



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 I

Division:	Administrative Services	Supervisor:	Facilities Manager
Job Code:	ADM-031	Classification:	FT, Non-Exempt
Wage Scale:	NE-07 (\$19.99 to \$27.25)	Effective Date:	08/01/2024
Hours/week:	40+ some nights/weekends	Revised Date:	08/01/2025

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 a current insurable 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 I is responsible for performing a variety of maintenance tasks to ensure that equipment, machinery, and facilities are in good working order. This role involves basic troubleshooting, preventive maintenance, and repair of equipment and systems. The Maintenance Technician I works under the guidance of more experienced technicians and follows established procedures and safety guidelines. Additionally, this role ensures compliance with the Accreditation Association for Ambulatory Health Care (AAAHC) standards, focusing on maintaining a safe, functional, and effective environment for patients, staff, and visitors.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Perform a variety of routine maintenance tasks, including plumbing, electrical work, HVAC system maintenance, and carpentry, to ensure all facility systems are operational and efficient.
- Conduct regular inspections of the facility’s infrastructure, such as structural elements and utility systems, to ensure ongoing compliance with AAAHC standards. Identify and address potential issues promptly.
- Maintain and repair both medical and non-medical equipment to ensure safety and functionality.
- Keep accurate records of maintenance schedules, repairs, and inspections.



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- Ensure all maintenance activities adhere to safety regulations and AAAHC standards, using proper procedures and protective gear.
- Participate in safety drills and help implement emergency procedures to ensure preparedness.
- Maintain cleanliness and sanitation throughout the facility, including waste disposal, air duct cleaning, and surface sanitization.
- Maintain accurate logs of maintenance work, inspections, and issues identified.
- Report any issues or potential hazards promptly to the appropriate personnel.
- Develop and adhere to preventive maintenance schedules to minimize equipment downtime and prevent breakdowns.
- Identify and address potential problems before they escalate.
- Collaborate with healthcare staff to minimize disruptions to patient care during maintenance activities, scheduling work appropriately.
- Communicate effectively with other departments to coordinate repairs and maintenance activities.
- Stay informed about updates to AAAHC standards and ensure facility compliance. Participate in training and development programs.
- Monitor and manage the inventory of maintenance supplies and equipment, tracking usage and ensuring availability.
- Order and restock supplies as needed to avoid disruptions.
- Respond promptly to emergency maintenance requests to ensure safety and well-being.
- Be available for after-hours emergencies as required.
- Ensure all maintenance activities contribute to the overall quality of the healthcare environment, in line with AAAHC standards.
- Participate in continuous improvement initiatives to enhance maintenance operations and compliance with AAAHC standards.
- Complete required training programs, staying updated on the latest technologies and methods in healthcare maintenance.
- Ensure all maintenance practices comply with local, state, and federal regulations, as well as AAAHC standards.
- Contribute to creating a safe and comfortable environment for patients, enhancing their overall care experience.
- Participates in UICSL Committees as requested.
- Performs other duties as assigned, as it relates to the position.

MINIMUM QUALIFICATIONS



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Education: <input type="checkbox"/>	High School diploma or equivalent.
Experience: <input type="checkbox"/>	One (5) year of higher skilled maintenance technician experience with a corresponding level of responsibility and one (3) 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

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, facility, 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 25 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



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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.*

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 statues 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:	Alan Barlow, Executive Director	SIGNATURE:	DocuSigned by: <i>Alan Barlow</i> GAA68DE93D1E472...
APPROVED BY:	DocuSigned by: <i>Eva Uyer</i> 19FD410CE6F6499...	NEXT REVIEW:	December of 2024

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Maintenance Technician I** 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



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Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: