



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
(Vacant)

Tribal Treasurer:
Amy Minnear

JOB DESCRIPTION

POSITION: Facilities Engineer I
STATUS: Non-Exempt
CLASSIFICATION: Full-time
DEPARTMENT: Facilities
SUPERVISOR: Facilities Supervisor
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The Facility Engineer I position will perform semi-specialized tasks in the maintenance of all tribal buildings and structures. Performs all work in accordance with established safety procedures. Proceeds under general supervision with instruction and assistance provided when required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Maintain tribal buildings and structures.
- Provide proper maintenance and minor repairs to all tribal buildings and structures.
- Perform plumbing, pipefitting, carpentry, painting and plastering, electrical, HVAC maintenance and custodial tasks.
- Routinely check lighting and replace bulbs, ballast and fixtures.
- Maintain pool and aquatic facilities.
- Assist engineering staff with repairs.
- Maintain a neat, clean and organized work area in all the Facilities work areas.
- Respond in a timely manner to all work requests.
- Assist Facilities Supervisor with daily maintenance schedules.
- Maintenance and repair of all doors and hardware including master keying.
- Assist Facilities Supervisor with Access Control System.
- Troubleshoot and repair audio visual equipment.
- Carpet and tile cleaning, repair and replacement.
- Must work with appropriate PPE (personal protective equipment) at all times.
- Special projects and other job-related duties as assigned.
- Transport and/or relocate office equipment and furniture.
- Set-up and take-down for meetings and events.
- Pick up supplies for events or activities. Deliver shipments to departments as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Required (1-2) years experience in facilities maintenance or related field.
- Must obtain CPO (Certified Pool Operator) license within one year of hire.
- Valid driver's license and proof of insurance required.
- Clean DMV record
- Ability to lift at least 50 pounds.
- Ability and willingness to work evenings, weekends, and holidays as needed.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing
- Ability to read, analyze, and interpret blueprints and schematics.
- Ability to add, subtract, multiply and divide in all units of measure.
- Effective use of logic and reasoning to identify the best solutions or approaches to various situations.
- Ability to lift at least 50 pounds.
- Ability and willingness to work evenings, weekends, and holidays as needed.
- Ability to deal courteously and effectively with the public.
- Excellent customer service skills.
- Ability to work well under pressure.
- Ability to establish and maintain effective working relationships with co-workers, other departments and the public.
- Ability to comply with OSHA safety standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance, including climbing and standing on ladders; stoop, kneel, crouch or crawl.

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The employee must occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts or in outside weather conditions. The employee is often exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while inside, or moderately noisy during events and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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