



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

POSITION TITLE:	Emergency Services Coordinator	OPENING DATE:	April 3, 2024
CLASSIFICATION:	Full Time	FILING DEADLINE:	April 12, 2024
STATUS:	Exempt	DEPARTMENT:	Fire
RATE OF PAY:	DOE	SUPERVISOR:	Tribal Council & Fire Chief

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:
Under the Tribal Council and Fire Chief direction, the Emergency Services Coordinator will organize and implement an emergency management plan for effective emergency preparedness, response, and recovery.

- ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Analyze highly complex problems and recommend solutions related to the Pechanga Tribe.
 - Represent the Tribe in multi-jurisdictional planning with surrounding communities.
 - Develop programs and provide training for all personnel with special emphasis on emergencies related to earthquakes, fires, and mass casualty incidents.
 - In the event of an incident, effectively communicate thorough reports and identify needs through the various command systems, including those that are not part of the California Emergency Management Agency (Cal OES) systems, or that interface with the Department of Interior resources, Department of Defense resources, and other federal agencies.
 - Access all emergency programs on the Pechanga Reservation to ensure coordination of response and support groups and to minimize the impact of emergencies on life and property.
 - Coordinate emergency planning with the Tribal Emergency Response Commission (TERC) and with such outside agencies as the Federal Emergency Management Agency (FEMA), Cal OES, and local emergency response organizations.
 - Maintain up-to-date knowledge of the Pechanga Reservation operations in order to continue cross response in an emergency, and access appropriate resources for emergency situations specific to the Pechanga Reservation.
 - Research, write and implement other programs at the direction of management and various safety committees.
 - Develop procedures (e.g., activation, communication and operations) for the Emergency Operations Center (EOC), and respond to all disaster situations and other emergencies as directed.
 - Responsibilities will include the coordination between Local, State, Tribal, and Federal agencies.
 - Manages, operates and maintains the Emergency Operations Center (EOC)
 - Coordinates, develops, and implements the Emergency Operations Plan (EOP). Updates the EOP at least annually.
 - Responsibilities will include ensuring that the tribe's Emergency Plans, such as Hazard Mitigation, Emergency Operations, Continuity of Operations, Threat and Hazard Identification, and Risk Assessment, are up dated as needed and current.

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:

- High School diploma or CHSPE certificate.
- **Must** be eighteen (18) years of age at time of application.
- **Must** possess a valid driver's license.
- Valid and appropriate Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certification at time of application and throughout employment in this position.
- **Must** have completed the National Incident Management System course requirements for emergency management (NIMS).
- Working knowledge of the National Response Plan (NRP), National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), the Incident Command System (ICS), and be well versed in the California Emergency Services Act, the Natural Disaster Assistance Act, and the Robert T. Stafford Act.
- Demonstrated experience in preparedness, mitigation, response, recovery, including knowledge of an operational emergency operations center.
- 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** pass a pre-employment background investigation.

PREFERRED REQUIREMENTS

- 5 years of experience in emergency management.
- A college degree with a major in fire science, education, communications, or closely related field.
- Experience in working with an Indian tribe on emergency planning, response, and recovery.
- FEMA Tribal courses E/L0580, E/L0581, E/L0582, L0583 and L0552

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long-Term Disability** - \$25,000 employer paid life and Long-Term Disability
- **Industry Specific Long-Term Disability:** Eligible to participate in CFSA
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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