD Draftsperson D, principals, architects, engineers & District project managers in order to provide and receive information about the schools inventory on construction and other related matters. ~~Generate as needed, drawings for each elementary, middle and high school, centers and vocational facilities.~~ Meets with all levels of personnel within the District on as needed basis to develop and revise administrative space plans to ensure that layout meets individual work requirements within the restrictions of the allocated space, and as necessary, to address cost and funding needed to execute location/relocation into District administrative offices/cubicles.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently 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 School Board.

FLSA OVERTIME CATEGORY:

The ~~j~~Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

ER88-89-5 Approved: 6/6/89 &
Adopted: 7/18/89

Alignment Retitled: 4/11/95

Space Planning Analyst ~~Computer Aided Drafting (CAD) Draftsperson C~~ (Cont.) SBBC:
SS046.3

Fl: 110C

Board Adopted: 12/16/03

Board Approved: 06/21/11

Board Adopted: 08/02/11