



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

	Environmental		
POSITION TITLE:	<u>Technician</u>	OPENING DATE:	<u>January 26, 2022</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>February 4, 2022</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Environmental</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. of Environmental</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Pechanga Environmental Department is responsible for environmental protection of the Pechanga Indian Reservation. The Environmental Technician position is responsible for meeting the Tribal environmental goals and objectives for the Pechanga Band of Luiseño Indians under the direction of the Pechanga Environmental Director. This position is responsible for maintaining the current technical data, inspections, and testing for environmental programs, which include, but is not limited to air, water and soil. The Environmental Technician is also responsible for the operations and maintenance of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in meeting tasks and objectives of specific environmental programs
- Assist in the preparation and review of environmental reports and other technical documents
- Must be extremely organized, dependable and flexible
- Maintain equipment and perform equipment audits and inspections
- Maintain technical data by performing data entry using specified technical software
- Perform fieldwork tasks
- Attend necessary training sessions i.e. certification processes, sampling techniques and other related courses and meetings (local, overnight, and out-of-state)
- Must be able to write reports and develop presentations and brochures
- Perform general office work, i.e. faxing, filing, answering telephones, mailings, etc.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Minimum - Bachelor of Science Degree in Environmental or a related field, or a minimum of four years experience in a related field.
- Proficient in office equipment operation (fax, computer, etc.) preferred.
- Proficient on office computer software applications, MS Word, Excel, PowerPoint, Outlook, Access and Publisher preferred.
- Ability to produce technical documents.
- Must be able to lift 50-75 lbs.
- Must be able to climb stairs.

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.

BENEFITS:

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

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **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

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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