



# PECHANGA INDIAN RESERVATION

*Temecula Band of Luiseño Mission Indians*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

POSITION TITLE:	<u>Director of Public Works</u>	OPENING DATE:	<u>July 24, 2019</u>
CLASSIFICATION:	<u>Exempt</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Full-Time</u>	DEPARTMENT:	<u>Public Works</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Tribal Council</u>

HIRING PREFERENCE POSITION CATEGORY:	C
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### SUMMARY:

The Director of Public Works will perform complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the public works department.
- Determine work procedures, prepare work schedules, and expedite workflow.
- Inspect equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Direct and supervise the maintenance and completion of minor repairs to the exterior of all Tribal buildings and structures, including but not limited to heavy equipment operation, construction and landscaping.
- Ensure project completion and compliance with quality standards.
- Work closely with Tribal Members and government center to address errors and complaints.
- Study and standardize department policies and procedures to improve efficiency and effectiveness of operations.
- Prepare and document budget requests and administer department budget.
- Provide direction for environmental, street, traffic control, lights and other public works projects and programs.
- Train and ensure staff adherence to safety policies and procedures.
- Ensure department adherence to all government and environmental rules and regulations.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

### SUPERVISORY RESPONSIBILITIES

This role includes supervisory duties for the Public Works department. The Director of Public Works will carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provide training and direction to the Public Works department staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood. Responsibilities will include but are not limited to the following:

- Planning, assigning and directing work.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno 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.

- Appraising performance.
- Addressing complaints and resolving problems.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED **required**.
- Seven to ten (7-10) years experience in the operation and maintenance of commercial property or related fields **required**.
- **Requires** a minimum of 3-5 years supervisory experience.
- Technical certifications in Maintenance and Electrical field desired.
- **Must** possess strong maintenance project management experience.
- Experience with MS Office Suite **required**
- **Must** be well organized with strong communication and interpersonal skills and possess the ability to handle multiple priorities in a fast paced work environment.
- Ability to lift up to 75 pounds.
- Valid driver's license with proof of insurance **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.

#### BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:  
 PECHANGA GOVERNMENT CENTER  
 12705 PECHANGA ROAD TEMECULA, CA 92592  
[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

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