

## UW HEALTH JOB DESCRIPTION

<b>SITE COORDINATOR</b>			
<b>Job Code: 410051</b>	<b>FLSA Status: Exempt</b>	<b>Mgt. Approval: J. Harrod &amp; R. Scheuer</b>	<b>Date: August 2021</b>
<b>Department: Facilities &amp; Supply Chain</b>		<b>HR Approval: S. Whitlock</b>	<b>Date: August 2021</b>
<b>JOB SUMMARY</b>			
<p>The nature of the services provided by this position will affect UW Health patients, visitors, and team members. A wide variety of both internal and external relationships are involved in carrying out the duties of this position.</p> <p>Under the general direction of the responsible department manager, the Site Coordinator coordinates a wide variety of maintenance and repair work, preventive maintenance, and contracts at assigned UW Health locations. This position will be highly customer focused, responsive, and extremely reliable. Duties may be performed independently or with direction from his or her leader.</p> <p>Additional duties may include the coordination of all incoming and outgoing materials to the site as well as storage of those materials.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>Work with maintenance staff to ensure assigned clinic facilities are comfortable, clean, safe, sanitary, and conducive to the delivery of quality patient care.</li> <li>Coordinate with Supply Chain staff to ensure all materials are properly received, handled, stored, and distributed.</li> <li>Monitors repairs and renovations in assigned facilities and maintain documentation.</li> <li>Coordinates meetings to identify and resolve problems and share information.</li> <li>Maintains, prepares, and provides monthly productivity and statistical information of work order, preventive maintenance, and other activities.</li> <li>Coordinates logistics for construction/repairs/remodeling/relocation projects.</li> <li>Responsible for providing input on the performance of janitorial, snow, and lawn care contracts for assigned locations.</li> <li>Works with staff and contractors to ensure quality completion of assignments and work orders.</li> <li>Assists with budgeting and project bidding.</li> <li>Attends department meetings as needed.</li> <li>Coordinates inspections to ensure compliance with codes and safety regulations.</li> <li>Responsible for scheduling duties and ordering supplies.</li> <li>Schedule, organize, and support meetings including room reservations, catering, audiovisual, handouts, etc.</li> <li>Prepare documents, correspondence, and reports.</li> <li>Train/orient departmental personnel.</li> <li>Coordinates staff appreciation and other initiatives as directed.</li> <li>This position may also perform other miscellaneous duties as needed.</li> </ul> <p style="text-align: center; margin-top: 20px;"><b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</b></p>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	High School Diploma or GED.	
	Preferred	Associate degree	
Work Experience	Minimum	Two years of facility operations and/or materials management experience.	
	Preferred	Four years of Healthcare facility operations and/or materials management experience.	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Valid driver's license.</li> <li>Strong verbal, written, analytical and persuasive skills and the ability to interact effectively with all levels of employees, customers, vendors and management.</li> <li>Excellent prioritization and organizational skills required.</li> <li>Ability to train and motivate staff.</li> <li>Working knowledge of OSHA standards and practices.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Skilled in inspection/observation.</li> <li>• Proficient with Microsoft Office applications.</li> <li>• Working knowledge of Oracle Cloud.</li> <li>• Ability to work effectively with external agencies, vendors, and staff</li> <li>• Knowledge of safety practices and hazardous conditions procedures to provide a safe work environment.</li> </ul>		
<b>AGE SPECIFIC COMPETENCY (Clinical jobs only)</b>			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> 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)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
<b>Indicate the appropriate physical requirements of this job in the course of a shift.</b> <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time
		<b>Constant</b> 67%-100% of the time	
	<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.	<b>Up to 10#</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>Negligible</b> or constant push/pull of items of negligible weight
X	<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>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>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>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:		May be exposed to mechanical, electrical, fire, chemicals, radiation, extreme temperatures, high heights, atmospheric (fumes, dusts, and gases) conditions, noise confined work areas, and operation of a vehicle.	

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.