



Department
CAPITAL PROJECTS

Regular Shift
2

Location
Jacobi Medical Center

Hire In Rate
\$62,065.00
(for employees new to HHC)

Job ID
46904

Salary Range
\$62,065.00 - \$125,000.00

Full/Part Time
Full-Time

Pay Frequency
Year

Regular/Temporary
Regular

Post Date
07/05/2019

-

Open Until Filled

Source of Funding
General Care
Civil Service Classification
Managerial

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Marketing Statement

NYC Health + Hospitals/Jacobi is a 457-bed teaching hospital affiliated with the Albert Einstein College of Medicine. The facility has earned numerous Center of Excellence designations, accreditation, and recognition for its renowned Level 1 Trauma Center, Burn Center, Surgical Intensive Care Unit, regional Stroke Center, Snakebite Treatment Center, Breast Health Center, Bariatric Surgery Center, and Cancer Service. The facility also offers the region's only multi-person hyperbaric chamber, allowing up to nine patients to dive together at one time. Jacobi's Ambulatory Care Pavilion is a stunning complement to its inpatient acute care, allowing staff to provide patients with high-quality service in a modern, state-of-the-art environment.

Check us out online:

www.nychealthandhospitals.org

careers.nychhc.org

Docs4nyc.org

Job Description

Position Summary: Director of Design and Construction

The NYC Health + Hospitals, Division of Office of Facilities Development seeks a Director of Design and Construction to manage Planning, Design and Construction at NYC H+H Jacobi. As the Director of Design and Construction at NYC H+H Jacobi, the selected candidate will coordinate and manage all facility development projects activities from inception to completion. The Director is responsible for municipal and state approvals required for all new construction and renovation of existing facilities. The Director is responsible for overseeing the adherence to applicable regulatory codes, including The Joint Commission standards, providing planning, design and construction guidance and information during the development of departmental business plans and manages all consultants. The Director will also support hospital leaders and will be required to develop concepts and plans for facility growth or change in service as well as capital upkeep and replacement. This individual will oversee necessary design, consultant and construction contracts to progress design and construction and ensure coordination with the facility. This position is intended to support all physical plant construction, renovation, restoration, and major repair programs at any facility associated with NYC H+H Jacobi operations. Ideal candidate will have demonstrated expertise in building systems and construction methods specifically in the health care environment.

Essential Functions and Responsibilities

1. Manage the day to day operations of the construction group including in-house project managers, construction management firms and contractors. Manage projects through development of architectural and engineering design drawings, construction documents, procurement, construction bid and award, construction RFPs, construction, and close out.
2. Manage the construction process for new construction, major renovations, minor construction and special projects. Interface with in-house and external architects and construction management firms and contractors as necessary.
3. Coordinate with end users, senior management and others on the project team to determine project goals and priorities. Review overall project scope of work and provide constructability and project management expertise.
4. Review existing conditions noting utilization, adjacencies, square footages, and utilities and provide design review and support necessary for the proposed project.
5. Participate in Project Meetings (i.e. planning, scheduling, progress, coordination, constructability, bidding and procurement, and construction meetings). Provide Construction and Project Management.
6. Assign project management team leads and/or identify necessary resources to complete projects
7. Assist in the development of project budgets, development of CP documentation, cost estimates, creating requisitions and work orders, and project schedules.
8. Review and approve construction documents prior to bidding for constructability issues and to insure they meet NYC H+H Jacobi standards.
9. Assist procurement with competitive bidding process for construction services. Negotiate with contractors and subcontractors if necessary. Review bids and participate in the award process
10. Ensure that pre-construction risk assessments including interim life safety measures and if necessary that infection control risk assessments are performed.
11. Manage and coordinate contractors performing construction and insure projects stay on time and on budget.
12. Track progress of construction and coordinate activities with contractors, plant operations & maintenance, fire safety, hospital police, furniture vendors and end users.

13. Ensure contractor's compliance with construction documents and contracts, insurances, bonds and ensures that hospital policy and procedures are followed.
14. Review and approve all invoices and requests for change orders.
15. Ensure that Close Out of projects including coordinating punch lists with design team are completed.
16. Other duties as assigned and necessary during emergencies and /or disasters.

Minimum Qualifications

Education and Experience Requirements

At least 10 years of directly related experience in healthcare design and/or construction management and/or a combination of the following, sufficient to equal a total of ten years of education and experience:

1. Full-time satisfactory experience in planning, design and program development experience pertaining to the operation of a major segment or all of a hospital or health care facility including substantial exposure in meeting community health needs, health care planning, design and program implementation, independent analysis review and study of health care facility operations and functions, with at least three years of responsible level administrative experience coordinating the analysis of health care planning, design, and development. One year of acceptable experience will be credited for each year of construction management experience up to a maximum of four years.
2. Full-time satisfactory experience in building construction, or as a journeyman in one or more of the skilled building construction trades. One year of acceptable experience will be credited for each year of journeyman experience up to a maximum of four years.
3. Education in an accredited college leading to a bachelor's degree in planning, architecture, engineering, or construction management will be credited on the basis of 30 credits for one year of acceptable experience up to a maximum of four years.
4. A certified construction manager certification may be substituted for the four years of education and experience described in "a", "b" and "c" above. However, all candidates must have at least six years of experience in construction management work described above, including at least two years in a managerial or consultative capacity in an organization responsible for the management of design and construction.
5. A New York State license as a professional engineer or registered architect or a license as a professional engineer or registered architect from a state that has reciprocity with New York State may be substituted for the four years of education and experience described in "a", "b" and "c" above.
6. Excellent verbal and written skills.
7. Excellent technical, conceptual, and financial skills.
8. Ability to motivate team efforts to accomplish goals.
9. Experience in computer software including: Microsoft Word and Excel (required); Microsoft Access, Project and Auto CADD/Revit (preferred).
10. Thorough knowledge of the principles, practices and methods of Space management

Core Competencies

Strong organizational and time management skills including the ability to meet deadlines and work under pressure;

Excellent interpersonal and communication skills including the ability to work effectively with vendors, staff and clients at all levels;

Basic knowledge of building codes; ability to inspect and determine the adaptability and cost of renovation of existing structures; knowledge of federal, state and municipal regulations and statutes;

Demonstrated ability to read blueprints, create conceptual plans employing knowledge of hospital, laboratory, and office design, perform field verifications, and apply Building Code guidelines where applicable.

Demonstrates ability to establish two-way communication by clearly defining expectations, communicating utilizing a variety of methods, actively listening to ideas and concerns and responding in an appropriate manner.

Demonstrates ability to delegate responsibilities appropriately.

Demonstrates ability to retain composure under stress.

Physical/Mental Demands/Requirements & Work Environment

May be exposed to chemicals necessary to perform required tasks. Any hazardous chemicals the employee may be exposed to are listed in the hospital's SDS (Safety Data Sheet) data base and may be accessed through the hospital's Intranet site (Employee Tools/SDS Access). A copy of the SDS data base can also be found at the hospital switchboard, saved on a disc.

Department Preferences

Monday - Friday, 8am -4pm

How To Apply

If you wish to apply for this position, please apply online by clicking the "Apply Now" button or forward your resume, noting the above Job ID #, to:

North Bronx Health Network
Human Resources Department
1400 Pelham Parkway South, Building #4, Room 1S6
Bronx, NY 10461
Attn: Recruitment Unit