FACILITIES ANALYST BUSDFinal



# BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

CLASSIFICATION AND POSITION DESCRIPTION

TITLE	Facilities Analyst	REPORTSTO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-52 reW加亚T <b>q</b> 0012	I	

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Coordinate construction activities with sites and maintenance staff for in-house and contract projects; act as liaison between administration, staff, contractors, consultants and other individuals; provide information regarding District construction projects; and interact with contractors and outside agencies to ensure compliance with District standards

Prepare agendas and take detailed notes and minutes at various District meetings as assigned; organize and review facilities-

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### WORKING CONDITIONS:

### **ENVIRONMENT:**

Office environment

Constant interruptions

## PHYSICAL DEMANDS.

Hearing and speaking to exchange information

Seeing to read a variety of documents which may require corrective lenses

Dexterity of hands and fingers to operate a computer keyboard 487 m () TETE () TETETED TE () (0.09) (0.99)