



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
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Maintenance Engineer II
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Public Works
SUPERVISOR: Director, Public Works
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The Maintenance Engineer II will perform semi-specialized tasks in the maintenance of all tribal properties, which include tribal roads, park, creek crossing, open areas, and tribal building's exterior and structures. Maintenance Engineer II will work under the direction of the supervisor to assist in the guidance of the Maintenance Engineer I staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and complete minor repairs to all exterior tribal buildings and structures, including but not limited to construction, landscaping and heavy equipment operation.
- Perform plumbing pipefitting, carpentry, painting and plastering, low voltage systems and custodial tasks.
- Assist with performing routine engine maintenance and repair on small and large landscaping equipment.
- Assist in providing guidance and direction to Maintenance Engineer I staff in the planning, organization, coordination and oversight of projects and daily duties.
- Work on special projects as needed.
- Responsible for subordinate observance of safety policies and procedures.
- 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 preferred
- 3-5 years experience in Public Works/Maintenance or related field required.
- Various experience working with landscaping, construction, plumbing, low voltage systems and maintenance equipment required.
- Heavy equipment operator experience preferred

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 have the ability to lift 50 lbs.
- Valid driver's license with proof of insurance required.
- Clean DMV record required.
- 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 and ability to operate landscaping equipment and tools, i.e. lawn mowers, blowers, hedgers, chainsaws, etc.
- Knowledge of and ability to operate plumbing equipment and tools, i.e. snakes, pipe wrenches, and solders.
- Knowledge of and ability to operate mechanic equipment and tools i.e. battery, compression and electrical testers, etc.
- Knowledge of material, methods, and the tools involved in the construction or repair of buildings, and roads.
- Knowledge of how to use heavy machinery i.e. tractor, skip loader and forklift, etc.
- Ability to read and interpret safety, operating and maintenance instructions and reports.
- Ability to speak effectively to groups of members and employees of the organization.
- Ability to write routine reports and correspondence.
- Ability to work under stressful situations, i.e. deadlines and emergency situations.
- Good organization skills.
- Must be able to work independently and exercise good judgement.

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. Job duties require walking on uneven grounds; steep terrain; and susceptibility to multiple forms of plants and environmental life. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person.

The employee must frequently lift and/or move up to 50 and occasionally 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.

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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.

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, including high temperatures and direct sun. The employee is often exposed to hot, cold, and wet and/or humid conditions, fumes, and toxic chemicals. They may also be exposed to multiple forms of plants and environmental life. The noise level in the work environment is generally loud or noisy.

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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