

UW HEALTH JOB DESCRIPTION

BIM COORDINATOR

Job Code: 410057	FLSA Status: Exempt	Mgt. Approval: M. Flint	Date: June 2023
Department: Planning Design & Construction		HR Approval: S. Whitlock	Date: June 2023

JOB SUMMARY

The UW Health Planning, Design and Construction department works with administrators, physicians, nurses, architects, interior designers and engineers, and general contractors on facility-based projects such as: master planning, selecting properties for future expansion, designing new and remodeled spaces, negotiating/managing leases, coordinating moves, assisting with furniture and equipment acquisition. This position focuses on collection/maintenance of architectural and space management information about the variety of spaces at UW Health. The candidate will be responsible for updating/managing the UW Health facility Revit models (BIM). In addition, they will assist in maintaining associated databases used in the Integrated Workplace Management Software (IWMS). Specifically, the candidate will help in coordinating life safety plans for all facilities necessary for CMS and Joint Commission compliance. The candidate will also assist in collecting, organizing, verifying and reporting facilities data to provide informed solutions promoting the effective utilization of resources and provide planning solutions.

MAJOR RESPONSIBILITIES

- Primary responsibility is updating UW Health Revit building models regarding new construction or renovation.
- Responsible to assist in maintaining life safety plans and evacuation maps for UW Health buildings for healthcare compliance.
- Update spatial data within IWMS (Integrated Workplace Management Software). Including measurement, identification and classification of space. Categories include, but not limited to area, department, use codes.
- Maintain Planning Design and Construction guidelines and standards.
- Assist UW Health project managers and construction coordinators with regards to active or on-going projects.
- Assist contract architects/engineers with plans and data for new planning and construction projects.
- Help in house architects/engineers with small to medium size design and construction projects
- Learn the IWMS (Integrated Workplace Management Software) to support space management plans and data for all departments of UW Health.
- Responsible to help conduct period space validation of UW Health facilities.
- Assist in maintaining UW Health facilities archives of all construction projects for maintenance, repairs, and future renovation projects.
- Attend conferences, seminars and workshops for space management and BIM. Sharing the knowledge with team and department leaders.

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

JOB REQUIREMENTS

Education	Minimum	Associate Degree in Architectural or Engineering Technology, or Computer Science.
	Preferred	Bachelor of Science Degree in Architecture or Engineering, Bachelor of Science, Computer Science, or related fields of study.
Work Experience	Minimum	
	Preferred	Five (5) years building inspection, architecture/engineering, facilities planning or related experience.
Licenses & Certifications	Minimum	
	Preferred	Construction Document Technologist (CDT), NFPA Certified Life Safety Specialist (CLSS-HC) for Health Care Facilities
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Proficient at the most recent version of Autodesk Revit software. • Basic to intermediate knowledge of AutoCAD. • Basic understanding of the concept of Building Information Modeling (BIM). • Proficient skills with Microsoft Office Excel, Word and PowerPoint. • Intermediate skills in using PDF editing software such as Bluebeam and/or Adobe Acrobat. • Possess strong analytical skills with attention to detail. • Have proficient time management and organizational skills. • Ability to manage multiple tasks simultaneously. • Possess strong interpersonal communication (oral & written) skills. • Ability to take initiative while working under moderate supervision.

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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
	Up to 10#	Negligible	Negligible
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.			
X 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
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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.