



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
(Vacant)

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Silver Feathers Maintenance
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Silver Feathers
SUPERVISOR: Silver Feathers Board
POSITION CATEGORY: A
RATE OF PAY: DOE

SUMMARY:

The Silver Feathers Maintenance position will perform janitorial duties, maintenance of indoor and outdoor plumbing and irrigation, and landscape and maintain the grounds of the Silver Feathers property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain a pleasant view of the perimeters of the Elders Hall.
- Maintain all planted areas, mow, trim, hedge and weed lawn areas, flower beds, gardens, bushes and trees.
- Ensure irrigation system is functioning properly by conducting preventive maintenance and doing minor repairs.
- Operate vehicles or powered equipment, such as mowers, twin-axle vehicles, chain-saws, electric clippers, sod cutters, or pruning saws.
- Perform custodial tasks – to include, but not limited to; bathrooms, building floors, gather and empty trash, dust and vacuum furniture, walls, machines or equipment.
- Perform carpet/tile cleaning of all building floors.
- Perform Non-Skilled maintenance tasks.
- Maintain plumbing fixtures and pipes within the Elders complex.
- Stock all incoming supplies.
- Maintain all air vents and change filters as needed.
- Assist in moving office equipment and furniture as needed.
- Prepare and clean up Conference and Meeting room areas.
- Pickup supplies for events or activities.
- Hang and remove flag daily.
- Inform supervisor of any repair issues that may need further investigation. .
- 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 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.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED or equivalent experience.
- Two (2) years experience landscaping and maintenance or related field required.
- Experience using power tools and equipment; including lawn mower, hedge trimmer, edger, chain saw, skill saw and power washer required.
- Clean DMV record.
- Must be able to lift a maximum of 50 pounds.
- Must possess a valid California driver's license provide proof of insurance.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of safe handling of chemical pesticides.
- Ability to operate hand tools and landscape machinery.
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Ability to communicate effectively, both written and verbal.
- Ability to deal courteously, respectfully and effectively with the public at all times.
- Excellent customer service skills.
- Effective problem solving abilities.
- Ability to establish and maintain effective working relationships with co-workers, other departments and the public.
- Ability to comply with appropriate safety standards.

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, 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. The employee must occasionally lift and/or move up to 50 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.

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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. This position works indoors and also in outside weather conditions. The employee is often exposed to 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 during events and when outdoors utilizing equipment.

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. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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