

UW HEALTH JOB DESCRIPTION

Environmental Services Business Coordinator

Job Code: 412020	FLSA Status: Exempt	Mgt. Approval: A. Butler	Date: June 2022
Department: Environmental Services		HR Approval: S. Whitlock	Date: June 2022

JOB SUMMARY

The Environmental Services Business Coordinator position is responsible for coordinating and managing several functions for the department: waste management, equipment and supply contracts, PO's, maintenance techs, laundry, attendance, etc. This position will collaborate closely with the Director, Managers and Supervisors to assist with developing, analyzing, tracking, and organizing appropriate business strategies and budget needs for the department. The Business Coordinator role will perform various support tasks and administrative duties such as: updating policies, creating and maintaining tracking tools and reports, data analysis and research, educating staff on regulatory waste codes or new initiatives, perform waste audits, set up new units/departments with waste collection systems. The Business Coordinator must frequently employ critical thinking and problem-solving skills to address opportunities for improvement while promoting engagement of stakeholders in solution development across the enterprise.

MAJOR RESPONSIBILITIES

- Prepares reports on key strategic indicators for the Department.
- Develops & maintains tracking of all Blanket & Service Agreements for the Department.
- Maintains business planning and development of the Environmental Services websites; healthlink, digital housekeeper, shift note, etc.
- Serves as administrative role for any project on SharePoint sites.
- Performs waste audits, educates sustainability initiatives, and sets up departments with waste collection system.
- Performs administrative duties as assigned, including coordination of key project meetings.
- Evaluates policies and procedures of Department and recommends changes to reduce costs or improve outcomes.
- Works with Managers/ Supervisors on improvement opportunities to reduce costs & improve productivity.
- Works with Procurement on PO's & Service Agreements. This includes working with vendors to research different types of equipment or supplies to meet the needs of the department.
- Assists in negotiation of contracts and other forms of purchases and procurements that are related to our department.
- Assist in developing Key Performance Indicators that measure and show the effectiveness of UW Health Environmental Services.
- Maintain relationships with vendors to ensure that contracts are effectively managed, best pricing is negotiated, and service and product agreements are upheld.
- Work with managers and director on the department budget including monitoring the use of overtime, tracking supplies and equipment usage.
- Conducts training sessions on subjects related to Environmental Services and maintains records documenting such training.
- Supervise, assign and evaluate the activities of maintenance techs ensuring adherence to department and UWH policies and procedures. Conducts performance evaluations on employees' work performance.
- Prepares and completes other managerial reports as assigned.
- Participates in EOC, Waste Management committee meetings and reports out learnings.
- May be asked to represent Environmental Services on hospital committees or attend meetings as assigned.
- Coordinates pre and post construction planning needs for the department.
- Contributes to maintaining the department Visual Management boards.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate Degree in Business, or related field. Two (2) years of related experience would be considered in lieu of degree.
	Preferred	Bachelor's Degree in Business or related field.
Work Experience	Minimum	Three (3) years related work experience.

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	Preferred	Five (5) years related work experience in a healthcare setting.		
Licenses & Certifications	Minimum			
	Preferred			
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Ability to apply systems thinking and generate alignment across related initiatives and stakeholders. Proven ability to manage multiple projects at one time. Strong change management skills with superior ability to follow through and manage complex projects. Effective oral and written communication skills. Ability to ensure a high level of patient, visitor, employee and external customer satisfaction. Ability to collaborate with representatives from all areas of the organization. Effective organizational and planning abilities. Effective leadership skills. Proficiency in Microsoft Office Suite. 			
AGE SPECIFIC COMPETENCY (Clinical jobs only) Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)	
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)	
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)	
	School Age (6 – 12 years)		Older Adult (Over 65 years)	
JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.