



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
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Diesel Mechanic
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Public Works
SUPERVISOR: Maintenance Supervisor
POSITION CATEGORY: B
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

SUMMARY:

The Diesel Mechanic performs preventative maintenance and inspection work, to keep tractors and farm equipment, and mechanical equipment serviced. Duties may involve welding; machining; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing vehicles, heavy machinery and tractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform preventative maintenance on all machinery to appropriate specifications, to prevent break down and damage
- Inspect, analyze, troubleshoot, diagnose and perform minor and/or complex repairs of machinery depending on damage and general wear and tear
- Perform routine engine maintenance and repair on small and large farm equipment, landscaping equipment, heavy equipment and department vehicles as appropriate, ensuring not to void manufacturer warranties
- Inspect equipment or materials to diagnose the cause of errors or other problems or defects and determine next steps
- May be required to test drive equipment if trained and/or certified
- Maintain a clean and safe work environment
- Effectively prioritize multiple projects
- Safely use hand and power shop tools, equipment, and diagnostic devices
- 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.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED required
- ASE diesel certified mechanic preferred
- 5-10 years of experience maintaining and repairing small and large diesel/gas engines for landscaping equipment, and in repairing gas and diesel generators required

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

- 5-10 years of experience repairing heavy farm equipment, tractors, water trucks, dump trucks and other department vehicles required
- Experience and proficient knowledge in diesel/tractor hydraulic systems consisting of: reservoirs, pumps, valves, fluids, hoses, and hydraulic cinders required
- Experience using hand and power shop tools, equipment and diagnostic devices required
- Welding and vehicle body work experience preferred
- Must have strong mechanical aptitude
- Must have a valid driver's license
- Clean DMV record
- 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 machines and tools, including their designs, uses, repair, and maintenance
- Must have in-depth knowledge of diesel engine components and operational mechanisms
- Knowledge and proficiency with maintenance tools and repair equipment
- Ability to perform routine maintenance on vehicles and machinery
- Ability to diagnose and repair all aspects of mechanical problems
- Ability to read and understand repair manuals and diagnostic equipment for repairs
- Ability to learn and use diagnostic software
- Ability to use power, machine, and hand tools safely
- Must have basic math and science skills
- Must have excellent problem solving skills
- Must have good attention to detail skills
- Ability to manage multiple priorities
- Ability to communicate effectively, both written and verbal
- Ability to interact with personnel in a positive and cooperative manner

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 bend, stand, walk, sit, and talk or hear. The employee is required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. They must be able to use hands to hold, grasp, turn and pull. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee must regularly lift and/or move up to 50-75 pounds. They must be able to work on uneven surfaces, climb on/off equipment, and occasionally stand on step ladders.

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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 such as working in harsh weather conditions and in tight spaces while always wearing common protective safety equipment. 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, engines, vehicles, landscaping equipment, and heavy equipment and may frequently work in hot and cold temperatures. The employee is often exposed to, fumes and toxic chemicals. 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. 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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