

PROJECT MANAGER - WMC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the Project Manager manages assigned construction projects to ensure compliance with construction documents and work schedules, cost estimates, construction documents and Westchester County Health Care Corporation standards. Responsibilities include monitoring construction projects to ensure deadlines are met and work is progressing according to schedule, acting as liaison between contractor, architect and hospital management to monitor the scope and direction of each project, anticipating and avoiding problems, and facilitating the resolution of problems that do occur. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors construction projects to ensure that procedures, materials and equipment comply with approved project plans, specifications and samples, and hospital standards;

Maintains records detailing the progress of the project, and coordinates construction schedules with contractors, engineers, and hospital staff;

Provides documentation of construction progress to include manpower, schedules, delays, drawings, changes, payments, and other events affecting the project;

Maintains liaison between contractor, consultants, and facilities management during construction to resolve field problems and to maintain project schedule and budget;

Coordinates communications within organization for all project related service interruptions in order to minimize conflicts and avoid construction delays;

Interprets blueprints and specifications for contractors to ensure compliance with construction plans and specifications, and obtains additional information from the project architect when necessary;

Recommends changes to documents for ease of construction, and maintains liaison with contractor, architect, and hospital management to discuss modifications and adequate solutions to project problems;

Reviews proposals and attends pre-bid conferences as assigned;

Monitors and documents change orders from initiation to completion of construction;

Reviews and recommends approval of payment to contractors for quantities of materials received or used, and work completed during specific periods;

Prepares daily reports of project activities and other reports and analyses setting forth progress, adverse trends, and appropriate recommendations and conclusions;

Coordinates and assists with final inspections, and monitors completion of punch list;

Reviews projects at end of warranty period for non-compliance items;

Effectively uses automated systems to perform work assignments;

Performs related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of project management practices related to hospital construction projects; good knowledge of compliance standards for projects; ability to establish effective working relationships with technical, professional, and managerial staff; ability to evaluate progress of projects, manage time schedules and adhere to deadlines, ability to manage documents and prepare evaluation reports; ability to interpret technical drawings; ability to communicate effectively both orally and in writing; problem solving skills; ability to work with stakeholders to avoid delay and to facilitate resolution of problems.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and three years' experience in which the primary function of the position was in project management, one year of which must have been in a health care setting, including planning, project coordination, evaluation, making recommendations, scheduling and direct contact with the patient/end user in either a local or wide area network environment.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two years of the above stated general experience. There is no substitution for the one year of specialized experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

DEFINITION: A project manager, also known as a project leader, is defined as someone who has responsibility for the enforcement of a project's goal. Project Management is defined as "a specific assignment that has a beginning and an end date, in which technical assistance, direction, planning and scheduling would be provided to a team to the successful completion of a project."