



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

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Building Porter
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Facilities
SUPERVISOR: Facilities Director
POSITION CATEGORY: A
RATE OF PAY: DOE

SUMMARY:

Under the supervision of the Facilities Director, the Building Porter assists in daily meeting set-ups, janitorial duties, moving office furniture, and non-skilled maintenance duties.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Perform custodial tasks – to include, but not limited to; clean building floors, gather and empty trash, dust furniture, walls, machines or equipment.
- Assist in moving office equipment and furniture as needed.
- Conference room and Meeting room area preparation and clean up.
- Pickup supplies for events or activities.
- Perform Non-Skilled maintenance tasks.
- Assist maintaining inventory of janitorial supplies.
- Assist with upkeep of tables and chairs.
- Carpet/Tile Cleaning.
- Product deliveries to other departments.
- Notify supervisors concerning the need for major repairs or additions to building operating systems.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- 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
- A minimum of one to two years' experience in related field preferred.
- Good knowledge of building operations and support.
- Must have good attention to detail, good project coordination and the ability to execute projects systematically.
- Good organizational skills.
- Must have the ability to communicate effectively, both verbal and written.
- Must be a team player, have a great attitude and excellent interpersonal skills.
- Valid driver's license and proof of insurance required.

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.

- Ability and willingness to work evenings, weekends, and holidays as needed.
- This position is subject to 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 deal courteously and effectively with the public.
- Excellent customer service skills
- Effective problem solving abilities.
- Ability to work well under pressure.
- Ability to establish and maintain effective working relationships with co-workers, other departments and the public.
- Ability to comply with OSHA safety standards.

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, including climbing and standing on ladders; stoop, kneel, crouch or crawl.

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts or in outside weather conditions. The employee is often exposed to 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 during events and 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 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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