

UW HEALTH JOB DESCRIPTION

FACILITY DESIGNER

Job Code: 410077	FLSA Status: Exempt	Mgt. Approval: M. McKay	Date: April 2022
Department: Planning, Design & Construction		HR Approval: S. Whitlock	Date: April 2022

JOB SUMMARY

Under the direction of the Planning, Design, and Construction – Design & Practice Manager at UW Health, the Facility Designer will provide professional interior design services for a wide range of construction, remodeling, renovation, and maintenance projects for UW Health Facilities. The incumbent is responsible for overseeing that the interior finishes and furnishing of existing UW Health facilities are up to date and in alignment with UW Health brand. This includes meeting state and federal building codes for health, safety and accessibility. Participates in ongoing reviews and updating of Finishes and Furniture Standards for all UW Health facilities. The ability to make decisions and problem solve independently is crucial to the success of this position. Projects span UW Health entities including UW School of Medicine and Public Health and range in scope from less than \$5,000 to \$25,000 (plus). General supervision and direction will be provided, often by Senior Project Manager Interiors with whom this position will collaborate.

The incumbent is responsible for managing and championing high quality design throughout all phases of the architectural design process. This includes working as a Planning Design & Construction (PDC) team member to analyze spatial requirements, develop space planning, design themes/ branding, interior finishes, furniture layouts and furniture specifications. This person collaborates with UW Health medical professionals, managerial staff, patients, and families in determining facility needs and providing expert recommendations.

The incumbent works in cooperation and coordinates with UW Health Procurement, Environmental Services, Maintenance Engineering Services, Infection Control, Injury Prevention & Coordination, Patient & Family Advisory Councils, Nursing and other departments or groups to achieve and maintain world class healthcare facilities. External contacts with architectural and/or engineering firms doing design work and with private construction contractors and landlords will be required.

MAJOR RESPONSIBILITIES

A. Project Management

1. Provide assistance to PDC Project Managers and Maintenance Engineering Services in development of interior design scope for capital and operational projects, with an emphasis on routine maintenance and small project work.
2. Develop cost and delivery estimates for fixtures and furnishings related to capital and operational projects.
3. Develop furniture budgets on projects as assigned.
4. Deliver projects, including furniture, on time and within budget.
5. Inspect interiors work-in-progress on assigned construction projects. Ensure materials are installed according to manufacturer specifications.
6. Review/ approve Interiors Construction Documents for projects as assigned. This includes all finish specifications, built-in furniture, furniture plans, lighting design and casework drawings as assigned. (IE: Finish plans and specifications, interior elevations, etc.)
7. Review/ approve interior submittals and shop drawings for assigned projects. (IE: Casework shop drawings, paint draw downs, finish sample submittals).
8. Work across multiple project types and service groups.
9. Knowledge of construction administration practices and contract language (standard AIA documents).

B. Leadership

1. Collaborate with Senior Project Manager Interiors and Project Manager in developing options for senior leadership, when applicable.
2. Acts as a subject matter and/or service line expert (see content expert below).
3. Stays abreast of industry standards, best practices, trends, codes, and regulations as it relates to the projects assigned.
4. May participate in UW Health Committees and Task Forces such as UW Health Sustainability, Health & Healing, Nursing Fall Prevention/Safety, Furniture Standards, Holiday Decorations, Clutter Reduction/JCAHO Readiness, Nursing Future Room, etc.

C. Content Expert

1. Professional Interior Design Services
 - Provide in-house, full-service interior design on projects as assigned where there is no consulting interior designer.
 - Oversee and review the interior design work of consulting architects and interior designers on design options and interior design solutions for projects as assigned. This includes review/approval of all furniture space plans, special architecture features, custom furniture/ casework and interior finish selections.
 - Contribute to the evaluation of healthcare design materials and furnishings to maintain current best practices relative to availability, cost, infection control, safety, code compliance, flame spread and warranty/maintenance.
 - Draw/ approve furniture installation plans. Specify and order furniture following UWH Procurement procedures for projects as assigned.
 - Use Evidence Based Design research for collecting data and identifying space and furniture needs for UWH

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- facilities.
- Carry out overall UWH mission through cost effective practices to achieve high quality design.
2. Develop and Maintain Interior Design Furniture and Finishes Standards and Project Records
- Ongoing maintenance of the interior materials resource library. This includes regular meetings with manufacturers' reps to update furniture and finish material literature.
 - Work with PDC Project Management partners, Maintenance Engineering Services (MES) and outside architectural consultants to assure UWH standard finishes and furniture are specified in all projects.
 - Update UWH finishes standards periodically to ensure all materials are current and available.
 - Responsible for updating and maintaining UW Furniture Standards electronic data base.
 - Maintain project as-built records (Finish Binders). This includes documenting flammability ratings and code compliance of finish materials used for JCAHO reviews.
 - LEED documentation for interior finishes and furniture as required on projects
- D. Miscellaneous
- Responsible for other miscellaneous duties as assigned.

All duties and requirements must be performed consistent with the UW Health Performance Standards.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Interior Design or Architecture.
	Preferred	
Work Experience	Minimum	Five (5) years of Interior Design experience.
	Preferred	Ambulatory and Acute care Interior Design preferred.
Licenses & Certifications	Minimum	
	Preferred	NCIDQ, National Certification Interior Design Qualification EDAC Evidence-Based Design Accreditation and Certification LEED AP (Accredited Professional)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong communication skills both verbal and written. • Ability to make judgments in demanding situations • Ability to react to frequent changes in duties and volume of work • Ability to manage multiple concurrent activities • Ability to provide a portfolio of work exhibiting construction document and design skills is required. • Basic understanding of business document production (i.e. spreadsheets, contracts, memos, etc.) • Attention to detail and the ability to meet project budgets and time sensitive deadlines. • Working knowledge of current computer software including Windows Word, Excel and PowerPoint. (Ability to become proficient in UW Health applications.) • Proficiency in AutoCAD, two-dimensional drawings is required. Proficiency in REVIT is desired. • A positive attitude embracing the UW Health five core values of Teamwork, Communication, Initiative, Customer Service and Quality Improvement. • Previous work as an employee for an architectural firm is preferred.

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*

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<i>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 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
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#
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.