

UW HEALTH JOB DESCRIPTION

PROJECT MANAGER INTERIORS

Job Code: 410059	FLSA Status: Exempt	Mgt. Approval: M. McKay	Date: October 2021
Department: Planning, Design, Construction		HR Approval: S. Whitlock	Date: October 2021

JOB SUMMARY

The Project Manager Interiors plays a pivotal role in orchestrating and leading the project delivery effort for interior architecture or interior design led projects for UW Health. To be effective and successful, the incumbent must possess and apply a variety of skills, which together contribute to achieving the desired project goals and objectives. Project management activities include planning, organizing, and staffing the project; facilitating the work; monitoring progress of the work; and concluding the project with related post occupancy evaluations. In addition to project management activities, the incumbent is also expected to bring experience, knowledge, understanding and content expertise of healthcare across the full spectrum of environments of care and related functions within a complex, integrated healthcare system

The Project Manager Interiors is responsible for providing project management duties to interior architecture or interior design led projects, which may include a range of construction, remodeling, renovation, and maintenance projects for UW Health Facilities and providing professional interior design services to these projects. The services provided have an impact on the entire organization evidenced by capital and operational projects affecting the overall appearance of the facilities and the ability to deliver safe, patient friendly, maintainable, and brand conscious healthcare via oversight and selection of interior finishes and furnishings. This includes meeting state and federal building codes for health, safety and accessibility. Leads 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. Problems encountered will require experience and ingenuity in proposing solutions that meet client needs at reasonable cost and time frame while still delivering the functionality desired by the using departments. Projects span UW Health entities including UW School of Medicine and Public Health and range in scope from less than \$5,000 to \$200,000,000 (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, patient 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

- Independently scope, develop, and manage interior architecture or interior design led projects of many types of size, cost, and complexity.
- Provide in-house full-service interior design on projects as assigned where there is no consulting interior designer.
- Direct and oversee 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 finish specifications, furniture space plans, built-in furniture, lighting design and casework drawings, special architecture features, and interior finish selections on all projects as assigned.
- Direct and oversee the work of special consultants on design options and interior design solutions for projects as assigned (i.e. lighting consultant, graphic design consultants, acoustical consultant, etc.)
- Work with customers to define and optimize scope of proposed interior design led projects within budget constraints and UW Health standards.
- Prepare or approve both interior finish schedules& plans and furniture installation plans. Coordinate the preparation of conceptual plans required for project approval, including preparation of timelines and budgets for furniture, fixtures, and equipment for interior design led projects.
- Manage the interior design led project, or interior design portion of a project, through all phases of planning, design, construction, and installation – coordinating all required user group meetings across the organization in support of the interiors portion of the project.
- Facilitate the procurement process; Work closely with PDC Practice Manager or Senior Project Manager Interiors in securing bidding, selection and contracts for contractors, vendors, etc.
- Attend progress meetings and remain alert to any contractor or vendor operations that might adversely affect the health care mission, work to alleviate any disruptions to the construction or installation progress.
- Prepare records and reports on project progress including cost to date and projected final costs as scope or conditions change.
- Inspect work-in-progress on construction or installation projects; initiate quality control research and testing where appropriate.

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- Coordinate contracted installations to ensure that vendors have reasonable access to work sites, and occupants know what to expect and when to expect work being completed.
- Resolve problems and conflicts in contracts; negotiate change orders when required and keep contract cost data current as change orders increase or decrease the cost.
- Work across all project types and service groups, including some direct communication with senior management and faculty.
- Working knowledge of interior architecture design and construction administration practices and contract language (standard AIA documents).
- Maintain project as-built records (Finish Schedules & Finish Binders). This includes documenting flammability ratings and code compliance of finish materials used for JCAHO reviews. Verify flammability rating documentation.
- Deliver projects on time and on budget.

B. Leadership

- Manage project teams and diverse stakeholder groups through multiple phases of capital or operational projects simultaneously.
- For interior design led projects, coordinate and facilitate project team meetings, including agenda preparation, documentation of meeting discussion, and follow up items. Provide ongoing communication about project decisions.
- Work with trade partners to accurately estimate a project.
- Collaborate with Senior Project Manager Interiors, in developing multiple options for senior leadership, when applicable.
- Acts as a subject matter and/or service line expert (see content expert below).
- Stays abreast of industry standards, best practices, trends, codes, and regulations as it relates to the projects assigned.
- Assist in the development of Planning, Design, and Construction Interior Design students; oversee their work on some projects and delegate some tasks.
- Provides leadership across the organization, departmentally, and on projects.
- Balance interdepartmental program demands, effectively managing competing interests.
- May assist Senior Project Manager Interiors in acting as a representative for UW Health in the community, with regulatory agencies, at professional conferences, etc.
- 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
 - Research and evaluate healthcare design materials and furnishings to maintain current best practices relative to availability, cost, infection control, safety, code compliance, flame spread and warranty/maintenance.
 - Use Evidence Based Design research for collecting data and identifying space and furniture needs for UW Health facilities.
 - Collaborate with Senior Project Manager Interiors in developing new product testing and strategies for introducing new finish and furnishing to the UW Health product portfolio.
 - Carry out overall UWHC mission through cost effective practices to achieve high quality design within budget constraints.
2. Develop and Maintain Interior Design Furniture and Finishes Standards
 - Ongoing maintenance of the interior materials and furniture 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.
 - Active member of UWH Furniture Standards Committee to review and approve furniture for use throughout UWH facilities.
 - Responsible for updating and maintaining UW Health Furniture Standards electronic data base.

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. Four (4) years of relevant experience may be considered in lieu of degree, in addition to the below work experience minimum.
	Preferred	Advanced Degree in Interior Design, Architecture, or related field.
Work Experience	Minimum	Seven (7) years planning, architecture and interior design experience required, five (5) in healthcare.

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	Preferred	Ambulatory and Acute Healthcare interior design experience preferred
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • EDAC (Evidence-Based Design Accreditation and Certification) • AAHID (American Academy of Healthcare Interior Designers) • CHID (Certified Healthcare Interior Designer) • NCIDQ (National Certification Interior Design Qualification) • PMP (Project Management Professional) • Registered Interior Designer • Registered Architect

Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Demonstrated knowledge of Project Management, Construction Administration and Facility Planning best practices. • Strong interpersonal and meeting facilitation skills. • Strong negotiation and delegation skills. • 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 • 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. • Ability to provide a portfolio of work exhibiting construction document and design skills is required. • 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. • Ability to research, problem solve, and provide/receive direction. • Previous work as an employee for an architectural firm is preferred.
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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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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 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	Up to 20#	Up to 10# or requires significant walking or standing, or requires	Negligible or constant push/pull of

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	amount, a job is in this category when it requires walking or standing to a significant degree.		pushing/pulling of arm/leg controls	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.