

Job Summary – Executive Director of AUBMC Plant Engineering

Family: Management

Grade: Above grade 12

Department: Hospital Administration

Last Updated: Thu, Jun 3, 2010

Job Information

Job Summary

The Executive Director of AUBMC Plant Engineering is responsible for overseeing the overall operations and maintenance at AUBMC to help achieve the organization goals and objectives. He/she will also be responsible for supporting the planning, development, and coordination of small capital works at the AUBMC facilities as well as all other works related to the operations and maintenance. The incumbent has to coordinate on the planning and execution of the capital works with the Facilities Planning Design Unit (FPDU). He/she is charged to improve on employee satisfaction, coaching and developing positive work relationship with peer departments at both AUBMC and the University namely FPDU and EHSRM.

He/she shall support the mission and vision of the American University of Beirut Medical Center (AUBMC) and that of the department.

Essential Functions / Task Groups

Key Responsibilities on Projects

- Provide support for comprehensive planning and management for the facilities and infrastructure of AUBMC
- Prepare engineering short-term and long-term strategies that align with business objectives
- Participate in senior level business planning
- Lead and manage development of multiple engineering projects for existing building inventory
- Coordinate closely with the project definition, planning, and operational efforts of the department team
- Direct in-house engineering staff to ensure all projects are completed on time and within budget, by providing assistance in removing obstacles for effective completion
- Coordinate with FPDU towards implementation of the building/engineering design standards as approved by the Master Plan, and provide project review and concept solutions to facility problems
- Plans operations and maintenance of existing buildings and ground to meet life safety codes and accreditation requirements

Functional / Technical responsibilities

- Develop new project budgets
- Responsible for capital project planning and management, capital budgeting, energy and environment programs, and facility maintenance
- Work closely with customers to identify customer requirements and ensure accurate cost is applied
- Collaborate with colleagues and university members in a fluid environment by bringing in projects within projected scope, quality, budget and schedule. He/she will demonstrate expertise in design and construction procedures, schedules and details which will inform strategic decisions on delivery process for all capital projects
- Provide leadership in the introduction of contemporary best practices
- Act as a leader to ensure standardization of products and processes throughout AUBMC facilities
- Lead improvement of processes ; create, test and launch projects, ensuring proper communication between different functions

Administrative Responsibilities

- Design, establish and maintain an organizational structure and staffing to effectively accomplish goals and objectives. This includes performing productivity analyses and maintaining metrics to illustrate the performance of the department
- He/she will have the core responsibility of developing and managing the departmental staff and functions included in this area: Projects, in-house design, construction project management and operation and maintenance
- Develop methods for interaction and cross-functioning between Project and O&M units concerning job responsibilities, job-related problems and organizational effectiveness; assist in creating a cooperative and result-oriented work environment
- Develop the engineering staff through coaching and mentoring

Critical Competencies

Accountability, Communication Skills, Resource Management, Problem Solving, Technical Expertise, Business Acumen, Planning & Organizing, Information & Records Administration, Financial Management, Client Focus, Initiative, Team Skills, Organizational Awareness, Developing Others, Human Resources Management, Computer Skills, Safety and Health Management, English Comprehension

KNOWLEDGE / KNOW-HOW

Knowledge:

Knowledge of planning, designing, executing and managing of physical facilities
Knowledge of healthcare facilities management

Education:

Minimum Education: Bachelor's degree in engineering discipline . Master's degree required.

Experience:

Minimum Experience: Candidate should have more than 10 years of leadership experience in planning, design, execution and management of physical facilities

Languages:

Minimum Languages: Arabic and English (EEE >/=500)

Computer Skills:

Proficient in the use of Microsoft applications as well as other needed software and databases

IMPACT OF ACTIONS/DECISIONS

Carrying out work effectively affects positively the image of AUBMC and increases efficiency of work processes

JOB STRUCTURE

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

REPORTING CHANNEL / SUPERVISORY CHANNEL

Reporting Channel:

Report to the Hospital Director

Supervisory Channel:

Supervise Project Manager , Director of Plant Operation and Maintenance Manager

Job Characteristics:

Physical Effort: Little or no Physical Effort

Work Schedule: Regular weekdays

Working Conditions: Normal