

The University Hospitals Trust

Facilities Project Coordinator

Definition:

Under the general supervision of the University Hospitals Trust Director of Signage, this person will oversee the initiation, planning, executing, monitoring, and closing of projects. This person will be responsible for maintaining the interior/exterior signage system for UHT and OU Health facilities and communicating any issues that may arise. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver signage projects according to plan. Responsible for effectively communicating project expectations to team members in a timely and clear fashion while tracking all project milestones and deliverables. This includes providing status reports to upper management regarding projects. Duties also include building, developing, and growing any business relationships vital to the success of the projects.

Duration

Full Time

Examples of Work Performed

- Interprets and relays information to team members and contractors
- Developing project proposals and coordinating all required tasks while maintaining all project documentation
- Track and manage project timelines and budgets
- Coordination of various activities and various staff members to ensure the successful completion
- Manage the interior/exterior signage system (to include digital signage content) for all UHAT facilities and our partners within each contract
- Attends all necessary meetings pertaining to projects
- Maintain a signage process that meets the needs of the facilities and participants
- Maintains diary of meeting dates, organizes agendas, meeting requests, and all documentation relating to projects
- Take field dimensions and photos as needed
- Successfully prepare jobs for installation
- Assists Signage Technician and signage team by installing signage as needed
- Performs inventory of purchased signs
- Participates in ordering materials and supplies
- Performs related duties as directed

Knowledge and Skills

- Knowledgable of tools and techniques used in project management is a plus
- Knowledgable and skilled in various communications methods
- Must communicate clearly and effectively in writing and verbally
- Strong skills in office computer hardware
- Strong Microsoft software (Word, Excel, Outlook, etc.) skills
- Candidate must be able to multitask and possess strong detail-oriented skills
- The ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
- Must be detailed oriented, highly organized, a team player, and a quick learner with a positive attitude
- Ability to read and interpret blueprints, floor plans, and a variety of instructions in written, oral, diagram, or scheduled form

Other

The position is an office-based position with regular visits to work sites on and off campus.

While performing the duties of this job, the colleague is frequently required to sit, stand, walk, talk, or hear; use hands and fingers, handle, or touch objects or controls. On occasion, the colleague may be required to climb and work in high places, stoop, bend, or reach above the shoulders. The position may also require work in confined spaces and exposure to different types of outdoor weather conditions. Risk of electrical shock and/or general hazards found in a construction environment are present.

You must be able to occasionally lift, push, or pull up to 25 pounds and occasionally lift, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

You will need to have a valid Driver's License and own transportation to travel to off-site locations as needed.

Desired Education and Experience

High School diploma required.

1-2 years of previous project management experience preferred

Previous signage experience preferred but not required