DIRECTOR, CONSTRUCTION & DESIGN

Posting Details

Position Details

Posting Title  DIRECTOR, CONSTRUCTION & DESIGN
Posting Number  A151038
Job Class Code  DI36
Unit Number-Unit Name  9839000-CONSTRUCTION/DESIGN

Posting Details

Internal or External Posting  General Posting
Job Category  Management
Pay Grade  00

Nursing Unit Description
Location  Main Campus

Job Type  Regular Full-time
Work Schedule  7:30am-4:00pm
FTE hours per two week pay period  80
Shift  Day

Job Summary  Serves as Director of Construction and Design for Facilities and Capital Improvements Department of MUSC Medical Center. Oversees Construction and Design functions while meeting budget and schedule expectations. Assists with Capital and Operational budget preparation and management. Assists with project Certificate of Need applications.

Additional Duties and Responsibilities  Maintains regular interface with Director of Maintenance for Project planning, construction and eventual handoff to Maintenance. Ensures MEP and major medical systems are coordinated with Director of Maintenance input. Oversight of all compliance preparation, on-going readiness, and project and staff compliance. Includes coordination with facility support team for response assistance for called needs, coordination with computerized maintenance management system for smooth project administration and data documentation; and coordination with regulatory compliance team to ensure CON, Joint Commission, DHEC, and other regulatory requirements are met proactively. Ensures Manager of Planning & Design coordinates potential and approved project planning. Also provides smooth handoff of projects to Project Managers. Ensures Project Managers are meeting user expectations while meeting budget and schedule expectations. Regular reporting of project status is managed. Ensures coordination with Director of Administration for all financial, HR, space and other special projects as needed. Manages compliance of department for MUSC Excellence, LDI, and other goal setting and management for staff development and compensation.
Minimum Training and Education

Bachelor's degree in related field of engineering, architecture, construction management and a minimum of 6 years relevant project management experience, of which, minimum 3 years in a large medical center in-patient setting (Institutional Occupancy). Experience with contract negotiation and mediation for design and construction services required. Extensive experience with direct field and staff supervision with the clinical elements of design and patient care needs and in construction methods and construction management and MEP / infrastructure projects. Ability to write and interpret technical plans, prepare cost estimate reports; plan, organize and supervise work of technical and professional personnel; ability to manage multiple and complex projects; communicate effectively, verbally and in writing, with management, professional and government officials. Must be able and willing to speak to small or large groups effectively. Must be proficient with Microsoft Word, Excel, and PowerPoint. Experience with AutoCad or comparable drafting software preferred.

Required Licensure, Certification, Registration

Physical and Mental Requirements

Ability to perform job functions while standing. (Frequent) Ability to perform job functions while sitting. (Frequent) Ability to perform job functions while walking. (Frequent) Ability to climb stairs. (Infrequent) Ability to work indoors. (Continuous) Ability to work outdoors in all weather and temperature extremes. (Infrequent) Ability to work in confined/crammed spaces. (Infrequent) Ability to perform job functions from kneeling positions. (Infrequent) Ability to bend at the waist. (Infrequent) Ability to squat and perform job functions. (Infrequent) Ability to perform ‘pinching’ operations. (Infrequent) Ability to fully use both hands/arms. (Continuous) Ability to perform repetitive motions with hands/wrists/elbows and shoulders. (Continuous) Ability to fully use both legs. (Continuous) Ability to reach in all directions. (Frequent) Possess good finger dexterity. (Continuous) Ability to lift and carry 15 lbs. unassisted. (Infrequent) Ability to lift/lower objects 15 lbs. from/to floor from/to 36 inches unassisted. (Infrequent) Ability to lift from 36 inches to overhead 15 lbs. (Infrequent) Ability to maintain 20/40 vision, corrected, in one eye or with both eyes. (Continuous) Ability to see and recognize objects close at hand. (Continuous) Ability to match or discriminate between colors. (Continuous) Ability to determine distance/relationship between objects; depth perception. (Continuous) Good peripheral vision capabilities. (Continuous) Ability to maintain hearing acuity, with correction. (Continuous) Ability to perform gross motor functions with frequent fine motor movements. (Continuous) Ability to work in a latex safe environment. (Continuous) Ability to deal effectively with stressful situations. (Frequent) Ability to maintain tactile sensory functions. (Continuous) *(Selected Positions)* Ability to maintain good olfactory sensory function. (Continuous) *(Selected Position) *Ability to be qualified physically for respirator use, initially and as required. (Continuous) *(Selected Positions)*

Additional Knowledge, Skill and Ability

Job Open Date 05/28/2015

Job Close Date 11/28/2015

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. Do you have a Bachelor’s degree in related field of engineering, architecture, construction management? List here. *(Open Ended Question)*

2. Use this space to detail and a minimum of 6 years relevant project management experience, of which, minimum 3 years in a large medical center in-patient setting (Institutional Occupancy) contract negotiation, AutoCAD and other experience related to the position. *(Open Ended Question)*

3. An employee must be employed in their current role with the Medical University of South Carolina Medical Center for a minimum of 6 months before transferring into a new position. Please select the answer below which applies to you. *(Selected Positions)*
• I have been employed in my current position at the Medical University of South Carolina Medical Center 6 months or more.
• I have been employed in my current position at the Medical University of South Carolina Medical Center less than 6 months.
• I am not a current employee of the Medical University of South Carolina Medical Center.

4. If yes, I am an employee of the Medical University of South Carolina Medical Center, please state the job title of your current position and the date of employment in your current role. If not an employee of the Medical University of South Carolina Medical Center, state N/A for not applicable.
(Open Ended Question)

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Cover Letter
3. Other Document
4. Letter of Recommendation 1