



## Property Dev Project Mgr

### JOB PURPOSE

Under the direction and supervision of the Director of LPWP Service, the Property Development Project Manager oversees various small, medium and large-scale capital projects. Managing the communication between internal On Lok teams and outside contractors and vendors to ensure that projects are completed to the satisfaction of On Lok with minimal possible interruptions to daily operations'

### ROLES AND RESPONSIBILITIES

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#### Essential Function

- Define project scopes in conjunction with other On Lok Departments and Senior Leadership team ensure that pre-planning of projects will meet the long-term needs of the organization.
- a. Site / building tours and assessment of scope of work.
- b. Identify and review adjacent areas or inter-related components that may be impacted and provide analysis of impacts
- c. Work with design professional to provide necessary drawings and specifications for approval and pricing to ensure the parameters of the scope meet with expectations
- Acquire pricing from contractors and vendors for review and comparison. Evaluate "bids" to ensure pricing is indicative of complete scopes and identify preferred vendors.
- Develop project plan in conjunction with other Facilities teams, the project leadership team and the affected employee groups. Including schedules, move requirements, temporary and long-term space requirements, etc.
- Coordinate project planning with other departments; i.e. – IT, Program Operations, Regulatory Affairs, Facilities Maintenance and Facilities Coordination, etc.
- Oversee all phases of projects: project design, documentation, bidding, construction and close-out and provide timely feedback to consultants as required
- Act as a liaison between stakeholders and project participants including consultants, contractors, vendors, and outside jurisdictional agencies.
- Manage the contract, approval and payment process
- Ensure completion of projects within budget, on schedule, while meeting program objectives and appropriate governmental regulations.
- Develop, Implement and Manage plans and programs for Facilities Maintenance and Operations:
  - a. Asbestos identification and assessment for abatement or encapsulation
  - b. Mold action and prevention plan – abatement procedures where needed
  - c. Lead risk assessment and action plans
- Develop, negotiate and manage utility infrastructure upgrade needs.
- Identify and manage energy audits and analysis to successfully qualify for energy saving incentive programs
- Participation with committees that address related issues that will inform design issues on projects:
  - a. Assist in development and evaluation of fire, disaster, emergency preparedness and business continuity planning.
  - b. Assist in ongoing evaluation of Facilities response and risk management plans

Supervisory Responsibility	# Direct Resources Managed	# Indirect Resources Managed
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**Core Values**

<i>Every member of our community must demonstrate and promote a commitment to On Lok's core values and the On Lok Healthcare Hospitality G.R.E.A.T. Practices for 5-Star customer service.</i>		
<b>Compassion</b>	We care for each other, our partners and the people we serve. We act with empathy, kindness and a desire to help.	
<b>Excellence</b>	We set high standards and we strive to be the best we can be in everything we do. This takes integrity, quality, innovation, collaboration, skills and learning.	
<b>Resourcefulness</b>	We steward resources in an effective and responsible way. We think creatively to solve problems and innovate.	
<b>Inclusivity</b>	We create an environment of collaboration and respect the voices, experiences and interests of diverse cultures and society groups. Sense of belonging and dignity are experienced by all.	
<b>Healthcare Hospitality G.R.E.A.T. Practices for 5-Star Customer Service</b>	G - Greet R - Respect E - Experience A - Assist T - Thank	

**REQUIRED QUALIFICATIONS**

**Education**

Education Level	Education Details
H.S. Diploma	

**Work Experience**

Experience	Experience Details
4-7 years	Project management experience including all phases; preliminary planning through post-construction occupancy. Construction, Architectural or development PM background preferred

**Knowledge, Skills and Abilities**

KSAs
<ul style="list-style-type: none"> <li>• Must possess strong interpersonal, communication and organization skills.</li> <li>• Ability to create efficient work plans and project scheduling to accomplish both daily and larger scheduled events related to project work.</li> <li>• Understanding of Mechanical, Electrical, Plumbing and Life Safety systems and certification requirements.</li> <li>• Knowledge of California Accessibility requirements for varying facility types</li> <li>• Must be flexible and work well in a fast-paced environment.</li> <li>• Must have strong organizational skills and ability to multi-task with ability to prioritize, manage multi-functional task, work effectively under pressure and against strict time constraints.</li> </ul>

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. On Lok reserves the right to change job descriptions, work hours or work sites as required by the program.

## Knowledge, Skills and Abilities

### KSAs

- Must have a good understanding of computer skills including email, Microsoft Word and Microsoft Excel. Ability to learn new platforms used for purchasing, scheduling and asset management.
- Must be authoritative while maintaining flexibility, creativity, assertiveness and ability to communicate and get along with a diverse group of stake-holders.
- Interest in creating a new standard of care and growing an impassioned service oriented culture that will empower and inspire the team (internal or external) to go above and beyond to achieve the best end result.
- Must have a valid State of California Driver's License.
- Must have a reliable form of transportation. Must be able to travel to various work-site locations on demand.

## PREFERRED QUALIFICATIONS

### Education

Education Level	Education Details	And/Or
Bachelor's Degree		

## FUNCTIONAL REQUIREMENTS AND WORKING CONDITIONS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Environment Type	Admin Office
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### Physical and Mental Requirements

- While performing the duties of this job, the employee is regularly required to stand or sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to climb and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

### Working Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.