



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseno Mission Indians

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond Basquez, Jr.
Catalina Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Environmental Technician
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga Environmental Department
REPORTS TO: Environmental Director
POSITION CATEGORY: B
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

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 Luiseno 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:

- Assists in meeting tasks and objectives of specific environmental programs
- Assists in the preparation and review of environmental reports and other technical documents
- Must be extremely organized, dependable and flexible
- Maintains equipment and perform equipment audits and inspections
- Maintains technical data by performing data entry using specified technical software
- Perform fieldwork tasks
- Attends 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.

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:

- 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.).
- Proficient on office computer software applications, MS Word, Excel, PowerPoint, Outlook, Access and Publisher.

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.

- Ability to produce technical documents.
- Must be able to lift 50-75 lbs.
- Must be able to climb stairs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively.
- Ability to read and follow technical instruction manuals.
- Ability to organize multiple tasks and work independently.
- Ability to work in a team environment.
- Must be able to maintain strict office confidentiality.
- 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.

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; 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.

The employee must occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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 in outside weather conditions. The employee is often exposed to hot, cold, and wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while inside, or moderately noisy when outdoors.

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 anytime 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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