



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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

## JOB ANNOUNCEMENT

	<b>Environmental</b>		
POSITION TITLE:	<u>Director</u>	OPENING DATE:	<u>April 19, 2023</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Environmental</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Tribal Council</u>

HIRING PREFERENCE POSITION CATEGORY:	C
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### SUMMARY:

The Director of the Pechanga Environmental department is responsible for the environmental protection and resources management of the Pechanga Indian Reservation and tribally owned lands. The Director oversees and coordinates the environmental activities of the Reservation and tribal trust lands, which may include identifying necessary federal regulations for compliance and implementing environmental protection programs for Air, Water, Solid Waste and Natural Resources. Other jurisdictional policies, including tribal ordinances may also apply. The Environmental Director works and collaborates with federal, state and local agencies. These agencies include but are not limited to the following: BIA, EPA, USFWS, USDA, USFS, and ACOE. Keeping abreast of current trends and information in the field of environmental regulation, the Director determines the goals and objectives of the environmental programs to meet the needs of the Band, and to protect the health, safety and welfare of Pechanga Tribal Members.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and execute strategic and long-term plans for all media (water, air, solid waste, natural resources). Determine the need for staff, consultants and other outside agents that may be necessary for the successful implementation of projects and programs.
- Develop, implement and communicate department plans, goals and objectives for environmental programs.
- Assess community needs and priorities and ensure that programs address those needs.
- Identify funding opportunities, such as grants and cooperative agreements and develop grant proposals, budgets, and work plans.
- Preparation and review of environmental reports and protection strategies.
- Has an excellent understanding of data collection, management, and storage including data quality assurance and quality control measures for all media (water, air, solid waste, natural resources).
- Identify, schedule, and conduct necessary training sessions and meetings for all department staff to ensure professional growth and development and maintenance of necessary skill sets.
- Facilitate compliance with federal, tribal, and other relevant regulations for the Tribal Government, tribal commercial operations, and other tribal enterprises, as needed.
- Must have a working knowledge of environmental review processes at the federal and state level including NEPA and CEQA, to provide information and guidance to internal departments and Pechanga entities.

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 have strong technical writing skills including grant writing, management and monitoring plans, and related reports.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor of Science Degree in Environmental or in related field and 5-8 years relevant work experience required OR
- Master's degree in Environmental or related field and 3+ years relevant work experience.
- **Must** have a working knowledge of environmental review processes at the federal and state level including NEPA and CEQA
- Excellent computer skills must include working knowledge of: Microsoft Office, Word, Excel, Outlook, PowerPoint and Publisher.
- Excellent organizational skills, including records management and time management.
- Ability to work with minimal supervision and as a part of a team.
- Ability to maintain strict office confidentiality.
- Must be able to lift 50-75 lbs.
- Must be able to climb stairs.
- Shall possess and maintain a valid California driver's license and qualify for employer insurability, throughout the course of employment.
- 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** - 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](http://WWW.PECHANGA-NSN.GOV)

Send application and resume to:

Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)

Fax: 951-587-2209

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