**JOB DESCRIPTION**

**BASIC POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Job Code:</th>
<th>2556</th>
<th>Title:</th>
<th>Facilities Analyst</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Facilities Management</td>
<td></td>
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<tr>
<td>Job Family:</td>
<td>Administrative Operations</td>
<td></td>
<td>Facilities Management</td>
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<tr>
<td>Job Sub-Family:</td>
<td>Facilities Management</td>
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<td>FLSA Classification:</td>
<td>E</td>
<td>Job Grade:</td>
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<tr>
<td>Grade Min:</td>
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<td>Grade Mid:</td>
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<tr>
<td>UHD Succession Plan?:</td>
<td>N</td>
<td>Criticality of Position:</td>
<td></td>
</tr>
<tr>
<td>Career Ladder:</td>
<td>Campus Security Authority?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Screening Committee?:</td>
<td>N</td>
<td>Motor Vehicle Record Check?:</td>
<td>N</td>
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</tbody>
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**JOB SUMMARY**

The Facilities Analyst develops and maintains databases related to facilities operational support including facilities inventory, facility condition assessment, building systems life cycle costs, scheduled and planned maintenance and campus AutoCAD files.

**DUTIES**

- Develops and manages campus facilities inventory database including room ownership, size, and use and AutoCAD depictions. Analyzes data and coordinates with others on proposed future space use based on facilities inventory data, room usage and university space demands.
- Develops and manages campus facilities condition assessment program including auditing all major building systems, documenting their condition, projecting expected useful life and obtaining planning budget estimates for ensuring capital renewal and improvement projects.
- Develops and manages multi-user as built AutoCAD files systems for campus buildings and grounds.
- Coordinates with various facilities areas and campus community for way finding signage inside campus buildings and campus grounds and streets.
- Manages campus real estate information included metes, bounds and boundary surveys.

**MARGINAL DUTIES**

- Chairing facilities adaptation, capital improvement meetings and developing meeting notes.
- Assists with department website input.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Direct Reports: None
Delegation of Work: N/A
Supervision Given: N/A

**QUALIFICATIONS**

Required Education: Baccalaureate degree
Required Experience: Minimum of four (4) years of job related experience
License/Certification: None Required

**PREFERRED QUALIFICATIONS**
• Higher education work or construction work is an asset.
• Knowledge of CAFM Systems and THECB coding

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge:**
• High proficiency with AutoCAD, spreadsheets and databases
• General knowledge of building construction and construction processes
• Knowledge of trends, issues, and accepted practices relevant to the position

**Skills:**
• Excellent writing skills
• Excellent interpersonal and communication skills

**Abilities:**
• Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

**WORK LOCATION AND PHYSICAL DEMANDS**

**Primary Work Location:**
• Works in an office environment, however, has frequent excursions to construction areas, roofs, mechanical areas

**Physical Demands:**

**ESSENTIAL PHYSICAL DEMANDS OF THE JOB** – These are the essential demands to perform the job:
- Lifting: Ability to lift, carry, push, and pull up to 60 pounds
- Climbing/Balancing: Ability to climb stairs and ladder and scaffolds and maintain balance
- Stooping/Bending Over: Frequent
- Sitting/Standing/Walking: 60% of time spent sitting, 10% of time standing, 10% of time walking
- Reaching: Frequent overhead, as well as horizontal
- Hearing: Acute hearing required
- Speaking: Frequent/Cultural regional accents acceptable
- Vision: Corrected vision to 20/40
  - Color Vision: Ability to distinguish all colors

**ESSENTIAL ENVIRONMENTAL DEMANDS ON THE JOB** – These demands document the environment of the specific job site:
- Inside/Outside: Frequent inside and outside environment
- Cold/Heat: General air conditioned environment, but occasional exposure to cold and heat
- Wet/Dry: Occasional exposure to wet/dry environment
- Noise/Vibrations: Exposed to occasional noise and vibrations
- Hazards: Frequent exposure to hazards associated with construction and facilities (heights, operating equipment, tools, etc.)
- Fumes/Dust/Odors: Common exposure to hazards associated with abatement, demolition, construction and facilities operations

**Position Specific Competencies**

**Title and Definition**

**Commitment to Excellence - UHD**
* Demonstrates a commitment to competently perform his/her job duties and responsibilities within established time frames. * Continuously strives to improve work performance. * Accepts responsibility for his/her commitments to the university. * Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities.

**Computer/Automated System Proficiency**
* Proficient in the use of university applications or automated systems to perform job duties. * Complies with related policies, procedures, and work rules to maintain system security and data integrity.

**Customer Relations Management**
* Ensures customer’s needs and expectations are addressed within his/her department or section. (Customers can be students, external constituents, employees, or university guests.) * Mentors and guides department/section staff by sharing knowledge and best practices to appropriately respond to customer’s requests. * Monitors staff interactions with customers for professional conduct, consistent application of university policies and procedures, and follow up of outstanding requests. * Assumes responsibility for addressing complex or unusual requests.

**Dependability**
* Takes responsibility to accomplish job assignments within reasonable deadlines. * Willing to accept new projects and/or commitments. * Does due diligence to complete projects within specified timeframes and/or fulfill commitments. * Arrives to work on time prepared and ready to contribute.

**Flexibility**
* Willingly adjusts to changing work assignments or conditions. * Open to changes in operational procedures, technology, and/or organizational structure. * Views changes as opportunities for learning and professional development. * Displays a positive attitude to encourage others. * Promptly responds to changes in work priorities and/or unexpected circumstances or situations.

**Focus on Customer Service**
* Focuses on customer’s needs and expectations. (Customers can be students, external constituents, employees, or university guests.) * Respectfully ascertains customer’s needs and determines appropriate response. * Promptly responds by providing requested information, takes appropriate action, or refers customer to appropriate individual or department. * If further actions need to be taken, advises customers of realistic timeframes for a response to their request. * Follows up with customers on outstanding requests in a timely manner. * Tactfully explains to customers why their needs and/or expectations cannot be met if the university does not provide the requested information or services.

**Integrity**
* Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities. * Accepts responsibility for his/her actions. * Respects and complies with department and university policies, procedures, and work rules.

**Proficiency**
* Possesses required job skills and knowledge. * Demonstrates the ability to apply those skills and knowledge to competently perform his/her job duties and assignments.

**Research and Analysis**
* Applies knowledge and skills to collect and analyze relevant data and information. * Assesses benefits and risks, and prepares comprehensive reports of findings. * Submits recommendations for management’s review and evaluation.

**Respect and Cooperation**
* Treats others with courtesy, respect, and dignity in the workplace. * Promotes cooperation through open and honest communications and consideration of others ideas, thoughts, and opinions.

This job description may not encompass all duties and responsibilities associated with the position.