

UW HEALTH JOB DESCRIPTION

PDC PROJECT MANAGER

Job Code: 410003	FLSA Status: Exempt	Mgt. Approval: M. McKay	Date: 12.2018
Department: Planning Design & Construction, 42030		HR Approval: K. Sawyer	Date: 12.2018

JOB SUMMARY

The PDC Project Manager plays a pivotal role in orchestrating and leading the project delivery effort 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

Under the direction of the Manager PDC Project Services or Manager PDC Practice the PDC Project Manager is responsible for a range of project management duties for remodeling / renovation / new construction projects involving private contractors, design firms, and/or in-house personnel. The services provided have an impact on the entire organization evidenced by capital projects affecting the overall appearance of the facilities and the ability to deliver highly technical health care treatments. The capital alterations budget typically averages \$40,000,000 to \$50,000,000 per year, with often additional scope of work and special projects being added to the plan. 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. The ability to make decisions and problem solve independently is crucial to the success of this position. General supervision and direction will be provided, often by a Project Manager – Senior, with whom this position will collaborate, depending on the incumbent's level of experience and ability.

The incumbent must be able to establish working relationships with all customers, department managers, and other departments within the organization that may be affected by work in progress including but not limited to Facilities and Engineering Services, fiscal affairs, information systems, decision support, infection control, and all ancillary services for the opening of newly remodeled areas and relocation of departments. External contacts with architectural and/or engineering firms doing design work, and with private construction contractors and landlords will be required. External contacts will also include work with community groups and local governments to ensure project approvals. Group leadership skills are required to ensure commitment and buy-in from client departments and to lead large groups in organizing the delivery of major projects. Projects range in size from \$50,000 to \$25,000,000 (plus).

Organizational skill is essential to success in this position. Incumbent must keep track of multiple projects with varying priorities and must prepare and present summary reports to customers and administration with keen management on progress of the work toward completion of all projects. The incumbent must have good economic analysis skills, intermediate level accounting and database management skills., and the ability to review manpower and material related to performance of the work.

MAJOR RESPONSIBILITIES

Project Management

- Independently scope, develop, and manage projects of all types of size, cost, and complexity. Larger and multiple phased projects will exceed \$20,000,000.
- Work with customers to define and optimize scope of proposed projects within budget constraints.
- Prepare or coordinate the preparation of conceptual plans required for project approval, including preparation of timelines and budgets for remodeling and construction projects.
- Manage the project through all phases of planning, design and construction – coordinating all required user group meetings across the organization in support of the project.
- Facilitate the procurement process, bidding, selection and contracts for contractors, vendors, etc.
- Attend progress meetings and remain alert to any contractor operations that might adversely affect the health care mission, work to alleviate any disruptions to 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 construction projects, initiate quality control testing where appropriate; ensure contractors follow good construction practices.
- Coordinate support for contracted remodeling, to ensure that contractors have reasonable access to work sites, and occupants know what to expect and when to expect contractor work.
- 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.
- Coordinate final clean-up of site and assist occupants with any move-in problems.
- On occasion, special capital projects will exceed \$200,000,000 in scope.
- Work across all project types and service groups, including direct communication with senior management and faculty.
- Expert knowledge of construction administration practices and contract language (standard AIA contracts).
- Deliver projects on time and on budget.

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Leadership

- Manage a project team(s) and diverse stakeholder group through all phases of a project.
- 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.
- Develop multiple options to present to leadership, with assistance.
- Acts as a subject matter and/or service line expert (see content expert below).
- Stays abreast of industry standards, best practices, codes and regulations as it relates to the projects assigned.
- Assist in the development of Planning, Design, and Construction students/interns, and may oversee their work on specific projects and delegate tasks.
- May assist Project Manager – Senior and/or Department Manager or Director in acting as a representative for UW Health in the community, with regulatory agencies, at professional conferences, etc.
- May assist Project Manager – Senior and/or Department Manager or Director in acting as a liaison for Planning, Design, and Construction with all other UW Health departments (i.e. Public Relations, Facility and Engineering Services, etc.).

Content Expert

- Demonstrate or be able to develop a working knowledge of healthcare and the differences between ambulatory (outpatient) projects and acute care (inpatient) projects, with the ability to lead and facilitate subject matter presentations with customers, user groups, internal and external working groups.
- Demonstrate or be able to develop specialized understanding or expertise of certain components and/or environments of care within the healthcare system, such as: ambulatory care, inpatient care, surgery, diagnostics, ancillary services, infection control, hospital and clinic infrastructure.
- Working knowledge and expertise with capital budget processes, project and facility standards and guidelines, specifications, construction documents, contracts, commissioning and other activities related to delivering projects within a healthcare environment.

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	Bachelor's Degree (Architecture, Engineering, Construction Management, or Business); Advanced Degree – MBA, Masters of Architecture, Masters of Engineering
Work Experience	Minimum	3 years experience in project management, construction administration and/or facility planning.
	Preferred	5 years healthcare project experience
Licenses & Certifications	Minimum	
	Preferred	In process or eligible for one or more of the following: AIA, PE, PMI, CHC, EDAC, ACHE, or related healthcare or construction management certification.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong interpersonal and meeting facilitation skills. • 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)

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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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>													
Physical Demand Level	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; padding: 5px;">Occasional Up to 33% of the time</th> <th style="width: 25%; padding: 5px;">Frequent 34%-66% of the time</th> <th style="width: 25%; padding: 5px;">Constant 67%-100% of the time</th> </tr> </table>	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time									
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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.