



Seminole County Sheriff's Office

FACILITIES ANALYST

Class Spec Code: 1070

Established Date: 07/15/2021

Last Revised Date: 11/18/2022

Effective: 11/18/2022

Salary Range

\$21.97 - \$32.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-

Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Technical and supervisory work in the coordination preventative maintenance schedules, staff supervision, and monitoring contracts in support of Sheriff's Office leased and owned facilities.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Supervision of operational and administrative details associated with repair, renovation, and maintenance requirements for Sheriff's Office leased facilities.

Conducts short and long range planning and assessment of Sheriff's Office leased

facilities.

Oversees and manages contractor compliance in regards to purchase orders and contracts issued for facility maintenance, improvements, and renovations at Sheriff's Office leased facilities and County owned facilities that the Sheriff's Office occupies.

Acts as the Sheriff's Office liaison with the County in regards to construction and renovation projects occurring in County owned facilities that the Sheriff's Office occupies. Insures contractor compliance with all County building codes and permitting requirements.

Assembles and researches materials from files/records for use in preparing vendor lists, project scopes of work, technical drawings and other construction/maintenance related documents.

Evaluates contractor bid proposals for maintenance and project work.

Tracks account balances and purchase orders or requisitions.

Provides training, technical guidance, safety, and support to management personnel working at Sheriff's Office leased facilities and County owned facilities occupied by the Sheriff's Office.

Serves as a liaison to various committees and County departments as assigned.

Performs other duties as required or as necessary for the effective and efficient operations of the Sheriff's Office.

Minimum Qualifications

- Bachelor's degree in business, public administration, building construction, engineering technology, or related field
- Two (2) years in building operating management or a related field
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to included scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of the principles, practices and procedures used in building operations including application of County building codes and permitting requirements.

Extensive knowledge of occupational hazards and safety precautions of the work, methods, materials, tools and equipment used in building operations.

Knowledge of facilities and maintenance practices.

Knowledge of construction and civil engineering.

Ability to plan, direct and supervise the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other agencies, employees and the general public.

Ability to prepare detailed reports and related documents.

Ability to read and interpret building construction plans, sketches and blueprints.

Ability to perform as representative on large construction projects.

Ability to traverse job sites which may include uneven and broken ground and the necessity to climb ladders for inspections.

Ability to work independently in carrying out assignments to completion.

Ability to make decisions based on factual data.

Ability to work with detailed information.

Ability to effectively use computer skills to develop and maintain spreadsheets and prepare written communications.

WORKING CONDITIONS

The work environment for this position is at Sheriff's Office leased facilities and County owned facilities that the Sheriff's Office occupies and which are located throughout Seminole County. This position may have limited contact with inmates.

The position performs duties walking or standing. The position is required to lift at

least fifty (50) pounds without assistance.

The position generally works during normal business hours with on call status for emergencies.

PHYSICAL ATTRIBUTES

REQUIREMENTS

Mobility-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer

Lifting-Able to lift 50 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking- Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime; some contact with inmates

Environmental-Occasional exposure to confined spaces and varied weather conditions including extreme heat and wet conditions