
Mgr Construction-Construction Project Mgmt(Job Id 6204)

Category: Construction/Facilities

Work Schedule (Provide primary 8a - 5p hours):

Employment Type: Employee

Exempt From Overtime: Yes

Standard Hours: 80

Post Date: 04/07/2019

Shift(s): Days

Close Date: 07/31/2019

Description

The MetroHealth System is an essential health system committed to providing health care to everyone in Cuyahoga County, Ohio, and improving the health of the community overall. Its 7,500 employees deliver care to everyone at its main campus, just west of downtown Cleveland, and at more than 25 other MetroHealth locations. It also provides health care at more than 40 additional sites in Cuyahoga County through community partnerships such as the School Health Program.

Summary:

Under the guidance of the Director, prepare procurement documents, coordinate, and supervise personnel, consultants, contractors, vendors, and others as necessary to ensure that projects are completed on time, within budget, and in compliance with developed contracts and Department and System policies. Responsible for multiple new and/or renovation projects while promoting and protecting the interests of MetroHealth, its patients, staff, the general public, and guests. This position requires the need to fully understand and act upon the impact of renovation and modernization activities on patient and staff safety, including infection control, fire and life safety, utility interruption planning and mitigation, project risk assessments, security, and workplace safety. Upholds the mission, vision, values, and customer service standards of The MetroHealth System.

Responsibilities:

Planning, Design, and Construction

1. Supervise the engineering and construction of healthcare facilities including budgeting, expediting, monitoring and coordinating architects, engineers, and contractors in the design, construction, or remodeling of designated facilities while maintaining schedule and budget objectives.
2. Develop cost estimates (or provide a thorough review of consultant estimates), coordinate the development of specifications and drawings for new systems, components, controls, construction and renovation.
3. Coordinate the preparation of conceptual/feasibility designs and develop appropriate budgetary cost estimates. Actively support the System's Space Management Program with timely scope development and estimating.
4. Manage project budgets, including operations and construction costs.
5. Coordinate the procurement of outside resources (preparing RFQs/RFPs) for needed services.
6. Identify risks to project success and take positive action to make necessary corrections and or provide recommendations as necessary to mitigate the identified risks.
7. Initiate necessary interactions with the Facilities Management Department for coordination with existing systems and utilities.
8. Manages the timely preparation of consultant and contractor agreements.
9. Ensure compliance with Healthcare Guidelines and Regulations for the Built Environment.
10. Recognize critical elements of special systems (medical gas, essential electrical, fire alarms, fire protection, HVAC, information technology, low voltage systems, building envelope, and plumbing) when planning and implementing construction work)
11. Recognize critical elements when working around and installing medical equipment.
12. Verify equipment planning process for new clinical equipment. Review infrastructure needs for capital equipment installations.
13. Review design development drawings and specifications for construction and renovation projects. Assure that facility specification requirements are identified on system improvement projects. Review plans prior to bidding.
14. With the support of the engaged consultants, manage and facilitate contract administration, scheduling, and resolution of disputes.
15. Direct the project teams to complete constructability analysis, value analysis, and life cycle costing analysis.

continued...

16. Develop Infection Control Risk Assessment (ICRA). Participate in infection control risk assessment; execute infection control site plan; inspect and monitor projects for compliance with infection control plan; coordinate training for infection control.
17. Develop Interim Life Safety Measures (ILSM). Participate in life safety risk assessment; communicate the interim life safety plan; inspect and monitor projects for compliance with interim life safety plan; ensure training for interim life safety; enforce the facility's barrier management plan.
18. Comply with and enforce administrative procedures, protocols, record keeping and controls imposed by The MetroHealth System, as well as city, county and state authorities, which impact the bidding and construction of projects.
19. Coordinate contractor procurement with System and regulatory policies. Conduct scope review meetings with successful bidders. Recommend award for construction or renovation work. Negotiate contracts for construction services.
20. Develop an integrated construction schedule, including phasing. Consider impact on hospital operations when planning and implementing construction work. Integrate construction schedule and non-construction activities into an overall project schedule. Articulate short-term look-ahead to stakeholders. Consider healthcare departmental relationships and functions when scheduling and implementing construction work. Enforce construction schedules and related contract provisions.
21. Recognize and mitigate construction-related safety hazards and other inconveniences to patients, staff, and the general public.
22. Coordinate new project activities.
23. Implement basic elements of sustainable practices, including utilization of industry-accepted sustainable design score cards and the incorporation of sustainable design and construction activities.
24. Review critical submittals and shop drawings for construction and/or renovation projects.
25. Evaluate construction Change Order Requests (COR) and Requests For Information (RFI). Make recommendations regarding scope and cost to Dept Director.
26. Conduct regular construction project status reviews with administration team.
27. Supervise processes to ensure compliance with quality and safety requirements, including the efforts of internal and external testing agencies.
28. Ensure that all construction and renovation projects are completed according to contractual requirements, including developed drawings and specifications.
29. Oversee commissioning and acceptance of projects by all Departments. Facilitate and implement a post-occupancy evaluation at final acceptance.
30. Manage and coordinate a timely closeout of construction and project documents. Ensure that the System is provided all contracted closeout materials within 45 days of substantial completion and that project financial records are complete and accurate. Coordinate project close-out training of owner's personnel. Submit project close-out documentation to Facilities Management.

