



FACILITIES DATA COORDINATOR Job Description

June 16, 2010

Position Summary

Manage and maintain the district's facilities data systems for the SPPS Operations Department. Coordinate the design and integration of new and existing systems utilized in tracking data related to the department. Systems include Computer Aided Facility Management (CAFM), Deficiency Tracking and Project Management systems, Work Order systems, Asset Management systems, and various other departmental databases.

Reporting Relationship

Report to the Facilities and Maintenance Director.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

May exercise close technical and support supervision over management information systems (MIS) personnel.

Keep existing databases and systems current with changing conditions of facilities throughout the district. These include facility CAD drawings, room usage and capacity databases, equipment tracking and asset management systems, work order maintenance systems, and various other databases utilized by the department.

Integrate existing and future systems in a method that will facilitate data exchange between systems. This includes coordinating efforts with other district staff, outside vendors, and consultants to ensure current data is constantly and consistently being made available to district administration.

Write queries and other programs to manipulate and collect data relating to all departmental systems. Utilize a variety of tools to transfer and maintain data between different systems.

Develop and maintain relevant and pertinent reporting on all systems as needed.

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Responsibilities (continued)

Maintain flow-charts, work plans, and documentation for processes and procedures on maintaining data integrity throughout the systems.

Evaluate existing systems and future systems for the purpose of maintaining data quality and integration with district systems.

Coordinate the updating of CAD drawings with architectural CAD technical or facility planning to conform to district requirements with regards to integration with information systems and databases.

Coordinate efforts to maintain security and integrity of information systems and backup of district databases and systems.

Provide information and make recommendations to the Director of Facilities and Maintenance with respect to budgeting requirements for system updates and purchase of new hardware/software as required.

Contribute to the District inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Thorough knowledge of architectural and engineering systems including the data management aspect of CAFM systems, CAD documents, work order maintenance systems, hazardous material tracking systems, health and safety training systems, among others.

Considerable knowledge of Access and SQL server databases, with a particular knowledge of query development and reporting strategies.

Considerable knowledge of the construction management process, and the informational requirements of coordinating construction projects.

Considerable ability to communicate with architectural and engineering staff throughout the design and construction process.

Working knowledge of facilities maintenance processes and protocols and methods of tracking the identification and completion of various repairs throughout said processes.

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Knowledge, Skills and Abilities

Considerable ability to coordinate with other departments and district staff to ensure proper data management is being achieved.

Considerable ability to develop working relationships with various consultants, trades, and other district staff to ensure proper records and data are being shared and maintained.

Considerable ability to manage and schedule information systems development and maintenance throughout the systems' lifecycles.

Minimum Qualifications

Bachelor's degree in architecture, engineering, or a related technical field; two years experience with CAFM and asset management systems or equivalent; two years experience in construction management; two years experience with SQL server and access platforms; and knowledge of AutoCAD.