

## **FACILITY DEVELOPMENT SENIOR PROJECT MANAGER**

Job Code: 1525

Reports To: Director

FLSA Status: EX

Creation/Revision Dates: 12/17/09, 10/11/12, 1/22/16; 6/4/20

Job Family: 14 Administrative/Managerial

### **Position Summary**

Represent the Facility Development Department to our customers providing outstanding project management skills, service and professionalism, contributing to high quality project outcomes.

### **Essential Functions**

- Develop and manage relationships with leadership personnel and ensure results are achieved and customer requirements are met.
- Interact with local, state and federal regulatory agencies.
- Obtain regulatory approvals to occupy projects.
- Manage large complex projects.
- Meet with hospital executive directors, administration and department heads.
- Evaluate and recommend design and engineering consultants for each project.
- Oversee design, implementation and certification of life safety and life support systems impacting design.
- Oversee all life safety for guests as well as patients.
- Provide and implement solutions to a variety of decisions most complex in nature with minimum referral to Corporate Manager or Director of Facility Development.
- Facilitate bidding process and selection for contractors.
- Facilitate cost estimates and project budgets as well as project schedules, from start to finish.
- Review and approval all change orders then initiate approval tree.
- Review and approve all project related payments and initiate approval tree.
- Control operations as appropriate.
- Monitor all safety and quality controls.
- Review purchase orders and monthly status reports.
- Lead the team in preconstruction, design development and final construction phases.
- Assemble all cost estimates on project.
- Assemble all schedules to completion.
- Establish all construction meetings and run them personally from the first preconstruction meeting through final close out of project.
- Review and approve all equipment.
- Review and make sure design team and contractors all have proper insurance levels and licenses to perform work in the state of Florida.
- Responsible for project being on time and within set budget.
- Maintain functional knowledge and use of the eBuilder project management system.
- Function as lead and mentor to Facility Development Project Managers.
- Maintains reasonably regular, punctual attendance consistent with Orlando Health policies, the ADA, FMLA and other federal, state and local standards.
- Maintains compliance with all Orlando Health policies and procedures.

### **Other Related Functions**

Maintain weekly minutes for project. Maintain monthly Facility Development P.S.R. reports. Perform other duties as assigned.

### **Education/Training**

Bachelor's degree in building construction, architecture, engineering, business, state of Florida licensed architect, PE, General contractor, or American Hospital Association Certified Healthcare Constructor.

### **Licensure/Certification**

None.

### **Experience**

Five (5) years related experience.

The job description statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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**Approval Signatures**

Administrator <b>John Walsh (Signature on file)</b>	Date <b>6/4/20</b>
Human Resources <b>Alejandra Tamer (Signature on file)</b>	Date <b>6/5/20</b>

**Acknowledgement Signature**

Team Member ID	Team Member Signature	Date
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### Essential Job Specific Functions

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis. Check either Continually, Frequently, Occasionally, Rarely/Never for each requirement listed below:

Requirement	Continually	Frequently	Occasionally	Rarely/Never	Requirement	Continually	Frequently	Occasionally	Rarely/Never
<b>General Requirements</b> (needs the ability to at least...)					<b>Required Lifting</b> (needs the ability to lift at least...)				
Bend/Stoop		X			Up to 10 lbs			X	
Climb Ladders		X			11 to 24 lbs			X	
Climb Stairs		X			25 to 34 lbs			X	
Crouch		X			35 to 50 lbs			X	
Drive a company vehicle (CDL not required)				X	Over 50 lbs				X
Drive a company vehicle (CDL required)				X					
Kneel		X			<b>Required Pushing/Pulling</b> (needs the ability to lift at least...)				
Maintain Balance	X				Up to 10 lbs			X	
Maintain personal hygiene and appearance	X				11 to 24 lbs			X	
Reach	X				25 to 34 lbs			X	
Sit	X				35 to 50 lbs			X	
Stand	X				Over 50 lbs				X
Twist	X								
Walk	X				<b>Hand Manipulation</b> (needs the ability to...)				
Work extended time without a break	X				Grasp		X		
					Fine manipulation		X		
<b>Sensory Requirements</b> (needs the ability to at least...)					Use keyboards &/or mouse	X			
Hear - Normal Speech	X								
Hear - Overhead Pages	X				<b>Other</b>				
Hear - Telephone Use	X				Animal Handling				X
Vision - Color	X				Has the ability to accept flexible schedule to meet unit needs.			X	
Vision - Depth Perception	X				Has the ability to accept call schedule to meet unit needs.			X	
Vision - Far	X								
Vision - Fine Details	X				<b>Environmental Exposure</b> (Job Involves Exposure to ...)				
Vision - Near	X				Blood/Body Fluids Exposure				X
					Chemical Agents				X
<b>Mental &amp; Emotional Requirements</b> (needs the ability to at least...)					Chemotherapeutic Agent(s)				X
Adapt to shift work			X		Confined spaces (see definitions)				X
Cope with anger/fear/hostility of others in a calm way			X		Dust, Fumes, Gases		X		
Cope with a high level of stress			X		Extremes in Temperature or Humidity (see definitions)		X		
Demonstrate a high degree of patience		X			Hazardous or Moving Equipment				X
Handle a high degree of flexibility			X		Infectious Disease Exposure				X
Handle multiple priorities in a stressful situation		X			Laser Exposure				X
Make decision under high pressure			X		Loud Noises (see definitions)		X		
Manage altercations				X	Radiation (Diagnostic/Therapeutic) Exposure				X
Work Alone	X				Unprotected Heights		X		
Work in areas that are close and crowded		X			Vibration		X		
Verbal Communication		X							

### Definitions

- Extremes in temperature (>90degrees F)/humidity (>80%RH)
- Loud noise: >85dBA, this can be judged when a person is within 3' from another person and has to raise their voice to be heard.
- Confined space: A space that is large enough to get in and out of, with limited means of access/egress and is not designed for human occupancy. Examples include air handler units, elevator pits, cooling towers, lift stations and underground vaults.

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