



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

	Environmental		
POSITION TITLE:	<u>Specialist</u>	OPENING DATE:	<u>March 19, 2025</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Environmental</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Director of Env.</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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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

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 in 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.

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 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

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
- **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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