

**NJ HEALTH CARE FACILITIES  
FINANCING AUTHORITY**

**JOB DESCRIPTION**

**CONSTRUCTION COMPLIANCE OFFICER  
DIVISION OF OPERATIONS, FINANCE & SPECIAL PROJECTS**

---

**DEFINITION:**

Under the direction of the Director of Operations, Finance & Special Projects, the Construction Compliance Officer is responsible for the administration of the Authority's Construction Project Management Oversight Program and performs other assignments as required. Also, through an agreement with the New Jersey Department of Health (the "Department"), under the direction of its Director of Certificate of Need and Acute Care Licensure, review architectural plans for health care facility requests for waivers and perform other special projects as required.

---

**EXAMPLES OF WORK:**

- Responsible for continued oversight of construction financed with proceeds of bonds and other financings provided by the Authority.
- Interact directly with management of client health care facilities and their construction management teams to review the terms and conditions of construction contracts; participate in team meetings; develop payment schedules that coincide with construction schedules;
- Monitor the progress of health care construction projects and compare the results with initial schedules; monitor the Construction Fund and recommend the approval of disbursements therefrom (Construction Fund Payment Orders (a/k/a requisitions)) in accordance with the bond documents and previously established guaranteed maximum price contracts or lump sum contracts for the project ;
- Participate in meetings with clients' senior management and boards of directors or committees thereof on behalf of the Authority, when necessary ;
- Perform periodic on-site inspections of Authority-financed health care construction projects and verify their compliance with the financing documents and construction documents as well as the specifications approved for the financing;
- Routinely generate written summaries on the status of Authority-financed health care construction projects and, when requested, present oral reports to the Executive Director, other Senior Staff and/or Authority Members;
- Coordinate any necessary inspections required by the Federal Housing Administration, if the financing was provided with the assistance thereof;
- Monitor the progress of construction projects for the Federally Qualified Health Center Loan Program and other special financing programs;
- Make presentations of construction forecasts to the Executive Director, other Senior Staff and/or Authority Members, when necessary;
- Coordinate the Request For Proposals process for certain purchases or leases when necessary;

- Pursuant to an agreement between the Authority and the New Jersey Department of Health (the “Department”), work with other Department architects and support personnel under the direction of the Director of Certificate of Need and Acute Care Licensure to review requests for licenses and waivers which are submitted to the Department by various health care institutions, and offer recommendations to grant or deny said requests;
- Validate compliance of health care facilities with Department standards and guidelines; and
- Perform other assignments as requested.

## **KNOWLEDGE AND SKILLS**

- Significant familiarity with construction contracts, contracting methods, and forms of contracts, preferably for health care construction;
- General knowledge of building regulations and building codes within the State of New Jersey, preferably for health care construction;
- Knowledge of construction accounting, billing practices and procedures, preferably for health care construction;
- Knowledge of construction scheduling, preferably for health care construction;
- Ability to interact efficiently and professionally with associates, client borrowers and construction personnel;
- Ability to read and write effectively, using proper English grammar and sentence structure;
- Valid drivers license (the position requires extensive travel throughout the State).
- Access to a vehicle to travel to and from work, the Department, construction sites and client meetings.

## **EDUCATION**

- Graduation from an accredited college or university with a Bachelors or Masters Degree in architecture.

## **REQUIREMENTS**

- At least five years of experience in architecture, health care architecture experience preferred;
- Licensed Architect in New Jersey

*\*\*\*This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority (“NJHCFFA”) are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.\*\*\**

**SALARY RANGE:**      28      (\$73,767.81 - \$105,121.55)      1/1/2020