



Metro Community Health Center

Capital Project Manager

Metro Community Health Center extends great benefits to our eligible employees.

MCHC current benefits are:

- MCHC pays 100% of the employee premium for UPMC Gold Small Business Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match
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POSITION SUMMARY

The Capital Project Manager will organize, manage, and plan complex projects for the organization's research, development, and product implementation efforts.

ESSENTIAL FUNCTIONS

- Leads an interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency.
- Manages and is responsible for all phases of project execution.
- Outlines the tasks involved in the project and delegates accordingly.
- Conducts cost analysis, estimating expected costs for the project.
- Prepares and implements a budget based on estimates.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, customers, and vendors.
- Manage the construction and start-up of a new, FDA regulated building.
 - Anticipates and identifies areas of tactical and strategic risk and mitigates risks through early risk assessments and implementation of fallback / mitigation strategies.
 - Serve in the role as Deputy/Senior Project Manager on a large-scale, complex project that involves multiple internal and external stakeholders.

- Communicates and collaborates with sales and marketing teams to provide training and information required to promote and sell new projects, programs, and systems.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Coaches others in performing support tasks, such as writing Requests for Capital Expenditures (RCEs), safety / quality checklists, scope documents
- Performs other related duties as assigned

REQUIREMENTS

Skills/Abilities

- Ability to act as liaison between multiple parties
- Understanding of problem and team building techniques
- Possess an extensive understanding of construction delivery methods and techniques
- Able to influence and build work relationships among a diverse workforce
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software.

Education/Experience

- Bachelor's degree in related field, which may include Computer Science, Business, or Engineering, required.
- Five years management experience in project or construction management
- Project team leadership and mentoring experience
- At least three years of related experience required.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.

*****All candidates applying will need to be vaccinated for COVID and show proof of receiving the COVID vaccine before being interview and hired. *****