



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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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: Director of Public Works
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Public Works
SUPERVISOR: Tribal Council
POSITION CATEGORY: C
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

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.

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 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.

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.
- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of how to use heavy machinery.
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, and roads.
- Ability to determine causes of operating errors and deciding what to do about it.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Ability to communicate effectively, both written and verbal.
- Ability to motivate, lead and mentor employees.

PHYSICAL DEMANDS:

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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 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 hiking rugged terrain, including uneven grounds; steep terrain; and susceptibility to multiple forms of plants and environmental life. 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.

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, engines, vehicles, landscaping equipment and heavy equipment. 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, 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.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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