

UW HEALTH JOB DESCRIPTION

EQUIPMENT & SYSTEMS COORDINATOR

Job Code: 410050	FLSA Status: Non-Exempt	Mgt. Approval: J. Harrod	Date: June 2020
Department: Maintenance & Engineering Services		HR Approval: J. Middleton	Date: June 2020

JOB SUMMARY

Under the direction of the assigned Maintenance & Operations Supervisor, this position is responsible for a variety of duties related to various systems and data control that includes, but not limited to, Primex® Temperature monitoring, Primex® clock system, AkitaBox, TV distribution, etc. In addition, this position will be responsible for preparing special reports for quality assurance and regulatory compliance, investigating customer needs and converting them into service requests, and ordering materials and services. This position is also responsible for developing and running special projects as required by the department that relates to the assigned equipment or system.

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees, and other departments. A wide variety of both internal and external relationships is involved in carrying out the duties of this position.

MAJOR RESPONSIBILITIES

Equipment and Systems Coordinator is responsible for a wide variety of task assignments. Elements of this position include, but are not limited to the following:

Equipment and Database Integrity:

- Provides in-house expertise and technical support to end-users on equipment, database and software-related issues of assigned systems.
- Identifies, researches, and resolves technical problems, working with Maintenance & Engineering staff and outside vendors/technical support as needed, and documents, tracks and monitors problems to ensure a timely resolution.
- Reviews, analyzes, and evaluates assigned equipment and systems and user needs to provide recommendations and solutions to problems for new or existing installations.
- Oversees day-to-day integrity of database, equipment, and procedures, which may include conducting weekly and monthly audits of data to confirm use of accurate processes; identifying and eliminating duplicate records; archiving of records; and maintaining user settings.
- Work with customers to define and optimize scope of proposed service requests.
- Ensure that use of devices, for example Primex® (refrigerators, freezers, incubators, controlled room air systems, etc) for patient care applications are properly selected, maintained and have appropriate documentation of operations in accordance with all applicable regulatory standards.
- Troubleshoots equipment issues.
- Coordinate and conducts preventive maintenance activities for devices and equipment on the system.

Record and Data Management:

- Access to maintenance data on each equipment or assigned systems.
 - Dates and types of repairs and service
 - Age, manufacturer, model number
 - Alarm history
 - Preventive maintenance history
- Ensure all regulatory inspections and associated data are readily available to the MES and other departments upon request.

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

JOB REQUIREMENTS

Education	Minimum	High School degree or GED
	Preferred	Associates Degree
Work Experience	Minimum	One year in data processing, maintenance, digital controls or electronics.
	Preferred	Three years in data processing, maintenance, digital controls or electronics.
Licenses & Certifications	Minimum	
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Valid Driver's License. Ability to visualize the tasks required in performing maintenance troubleshooting. Ability to prioritize work orders and schedule work ensuring proper coordination of multiple skills and availability of materials. Familiarity with computer-based database management systems. Familiarity with report and database terminology. General knowledge of work groups and work classes. Knowledge of purchasing and materials requisitioning procedures. Proficient with Microsoft Office Applications. General principals of refrigeration and temperature sensing equipment. Communicates effectively orally, in writing, and electronically.
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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,

<input type="checkbox"/> Infants (Birth – 11 months)	<input type="checkbox"/> Adolescent (13 – 19 years)
<input type="checkbox"/> Toddlers (1 – 3 years)	<input type="checkbox"/> Young Adult (20 – 40 years)
<input type="checkbox"/> Preschool (4 – 5 years)	<input type="checkbox"/> Middle Adult (41 – 65 years)
<input type="checkbox"/> School Age (6 – 12 years)	<input type="checkbox"/> 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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/> 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.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/> 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
<input type="checkbox"/> 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#
<input type="checkbox"/> 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#
<input type="checkbox"/> 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.