Administration:

1. Working with the available project control software applications (ex. Excel, MS Project, and eBuilder) and assigned Department personnel, maintain and update all project records, contracts, cost accounting records, budget authorizations, paper files, electronic files, invoices, payment applications, correspondence, emails, documents, drawings, and records for historical, legal and maintenance purposes.
2. Direct internal communication.
3. Professionally represent the Department and System to all consultants, contractors, inspectors and suppliers in matters related to construction projects.
4. Conduct weekly project meetings with clinical departments, consultants, and contractors to enforce timely decision making and maintenance of project objectives.
5. Exercise control for all project cost expenditures to assure that project costs are within budget. Manage all project costs and ensure timely processing of consultant, contractor, and vendor payments. Reconcile issues affecting timely processing and payments.
6. Solicit procurements and recommend equipment purchases for project components.
7. Provide regular and proactive reports to the Director and primary clinical stakeholders regarding current project status and issues which affect the project objectives. Prepare necessary documentation for all activities of the projects which are subject to Board of Trustees' review and / or approvals. As necessary, develop presentations on proposed projects.

continued...

8. Coordinate equipment and systems training programs for maintenance staff.
9. Identify risks to project objectives and resolve issues as soon as possible. Escalate and facilitate as necessary.
10. Coordinate department activities with other departments, outside agencies, and contractors.
11. Engage and coordinate with utility companies, city and state inspectors, insurance companies, and local community stakeholders.
12. Facilitate information gathering and required documentation for insurance claims.
13. Continually look for opportunities for process improvements, both internally and externally. Advise Department management of identified opportunities.
14. Complete consultant and contractor performance evaluation forms at time of project completion, and no later than five days after approval of respective final payments.

Other Responsibilities:

1. Enhances professional growth and development through participation in continuing education courses, professional organizations, seminars/workshops, reading current literature, and/or maintaining professional contacts in the community; monitors and assesses the appropriateness of emerging trends/strategies, and adopting techniques as deemed appropriate.
2. Incorporates principles of teamwork in the resolution, completion, and follow-up of responsibilities.
3. Performs other functionally related duties as assigned.

Other information:

Required:

Possesses one of the following:

- Baccalaureate degree in a related field from an accredited college or university plus two (2) years of associated construction experience*, one (1) year of which must have been working on healthcare construction projects, and one (1) of which include management/supervisory/administrative experience.
- Associate degree in a related field from an accredited college or university plus five (5) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, and three (3) years of which include management/supervisory/administrative experience.
- High school diploma or equivalent plus seven (7) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, and three (3) years of which include management/supervisory/administrative experience.

*Associated construction experience refers to work experience in the following functional areas: Construction/project management, estimating, planning, field supervision, architect/engineer, or design or construction position within a healthcare organization.

Proven organizational ability to plan, prioritize, organize, and monitor activities and projects at various stages of progress, while maintaining quality of work.

The ability to apply innovative and effective management techniques to realize project objectives.

Proven interpersonal, communication (verbal, written, and oral), and supervisory skills.

Strong customer service orientation and demonstrated teamwork approach in all working relationships.

Ability to set and achieve goals and develop personal tools to achieve goals.

ASHE Healthcare Construction Certificate (or obtains within 180 days of hire).

ASHE Healthcare Construction Project Management Program (HCPM) (or obtains within 180 days of hire).

ASHE Certified Healthcare Constructor (or obtains within 270 days of hire).

OSHA 10 hour Construction Safety Certificate (or obtains within 180 days of hire).

The ability to perform on-site inspections and observations during all phases of a construction project.

Applied experience in the use of computers to perform job responsibilities, specifically including Microsoft Word, Excel, Project, PowerPoint, and other job-related computer software programs necessary to effectively fulfill job requirements.

Ability to learn and effectively use project scheduling and capital program management software systems to monitor, document, forecast, and

continued...

expedite project progress, including required reporting to support Department and System requirements.

Preferred:

Healthcare construction project experience within the last three (3) years.

Certified Construction Manager (Construction Management Association of America Certification)

PMI's Project Management Professional (PMP) credential

Evidence of self-directed continuing education.

Supplemental training in construction related business or legal subjects, including leadership and communication.

Physical Requirements:

May sit, stand, stoop, bend, and ambulate intermittently during the day.

May need to sit or stand for extended periods.

See in the normal visual range with or without correction.

Hear in the normal audio range with or without correction.

Finger dexterity to operate office equipment required.

Ability to communicate in face-to-face, phone, email, and other communications.

Ability to see computer monitor and departmental documents.