

CLASSIFICATION: HEALTH FACILITIES CONSTRUCTION COORDINATOR I

Class Code: 5019-21

Date Established: 07-01-77

Occupational Code: 7-4-1

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To inspect the construction of residential care and health care facilities in order to ensure compliance with state and federal codes and engineering principles.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Inspects the construction of residential care and health care facilities in New Hampshire to ensure compliance with state and local life safety/fire safety codes, building codes and federal codes.
- Performs physical plant inspections of residential care and health care facilities to evaluate the type of construction, space available for residents/patients and services, equipment and other factors.
- Reviews policies of residential care and health care facilities and makes recommendations regarding ways to meet standards and improve services.
- Develops inspection procedures for current and proposed residential care and health care facilities.
- Develops and improves forms and records for use in inspections and health-related activities.
- Conducts re-inspections of residential care and health care facilities as assigned.
- Promotes programs for training health care personnel and agency staff.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in architecture, healthcare, hospital administration, business administration, engineering, fire technology or building construction. Fire technology may include but is not limited to fire science, fire inspection or fire investigation. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in the field of architecture, engineering, fire protection, building construction or health care administration. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of the types of residential care and health care facilities and their respective functions. Knowledge of residential care and health care facility construction, layout and required services. Knowledge of engineering principles and practices relating to building construction. Knowledge of state and federal regulations regarding residential care and health care facility construction. Knowledge of National Life Safety Codes. Knowledge of labor laws applicable to wage and hour. Skill in reading and interpreting architectural drawings and specifications. Skill in report writing and public speaking. Ability to read and interpret state and federal regulations. Ability to communicate effectively. Ability to establish and maintain effective working relationships with governmental officials, residential care and health care professionals, engineers, architects, construction officials, co-workers and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.