



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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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
Russell "Butch" Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

JOB DESCRIPTION

POSITION: Maintenance Engineer I
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Public Works
SUPERVISOR: Director, Public Works
POSITION CATEGORY: A
RATE OF PAY: DOE

SUMMARY:

The Maintenance Engineer I position will perform a variety of general duties related to the maintenance, upkeep, construction, installation and repair of Pechanga park, grounds, trails, recreation areas, buildings, cemetery operations and other tribally owned properties on and off the reservation. Assists in preparations for, and clean up after, special events. Performs all work in accordance with established safety procedures. Proceeds under general supervision with instruction and assistance provided when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain grounds at the Pechanga Park, Pechanga school grounds and the cemetery by mowing, trimming, weeding and grooming.
- Maintain landscape areas by pruning, weeding and clearing debris.
- Perform general landscape duties such as planting trees, shrubs, grass, flowers and other plants in new and or existing landscape areas.
- Install, repair, and operate irrigation/sprinkler systems.
- Maintain and repair playground equipment as needed.
- Maintain and remove debris from tribal trails, sidewalks, parking lots, planters and other grounds features.
- Maintain and clean Pechanga Park, cemetery and other facilities restrooms.
- Assist in preparations for, and cleanup during and after special events.
- Provide customer service in a friendly manner.
- Troubleshoot issues and make onsite repairs when needed.
- May perform basic plumbing, pipefitting, carpentry, painting and plastering, electrical, HVAC maintenance and custodial tasks as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

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.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño 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.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED preferred
- Clean DMV
- Required 1-2 years experience in landscaping or related field.
- Must be able to lift and move up to 50 lbs.
- Experience operating landscape machinery required.
- Basic knowledge and experience in carpentry and plumbing preferred.
- Ability to communicate effectively, both written and verbal.
- Ability to read, speak and write in English
- Valid driver's license with proof of insurance.
- 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:

- Knowledge of and ability to use specific tools in the Public Works Department
- Knowledge of general gardening and grounds maintenance methods
- Knowledge of how to use and repair landscape machinery
- Ability to skillfully operate small trucks and power-driven grounds equipment
- Ability to read and interpret safety, operating and maintenance instructions and reports
- Ability to work under stressful situations
- Ability to work in a standing position for long periods of time
- Ability to work under minimal supervision with a good sense of time management

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 stand 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. Job duties require hiking rugged terrain, including uneven grounds; steep terrain; and susceptibility to multiple forms of plants and environmental life.

The employee must frequently lift and/or move up to 50 and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and 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

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While performing the duties of this job, the employee regularly works near moving mechanical parts and must be able to work long hours in outside weather conditions year-round, including high temperatures and direct sun. The employee is often exposed to hot, cold, and wet and/or humid conditions, fumes, toxic or caustic chemicals. They may also be exposed to multiple forms of plants and environmental life. The noise level in the work environment is generally loud or noisy.

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.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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