

UW HEALTH JOB DESCRIPTION

MAINTENANCE & ENGINEERING PROJECT MANAGER

Job Code: 410052	FLSA Status: Exempt	Mgt. Approval: J. Lambright	Date: March 2021
Department: Maintenance & Engineering Services		HR Approval: S. Whitlock	Date: March 2021

JOB SUMMARY

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees, and other departments. A wide variety of both internal and external relationships is involved in carrying out all the duties of this position.

The Maintenance & Engineering Project Manager is responsible for a wide range of project management duties for basic and complex remodeling/alteration projects involving private contractors, design firms, and/or in-house personnel. The Project Manager will keep track of multiple projects with varying priorities and must prepare summary reports, financial and progress, so customers, and administration will be aware of all projects.

This position will provide technical and field assistance to the Planning, Design and Construction (PDC) department and contractors for successful delivery of projects.

This position is responsible for reviewing shop drawings, specifications and drawings and may perform project walk through reviews to ensure work is complying with plans

The services provided have an impact on the organization evidenced by projects affecting the appearance of the facilities and the ability to deliver health care treatments. Projects will encompass all UW Health Facilities both internal and external.

MAJOR RESPONSIBILITIES

Project Management

- Independently scope, develop, and manage assigned projects.
- Work with customers to define and optimize scope of proposed projects.
- Prepare conceptual plans required for project approval including preparation of timelines and budgets for remodeling and refresh projects.
- Organize progress meetings and remain alert to any contractor operations work to alleviate disruptions to Patient care operations or the construction 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 projects, initiate quality control testing where appropriate; ensure contractors follow UW Health guidelines, Specifications, AIA contractual requirements, and practical construction practices.
- Ensure all construction work is performed in accordance with all applicable laws, construction codes and regulations.
- Monitor and report project progress, and if applicable expenses and acknowledge completion of work to allow handoff of project to Maintenance and Engineering department.
- Coordinate support, "in-house" and contractors for assigned projects, to ensure reasonable access to work sites, and occupants know when and what to expect during the project.
- Resolve problems and conflicts in contracts negotiate change orders when required and keep cost data current as change orders increase or decrease the cost.
- Coordinate final clean-up of site and assist occupants with any move-in problems.
- Manage multiple phased projects, minor to large \$100K+ in scale.
- Work across multiple project types and service groups.
- Deliver projects on time and on budget.

Leadership

- Manage contractors, and diverse stakeholder group through all phases of a project.
- Coordinate and facilitate project meetings, including agenda preparation, documentation of meeting discussion, and follow up items.
- Provide ongoing communication about project decisions to Maintenance & Engineering Services (MES) Leadership.
- Work with contractors & MES sections to accurately estimate a project.

UW HEALTH JOB DESCRIPTION

- Develop multiple options to present to MES leadership.
- Acts as a subject matter and/or service line expert.
- Stays abreast of industry standards, best practices, codes and regulations as it relates to assigned projects.

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 Engineering or Business. Five years of relevant Construction or Project Management experience may be considered in lieu of degree in addition to work experience below.
	Preferred	
Work Experience	Minimum	Three years experience Project Management, Construction Administration, Facilities Planning or relevant related experience.
	Preferred	Two years experience in Healthcare. Five years Master level trade experience in a management, supervisor or equivalent position in a Hospital setting.
Licenses & Certifications	Minimum	
	Preferred	Project Management Professional (PMP). Master Trades Certification related to either Electrical, Plumbing or Mechanical fields.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Valid Driver's License. • Knowledge of construction administration practices and contract language (standard AIA documents). • Demonstrated knowledge of Project Management, Construction Administration and Facility Planning best practices. • Strong interpersonal and meeting facilitation skills. • Proficient with Microsoft Office Applications. • Strong negotiation and delegation skills. • 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.) • Excellent written and verbal communication skills. • Basic knowledge of quantitative analysis. • Ability to work in a team environment and to collaborate with a variety of professionals. • Communicator who strives to create win-win solutions.

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.*

UW HEALTH JOB DESCRIPTION

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
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.