



## 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

Division:	Administrative Services	Supervisor:	Facilities Manager
Job Code:	ADM-031	Classification:	FT
Wage Scale:	\$25/hour	Effective Date:	
Hours/week:	40+	Revised Date:	

### 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 Facilities Manager, the Maintenance Technician is responsible for the safety and security of the UICSL facilities and its ancillary buildings.

Occasional weekend and evening hours may be required based on the business needs of UICSL.



## 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](http://www.uicsl.org)

---

### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

---

- Provides in person and digital surveillance of the agency property and facility.
- Maintains UICSL facility, grounds and capital assets.
- Assists in maintaining a safe environment by ensuring the facility is up to state building codes as applicable
- Conducts regular Environment of Care inspections and coordinates the completion of related work duties to make sure conditions meet established standard of cleanliness.
- Conducts hazard surveillance activities by completing a Hazard Assessment Tool and address hazards as related to UICSL facility and other physical assets.
- Records and documents all incidents using the incident reporting system and according to the Incident Reporting Policy.
- Conducts facility cleaning and preventative maintenance as needed.
- Repairs technical and non-technical facility equipment as needed.
- Collaborate with Division staff to organize storage areas.
- Prepares and submits monthly report to the Facilities Manager.
- Follows UICSL accident reporting policy.
- Participate in UICSL Infection Prevention Control and Safety Committee (IPCS) and the Salt Lake, Summit and Tooele Coalition meetings (SST).
- Responsible for the upkeep, registration and maintenance of UICSL vehicle fleet.
- Conduct, coordinate and document appropriate drills.
- Observes UICSL safety and security procedures.
- Oversees maintenance and cleaning activities
- Coordinate with the Facilities Manager the need for any vendor contracting.
- Other duties as assigned and agreed to with the Facilities Manager or Director of Administrative Services



## 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

### MINIMUM QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	High School Diploma
<b>Experience:</b> <input type="checkbox"/>	2-4 years of maintenance or related experience
<b>Certifications/Licensure:</b> <input type="checkbox"/>	N/A
<b>Other:</b> <input type="checkbox"/>	N/A

### PREFERRED QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	Bachelor's Degree in related field
<b>Experience:</b> <input type="checkbox"/>	5+ years of experience in maintenance or related experience
<b>Certification/Licensure:</b> <input type="checkbox"/>	none
<input type="checkbox"/>	
<b>Other:</b> <input type="checkbox"/>	none

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of equipment, facility and automotive maintenance.
<input type="checkbox"/>	Possess organizational skills
<input type="checkbox"/>	Ability to plan, organize and coordinate work with internal and external customers or vendors
<input type="checkbox"/>	Ability to work independently with little supervision
<input type="checkbox"/>	Possess ability to interact with clients and visitors in occasionally difficult situations.
<input type="checkbox"/>	Demonstrate reliability and flexibility
<input type="checkbox"/>	Ability to submit timely reports as needed
<input type="checkbox"/>	Must be able to effectively communicate in English, written and verbal.



## 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

---

### **WORK ENVIRONMENT**

---

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. The work environment can present various hazards including exposure to hazardous materials at the facility and on its grounds.

### **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 sitting, keyboarding, 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**

---

Workloads in this position are dynamic and include an awareness of technical abilities and details. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required.

---

***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.*



## 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

**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).*

<b>REVIEWED BY:</b>	Alan Barlow, Executive Director	<b>SIGNATURE:</b>	
<b>APPROVED BY:</b>		<b>NEXT REVIEW:</b>	December of 2024



**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

---

**EMPLOYEE ACKNOWLEDGEMENT**

---

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