



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 2048

Phone: (701) 328-3290

HEALTH CARE FACILITIES ENGINEER/ARCHITECT

GRADE O

SCOPE OF WORK:

Work involves managing a division that reviews health care facilities and construction plans throughout the state to determine compliance with state and federal licensure and certification standards, codes, and guidelines that includes; development of programs, supervision of professional-level staff, and management of a budget.

DUTIES PERFORMED:

- Supervise, coordinate and train staff.
- Plan, develop, implement, administer, manage, supervise, monitor, and evaluate division plans, goals, objectives, policies, procedures, programs, activities, and functions within the division.
- Develop, administer, and monitor the division budget; prepare fiscal records and reports.
- Supervise the review of health care facility construction plans and/or specifications, including technical evaluation of facilities, systems, operations, and equipment according to established state and federal construction and fire safety standards, codes, and guidelines to determine compliance; prepare reports and provide final approval for all projects.
- Provide training, education, outreach, advocacy, and consultation to a variety of stakeholders.
- Review survey results of health care facilities to determine compliance with licensing and certification standards.
- Recommend, implement, and monitor remedial action for health care facility compliance.
- Prepare and/or review division related legislation; testify and/or review testimony on proposed legislation.
- Develop administrative rules specific to the program area.
- Project program needs.
- Monitor receipt of projects for review, determine plan review fees, and coordinate and approve receipt of plan review fees.
- Coordinate and supervise on-site construction inspections to ensure compliance with approved plans and/or specifications.
- Resolve conflicts with issues of non-compliance and implement enforcement action as necessary.
- Provide consultation, information, and communication regarding regulatory activities, issues, and Health Department actions to staff, health care providers, architects, engineers, vendors, government agencies, and the media.

- Represent the division and Health Department on task force and ad hoc committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a registered professional engineer or licensed architect with a bachelor's degree in engineering or architecture and five years of professional level work experience in engineering or architecture that included review of facilities, structures, or construction plans for compliance with applicable state and federal standards, codes and guidelines; management of a budget; and supervision of staff.

Eff. Date: 05/01

Rev: 07/12 – Conversion to Hay System

Rev: 07/16 – Revised scope of work, duties performed, and minimum qualifications.