



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Building Maintenance and Safety Officer  
**Salary:** \$23.00 - \$32.00 per hour – Non-Exempt, DOE  
**Status:** Permanent, Full-Time  
**Hours per Week:** 40  
**Department:** Operations  
**Job Location:** Tucson, Arizona

## **Nature of Work:**

The Building Maintenance and Safety Officer upholds the Tucson Indian Center's Core Values, Vision, and Mission statements. This role is responsible for the proper operation and maintenance of building mechanical systems, including preventative maintenance, monthly pest control, and janitorial inspections. Duties include performing periodic safety inspections of the building interior (excluding the clinic premises), roof, and exterior. The officer will liaise with vendors to report repair needs, request proposals for new projects, confirm work completion, review invoices, and prepare check requests for approval. Additionally, the role involves reviewing vendor contracts, making recommendations to the Operations Director, maintaining vendor contact spreadsheets, and overseeing preparations for the annual Indian Health Service inspection.

## **Key Responsibilities and Essential Functions:**

Key responsibilities include managing the transmittal and receipt of keys for employees and vendors, handling access cards for the public parking garage, and providing backup support to the front receptionist. This includes greeting clients and visitors, answering and directing telephone calls, providing community resource referrals, and sorting mail. The officer will also assist with seasonal projects like Holiday Food Boxes, Toys for Tots, and the offsite Elder Holiday Luncheon. The Building Maintenance and Safety Officer reports directly to the Operations Director and may be assigned additional projects as needed.

- Respond to complaints about AC/heating, cleaning, or lighting from staff.
- Control keys and access to office and specific areas of the building.
- Document issues by taking photographs and storing them electronically.
- Send requests for proposals for projects, mechanical systems, or services; review and prepare comparison spreadsheets and recommendations.
- File check requests and documentation of completed work.
- Conduct monthly fire extinguisher inspections.
- Serve as the safety officer to ensure workplace safety and compliance, except for clinic equipment, supplies, and premises.
- Perform other duties as assigned by the Operations Director.



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## **Required Knowledge, Skills, and Abilities:**

- Effective communication with associates, contractors, and technicians.
- Proficiency in Microsoft Word, Outlook, and Excel.
- Ability to prepare weekly and monthly reports.
- Flexibility to work various hours as needed.
- Ability to follow oral and written instructions.

## **Required Experience and Training:**

- High school diploma or GED with three years of facilities commercial property management experience, or a combination of five years of job-related work experience and two years as a commercial facilities property manager.
- Awareness and sensitivity to Native American cultures and traditions.

## **Additional Requirements:**

- Valid Arizona Driver's License.
- Must meet Driver Insurance Carrier's requirements.
- Obtain HIPAA certification within 2 weeks of hire.
- Obtain certifications in CPR, AED, and First Aid within 3 months of hire.
- Pass Arizona DPS Fingerprint Clearance (Class I & II).
- Submit to and pass periodic/random drug testing.

## **Working Conditions:**

- Potential for exposure to communicable diseases and bloodborne pathogens.
- Varied environmental conditions, ranging from a climate-controlled office/clinic setting to working outdoors or in patients' homes.
- Regularly required to stand, walk, and drive in the Tucson urban area.
- Occasionally required to sit, balance, stoop, kneel, or crouch.
- Occasionally lift and/or move up to 50 pounds.

## **Supervisory Status:**

Non-supervisory  
Reports to Operations Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

*Additional consideration is also given to Internal candidates and honorably discharged and protected veterans.*