

Class Specifications
for the Class:PROJECT MANAGER
EM-05: BU:35Duties Summary:

Administers, directs and coordinates the long-range planning, design and construction management activities for a region in the Hawaii Health Systems Corporation. Serves as principal technical specialist and advisor for major construction projects; directs and coordinates the preparation of architectural and landscape architectural plans and reports; formulates and implements technical policies and procedures; plans for future development of new services and growth of services; may oversee several hospital departments at multiple facilities as well as contract personnel and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for administering construction management activities for multiple facilities within a region, which involves, responsibility for planning, directing, and coordinating multiple construction activities for large projects to ensure that they are completed within the period of time, budget and scope of work assigned; ensuring that all standards and requirements are met for Federal, State and private accrediting bodies.

Positions in this class receive general direction from the Chief Executive Officer or designee. Supervision is nominal and administrative in nature.

Examples of Duties:

(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

- Directs and coordinates the planning and management of multiple project assignments within broad general objectives and limits. Work requires independent judgment in the evaluation, selection, and substantial adaptation

and modification of standard techniques, procedures and criteria.

- Formulates long-range goals and objectives and ensures timely accomplishment.
- Administers, oversees and approves the execution of architectural and engineering contracts and the review and approval of working drawings and specifications, including architectural, mechanical and electrical engineering drawings, for compliance with requirements. Recommends approval of change orders and payments to contractors.
- Prepares requests for fee proposals from consultants and contracts. Assist in the preparation of contracts.
- Coordinates schedule and work with the consultants, contractors and construction management firms.
- Coordinates risk assessment meetings to ensure that the facility needs and concerns regarding construction impacts are addressed.
- Directs the construction activities and the inspection of work in progress to insure compliance with plans, specifications and contractual provisions. Directs the conduct of final inspections and recommends acceptance of completed projects.
- Responsible for all major renovations that are not capital improvement projects. These duties would include acquiring cost estimates for the design, construction and permit as applicable.
- Manages budget and schedules throughout projects.
- Coordinate facility, land and building consulting contracts for or with the Regional Chief Executive Officer and/or Hospital Administrator (s).
- Represents the region at project team meetings to clearly relay the requirements of the region and to answer any questions on a timely basis so as not to affect the project schedule.
- Ensures that the project team obtains timely and accurate information and responses from the region as well as ensuring a smooth flow of information with the team itself.
- Acts as primary consultant in the planning and development of major construction activities, and as the liaison between the department and other facilities, community groups and others.

- Prepares periodic and special reports on regional activities and programs for the RCEO.
- Ensures compliance with all standards and requirements for Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Occupational Safety & Health Administration (OSHA), Center for Disease Control & Protection (CDC), Centers for Medicare & Medicaid Services (CMS), and Department of Health (DOH) and other agencies.
- Establishes and maintains good public relations with a variety of groups; may supervise several department managers.

Knowledge of: Principles and practices of administration/supervision, organization and management; theories and practices of civil engineering and architecture; methods and principles of structural detailing and design; building construction, inspection and maintenance principles and practices; legal requirements of building, plumbing and electrical codes; methods and practices used in the preparation of specifications, estimates and contracts; standard sources of architectural and engineering information; U.S. Environmental Protection Agency (EPA), Occupational Safety & Health Administration (OSHA), good customer service principles; and report writing.

Ability to: Plan, organize, direct, and coordinate regional programs and activities; formulates policies and procedures; direct the conduct of feasibility, engineering and cost studies; interpret laws, rules, regulations and policies; secure and analyze facts and data and make sound administrative decisions; analyze and prepare clear and concise reports; develop and maintain effective working relationships with others.

This is the first class specifications for the class, Project Manager.

DATE APPROVED: October 26, 2006

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