

FACILITIES MANAGEMENT ANALYST

Code No. 4-01-034
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position in a facility or fleet maintenance department is responsible for assisting in preparing a department's capital improvement program. The position is further responsible for the operations of building and grounds maintenance activities. The employee reports directly to, and works under general supervision of, a higher-level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares statistical data and narratives that track the ongoing performance of the department's building service activities;

Analyzes and monitors utility billings and other performance data for structures under the department's jurisdiction;

Analyzes the performance of structures and equipment for the Facilities Management department;

Analyzes time spent on repair jobs;

Reviews and verifies work orders;

Assists in the preparation of the department's five-year capital improvement program and/or department's annual budget;

Tracks expenditures to ensure contractual charges are not exceeded;

Assists supervisor in assigning and monitoring work activities of cleaners, laborers and other maintenance staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the function and purpose of a facilities department; good knowledge of maintenance practices and procedures; good knowledge of office practices and procedures; working knowledge of capital improvement goals and objectives; organizational skill; ability to analyze performance records; ability to assist in the supervision of building and ground activities; ability to maintain records and reports; mathematical ability; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Three (3) years of paid full-time or its part-time equivalent experience in building maintenance activities that must have involved implementing operational phases of building maintenance procedures and/or practices; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 14, 1993

REVISED: April 5, 2001

REVISED: July 9, 2002