



# Umpqua Indian Utility Cooperative

## UIUC Maintenance Technician

Job Code: 4475  
Department: Umpqua Indian Utility Cooperative  
Location: Canyonville, OR.  
Minimum Hourly: \$25.71

### POSITION PURPOSE:

The Maintenance Technician is responsible for supporting daily operations by performing building and grounds maintenance, equipment upkeep, light vehicle mechanical repairs, and inventory control. This position ensures that company facilities, tools, vehicles, and equipment are properly maintained, safe, and operational. The role also includes maintaining preventative maintenance schedules and accurate records.

### POSITION DUTIES:

- Perform routine building maintenance including minor electrical, plumbing, carpentry, painting, and general repairs.
- Maintain company grounds including mowing, trimming, snow removal, debris cleanup, and general landscaping.
- Conduct light mechanical repairs and preventative maintenance on company vehicles and small engines (e.g., oil changes, tire rotations, brake checks, filter replacements).
- Inspect, service, and repair tools, machinery, and operational equipment.
- Maintain and track preventative maintenance schedules for facilities, vehicles, and equipment to ensure timely servicing and compliance.
- Manage inventory control for maintenance supplies, tools, parts, and equipment.
- Monitor stock levels and coordinate ordering of parts and materials as needed.
- Maintain accurate maintenance logs, service records, and inventory documentation.
- Ensure all work is performed in accordance with safety standards and company policies.

- Assist with emergency repairs and respond to urgent maintenance issues as needed.
- Coordinate with vendors and contractors for specialized repairs or inspections.

#### QUALIFICATIONS:

- High school diploma or equivalent required; technical or vocational training preferred.
- 2+ years of maintenance, facilities, or mechanical experience preferred.
- Basic knowledge of building systems, light automotive repair, and small equipment maintenance.
- Experience with inventory management or stock control systems preferred.
- Ability to operate hand and power tools safely.
- Valid driver's license required.

#### Skills & Competencies:

- Strong organizational and record-keeping skills
- Mechanical aptitude and troubleshooting ability
- Ability to prioritize tasks and manage maintenance schedules
- Attention to detail and safety awareness
- Ability to work independently and as part of a team
- Basic computer skills for tracking inventory and maintenance records