



Job Specifics for Construction Coordinator, FACILITIES DESIGN AND CONSTRUCTION

U00 - SUPPORT SERVICES / 94913 – Facilities Design and Construction

Position Summary:

This position supports JHS mission of creating a rewarding client and patient experience by ensuring and facilitating well designed, well-implemented and well-managed capital projects. This position is responsible for the implementation of high-visibility strategic projects, which span all of the interests of Jackson Health System physical plant and will establish collaborative relationships with Administrators, Clinicians, Technical Staff, Consultants and Vendors as required by specific projects. The Construction Coordinator will oversee and/or lead assigned aspects of Design & Construction projects to meet customer expectations and maintain a high level of quality through communications, customer service and organizational practices.

The Construction Coordinator will participate in planning, validating, pricing, and implementing Facilities Design and Construction Capital Projects from inception to closeout. This includes ensuring stakeholder input and coordination. The CC will ensure that the projects completed adhere to JHS standards and assist in collaborating with all agencies having jurisdiction, and participate in adherence to approved funded scope and budget. The CC works closely with Finance, Procurement, Budget and other internal departments to effectively meet these goals. The CC will assist in monitoring and reporting project progress when necessary.

Selection Criteria/Qualifications:

- Bachelor's degree in engineering, architectural field, building sciences or construction management or other leadership education.
- Desire for project management experience, strong organization or leadership skills.
- Interest in healthcare design and construction along with applicable regulations governing these projects.
- Desire to learn and manage Capital project budgets, contract negotiation and scheduling timelines is required.
- Willingness to learn various construction methods and materials, their characteristics, installation procedures and tolerances.
- Capacity for management know-how, leadership, and interpersonal skills.
- Ability to communicate well-both verbally and in writing.
- Willingness to learn project management systems (i.e. Primavera, Microsoft Project, e-Builder, Newforma, etc.) is preferred.
- Proficient with computer systems such as Microsoft Office (Outlook, Word, Excel, PowerPoint)
- A mindset of Continuous Improvement is a must.



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1. Participate and assist in all aspects of Capital Project delivery to include Planning, validation, cost estimate, design, construction, equipping, turn over and asset capitalization.
2. Learn about options for consideration to deliver the needed outcome as defined by Operations.
3. Gain a thorough knowledge of all project plans and specifications, owner contract, purchase orders, shop drawings, permit process, submittal review, and all other project related documents.
4. Learn entity departmental structure and resources necessary to coordinate project scope and construction to minimize disruptions.
5. Ensure maintenance of project records in the electronic document control files are complete and accurate.
6. Learn about and ensure production of documentation as it relates to project progress, change orders and invoices.
7. Learn about Fixed Furniture & Equipment (FFE) management from scope, proposals, requisitions, delivery and invoicing processing.
8. Establish and maintain effective relationships with the Designers, Consultants, Builders, and vendors along with all other project team members.
9. Learn and use facility and hospital building standards, equipment types, and procedures as they relate to construction.
10. Assist in attaining project goals and objectives and target dates for completion are met by each team.
11. Ensure that all projects are closed out with proper documents including but not limited to permit certificate of occupancy, warranties and final lien releases, and any other required closeout documentation.
12. Learn about Procurement Management Department (PMD), contracting methodologies and sole source/preferred vendors as needed to ensure proper acquisition of design and construction contracts to support the capital program.
13. Learn to work in conjunction with other departments to budget capital needs and project cash flow requirements.
14. Learns and participates in LEAN applications (pull planning, A3, retrospective) to identify improve outcomes and efficiencies on the projects.
15. Learn how to work closely with Government and other Authorities for compliance and approvals as assigned.
16. Actively pursue knowledge and training, development, and participate in educational programs to enhance career growth.
17. Ensure the confidentiality of information according to Administrative policy and all applicable laws and regulations, which govern the entities.
18. Perform other duties and related functions as assigned.

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Physical Requirements:

- To move about on foot or traverse work area.
- Operate a motorized vehicle.
- To bear weight on one or both knees.
- Move freely on hands and knees.
- To bend the head and shoulders, or the body, forward and downward from an erect position. May also include side or backward bending of the spine.
- To go up or ascend, by using the hands and feet or feet only.
- To go up or ascend, by using the hands and feet or feet only.
- To touch or grasp by extending a part of the body (such as a hand).
- To seize and hold one or more objects in one's hand(s). To work with the hands in placing /turning motions.
- To manipulate small objects rapidly and/or accurately.
- Ability to distinguish between different tones in person and through electronic devices, and understand meanings of words associated with them. To comprehend language.
- Ability to express or communicate by voice words and ideas to others.
- Ability to understand meanings of words and to use words effectively in order to clearly present information or ideas.
- Ability to perceive or comprehend through the sense of sight, including the ability to read words and recognize symbols.
- Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.
- Remaining on one's feet in an upright position without moving about or limited movement
- Remaining in a seated position.