

Job Description

Facilities Maintenance Technician I- Healthcare Facility



UNIVERSITY HOSPITALS
TRUST

Job Title	Facilities Maintenance Technician
Department	Facility Maintenance
Reports To	FM Supervisor / Director of Facilities Management
Location	OKC ☒ Tulsa ☐ Other: _____
Type of Position	Full-Time ☒ Part-Time ☐ Intern ☐
Compensation	Salary ☐ Hourly ☒ Range: _____
Required Education	High School / GED ☒ Associate's ☐ Bachelor's ☐ Master's ☐
Desired Certification	Valid Driver's License required OSHA 10 or 30 Certification preferred Vocational Training, Apprenticeship status in a trade preferred
Experience	Minimum 3 years of experience in building maintenance, construction, or related trade Experience in a healthcare or clinical environment preferred
Essential Employee -This position supports critical facility functions and may require on-site presence during emergencies, inclement weather, or other operational disruptions.	
Patient Contact -This position will have direct patient contact. Potential for exposure to various healthcare-related illnesses normally associated with a hospital environment.	
Working Environment -Indoor and outdoor facility work across multiple buildings, including mechanical rooms, rooftops, and active clinical areas. Potential for exposure to biohazards, infectious diseases, cleaning agents, refrigerants, and varying temperatures. Ability to lift up to 50 lbs.; must be able to stand, walk, bend, kneel, and climb as required. May require work in confined spaces or at heights. Position participates in on-call rotation and must be available to respond to emergency maintenance needs outside of normal working hours.	

POSITION SUMMARY

Under the supervision of the University Hospitals Trust (UHT), the Facilities Maintenance Technician is responsible for performing skilled maintenance and repair tasks in a healthcare environment. This role includes troubleshooting and maintaining building systems such as HVAC, electrical, and plumbing while ensuring compliance with healthcare safety regulations. The technician will respond to urgent maintenance needs, perform inspections, and support infection control measures to provide a safe and functional environment for patients, staff and visitors. The position requires maintaining a mindset and supporting the culture of continuous quality improvement.

EXAMPLES OF WORK PERFORMED

Primary duties include, but are not limited to:

Facility Maintenance and repairs

- Performs routine inspections and preventative maintenance on building systems including HVAC, plumbing, and electrical systems
- Performs rounding on mechanical rooms and equipment to identify issues and ensure systems are operating properly

- Performs daily elevator inspections in accordance with facility and regulatory requirements
- Executes scheduled preventative maintenance programs to ensure optimal equipment performance and longevity
- Monitors and manages assigned work orders in 1Call Cloud, prioritizing tasks to ensure completion and maintaining accurate documentation of all work performed
- Conducts minor building repairs

Healthcare Environment Compliance

- Follows healthcare-specific maintenance protocols, including infection control procedures
- Ensures compliance with fire safety, chemical safety, and emergency preparedness standards
- Maintains compliance with OSHA, Joint Commission, and other regulatory requirements

Equipment and Safety Responsibilities

- Operates hand tools, power tools, and specialized maintenance equipment safely
- Performs routine safety inspections of facility equipment
- Utilizes communication devices including two-way radios for coordination with team members
- Uses iPad and computer systems for work order management, documentation, and preventive maintenance scheduling
- Maintains accurate records of maintenance activities, inspections, and repairs using digital and paper-based systems
- Maintains tools and equipment in good working order.

Emergency and After-Hours Support

- Participates in emergency response for facility-related issues, including plumbing, HVAC, and electrical issues
- Responds to emergency calls for facility issues, including HVAC failures, leaks, and power outages
- Assists with emergency drills and facility evacuations as needed
- Supports disaster preparedness by ensuring backup power and essential systems are operational

Quality Improvement

- Maintains a mindset of continuous quality improvement in all maintenance activities
- Supports organizational culture of excellence by identifying opportunities for process improvements
- Participates in quality improvement initiatives and provides feedback on operations

KNOWLEDGE AND SKILLS

Required

- Working knowledge of building systems including HVAC, plumbing, electrical, and fire/life safety systems
- Ability to read and interpret maintenance records and basic equipment manuals
- Good problem-solving and time management skills with the ability to prioritize and complete work accordingly
- Excellent communication and teamwork skills; ability to collaborate effectively with staff, contractors, and clinical personnel
- Proficiency with CMMS or digital work order systems for documentation and scheduling

Preferred

- Experience working in a healthcare or clinical environment
- Vocational training or apprenticeship in a trade such as HVAC, plumbing, or electrical
- Familiarity with Joint Commission Environment of Care standards and healthcare regulatory requirements
- Experience with elevator inspection procedures and documentation

REGULATORY & COMPLIANCE

This position is subject to compliance with Joint Commission (TJC), CMS, OSHA, and applicable state and federal regulations. The colleague in this role is expected to maintain current competency documentation as required by UHT policy.