



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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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: Solid Waste/Recycle Technician
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Public Works
SUPERVISOR: Public Works Supervisor
POSITION CATEGORY: A
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

SUMMARY:

Under the direction of the Public Works Supervisor, the Solid Waste/Recycle Technician is a semi-skilled worker who performs all duties and responsibilities for maintaining the Transfer Station, including but not limited to sorting and separating recyclable and proper disposal of hazardous material.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs regular cleaning and inspections of the Transfer Station
- Inspects the Transfer Station facility to ensure proper operation
- Sorts and separates recyclable items into correct bins
- Separates and sorts household chemicals, unwanted paints, car batteries or other hazardous material in correct bins
- Ensures care in the sorting and disposal of chemicals and hazardous materials
- Divides large appliances, large metal items, cars/vehicles, wood, concrete, green waste, batteries, asphalt in to correct bins
- Watches flow of recycled materials and makes recommendations to number of bins provided, and frequency of pick-ups
- Operates a variety of equipment including heavy equipment to perform maintenance objectives
- Ensures care in the proper handling and use of equipment and supplies
- Must perform all duties in compliance and observe all established policies, procedures, and safety protocols including wearing of required PPE at all times.
- 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.

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 G.E.D. required
- 2 years or more experience in solid waste/recycling industry required
- HAZWHOPPER Certification preferred OR completion of the HAZWHOPPER training (40 hours) and certification within three (3) months of employment
- Skilled in the operation of fork lifts, pallet jacks, power lifts and other heavy equipment
- Valid California Driver's license
- Ability to lift up to 75 pounds
- 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 how to use forklifts and other heavy equipment
- Knowledge of handling of hazardous waste, materials, and chemicals
- Knowledge of materials and recycling
- Good organization and communication skills
- Ability to understand and follow safety procedures
- Ability to work independently
- Ability to operate full range of tools and equipment
- Ability to write routine reports
- Basic computer skills

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 constantly required to use hands to finger, handle, feel or grasp objects; reach with hands and arms; bending, standing, kneeling, and reaching below and above shoulders. The employee must regularly perform heavy physical work, lifting, pushing, pulling, and/or moving up to 75 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.

WORK ENVIRONMENT:

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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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and must be able to work long hours in outside weather conditions year-round. The employee is often exposed to hot, cold, and wet and/or humid conditions. Work involves considerable exposure to unusual elements, such as high temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Work environment involves exposure to hazards or physical risks, which require following safety protocols and precautions.

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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