# 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
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Jasmine Torres

Tribal Treasurer:
Amy Minniear


## JOB DESCRIPTION

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| **POSITION:** | Mechanic – With Class A License |
| **STATUS:** | Non-Exempt |
| **CLASSIFICATION:** | Full-Time |
| **DEPARTMENT:** | Public Works |
| **SUPERVISOR:** | Maintenance Supervisor |
| **POSITION CATEGORY:** | B |
| **RATE OF PAY:** | DOE |


**SUMMARY:**
The Mechanic performs work to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve welding; machining; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing vehicles, machines and tractors.


**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Inspect and repair machinery depending on damage and general wear and tear
- Perform routine engine maintenance and repair on small and large landscaping equipment, heavy equipment and vehicles including but not limited to, diesel engines, power trains to include differentials, transmissions, clutches and drive shafts, electrical systems, automotive AC systems, hydraulic systems, steering and brake systems
- Performs maintenance and repair activities on various pieces of heavy equipment including but not limited to heavy-duty trucks, material spreader, excavators, high pressure pumps, bulldozers, graders, backhoes, trailers, street sweepers, aerial towers and man lifts
- Inspect equipment or materials to diagnose the cause of errors or other problems or defects and determine next steps
- Perform welding to complete structural repair and fabrication on various vehicles and equipment
- Read blueprints and schematic drawings to determine product instructions or specifications
- Design and operate welding machines that join or bond components to fabricate metal products to improve existing design and reliability
- Assemble, align, and clamp work pieces into holding fixtures to bond, heat-treat, or solder fabricated metal components to ensure proper assembly
- Complete projects using a variety of welding techniques such as MIG, TIG, ARC, and Gas welding; cutting with Oxygen/Settling, Plasma cutters, and Cut-off saws; and the use of benders and bending equipment


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.

- Operate grinding equipment
- Effectively prioritize multiple projects
- Safely use hand and shop power tools, equipment, and diagnostic devices
- 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 required
- Minimum of 5-8 years of experience maintaining and repairing small and large engines for landscaping equipment, heavy equipment and vehicles required
- Must have a valid Class A driver's license and maintain the license throughout employment required
- Certified in automotive and diesel repair preferred
- Welding Certification preferred
- Experience using hand and power shop tools, equipment and diagnostic devices required
- Proficient in the repair of the following: diesel engines, power trains to include differentials, transmissions, clutches and drive shafts, electrical systems, automotive AC systems, hydraulic systems, steering and brake systems required
- Proficient in the use of all tools of the trade, i.e. compressors, hydraulic lifts, power and nomadic tools required
- Proficient in arc-welding, gas welding, plasma cutters and grinders and cutoff saws soldering, brazing required
- Ability to diagnose and repair large hydraulic systems
- Proficient in metal fabrication required with ability to read blue-prints and schematic drawings
- Proficient in repair of small and large gas and diesel engines required
- Must be able to speak, read and write in the English language
- Ability to operate all heavy equipment, loaders, Skip-loaders, Dump trucks, Water truck, Back hoe
- Ability to trouble shoot gas- diesel engines and small engines
- Ability to diagnose and trouble shoot Electrical and Computer -Controlled Electrical systems
- Proven strong mechanical aptitude
- Basic math skills required
- Valid driver's license with proof of insurance required
- Clean DMV record
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random testing
- Must successfully pass a pre-employment background investigation

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of automotive machines and tools, including their designs, uses, repair, and maintenance i.e. compressors, hydraulic lifts, power and nomadic tools

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- Ability to perform routine maintenance on vehicles and machinery
- Ability to diagnose and repair all aspects of mechanical devices up to an including tractors and landscaping equipment
- Knowledgeable in various types of sheet metal (galvanized, aluminum, mild steel, and stainless steel)
- Good working knowledge of welding standards and codes that apply to commercial fabrication
- Ability to use, distinguish and know the use of all Welders tools
- Ability to use repair manuals and diagnostic equipment for repairs
- Ability to operate a motor vehicle in a safe manner
- Ability to manage multiple priorities
- Ability to communicate effectively, both written and verbally in the English language
- Ability to interact with personnel in a positive and cooperative manner
- Ability to work in undesirable conditions wind, rain, heat, cold, dirt and weeds
- Must be able to work independently and exercise good judgement, work well as a team and collaborate in a group working together on projects

**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. The employee is regularly required to use hands and fingers to handle, twist, feel or operate objects, tools, or controls; and reach with hands and arms. 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 regularly crouch and kneel and lift and/or move up to 50-75 pounds and occasionally stand on step ladders.

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:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job such as working in harsh weather conditions and in tight spaces while always wearing common protective safety equipment. 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, engines, vehicles, landscaping equipment, and heavy equipment and may frequently work in hot and cold temperatures. The employee is often exposed to, fumes and toxic chemicals. The noise level in the work environment is generally loud or noisy.

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*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.

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| _____ | _____ | _____ |
| Signature of Employee | Date | Print name of employee |
| _____ | _____ | _____ |
| Signature of Employee's Manager | Date | Print name of employee's manager |

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