

## UW HEALTH JOB DESCRIPTION

### Maintenance & Engineering Business & Data Coordinator

Job Code: 410075	FLSA Status: Exempt	Mgt. Approval: J. Harrod	Date: October 2023
Department: Maintenance & Engineering		HR Approval: S. Whitlock	Date: October 2023

#### JOB SUMMARY

The Maintenance & Engineering Business & Data Coordinator will provide general support to the departments business planning and development functions. These functions play a critical role in supporting leadership decision making regarding strategies, productivity, cost saving measures & streamlining procedures. This position will work closely with the director, managers and leads to assist with analysis, tracking, organization, planning, and business development for the Maintenance & Engineering Department.

The role will perform various support tasks and administrative duties such as: creating and maintaining tracking tools and reports, assisting in training of personnel; data analysis and research; coordinating the monitoring of business plan execution; reviewing department procedures and suggesting updates, if needed. Excellent time management, organizational, and communication skills are essential to this position.

The Maintenance & Engineering Business & Data Coordinator will maintain and procure Fleet vehicles for the UW Health Enterprise. This position has latitude that gives a significant amount of independence that requires good judgement and sound fiscal decision-making responsibility. This position will assist with repair and maintenance of vehicles on a regular basis. This position will meet with Vendors to discuss pricing and supplies for maintaining the fleet.

The Maintenance & Engineering Business & Data Coordinator will work collaboratively as a member of the Maintenance & Engineering team as a high performing planner and troubleshooter. This position must have a good vision of where the Department's long-term plan/goals are and help prepare the Department to meet those goals.

#### MAJOR RESPONSIBILITIES

- Prepares ad hoc and recurring reports on key strategic indicators for the Department.
- Develops & maintains tracking of all Blankets & Service Agreements for Department.
- Supports staff with basic analysis and research.
- Participates in end user testing of all tools/software developed for leaders. Assists in preparation of user materials/guides.
- Maintains business planning and development of the Maintenance and Engineering internal website.
- Serves as admin role for any project SharePoint sites.
- Assist with department special projects as requested.
- Performs administrative duties as assigned, including coordination of key project meetings.
- Evaluates procedures of Department and recommends changes to reduce costs, FTE time and accuracy.
- Works with Managers and Leads for training to reduce costs & improve productivity.
- Works with Purchasing to Manage Blankets & Service Agreements.
- Manages procurement of Fleet vehicles
- Manage repair and maintenance of vehicles on a regular basis.
- Assists with activities of staff in relation to transportation operations within UW Health Enterprise on duties like dispatching and tracking/monitoring of transportation vehicles (Ex: Parking locations, etc.)
- Maintains service and repair records for all vehicles.
- Negotiation of contracts and other forms of purchases and procurements that are related to UW Health Enterprise transportation needs. Recommend final decision to the Director of Maintenance & Engineering.
- Assist in developing Key Performance Indicators that measure and show the effectiveness of UW Health transportation operations enterprise wide.
- Develop and implement driver training program and maintain training records for UW Health Drivers.
- Conduct necessary investigation(s) to determine the cause of problems like accidents (if any arises) and to suggests safety measures to avoid recurrence of such issues.
- Reviews procedures within Maintenance & Engineering looking for ways to improve effectiveness.

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

#### JOB REQUIREMENTS

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Education	Minimum	Associates Degree in Business, or related field. Two (2) years of related experience may be considered in lieu of an Associates Degree, in addition to the experience below.
	Preferred	Bachelor's degree in Business or related field
Work Experience	Minimum	Three (3) years of healthcare experience
	Preferred	Three (3) years' experience working with data and analytics in a healthcare setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<p>Analytical Abilities:</p> <ul style="list-style-type: none"> <li>Strong analytics capabilities including the ability to organize, analyze and interpret data. Able to identify and follow up on strange results/trends to ensure accuracy.</li> <li>Ability to apply the principles of independent logical, analytical thinking to define problems, collect data, establish facts, draw valid conclusions, and recommend solutions to basic problems and issues.</li> <li>High attention to detail and quality.</li> <li>High degree of comfort with ambiguity, and a curious mind with the desire to seek answers to the organization's complex business questions.</li> <li>Intermediate skills and experience with Excel, Word and PPT as well as other Software Oracle, FMS.</li> </ul> <p>Organizational Skills:</p> <ul style="list-style-type: none"> <li>Effective organizational skills. Able to maintain effective tracking and electronic filing systems and stay on top of deadlines and deliverables.</li> <li>Ability to manage multiple priorities, establish workflows and meet necessary deadlines.</li> <li>Demonstrated creativity, flexibility and innovation related to problem resolution.</li> </ul> <p>Teamwork:</p> <ul style="list-style-type: none"> <li>Works effectively in a matrixed organization.</li> <li>Ability to work collaboratively across UW Health entities and disciplines. Demonstrated commitment to patient- and family centered care.</li> <li>Ability to work with and empower others on a collaborative basis to ensure success of the team.</li> <li>Inspires confidence, appropriate risk taking and achievement of high standards.</li> <li>Demonstrates a commitment to quality and excellence.</li> <li>Willing to work nights and weekends if necessary, to meet leadership deadlines.</li> <li>Ability to maintain confidentiality.</li> <li>Ability to operate in high-pressure situations.</li> <li>Ability to recognize personal strengths and weaknesses and develop goals for professional growth and achievement.</li> <li>Self-starter with a willingness to try new ideas.</li> <li>Good judgment and ability to act decisively at the right time.</li> <li>Ensures a high level of customer satisfaction including employees, patients, visitors, faculty, referring physicians and external stakeholders.</li> </ul>

### 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

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<b>X</b>	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - 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.