



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: MAINTENANCE TECHNICIAN II

Division:	Administrative Services	Supervisor:	Facilities Manager
Job Code:	ADM-03-II	Classification:	FT, Non-Exempt
Wage Scale:	NE-07/08/09 (\$18.25 to \$31.47)	Effective Date:	3/11/2024
Hours/week:	40+ some nights/weekends	Last Revised:	6/30/2022

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain an active and valid driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Under the supervision of the Urban Indian Center of Salt Lake's (UICSL) Facilities Manager, the Maintenance Technician II is accountable for executing continuous maintenance of UICSL facilities and equipment. The primary responsibility of the Maintenance Technician II is to maintain the facility's smooth operation and promptly address any issues to prevent them from escalating. They perform diverse repair tasks including but not limited to repairing machinery, carpentry, electrical work, plumbing, heating, landscaping, inventory management wiring, inspecting buildings to ensure they comply with safety standards, and scheduling significant repairs by consulting with UICSL staff. The Maintenance Technician II should have a wide range of expertise in multiple trades, should be versatile enough to troubleshoot maintenance of new equipment quickly, and respond to urgent maintenance needs. Time management is critical, and incumbent will excel at efficiently coordinating complex maintenance tasks. Excellent communication skills enable them to interact with UICSL staff to understand their concerns and arrange the best time for major services.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- In absence of the Facilities Manager, the Maintenance Technician II will assign and guide the work of others positions within the department as needed to maintain a safe environment.
- Responsible for the upkeep, maintenance, and preventive maintenance of the UICSL equipment, facility, and its properties.
- Perform basic HVAC, plumbing, electrical, and other maintenance repairs.
- Physical stamina to handle an entire shift of being active and working on the building.
- Maintain and troubleshoot equipment for optimal performance. Perform regular quality inspections to ensure established standards.
- Records incidents, maintains files, inventories equipment/furniture, and assists with equipment control.
- Attention to detail to ensure all tasks are completed correctly, and potential hazards are identified, monitored, and addressed.
- Carpentry skills, the ability to handle basic repairs around the building, such as fixing structural damage (framing, wall repair, window, door, etc.)
- Electrical skills, capable of managing electrical wiring issues within the building, including installation of receptacles and wire inspection as directed.
- Plumbing skills, possess the knowledge to address leaks, clogs, or other drainage problems.
- Groundskeeping, Responsibilities include maintaining lawns and outdoor areas, clearing snow, and salting walkways and parking lots as directed to ensure a safe environment clear of hazards.
- Move, repair, and assemble office furniture. Set up furniture for meetings and conferences.
- Responsible for maintaining UICSL's fleet of vehicles and equipment, as directed.
- provides surveillance of agency property and facility.
- Coordinates and documents appropriate drills
- Oversees maintenance and cleaning activities and vendor cleaning/maintenance contracts.
- Participates in UICSL Committees as requested.
- Performs other duties as assigned, as it relates to the position.

MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	High School diploma or equivalent.
Experience: <input type="checkbox"/>	One year of higher skilled maintenance technician experience with a corresponding level of responsibility and one year of relevant work experience in the health care field.
Certifications/Licensure: <input type="checkbox"/>	CPR and First Aid Certification (able to obtain after employment).
Other: <input type="checkbox"/>	Must pass a mandatory criminal background check.

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	An associate degree or advanced/certification
Experience: <input type="checkbox"/>	3+ years of experience working with AI/AN protective organization or equivalent.
Certification/Licensure: <input type="checkbox"/>	a) Certificate in any (Carpentry, Journeyman, Plumbing, etc.)
Other: <input type="checkbox"/>	a) Experience working in an I/T/U healthcare facility



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KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
<input type="checkbox"/>	Knowledge of and ability to demonstrate strong customer service skills.
<input type="checkbox"/>	Knowledge of blueprint and building codes.
<input type="checkbox"/>	Knowledge of strong occupational hazards and safe working practices.
<input type="checkbox"/>	Knowledge of equipment, facilities, and automotive maintenance.
<input type="checkbox"/>	Ability to maintain strict confidentiality of client, visitor and staff information.
<input type="checkbox"/>	Ability to plan, organize and coordinate work.
<input type="checkbox"/>	Ability to manage multiple tasks and carry out instructions effectively.
<input type="checkbox"/>	Ability to work independently with little supervision.
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates interpersonal skills and ability to communicate with diverse personalities (Clients, patients, providers, other staff members, and the general public).
<input type="checkbox"/>	Demonstrate excellent organizational skills in managing workflow, coordinating schedules, anticipating patient and employee needs, establishing and maintaining effective working relationships, etc.
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence

WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions, outdoor/indoor working conditions in all types of weather, in addition to various levels of noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain inherent health risks when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of indoor/outdoor working, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 100 lbs pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

The workload in this position is dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent must demonstrate a high emotional balance.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*



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Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY HUMAN RESOURCES:	DocuSigned by:  19FD410CE6F6499... 2/22/2024	APPROVED BY EXECUTIVE DIRECTOR:	DocuSigned by:  CAA58DE93D1E472... 2/22/2024
PRESENTED TO BOARD OF DIRECTORS:	<i>Scheduled for March 11, 2024</i>	NEXT REVIEW DATE:	April 2026

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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the Maintenance Technician II position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: