



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Facilities Engineer I</u>	OPENING DATE:	<u>March 22, 2023</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>March 31, 2023</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Facilities</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Director of Facilities</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Facility Engineer I position will perform semi-specialized tasks in the maintenance of all tribal buildings and structures. Performs all work in accordance with established safety procedures. Proceeds under general supervision with instruction and assistance provided when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain tribal buildings and structures.
- Provide proper maintenance and minor repairs to all tribal buildings and structures.
- Perform plumbing, pipefitting, carpentry, painting and plastering, electrical, HVAC maintenance and custodial tasks.
- Routinely check lighting and replace bulbs, ballast and fixtures.
- Maintain pool and aquatic facilities.
- Assist engineering staff with repairs.
- Maintain a neat, clean and organized work area in all the Facilities work areas.
- Respond in a timely manner to all work requests.
- Assist Facilities Supervisor with daily maintenance schedules.
- Maintenance and repair of all doors and hardware including master keying.
- Assist Facilities Supervisor with Access Control System.
- Troubleshoot and repair audio visual equipment.
- Carpet and tile cleaning, repair and replacement.
- Must work with appropriate PPE (personal protective equipment) at all times.
- Special projects and other job-related duties as assigned.
- Transport and/or relocate office equipment and furniture.
- Set-up and take-down for meetings and events.
- Pick up supplies for events or activities. Deliver shipments to departments as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- **Required** (1-2) years' experience in facilities maintenance or related field.

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.

- Must obtain CPO (Certified Pool Operator) license within one year of hire.
- Valid driver's license and proof of insurance **required**.
- Clean DMV record
- Ability to lift at least 50 pounds.
- Ability and willingness to work evenings, weekends, and holidays as needed.
- 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:

- **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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