



## 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:** GIS Technician  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** GIS DEPT  
**SUPERVISOR:** GIS Manager  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

#### SUMMARY:

This is an entry level position. Under the direct supervision of the GIS Manager, the GIS Technician will perform geographic information tasks and projects such as creating, editing and maintaining geographic information services and layers using a variety of GIS technologies. Collect geospatial data using GPS and drone equipment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect, analyze, and interpret geographic data from a variety of sources including GPS, field observations, satellite imagery, and existing databases
- Create and maintain GIS datasets, maps, and web applications using tools such as ArcGIS Pro, ArcGIS Enterprise, and ArcGIS Online
- Digitize and edit spatial features and ensure accuracy of associated attribute data
- Assist in the design and development of GIS databases and data management systems
- Conduct spatial analysis and generate custom maps, reports, and visualizations for various departments
- Collaborate at a technical level with other staff on GIS technology, processes, and functionality for affective map document production and presentation
- Perform quality control checks to ensure integrity and accuracy of geospatial data
- Assist with field data collection using GPS and mobile data collection tools as needed
- Stay up to date on advancements in GIS technology, software, and best practices
- Performs other duties 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.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED Certificate required, Bachelor's degree preferred
- Must possess a valid Driver's License required
- Clean DMV report
- Must be 18 years of age 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.

- Knowledge of spatial analysis, cartographic design, and geodatabase management required
- Knowledge of and experience using ESRI Software Suite (ArcGIS Pro, ArcGIS Enterprise, Field Maps), Microsoft Excel, Adobe Acrobat, and Trimble (TerraSync, TerraFlex.) required
- Ability to work independently and collaboratively on multifaceted projects in a team environment
- 1-3 years of experience in a Tribal organization highly preferred
- Experience with data formats such as shapefiles, geodatabases, DWG and KML required
- Strong attention to detail and commitment to data accuracy
- Good organizational and communication skills
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing
- Must successfully pass a pre-employment background investigation

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have the knowledge in GPS data collection, mapping techniques, principles, and software required
- Must have the knowledge of computer hardware and software principles
- Must have the knowledge of database principles
- Must have the knowledge in using a computer and related software applications and basic networking principles
- Must have the knowledge to maintain, set up, and support computer peripheral devices
- Must have the ability to document computer problems and solutions
- Must have the ability to read and interpret technical manuals, engineering and architectural plans
- Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Must have the ability to handle multiple tasks simultaneously.
- Must have the ability to establish and maintain effective working relationships with associate personnel, other department employees and the tribal community.

#### **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 sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is regularly required to use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is often required to enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Job duties require the employee to physically enter construction sites at different stages of completion. It may require hiking and walking on rugged terrain, including uneven ground, steep terrain; and the

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susceptibility to multiple forms of plants and environmental life. The employee must occasionally lift and/or move up to 25 pounds.

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.

When in the office, this is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and 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.

This job operates in both an office environment as well as an outside environment. The employee is regularly required to work in the field and on construction sites, in outside weather conditions that include high or low temperatures and direct sun. The employee may be exposed to hot, cold, and wet or humid conditions. This also includes being exposed to multiple forms of plants and environmental life. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and maybe moderately noisy during events, on job sites 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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