



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Environmental Director
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga Environmental Department
SUPERVISOR: Tribal Council
POSITION CATEGORY: C
RATE OF PAY: DOE

SUMMARY:

The Director of the Pechanga Environmental department is responsible for the environmental protection and resources management of the Pechanga Indian Reservation and tribally owned lands. The Director oversees and coordinates the environmental activities of the Reservation and tribal trust lands, which may include identifying necessary federal regulations for compliance and implementing environmental protection programs for Air, Water, Solid Waste and Natural Resources. Other jurisdictional policies, including tribal ordinances may also apply. The Environmental Director works and collaborates with federal, state and local agencies. These agencies include but are not limited to the following: BIA, EPA, USFWS, USDA, USFS, and ACOE. Keeping abreast of current trends and information in the field of environmental regulation, the Director determines the goals and objectives of the environmental programs to meet the needs of the Band, and to protect the health, safety and welfare of Pechanga Tribal Members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and execute strategic and long-term plans for all media (water, air, solid waste, natural resources). Determine the need for staff, consultants and other outside agents that may be necessary for the successful implementation of projects and programs.
- Develop, implement and communicate department plans, goals and objectives for environmental programs.
- Assess community needs and priorities and ensure that programs address those needs.
- Identify funding opportunities, such as grants and cooperative agreements and develop grant proposals, budgets, and work plans.
- Preparation and review of environmental reports and protection strategies.
- Has an excellent understanding of data collection, management, and storage including data quality assurance and quality control measures for all media (water, air, solid waste, natural resources).
- Prepare environmental education and outreach materials.
- Identify, schedule, and conduct necessary training sessions and meetings for all department staff to ensure professional growth and development and maintenance of necessary skill sets.
- Facilitate compliance with federal, tribal, and other relevant regulations for the Tribal Government, tribal commercial operations, and other tribal enterprises, as needed.

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.

- Must have a working knowledge of environmental review processes at the federal and state level including NEPA and CEQA, to provide information and guidance to internal departments and Pechanga entities.
- Must have strong technical writing skills including grant writing, management and monitoring plans, and related reports.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

SUPERVISORY RESPONSIBILITIES:

This role includes supervisory duties for the Environmental department. You will carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provide training and direction to the Environmental department staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood.

Responsibilities will include but are not limited to the following:

- Planning, assigning and directing work;
- Annual and periodic performance evaluations;
- Addressing challenges and resolving problems.

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:

- Bachelor of Science Degree in Environmental or in related field and 5-8 years relevant work experience required OR
- Master’s degree in Environmental or related field and 3+ years relevant work experience.
- Must have a working knowledge of environmental review processes at the federal and state level including NEPA and CEQA
- Excellent computer skills must include working knowledge of: Microsoft Office, Word, Excel, Outlook, PowerPoint and Publisher.
- Excellent organizational skills, including records management and time management.
- Ability to work with minimal supervision and as a part of a team.
- Ability to maintain strict office confidentiality.
- Must be able to lift 50-75 lbs.
- Must be able to climb stairs.
- Shall possess and maintain a valid California driver’s license and qualify for employer insurability, throughout the course of employment.
- 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

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.

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.

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; stoop, kneel, crouch or crawl.

Job duties require hiking rugged terrain, including uneven grounds; steep terrain; and susceptibility to multiple forms of plants and environmental life. 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 and in outside weather conditions. The employee is often exposed to hot, cold, and 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 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

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.