



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.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Nichole Vasquez-Sutter

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Bowling Lanes Maintenance Technician
STATUS: Non-Exempt
CLASSIFICATION: Full-time
DEPARTMENT: Pechanga Recreation Center,
Certified USBC Bowling Lanes
SUPERVISOR: Recreation Center Director
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

To maintain and repair automatic pinspotters and setters, scoring equipment and all other QubicaAMF bowling equipment at the highest level of operating proficiency and to USBC certified lanes standards. Monitors and maintains clean, consistent and high scoring lane conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains pinspotter/setter and other bowling equipment to manufacturer specifications.
- Monitors and maintains clean, scoreable, consistent lane conditions to USBC specifications.
- Repairs mechanical breakdown and responds to trouble calls.
- Must be able to diagnose malfunctioning equipment.
- Assists with pin jams, ball return call, and other malfunctions while bowling is in progress.
- Cleans ball hoods and returns.
- Develop and maintain a preventive maintenance program for all Bowling Lanes equipment.
- Follows safe working practices and maintains safety and operation procedures.
- Ensures that all machine areas are clean and organized at all times.
- Tracks and records the Inventory Log for all maintenance equipment and supplies; prepare reports to management monthly; prepares and submits purchase requests to Administrative Assistant.
- All other job-related duties as assigned.
- 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:

- Must have friendly, courteous, polite and helpful customer service skills.
- Candidate must have High School Diploma or GED and 3 years AMF related experience.
- Must be a QubicaAMF Certified Mechanic or willing to become certified.
- Must be able to use lane conditioning equipment.
- Candidate must be able to manage multiple projects and properly prioritize workload.
- Must be able to work where the noise level in the work environment is usually loud.

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.

- Able to lift 50 lbs. occasionally and lift and/or move up to 100 lbs. Must be able to work evenings and weekends.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random drug testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Candidate must be able to manage multiple projects and properly prioritize workload.
- Must be able to work independently with minimum direction.

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; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 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. The employee may regularly be exposed to fumes, and toxic or caustic chemicals. The noise level in the work environment is usually loud and noisy and can increase during activities, events and during outdoors events.

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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