



FACILITY TECHICIAN

Position Description

Department: Administration

Supervised by: Chief Executive Officer

Supervises: N/A

Travel Required: Some

Salary Range: \$17.50 to \$23.28 per hour

Type: Full-time, 40 hours per week, non-exempt

POSITION SUMMARY

The Facility Technician is responsible for the operation, security, and maintenance of the Fresno American Indian Health Project (FAIHP) buildings, outside areas, and organizational equipment. They monitor operations daily with the Chief Executive Officer. This position oversees FAIHP systems that include heating, lighting, air conditioning, plumbing, water purification, air filtering, and electrical systems. This position also oversees building security by monitoring company surveillance equipment to safeguard the property and staff of the organization during the day. The Facilities Technician is responsible for proactively keeping the facility operating and avoiding costly damage to buildings by repairing any problems discovered before they have a chance of getting worse. Ensures the security of the premises and personnel by patrolling property, confirming people on the property are there for a reason, and monitoring surveillance equipment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Monitors, maintains, and performs standard repairs to building electrical facilities and systems, such as tubes, fixtures, switches, photocells, and outlets; assists licensed electricians with non-technical repairs as appropriate.
- Monitors performance of heating, ventilation, and cooling systems for the facility; performs standard repair/replacement of components, as appropriate, and non-technical maintenance tasks such as cleaning of heating and cooling fan coil units and adjustment of system controls.
- Assists with scheduled maintenance, cleaning, and minor adjustments to electronic security devices, including but not limited to access control (gates/doors), video surveillance, and intrusion detection devices.
- Ensures the look and safety of the property and buildings by performing routine maintenance in and around the building such as fixing a window, door, wall repair, and minor painting. Addresses vandalism to the exterior of buildings quickly. May involve City of Fresno personnel to assist with cleaning.
- Monitors and performs non-technical maintenance of plumbing systems, including standard repair of leaking fixtures, cleaning obstructed waste lines, installing water coolers, and/or performing non-technical modifications to plumbing and water supply systems; assists licensed plumbers, as appropriate.
- Responsible for the installation of small kitchen and medical equipment such as garbage disposal, soap dispenser, etc.
- Responsible for completing incoming work requests within a normal timeframe, ensuring as little interruption of services as possible.
- Responsible for the assembly of office furniture when needed. Helps employees with office and furniture moves when needed.
- Fixing potential safety hazards to avoid injuries.
- Supports janitorial vendor by organizing and maintaining inventory of janitorial supplies ensuring that products are on hand.

FACILITY TECHICIAN

Position Description

-
- Supports the organization by assisting in the organization and maintenance of FAIHP storage units.
 - Performs carpentry maintenance tasks including routine sheetrock/drywall installation and/or repair, window replacement, cabinet and countertop replacement, painting and texturing, and door and hardware installation; paints interior and exterior finishes, as appropriate.
 - Assists in the look and cleanliness of the property and interiors by performing general maintenance, custodial, and trash removal tasks.
 - Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
 - Documents facilities maintenance requirements; maintains appropriate records of work performed. Responsible to ensure that equipment is updated and operational, meeting required local, state, federal, and ADA requirements through security vendors.
 - Responds to phone, email, voice mail, verbal and written work orders. Issue and track work orders and work closely with vendors to assure timely resolution of service issues.
 - Respond quickly in the event of an emergency, notify appropriate personnel, and follow safety protocols associated with the issue.
 - Ensures security of premises and personnel by patrolling and monitoring activities on the organization's premises regularly, ensuring the property is safe and secure
 - Responsible for evicting trespassers and violators of FAIHP expectations for conduct while following legal protocols. May contact relevant local authorities arrive to take over.
 - Assists management staff in controlling the entrance and departure of employees, visitors, and vehicles according to established protocols
 - Responsible for the monitoring of surveillance cameras to watch out for any disruptions or unlawful activities
 - Providing detailed reports on daily activities and any incidents that may have occurred to management
 - Regularly responsible for effective communication with supervisor regarding any potential problems, improvement needs, and progress on tasks.

