



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 24-074

POSITION:	Facilities Project Coordinator	OPENING DATE:	<u>04/17/2024</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>04/30/2024</u>
SALARY:	\$65,000.00 - \$71,000.00 P/A		
PAY LEVEL:	Ungraded		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Facilities Management, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK:

This position is established within the Commonwealth Healthcare Corporation (CHCC) under the general supervision of the Facilities Management Manager and guidance from Chief Operations Officer (COO) for Ancillary & Support Services. The incumbent is responsible for all aspects of use of buildings, stewardship, operation, repair, and general administration associated with the CHCC facilities.

The Facilities Project Coordinator in a facility plays a pivotal role in overseeing the planning, execution, and completion of various projects related to infrastructure, operations, and maintenance. This multifaceted role involves developing detailed project plans, coordinating resources effectively, and ensuring projects align with organizational objectives and regulatory requirements. The coordinator fosters collaboration among internal teams and external stakeholders, communicates project updates, and addresses any quality concerns promptly. They proactively identify and mitigate risks, maintain accurate project documentation, and ensure compliance with relevant regulations. By continuously improving project management processes, the Facilities Project Coordinator contributes to the overall functionality, safety, and efficiency of our CHCC hospital facility.

DUTIES:

- Coordinates facilities projects, both renovation and new construction from the initiation stage through planning, design, and construction with all involved agencies.
- Upholds and adheres to the established CHCC policies and procedures, relevant federal and Commonwealth statutes and regulations.
- Supervises design and construction of building projects within the Corporation.
- Coordinates renovations between end users and contractors.
- Reviews contract plans and specifications for conformance to project requirements.
- Coordinates maintenance and service issues with Physical Facilities where required.
- Works with contractors in obtaining approvals of all paperwork to submit to appropriate agencies where required for renovation and construction designs.
- Tracks project schedules and budgets, including cash flow analysis, approval of project expenses and pay applications.
- Manages contracts with architectural and engineering teams, contractors, consultants, and vendors.
- Maintains policies regarding sole source and competitive bidding.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Analyzes and processes project invoices and related scope modifications and change orders.
- Participates in long-range planning activities, project development, and review and approval of construction documents for assigned projects.
- Directs the design and construction process, including user group interviews, construction and design personnel interface and meetings.
- Ensures compliance with regulatory and applicable building codes.
- Inspects work to maintain quality controls.
- Participates in the system testing process for new functionality or system upgrades.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Master’s Degree in Construction Management, Architecture, Project Management, Engineering or Facilities Management.

EXPERIENCE: Five (5) years of progressively responsible experience in design, construction, and management of construction or special projects, and experience working in healthcare facilities management, or healthcare planning design and construction preferred. OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Exempt**” or is **not eligible** to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
 Commonwealth Healthcare Corporation
 1178 Hinemlu’ St., Garapan, Saipan, MP, 96950
 Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.
Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)
 E-mail: apply@chcc.health
 Direct Line: (670) 234-8951ext. 3416/3410/3427/3583
 Trunk Line: (670) 234-8950
 Fax Line: (670) 233-8756
 04/17/2024 tcs

Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

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