

University Hospitals Authority & Trust
Construction Project Coordinator

Position Summary

Under general supervision of the University Hospitals Authority and Trust Director of Construction, this person will coordinate the various types of healthcare and commercial related internal facilities construction projects. This person will work with the in-house architect from design through construction while efficiently tracking these projects a maintaining the approved budgets along with directly interfacing with the facilities maintenance group on management of maintenance and repair projects.

Duration

Full Time

Desired Education

Bachelor's Degree or higher in Construction Management, Architecture, Engineering, Management or related discipline from an accredited program

Desired Certification

Specialized certifications (PMP, CEM, CMVP, CEA).

OSHA 10/30

Desired Experience

Prior work in the fields of healthcare and/or commercial construction project management

Examples of Work Performed

- Oversees daily and periodic reports via the in-house construction management system as required.
- Coordinates and documents internal bid/award activities for construction or related projects
- Work directly with the facility maintenance team on internal maintenance and repair projects
- Follow all requirements for bidding and project management under State of Oklahoma Title 61 and Title 74
- Communicates and provides reports to Construction Project Manager showing project progress, issue resolutions and timelines
- Reviews projects for possible value engineering while still maintaining energy efficiencies
- Track and process project invoices via the in-house construction management system
- Conducts scheduled weekly construction meeting to review project status, develop punch lists and commission the project
- Coordinates the activities of the construction teams
- Manages and tracks construction budget and develop reports via the in-house construction management system for assigned projects
- Provides oversight for the installation of projects entire duration
- Provides communication and coordination on construction related projects to facilities management group, environmental services and building tenants

- Work with subcontractors and tenants to maintain project schedule
- Work with infectious control and compliance staff to Install and maintain construction barrier and infectious control systems
- Create and modify/update construction project timelines and coordinate the information to building tenants and construction team
- Perform regular jobsite walks to check project progress, jobsite safety and cleanliness
- Work with Office of the Fire Marshal for job site inspections and permitting
- Assist Architect in project documentation and facility as-built drawings

Knowledge and Skills

- Must possess the ability to plan, lead, organize and communicate with team members
- Knowledge of all phases of building construction including work commonly done by the various building trades
- Must possess the ability to read and understand construction documents
- Knowledge and skills of effective communications with colleagues and public (written and oral).
- Position will entail heavy use of in-house construction management system and will require dedicated time working at a computer system to maintain updated project status and documentation
- Basic understanding of MS Office, MS Outlook, any construction project management software, AutoCAD and/or Revit preferred
- Abilities to multi-task and establish priorities, maintain organization in a changing environment and coordinate/schedule construction related items with multiple subcontractors and building tenants
- Exhibits initiative, responsibility, flexibility, leadership and good communication

Other:

The position is an office-based position with regular visits to work sites on campus.

While performing the duties of this job, the colleague is frequently required to sit, stand, walk, talk or hear; uses hands to finger, handle, or touch objects or controls. On occasion, the colleague may be required to climb and work in high places, stoop, bend or reach above the shoulders. Position may also require work in confined spaces and exposure to different types of outdoor weather conditions. Risk of electrical shock and/or general hazards found in a construction environment are present.

The colleague must occasionally lift, push, or pull up to 25 pounds and occasionally lift, push or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.