ORGANIZATIONAL PERFORMANCE EXPECTATIONS

- Works collaboratively with supervisor and team. Effectively communicates current workload and requests assistance with issues as they arise.
 - Follows established organizational and departmental policies and procedures approved and set by management staff.
 - Openly communicates with team members by active listening and questioning to understand. Do not assume negative intent in conversations and always communicate with positive outcomes.
 - Interactions are always based on honesty, truth, and trust.
 - As part of the FAIHP team, the staff is expected to be dependable in actions and in following through with work agreements with clients, coworkers, and vendors.
 - Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
 - Attends workshops/seminars as necessary to increase skills and knowledge to provide effective care, treatment, and/or leadership.
 - Supports the organization's overall needs by working flexible or extended hours when necessary.
-



FACILITY TECHICIAN

Position Description

-
- Demonstrates awareness of, and compliance with, the organizational mission and objective of FAIHP to provide support services for all members of the Native American community.
 - Supports personal professional development by completing the required hours of continuing training and education each year along with required annual training.
 - Maintains confidentiality and respect for information regarding patients and other team members; abides by FAIHP rules of confidentiality and general privacy regulations regarding privacy.
 - Displays a positive, professional, and respectful demeanor always toward employees, peers, professional contacts, and community members. Additionally, maintains a professional appearance and positive image for the organization.
 - Always adheres to and consistently demonstrates ethical behavior in the work environment. Holds themselves accountable for their work and outcomes.
 - Possess cultural and social awareness from personal self-awareness, cross-cultural knowledge, and sensitivity.
 - Contributes to the success of the team and organization by promoting positive staff interaction and maintaining open communication with other programs/departments.
 - Ensures the safety of the clients and coworkers by adhering to FAIHP's infection control policy. This includes annual testing and vaccinations (e.g., boosters, annual influenza vaccine, etc.) unless exempt due to health (ADA) and/or religious reasons.
 - Other work-related duties as assigned by supervisor and/or management personnel. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

QUALIFICATIONS FOR POSITION

EDUCATION:

- High School Diploma or GED.

EXPERIENCE:

- 2 or more years' experience as a facility technician, handyperson, or similar trade.

LICENSE/CERTIFICATIONS:

- Active CA driver's license

SKILLS:

- Experience in operating small hand tools.
 - Strong understanding of general maintenance processes and methods.
 - The ability to remain calm when dealing with conflict situations.
 - Flexible approach to working shift patterns.
 - Ability to understand and follow specific instructions and procedures.
 - Ability to repair and maintain appliances and heating and cooling equipment.
 - Ability to read, understand, follow, and enforce safety procedures.
 - Knowledge of one or more building trades.
 - Strong interest in maintenance/DIY
 - Basic to intermediate computer skills, using email and MS Office suite (Word, Excel)
 - Good written and verbal communication skills.
 - Problem-solving skills and resourceful thinking.
 - Strong empathy and interpersonal skills.
 - Detail-oriented and excellent organizational skills.
-



FACILITY TECHICIAN

Position Description

- Ability to plan and organize work activities.
- A self-starter who is able to work independently and as a team member; who consistently demonstrates professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards, and behavior that contributes to harmonious relationships.
- Patience and knowledge to train culturally diverse staff, interns, and volunteers.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Work conditions will also include outdoors and ambient external noise. May be exposed to heat during summer months.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk, and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The 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 communicating with patients, vendors, and staff.

Mental demands: There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

INDIAN PREFERENCE

Fresno American Indian Health Project (FAIHP) complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Sections 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

Disclaimer: *The information in this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed*

ACKNOWLEDGMENT

I have reviewed the content of this position description and have been provided a copy of the description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Print Name

Date

Signature