

Job Description

Title: Project Manager, Real Estate
Reports to: AVP Real Estate and Director, Real Estate

BRIEF DESCRIPTION OF DUTIES

- Reports to the Director for Real Estate
- Supports HSCB Foundation Real estate development initiatives
- Support planning, design and construction for the implementation of HSCB Foundation capital projects
- Support and monitor consultant resources retained for the implementation of HSCB Foundation capital projects
- Provide project periodic project status reporting

QUALIFICATIONS

- Bachelor's degree in architecture or engineering with at least 3-55 years of design and construction project management experience
- Strong computer skills, including proficiency in AutoCAD, Adobe Creative Suite, Microsoft office suite
- Understanding of building standards and government building codes, including Article 28 requirements for medical program space
- Strong analytical and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills, with attention to detail and accuracy
- Excellent time management skills and the ability to work in a fast-paced environment, handle multiple projects, and ability to prioritize tasks to meet deadlines
- Excellent interpersonal skills and the ability to collaborate effectively with diverse groups
- Ability to work independently with minimal oversight, and to provide technical expertise as planning resource
- Preferred:
 - Experience in higher education and healthcare planning

DUTIES

1. Coordinate HSCB Foundation development projects, renovations, improvements, repairs, etc., from inception to occupancy, including:
 - a. Feasibility analysis support
 - b. Concept planning
 - c. Program development
 - d. Budget development and maintenance
 - e. Schedule development and updating
 - f. Pre-development planning
 - g. Design
 - h. Construction
 - i. Occupancy
2. Support oversight of consultant resources
3. Implement policies, procedures, and management models that support the development planning for the HSCB Foundation
4. Source and implement industry, code and other regulatory standards and requirements

5. Assure regulatory compliance for all projects, including obtaining permits required for construction and regulatory approvals necessary for the operation of certain occupancy types, e.g. Article 28
6. Monitor, update and present project measurements and reports
7. Assist in the development of program/project feasibility analyses and financing sourcing
8. Assist in the Identification, analysis, and coordination of related development legislation, regulations, policies
9. Assist in the identification and development of design criteria
10. Develop, update and report on project schedules, budgets, data analysis
11. Assist in the coordination, management, and follow up for regulatory issues that may impact the HSCB Foundation's properties during the development implementation period (e.g., City inspections, citations, reviews, etc.)
12. Assist in the management of architectural/engineering design and implementation, including code, regulatory, policy, construction standards, and serve as a liaison to all related buildings sources
13. Assist in the management or implementation of the construction and occupancy phases of the development projects
14. Assist with occupancy planning and oversight, including space planning, space modifications, furniture and equipment planning and acquisition, relocation planning and implementation
15. Monitor and assure compliance by all support consultants and design and construction profession with HSCB Foundation development/design/construction criteria and goals
16. Select and manage subcontractors, consultant, and product suppliers, as needed
17. Manage project costs to assure budget compliance and provide periodic status updates
18. Manage project schedule and implement or recommend solutions to assure timely project completion
19. Maintain a project log and provide periodic status reports
20. Interact with and coordinate campus, community and government agency participation in the planning and implementation of all projects
21. Maintain a working knowledge of office and planning software, including word processing, spreadsheets, graphics and presentation software, AutoCAD, database management systems, space and asset management, project management tracking and reporting