



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: FACILITIES MANAGER

Division:	Administration	Supervisor:	Administrative Director
Job Code:	ADM-040	Classification:	FT, Administrative Exempt
Wage Scale:	E-07 (\$72,090 to \$111,836)	Effective Date:	
Hours/week:	40+	Revised Date:	9/20/2022

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 a minimum 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

The Facilities Manager is a supervisory position that is responsible for the day-to-day oversight, upkeep, maintenance and security of all grounds, buildings, facilities, and equipment at the Urban Indian Center of Salt Lake (UICSL).

Reporting to the Administrative Director, the Facilities Manager (FM) is a competent superintendent who demonstrates proficiency in establishing consistent, reliable, and measurable safety policies and maintenance work order systems that are responsive to organization needs. The FM is knowledgeable of compliance and certification requirement relating to federal and state laws and codes; Occupational Safety and Hazard Administration (OSHA) and Accreditation Association for Ambulatory Health Care (AAAHC) standards for bio-medical calibration, preventative maintenance, and environment of care (EOC) compliance; National Fire Protection Association (NFPA) codes and standards; and contingency planning options to ensure power, clean water and clean air are always available at UICSL. As a supervisor, the FM builds employee's skill sets while assigning housekeeping and maintenance work through the CMMS. The FM directs security staff and establishes systems for surveillance, facilities access, and safety while ensuring disruptions to workflow processes are minimized.



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ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

Supervision and Management

- Guide and supervise all maintenance, housekeeping and security personnel on a day-to-day basis including (but not limited to) the assignment of work tasks, scheduling, performance management, training and competency development, and general employee relations.
- Establish and implement policies and systems to assess the condition of UICSL grounds, facilities and equipment on an ongoing basis in accordance with OSHA and AAAHC accreditation requirements, state licensing standards, and UICSL policies.
- Develop, establish and oversee/administer budgets for effective facilities, safety and security operations on an annual basis.

Systems Management

- Utilizing the CMMS system, the FM oversees equipment and facilities preventative maintenance (PM) schedules and repairs including (but not limited to) medical equipment/bio-med calibration, inspection, and life-cycle monitoring (including medical gas, refrigeration and HVAC systems); repair and work order identification; work order assignment; process reporting and problem-solving; new equipment bidding, negotiation, procurement and installation as required by federal standards; and service coordination of contractors as needed.
- Lead UICSL's Safety and Emergency Management programs including (but not limited to) the delivery of annual staff safety training; the performance of monthly, quarterly, and annual drills/mock scenarios to ensure organizational readiness and compliance with accreditation standards; learning local and state emergency coordination and incident command structures; development and training on UICSL's continuing operations plan; and driving patient awareness campaigns and education.
- Contribute to the development and management of new construction and/or renovation projects including state, local and accreditation code awareness; safety and infection control risk assessments; and development of interim safety and operations plans/scheduling.

Reporting and Collaboration

- Prepare and deliver monthly/routine facilities, equipment, safety and/or security status reports as directed by UICSL's Administrative and/or Executive Directors including incident reports; work order completion rates; and annual and ongoing Safety and Emergency Plan progress.
- Develops relationships while representing UICSL in a variety of functions; serves as a collaborative partner with UICSL leadership; and serves as an active member to various internal and external groups or committees as assigned.
- Works closely with other executives to identify operational risks and performance improvement opportunities.
- Serve as project manager as required for assignment and/or initiatives within the Administration Division or as assigned the Administrative Director.
- Other duties as assigned and agreed to with the Administrative or Executive Director.



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MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	Bachelor's degree in business administration, facilities management, or a related field.
Experience: <input type="checkbox"/>	1-3 years of associated supervisory experience in a non-profit or healthcare setting; or a combination of education & supervisory experience equivalent to 7 years of related expertise in a healthcare setting.
Certifications/Licensure: <input type="checkbox"/>	N/A
Other: <input type="checkbox"/>	Proficient in OSHA, AAAHC, NFPA and State of Utah regulations/standards
<input type="checkbox"/>	Proficient in facilities and equipment budgeting processes

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	Master's degree in business administration, facilities management, or a related field.
Experience: <input type="checkbox"/>	3-5 years of associated supervisory experience in a healthcare setting.
Certification/Licensure: <input type="checkbox"/>	a) Certified Health Facilities Manager (CHFM)
Other: <input type="checkbox"/>	a) Proficient in work order & preventative maintenance management software
<input type="checkbox"/>	b) Proficient in federal contraction and procurement regulations
<input type="checkbox"/>	c) Proficient in project management systems

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of OSHA, AAAHC, NFPA and State of Utah regulations/standards
<input type="checkbox"/>	Knowledge of rules & regulations governing federal compliance for construction & renovations of health facilities
<input type="checkbox"/>	Knowledge of budget development processes and federal acquisition and procurement guidelines
<input type="checkbox"/>	Knowledge of work requisition and reporting systems common to healthcare facilities management
<input type="checkbox"/>	Evidence of competency with common office software (e.g. Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with emergency code systems, safety programs and risk management principles
<input type="checkbox"/>	Evidence of competency in policy development relating to security, safety and facilities
<input type="checkbox"/>	Evidence of competency in problem-solving and critical thinking
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<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 characteristics to develop job skills in people, lead team and/or function as part of a team
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate; however, this position may require involvement in tasks and assignments in enclosed or open spaces with noise levels ranging from low to potentially damaging to the senses without protection. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working on facilities or equipment for a health center including the presence of physical, chemical, and gaseous hazards from time to time.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent will frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, or performing manual labor as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 100 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 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 employee 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 needs to demonstrate a high level of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.



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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 hiring preference may apply to some positions (as defined in Title XXV, US Code Sections 44-46, 42 U.S.C. (2000e-2 li) and 474.) For the purposes of the Urban Indian Center of Salt Lake, Indian Preference Policy, "Indian" shall mean "any member or descendant of a member of a federally-recognized tribe." Applicants must meet the established minimum qualifications for Indian preference to apply. Candidates will be required to furnish documentary evidence of their qualifications for Indian preference.*

Our Indian preference policy notwithstanding, the UICSL is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record (except when arrest and/or conviction records are disqualifying in accordance with federal, state and job requirements), pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

REVIEWED BY:	Alan Barlow, Executive Director	SIGNATURE:	
APPROVED BY:	UICSL Board of Directors by 6-0-0- vote on 9/20/2022	SIGNATURE:	

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Facilities Manager** 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:



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