

UW HEALTH JOB DESCRIPTION

FACILITES PLANNER			
Job Code: 410060	FLSA Status: Exempt	Mgt. Approval: M. McKay	Date: 12.2018
Department: Planning Design & Construction, 42030		HR Approval: K. Sawyer	Date: 12.2018
JOB SUMMARY			
<p>The Facilities Planner position works under the direction of the Manager of Real Estate Services and the Director of Planning Design and Construction, and works closely with internal customers and stakeholders to develop and maintain facility planning activities in support of UW Health's clinical and administrative spaces. This position will perform planning activities in the clinical and office space portfolio. The position's duties within the administrative portfolio will require a comprehensive understanding of office planning, furniture coordination, and relocation assistance. The position's duties within the clinical portfolio will require a comprehensive understanding of space programming, knowledge of medical equipment, clinical workflows, and ambulatory primary care and speciality care practices, and will coordinate with the UW Health Planning Design and Construction Interior Designer(s) on most projects.</p> <p>This position will utilize a computer aided drafting and design program (AutoCAD, REVIT) and project planning software (MicroSoft Project). The individual in this position requires excellent communication skills, creativity, flexibility and the ability to operate in high-pressure situations. In addition, it requires excellent organizational skills, a demonstrated innovative approach to problem resolution, exceptional interpersonal skills, and the ability to work collaboratively across UW Health entities and disciplines. It also requires initiative and dedication to patient and family centered care and to the highest standards of performance in all endeavors.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Planning responsibilities will include programming, direct the documentation of Schematic Design (SD)/Design Development (DD)/Construction Design (CD) phases, facilitating user group meetings and strategic planning sessions, outline work flows and critical adjacencies, understand and guide discussions of medical equipment, conduct research and facility studies as assigned. Develop, maintain, and implement planning strategies in support of UW Health's Administrative space portfolio, and Ambulatory Facility Master Plan. Develop workplace vision and strategies to implement short and long-term plans that support UW Health's strategic goals. Demonstrate proficiency in clinical processes across major clinical outpatient departments and understanding of Facility Guidelines Institute guidelines. Lead the medical planning process within the design team to create department floor plan concepts reflective of operations. Participate in the capital budgeting process by creating schematic space plans, developing space programs and schematic level test fits. Assist in the development of project schedules and project budget projections. Assist in the evaluation of proposed space plans and ensure compliance with all federal, state and local codes and regulations, and agency operating policies and facility guidelines. Lead the design and planning activities during project execution and manage design team deliverables. Define relocation timelines and schedules for administrative office planning, and coordinates delivery and installation of equipment and furniture while coordinating internal and external services providers (eg. IS, Security, Furniture Vendor, Relocation Vendors). Consults with internal team members to determine space requirements and recommends and allocates usage of space based on needs consistent with UW Health standards and practices. Work with internal customers to 			

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coordinate all aspects of moves for administrative space moves including furniture, moving companies, coordinate with IT and Telecom.

- Assist with maintaining space inventory, space allocation, and BIM model (building information management).
- Content Expert & Thought Leadership
 - Demonstrate a working knowledge of healthcare and the differences between ambulatory (outpatient) projects and acute care (inpatient) projects, with the ability to lead and facilitate subject matter presentations with customers, user groups, internal and external working groups.
 - Specialized understanding or expertise of certain components and/or environments of care within the healthcare system, such as: ambulatory care, inpatient care, surgery, diagnostics, ancillary services, infection control, hospital and clinic infrastructure.
 - Working knowledge and expertise with capital budget processes, project and facility standards and guidelines, specifications, construction documents, contracts, commissioning and other activities related to delivering projects within a healthcare environment.
- Other Facilities related duties as assigned.

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

JOB REQUIREMENTS

Education	Minimum	Associates Degree in Interior Design or Architecture or Bachelors Degree in Business or related field.
	Preferred	Bachelors or Advanced Degree in Interior Design, Architecture, or related fields
Work Experience	Minimum	Five (5) years interior design experience required
	Preferred	Eight (8) years of healthcare interior design/facility planning experience – both ambulatory and acute care. Previous work in an architectural/interior design firm.
Licenses & Certifications	Minimum	
	Preferred	Certified Interior Designer in the State of Wisconsin or Registered Architect. EDAC (Evidence Based Design Accreditation and Certification)' AAHID (American Academy of Healthcare Interior Designers, CHID (Certified Healthcare Interior Designer), NCIDQ(Council for Interior Design Qualification)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to interpret electrical, HVAC, plumbing and structural plans and specifications. • Knowledge in building accessibility requirements defined by the ADA • Knowledge in principles of construction and remodeling and space analysis and ergonomic applications and practices. • Knowledge in architectural, construction and interior design principles and practices. • Expertise in reading and interpreting blueprints, space plans and technical specifications. • Able to apply project management techniques to complete projects. • Knowledge in MS Project. • Computer aided drafting and design software (ACAD) skills.

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.

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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
X	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
	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.