

SPACE UTILIZATION ANALYST

DEFINITION

Manages and updates facilities usage, asset, access, and capacity data in a computer-aided facilities management system.

TYPICAL DUTIES

Collects data on, inventories, and categorizes District spaces, utilizing provided standards. Maintains and updates District site plans and records through the computer aided facilities management (CAFM) system software.

Performs space analysis and provides management with recommendations on most efficient and cost effective ways to maximize use of existing space.

Prepares information and reports to assist management with short and long-term space planning.

Develops and maintain space management drawings, incorporating architectural and systems furniture from as-built drawings in AutoCAD and enters information into CAFM.

Prepares internal guidelines and procedures related to CAFM data entry.

Assists District facilities architects and designers in inputting information into CAFM.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Space Utilization Analyst tracks the usage of District facilities through the computer-aided facilities management system and provides services to maximize the District's use of existing space.

The Director of Non-Academic Facilities Planning develops strategic plans, organizes, and coordinates activities related to facilities requirements identification and facilities planning and space allocation for the District.

SUPERVISION

General supervision is received from the Director of Non-Academic Facilities Planning. Work direction may be provided to lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

Office computer applications as related to job functions
The Building Owners and Managers Association (BOMA) or International Facilities Management Association (IFMA) methodologies and industry standards in space management
Architectural nomenclature and conventional symbols
Sources of drafting and architectural information
Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Work in a dynamic environment with multiple clients
- Interpret architectural and engineering plans and drawings
- Make accurate field observations
- Manage data accurately and effectively
- Communicate effectively both verbally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with an associate's degree or completion of 60 semester units or 90 quarter units from a recognized college or university. Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of experience in property accounting or facilities management using an industry recognized computer-aided facilities management system such as Geomap, Archibu, or FAMIS (Facilities Administration and Maintenance Information System).

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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