

## UW HEALTH JOB DESCRIPTION

### SENIOR PROJECT MANAGER INTERIORS

<b>Job Code:</b> 410071	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> M. McKay	<b>Date:</b> March 2023
<b>Department:</b> Facilities - Planning, Design & Construction		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> March 2023

### JOB SUMMARY

The Senior Project Manager Interiors plays a pivotal role in leading the project delivery effort for interior architecture or interior design led projects for UW Health. Senior project management activities include planning, organizing, and staffing the project; overseeing and 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 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. The ability to make decisions and problem solve independently is crucial to the success of this position. Problems encountered may be very complex requiring 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).

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 coordinates with UW Health 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 led projects of all types of size, cost, and complexity.
- Provide in-house full-service architecture and interior design on projects where there is no consulting architect or interior designer. Could include overseeing preparation and stamping of architectural drawings and specifications for DHS construction building permits.
- Direct and oversee the interior design work of consulting architects and interior designers on design options and interior design solutions for projects. 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. (i.e. lighting consultant, graphic design consultants, acoustical consultant, etc.)
- Work with customers to define and optimize scope of proposed interior architecture led projects within budget constraints and UW Health standards.
- Prepare or coordinate the preparation of conceptual plans required for project approval, including preparation of timelines and budgets for furniture, fixtures, and equipment for interior architecture led projects.
- Manage the interior architecture led project, or interior architecture 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, 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.
- 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.

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- 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 direct communication with senior management and faculty.
- Prepare/ review and approve furniture installation plan for projects. Specify and order furniture following UWH Procurement procedures and oversee installation.
- Expert knowledge of interior architecture design and construction administration practices and contract language (standard AIA documents).
- Maintain project as-built records (Finish Binders). This includes documenting flammability ratings and code compliance of finish materials used for JCAHO reviews.
- Develop LEED documentation for interior finishes and furniture as required on projects.
- Deliver projects on time and on budget.

### B. Leadership

- Manage several project teams and diverse stakeholder groups through multiple phases of capital or operational projects simultaneously.
- For interior architecture 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.
- Independently develop and present multiple options to senior leadership.
- Acts as a subject matter and/or service line expert.
- Stays abreast of industry standards, best practices, trends, codes, and regulations as it relates to the projects.
- Mentor and develop Project Managers Interiors.
- Provides leadership across the organization, departmentally, and on projects.
- Act as a representative for UW Health in the community, with regulatory agencies, at professional conferences, etc.
- Provide design leadership on 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.
- Act as a liaison for Planning, Design, and Construction with all other UW Health departments.

### C. Content Expert

- 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 UWH facilities.
- Develop new product testing and strategies for introducing new finish and furnishing to the UW Health product portfolio.
- Carry out overall mission through cost effective practices to achieve high quality design within budget constraints.
- Develop and Maintain Interior Design Furniture and Finishes Standards.
- 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.
- Manage and update UWH finishes standards and specifications periodically to ensure all materials are current and available.
- 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 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	Ten (10) years healthcare planning, architecture and interior design experience required. Both Ambulatory and Acute Healthcare experience required.

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	Preferred	
Licenses & Certifications	Minimum	Must have one of the following: <ul style="list-style-type: none"> <li>• NCIDQ (National Certification Interior Design Qualification)</li> <li>• Registered Interior Designer</li> <li>• Registered Architect</li> </ul>
	Preferred	EDAC (Evidence-Based Design Accreditation and Certification), AAHID (American Academy of Healthcare Interior Designers) or CHID (Certified Healthcare Interior Designer)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrated knowledge of Project Management, Construction Administration and Facility Planning best practices.</li> <li>• Strong interpersonal and meeting facilitation skills.</li> <li>• Strong negotiation and delegation skills.</li> <li>• Strong communication skills both verbal and written.</li> <li>• Ability to make judgments in demanding situations.</li> <li>• Ability to react to frequent changes in duties and volume of work.</li> <li>• Ability to manage multiple concurrent activities.</li> <li>• Significant understanding of business document production (i.e. spreadsheets, contracts, memos, etc.)</li> <li>• Attention to detail and the ability to meet project budgets and time sensitive deadlines.</li> <li>• Ability to provide a portfolio of work exhibiting construction document and design skills.</li> <li>• Working knowledge of current computer software including Windows Word, Excel and PowerPoint. (Ability to become proficient in UW Health application)</li> <li>• Proficiency in AutoCAD, two-dimensional drawings is required. Proficiency in REVIT is desired.</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
<input type="checkbox"/>	<b>Sedentary:</b> 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
<input type="checkbox"/>	<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.	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
<input checked="" type="checkbox"/>	<b>Medium:</b> 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#

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	<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.