

UW HEALTH JOB DESCRIPTION

HTM COORDINATOR			
Job Code: 420052	FLSA Status: Exempt	Mgt. Approval: E. Nilles	Date: September 2023
Department: Healthcare Technology Management (HTM)	HR Approval: S. Whitlock	Date: September 2023	
JOB SUMMARY			
<p>The HTM 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 the leader.</p> <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>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Answers and directs incoming department calls. Monitors and approves requests in payroll database. Monitors and maintains CMMS database including entering new pieces of equipment and maintenance definitions for those pieces requiring preventive maintenance. Monitors repairs and preventive maintenance for all assigned UW Health locations. Coordinates meetings to identify and resolve problems and share information. Maintains, prepares, and provides monthly productivity and statistical information of work order, preventive maintenance, and other activities. Assists department manager with budgeting. Coordinates inspections to ensure compliance with codes and safety regulations. Responsible for scheduling duties and ordering supplies. Schedules, organizes, and supports meetings including room reservations, catering, audiovisual, handouts, etc. Prepares documents, correspondence, and reports. Trains/orients departmental personnel. Coordinates staff appreciation and other initiatives as directed. This position may also perform other miscellaneous duties as needed. <p style="text-align: center; margin-top: 20px;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	High School Diploma or GED.	
	Preferred	Associate degree	
Work Experience	Minimum	Two (2) years of healthcare technology management experience.	
	Preferred	Four (4) years of healthcare technology management experience.	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Strong verbal, written, analytical and persuasive skills and the ability to interact effectively with all levels of employees, customers, vendors and management. Excellent prioritization and organizational skills required. Ability to train and motivate staff. Proficient with Microsoft Office applications. Proficient in CMMS database. Ability to work effectively with external agencies, vendors, and staff. Knowledge of safety practices and hazardous conditions procedures to provide a safe work environment. 	
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)		

UW HEALTH JOB DESCRIPTION

	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 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
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.