

JOB DESCRIPTION

FACILITY DEVELOPMENT PROJECT MANAGER

Job Code: 1852

FLSA Status: EX

Job Family: 14 Administrative/Managerial

Reports To: Corporate Manager, Facilities
Development

Creation/Revision Dates: 12/17/09; 2/21/13; 3/19/14;
6/2/16; 6/4/20

Position Summary

Based upon individual assignment of projects, assumes responsibility from onset of assignment until completion of project responsibilities for assessment, planning, developing, implementing and evaluation of assigned facility.

Essential Functions

- Works closely with Facility Development Team to integrate project into overall Corporate planning.
- Participates in user group meetings to define project scope.
- Monitors project scope and budget.
- Reviews with Architect/Engineer proposed configuration, materials and systems and advises them of requirements and final review decisions.
- Facilitates the development of the construction phase scheduled if required.
- Reviews contract documents and specifications for sign-off.
- Submits reports, studies and recommendations.
- Reviews change order requests and advises - Corporate Manager of Facility Development as to implications of change order.
- Responsible for development and maintenance of project plan utilizing project management methodologies.
- Ensures and enables completion of tasks assigned to project team members according to established deadlines.
- Acts as a liaison between Facility Development department and other departments in regard to construction projects.
- Meets regularly with Corporate Manager of Facility Development to communicate project plan status and issues.
- Maintain functional knowledge and use of the eBuilder project management system.
- Coordinates the successful regulatory approvals for all projects assigned.
- 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

- Demonstrates excellent communication skills (both verbal & written) with all customers, staff and physicians within the community.
- Participates in other projects and handle assignments as directed by Facility Development Corporate Manager.

Education/Training

- Bachelor's degree **OR**
- Associate's degree and two (2) years of directly related work experience may substitute (in addition to the requirements listed in the Experience section).
- Four (4) years of directly related work experience may also substitute (in addition to the requirements listed in the Experience section).

Licensure/Certification

None.

Experience

Four (4) years' experience in facilities, facility development, to include two years of experience in project coordination/development.



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Approval Signatures

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

Acknowledgement Signature

Team Member ID	Team Member Signature	Date
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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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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
General Requirements (needs the ability to at least...)					Required Lifting (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			Required Pushing/Pulling (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				Hand Manipulation (needs the ability to...)				
Work extended time without a break			X		Grasp		X		
					Fine manipulation			X	
Sensory Requirements (needs the ability to at least...)					Use keyboards &/or mouse	X			
Hear - Normal Speech		X							
Hear - Overhead Pages		X			Other				
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			Environmental Exposure (Job Involves Exposure to...)				
Vision – Near	X				Blood/Body Fluids Exposure				X
					Chemical Agents				X
Mental & Emotional Requirements (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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