

CLASSIFICATION: HEALTH FACILITIES CONSTRUCTION COORDINATOR II

Class Code: 5021-24

Date Established: 07-01-83

Occupational Code: 7-4-1

Date of Last Revision: 7-17-15

Exempt Status: Exempt

BASIC PURPOSE: To monitor compliance with state and federal codes and engineering principles by supervising the inspection of health facilities construction throughout the state.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Coordinates inspections of health facilities state-wide to ensure compliance with life safety/fire safety building codes, engineering principles, and federal codes and laws.
- Interprets architectural drawings relative to the construction of health care facilities in order to recommend changes to meet compliance laws.
- Resolves non-compliance issues and approves occupancy permits on behalf of the state.
- Represents the agency at judicial and quasi-judicial hearings on compliance issues.
- Assists agencies and local officials in developing grant applications for funds to assist in the construction, conversion or closure of health facilities.
- Conducts training sessions relative to life/fire safety practices and procedures.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

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 direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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 reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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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 independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in health, hospital or business administration, or engineering. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in a responsible administrative/engineering position preferably in the field of 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: Considerable knowledge of the types of health care facilities and their respective functions. Considerable knowledge of 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 health care facility construction. Knowledge of National Life Safety Codes. Knowledge of accounting procedures. 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 federal regulations. Ability to perform audits of project finances for certification for federal aid payments. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with governmental officials, health care professionals, engineers, 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.