



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.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Vasquez-Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Environmental Specialist
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga Environmental Department
REPORTS TO: Environmental Director
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

Working under the direct supervision of the Environmental Director, the Environmental Specialist assists in the responsibilities for the environmental protection of the Pechanga Indian Reservation. The Environmental Specialist assists in developing, implementing and coordinating environmental activities for the reservation which includes compliance with federal regulations and policy review. The Environmental Specialist performs duties to assist in meeting the objectives of environmental programs including air, climate change, sustainability, solid waste, and natural resource management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in maintaining, developing and implementing environmental programs
- Assist in the preparation and review of environmental policies, reports, and other technical documents
- Assist in developing, coordinating and participating in community education and outreach events, such as presentations, workshops, newsletters, etc.
- Grant proposal preparation and grant program management
- Generate monthly and quarterly performance reporting
- Data collection, analysis and management including air quality monitoring data
- Conduct field observations, assessments and reporting
- Attend necessary training sessions and meetings as requested
- Maintain confidentiality of all privileged information
- Contribute to a team effort and accomplishes related results as required
- 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 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:

- Associate of Arts or Science in related field and relevant experience required OR
- Bachelor of Science Degree in Environmental preferred.
- Minimum of two (2) years experience in environmental field.
- Must have knowledge with applicable environmental laws and regulations.
- Must have knowledge and experience is air quality monitoring.
- Must have experience working with environmental agencies and organizations.
- Excellent computer skills must include: Microsoft Office, Word, Excel, Outlook, Access, PowerPoint and Publisher.
- Must possess and maintain a valid driver's license and qualify for employer insurability, throughout the course of employment.
- Must possess excellent communication skills, both written and verbal.
- Must be able to lift 50-75 lbs.
- Must have excellent organizational skills, including records management and time management.
- 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 work with minimal supervision and as part of a team or work group.
- Must be highly motivated and able to work under pressure with specified deadlines.
- Ability to maintain strict office confidentiality.
- Must be able to climb stairs.

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; 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.

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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 Luiseño 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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