

UW HEALTH JOB DESCRIPTION

PDC PROJECT COORDINATOR

Job Code: 410032	FLSA Status: Non-Exempt	Mgt. Approval: R. Jacobson	Date: March 2021
Department: Planning, Design, and Construction		HR Approval: S. Whitlock	Date: March 2021

JOB SUMMARY

The Project Coordinator – Planning, Design, and Construction is responsible for providing departmental administrative support to capially funded UW Health construction projects, studies, or operationally funded initiatives. This role will work in close collaboration with the Planning Design & Construction management and team members. This position will be both an internal and external resource on projects and operational initiatives. The position will be responsible for tracking and disseminating project related information such as meeting minutes, action items, and decisions, and providing excellent follow through on assignments. This position will also aid Planning, Design, and Construction team members with activities related to the procurement of products and services, and maintenance of current inventory. This position assists in scheduling project meetings and preparing materials or presentations. With an emphasis on organization and innovation, Project Coordinators will be expected to learn and improve upon current processes and create efficiencies in the project delivery model. This position will be empowered and expected to make decisions on projects with the input of their team and will also need to possess the judgment and initiative to act independently within clear guidelines. The incumbent should possess excellent communication and customer service skills, and a willingness to learn.

MAJOR RESPONSIBILITIES

Service Delivery

- Provides support for capially funded construction projects, studies, operational initiatives, and interiors as assigned.
- Role models service excellence in interactions with internal and external partners and end users.
- Establishes a strong cooperative relationship with Planning, Design, and Construction team members by providing the information, tools and services necessary to carry out their responsibilities.

Communication

- Designs and orchestrates the delivery of applicable communication to internal and external partners and end users.
- Demonstrates excellent oral and written communication using a variety of methodologies.
- Prepares presentations and ensures consistent communication related to project or operational assignments.

Project and Interiors Support

- Supports capially funded construction projects, studies, operational initiatives, and interiors through development and dissemination of meeting agendas and minutes, tracking action items, and logging decisions.
- Supports the procurement of services and products through entering and tracking requisitions, purchase orders, and deliveries.
- Supports the preparation of contract documents.
- Supports the maintenance of organizational design guidelines, standards, and specifications.
- Assist Project Managers with development of construction notification, infection control, risk assessment and life safety paperwork.
- Assist Project Managers with project closeout documentation.
- Provides support to Project Managers and end users with move management related to construction projects, and ensuring vacated spaces are cleared properly and secured.
- Provides support to Project Managers by initiating and tracking work tickets to departments with which we need to collaborate, such as IT, Legal, Procurement, and Facility & Engineering Services.
- Provides input to the Active Projects List and aiding departmental leadership in tracking schedule and progress on projects.
- Coordinates the reupholstery and repair of furniture throughout UW Health, in conjunction with our warranty program and vendor partnerships.
- Initiates contact and collects scope information from end users on space or interior related work orders, as assigned.
- Assist in the inventory maintenance of furniture and interior goods housed at UW Health warehouse.
- Assist in the inventory maintenance of project goods housed within the PDC onsite storage cage.

Operational Improvement

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- Participates in the review of operational processes. Recommends and participates in implementation of process improvements. Monitors and measures process changes.

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	Associate Degree in Business Administration or related field. Four years of relevant experience may be considered in lieu of degree, in addition to the below work experience minimum.
	Preferred	Bachelor's Degree in business administration or related field
Work Experience	Minimum	Four (4) years' experience in an administrative support or customer service function
	Preferred	One (1) year experience in providing administrative or customer service support within a large healthcare institution, construction company, or related industry.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Excellent computer skills. Experience with word processing, database and spreadsheet software, web-based applications and programs required. Excellent customer service abilities. Ability to establish and maintain effective working relationships with a diverse group of people including coworkers, department administrative staff, interdepartmental contacts and the stakeholders. Ability to communicate effectively both verbally and in writing. Ability to plan and organize the workflow in a busy office environment. Track record demonstrating ability to function independently and as a team member, and consistently deliver quality outcomes Effective analytical ability to solve complex problems and issues. Ability to review financial and operational reports to produce custom reports as needed. Ability to be organized and flexible in response to changing demands. Ability to handle a high volume of work under pressure. Ability to meet deadlines and make appropriate and timely decisions. Ability to maintain information confidential in nature.

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
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	Up to 10#	Negligible	Negligible

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	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.