Job Title	Facility Information Specialist
PVN ID	VC-2410-006502
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT

Department	
Status	Full Time
Annual Salary	$75,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Jan 23, 2025 (Or Until Filled)

General Description

CUNY has embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses. The Office of Facilities Planning, Construction, and Management (FPCM) Department and Operations and Emergency Response (O&ER) establishes standards to ensure a standardized professional level of facility operations is maintained system-wide. As a team member in FPCM O&ER, the facility information specialist plays a vital role in successfully implementing the Archibus and PMWeb Implementation.

CUNY FPCM seeks a facility information specialist to help complete and maintain data in Archibus, IWMS, and PMWeb construction and management software. The system's primary current use is space management and facilities maintenance. Archibus integrates geospatial information (CAD, BIM, Maps) with a comprehensive facilities relational database. The CUNY IWMS maintains data on facilities in 26 colleges spanning 30 million square feet across all NYC boroughs.

Other Duties

- Train system users, provide technical support to users, annual and ad hoc reporting and analyses, and assure the database and AutoCAD floor plans are kept current and accurate while complying with CUNY, FICM, and BOMA standards
- Document and improve CUNY's CAD standards, automate CAD drawing conformance to standards using scripts and AutoLISP, develop BIM standards, research digital twin standards, and update drawings
- Maintain a list of contacts for each campus and for assembling and distributing communications about the system to the appropriate campus contact(s).
- Under the supervision of the Director of Facility Operation and Emergency Response, develop policies and procedures for campus-wide key performance indicators (KPI)
- Address any questions concerning work orders to facilitate using the CMMS software Archibus
- Demonstrate and maintain an effective and open dialogue with the Facility Management team regarding

changes in work, work order completion, and any topics related to CMMS
- Communicate with and provide training to users on multiple campuses
- Liaise with and manage consulting contracts regarding Archibus upgrades and Implementation
- Manage the integration of PMWeb with DASNY and PMWeb configuration
- Other duties as required

Qualifications

Minimum Qualifications

- A bachelor's degree in architecture, engineering, facility management, or IT
- Experience in project management methodologies, planning, cost control, construction economics, cost lifecycle analyses, and financial management
- Understanding of building components and construction
- Our ideal candidate has familiarity with AutoCAD and has familiarity with relational databases

Preferred Qualifications

- Project Manager Certification, PMP
- Demonstrated project management skills
- Strong technical and analytical skills
- Computer skills, including email, spreadsheets, databases, project management, BI reporting, and presentation packages

Core Competencies

- Good organizational and planning skills
- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organization skills and the ability to multi-task
- Ability to work under pressure and to multiple deadlines
- Ability to prioritize competing work
- Self and team motivator
- Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Alert and observant and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations
- Experience using PMWeb or other web-based construction project management software