



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

FACILITIES TECHNICIAN – TEMPORARY

Department: Administration

Reports to: Executive Administrator

Supervises: No

Travel Required: Yes; Locally

Starting Salary: \$21.00-25.00 per hour

Type: Temporary, 40 hours per week, non-exempt

Position Summary:

The Temporary Facilities Technician position maintains clean, safe, and welcoming outdoor spaces at Fresno American Indian Health Project (FAIHP). Groundskeeping is the primary responsibility, with additional support for routine building maintenance, facility setup, and daily operations. The position reports to the Executive Administrator and receives daily task guidance and hands-on training from the Lead Facilities Technician. When drivers are absent or staffing is limited, the employee may provide assigned backup transportation after completing required training and receiving authorization to drive approved vehicles.

ESSENTIAL DUTIES

- Maintain FAIHP's grounds as the primary daily responsibility, creating clean, safe, and welcoming outdoor spaces for patients, staff, and the community. Work within Administration under the Executive Administrator's supervision and the Lead Facilities Technician's daily guidance.
- Mow, trim, and edge lawns; weed and maintain landscaped areas, flower beds, shrubs, and trees through planting, watering, and pruning.
- Remove litter, debris, and trash from grounds, parking areas, and walkways so patients, visitors, and staff can safely access entrances and designated paths.
- Welcome patients and visitors with a friendly, respectful approach and assist with wayfinding; direct patients, staff, contractors, and vendors to appropriate facility areas while following access and safety procedures.
- Monitor irrigation for leaks, damage, or watering concerns; report issues and assist with basic adjustments or repairs as directed.
- Safely operate, clean, and maintain groundskeeping equipment and hand tools; report equipment problems and store supplies securely.
- Inspect outdoor areas for damage, trip hazards, vandalism, and other concerns; address routine issues and promptly report conditions requiring additional assistance.
- Complete assigned work orders, routine inspections, preventive maintenance, and standard repairs under the Lead Facilities Technician's guidance, minimizing interruptions to patient services and staff operations.
- Perform assigned painting, drywall repairs, carpentry, and repairs or replacement of doors, windows, cabinets, countertops, furniture, and hardware within training and demonstrated skills.
- Assist with monitoring building systems and perform assigned standard maintenance of lighting, heating and cooling equipment, air and water filtration, plumbing fixtures, and appliances. Assist qualified vendors with non-technical tasks; refer specialized repairs to the Lead Facilities Technician.
- Assist with installation or assembly of small equipment, dispensers, and office furniture; move furniture, supplies, and equipment and set up or break down meeting and event spaces.
- Work collaboratively with Administration and other departments, participating in shared tasks and adjusting daily priorities as directed to meet organizational needs.
- Keep restrooms and shared areas clean and supplied; remove trash, maintain janitorial inventory, and organize storage areas to support daily services and staff needs.
- Assist with deliveries, supply pickup, and assigned vehicle cleaning or basic upkeep; report vehicle maintenance concerns to the Lead Facilities Technician.
- Complete assigned maintenance records and work-order updates; communicate task progress, delays, hazards, and vendor follow-up needs to the Lead Facilities Technician and Executive Administrator.

Internal Posting Date: 10/07/2026

Closing Date: Until Filled



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- Conduct assigned property rounds and authorized surveillance monitoring; assist with access controls, gates, doors, alarms, and security equipment upkeep. Report unusual activity, unauthorized access, or incidents and assist with entry and exit procedures as directed.
- Respond promptly to emergencies, notify appropriate personnel, document incidents, and follow established safety and security response procedures.
- Assist with golf cart and equipment upkeep, including cleaning, routine safety checks, and reporting maintenance needs to keep equipment safe and ready for use.
- Use required personal protective equipment (PPE) and operate, maintain, and store tools and equipment properly according to training and safety procedures.
- Provide assigned transportation for clients, patients, or program participants when regular drivers are unavailable or additional coverage is needed, as directed by the Executive Administrator or designated personnel.
- Offer friendly, patient, respectful assistance to passengers and communicate professionally with dispatch, staff, and families as appropriate.
- Follow assigned schedules and routes, passenger safety procedures, confidentiality requirements, and transportation policies; promptly report delays, incidents, or safety concerns.
- Complete required pre-trip and post-trip checks, mileage and trip records; keep vehicles clean and sanitize high-touch surfaces and child safety seats before and after trips according to approved procedures.
- Drive only vehicles for which the employee has the required license, any applicable endorsements, completed training, and FAIHP authorization; use required seat belts and approved passenger securement equipment.
- Perform other related duties as assigned. The Executive Administrator and Lead Facilities Technician coordinate priorities when groundskeeping, facilities, and transportation needs overlap.
- Perform other related duties as assigned to support the needs of the department and organization.

MINIMUM REQUIREMENTS

EDUCATION:

- High School Diploma or GED

EXPERIENCE:

- Minimum of 1 year of experience in groundskeeping, landscaping, facilities maintenance, or a related field required.
- Experience transporting passengers or providing customer service preferred.
- Experience working with Native American communities preferred.

LICENSE/CERTIFICATIONS:

- Valid CA driver's license required.
- Driving record that meets FAIHP's vehicle insurance requirements.
- Completion of required transportation and vehicle safety training before providing passenger transportation.
- Current CPR and First Aid certification preferred.

SKILLS:

- Ability to perform routine groundskeeping tasks, including mowing, trimming, edging, weeding, watering, and pruning.
- Ability to safely operate, inspect, clean, maintain, and store hand tools and groundskeeping equipment.
- Basic knowledge of building maintenance, including painting, minor repairs, furniture assembly, and moving equipment.
- Ability to recognize safety hazards, use required personal protective equipment (PPE), and follow safety procedures.
- Ability to follow written and verbal instructions, complete assigned tasks, and promptly report maintenance needs or concerns.
- Basic computer skills to use email and complete electronic work orders, checklists, and transportation records.
- Clear, respectful communication and a friendly, patient approach when assisting clients, passengers, staff, and community members.
- Ability to organize daily assignments, adapt to changing priorities, and work independently or with a team under the Lead Facilities Technician's guidance.
- Ability to perform the essential physical duties, including occasional lifting of up to 50 pounds when safe, with or without reasonable accommodation; use equipment or team assistance for heavy, bulky, or awkward items.

A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.

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Interested Applicants Please Email Resume AND Application to jobs@faihp.org