



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

| | |
|--------------------------|---|
| POSITION TITLE: | Specialist, Florida Inventory of School Houses (FISH) |
| CONTRACT YEAR: | Twelve Months |
| PAY GRADE: | 24 |
| BAIRGAINING UNIT: | BTU - TSP |

MINIMUM QUALIFICATION

EDUCATION: An earned bachelor's degree in architecture or ~~civil engineering~~ in educational facilities planning from an accredited institution, or related fields with degree majors in civil engineering or construction management.

EXPERIENCE: Minimum of five (5) years, within the last eight (8) years, of ~~recent~~ experience in the Computer Aided Drafting (CAD) field or in a field related to the title of the position, and in performing the essential performance responsibilities or similar responsibilities required for the position. If the five (5) years of experience is in a field related to the title of the position, a certificate in AutoCAD - Advanced or an equivalent certificate in AutoCAD which demonstrates abilities in the CAD field must be provided.

OR

EDUCATION: An earned associate's degree in architecture or educational facilities planning from an accredited institution or related fields with associate's degree majors in civil engineering or construction management.

EXPERIENCE: Minimum of seven (7) years, within the last ten (10) years, of ~~recent~~ experience in the CAD field or in a field related to the title of the position, and in performing at the minimum, the essential performance responsibilities or similar responsibilities required for the position. If the seven (7) years of experience is in a field related to the title of the position, a certificate in AutoCAD - Advanced or an equivalent certificate in AutoCAD which demonstrates abilities in the CAD field must be provided.

ADDITIONAL QUALIFICATIONS

REQUIRED: Experience in architectural CAD drafting including three (3) years of experience in working with ~~Computer Aided Facilities Management System (CAFMS)~~ software. ~~Trained~~ and proficient in the use of AutoCAD. Demonstrated knowledge of the Florida Inventory of School Houses (FISH) database and State educational facilities design criteria. ~~Experience and demonstrated knowledge of Geographic Information System (GIS) required.~~ Computer skills ~~as required for the position.~~

PREFERRED: Experience and demonstrated knowledge of Geographic Information System (GIS). ~~Preferred~~ ~~Three (3) years of experience in using the current version of ESRI ArcGIS.~~ Bilingual skills ~~preferred.~~

REPORTS TO: Director, ~~Growth Management~~ Facility Planning & Real Estate or designee

SUPERVISES: CAD Draftsperson "D"
CAD Draftperson "C"

POSITION GOAL: To generate AutoCAD drawings pertaining to the District facilities. Manage, maintain and update FISH data for ~~the~~ School District facilities as required by the State of Florida.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:**The Specialist, FISH shall:**

1. ensure the generation of AutoCAD drawings for the School District's facilities.
2. determine FISH data from construction documents prepared by architects and engineers for new construction, renovations and building additions in the District.
3. assign FISH numbers to buildings and rooms.
4. report accurate FISH data to the State and maintain a record of the data reported.
5. survey all existing facilities in the District and coordinate with other pertinent ~~Facility Management, Planning and Site Acquisition, Facility and Construction Management Division and Department~~ and District staff personnel to keep District's FISH data current.
6. verify, prepare and update State-required District AutoCAD building and site plans consistent with the current established departmental standards for AutoCAD FISH drawings before filing in the School District's FISH database.
7. conduct investigations and surveys to keep District facility plans which include but are not limited to portables, playgrounds, playfields/courts, parking, mechanical and hurricane shelters up-to-date.

8. assist school principals with the coordination and installation of FISH numbers.
9. serve as the District's FISH liaison with the Florida Department of Education.
10. serve as the clearinghouse for all requests regarding District facilities floor plans and site plans.
11. prepare reports based on FISH data for various District departments as directed, ~~including but not limited to the Growth Management, School Boundaries, Risk Management, etc.~~
12. assist the Director, ~~Growth Management Department or designee~~, in conducting facility planning to determine future capital needs.
13. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
14. participate successfully in the training programs offered to increase the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
15. review current developments, literature and technical sources of information related to job responsibilities.
16. ensure adherence to good safety procedures.
17. follow Federal and State laws, as well as School Board policies.
18. perform other assigned duties consistent with the goals and objectives of this position and as assigned by the Director, ~~Growth Management~~ Facility Planning & Real Estate or designee.

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

Frequent communication with principals, architects, engineers, directors at area offices, District departmental directors, District project managers in order to provide and receive information about the schools inventory regarding construction and other related matters. Provide as necessary, drawings for each elementary, middle and high school, centers and vocational facilities.

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:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/18/2002

Adopted: 7/16/2002

Board Approved: 06/21/11

Adopted: 08/02/11

Position Factor Listing

Specialist, Florida Inventory of School Houses (FISH)

Point Range: 795-844

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

| <u>Education</u> | <u>Experience Range - Years</u> | | |
|----------------------------|---------------------------------|------------|-----------|
| | <u>Up to 3</u> | <u>4-7</u> | <u>8+</u> |
| A. High School | 1 | 2 | 3 |
| B. A.A/Vocational training | 1 | 2 | 3 |
| C. B.S/B.A. | 1 | 2 | 3 |
| D. M.S/ M.A. | 1 | 2 | 3 |
| E. MS+ (Sr. Mgmt.) | 1 | 2 | 3 |

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

| <u>Required skill level</u> | <u>*Organization Contact Level</u> | | | |
|---|------------------------------------|---|---|---|
| A. Moderately important; courtesy/tact | 1 | 2 | 3 | 4 |
| B. Important; communicate ideas/lead team | 1 | 2 | 3 | 4 |
| C. Very important; influencing others; supervise/manage | 1 | 2 | 3 | 4 |
| D. Critical to end result; convincing others; lead/motivate | 1 | 2 | 3 | 4 |

***Definitions**

1 - Immediate workgroup

2 - Outside of immediate workgroup

3 - Assistant/ Associate/Deputy Superintendents

4 - Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (cont.)

Specialist, Florida Inventory of School Houses (FISH)

Point Range: 795-844

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

| 1. Knowledge | 2. Human Relations Skills | 3. Problem Solving | 4. Decision Making Freedom | 5. Position Impact |
|--------------|---------------------------|--------------------|----------------------------|--------------------|
| B2 | C2 | C | C | C |