



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

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

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Emergency Services Coordinator
STATUS: Exempt
CLASSIFICATION: Full Time
DEPARTMENT: Fire
REPORTS TO: Tribal Council & Fire Chief
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

Under the Tribal Council and Fire Chief direction, the Emergency Services Coordinator will organize and implement an emergency management plan for effective emergency preparedness, response, and recovery.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Analyze highly complex problems and recommend solutions related to the Pechanga Tribe.
- Represent the Tribe in multi-jurisdictional planning with surrounding communities.
- Develop programs and provide training for all personnel with special emphasis on emergencies related to earthquakes, fires, and mass casualty incidents.
- In the event of an incident, effectively communicate thorough reports and identify needs through the various command systems, including those that are not part of the California Emergency Management Agency (Cal OES) systems, or that interface with the Department of Interior resources, Department of Defense resources, and other federal agencies.
- Access all emergency programs on the Pechanga Reservation to ensure coordination of response and support groups and to minimize the impact of emergencies on life and property.
- Coordinate emergency planning with the Tribal Emergency Response Commission (TERC) and with such outside agencies as the Federal Emergency Management Agency (FEMA), Cal OES, and local emergency response organizations.
- Maintain up-to-date knowledge of the Pechanga Reservation operations in order to continue cross response in an emergency, and access appropriate resources for emergency situations specific to the Pechanga Reservation.
- Research, write and implement other programs at the direction of management and various safety committees.
- Develop procedures (e.g., activation, communication and operations) for the Emergency Operations Center (EOC), and respond to all disaster situations and other emergencies as directed.
- Responsibilities will include the coordination between Local, State, Tribal, and Federal agencies.
- Manages, operates and maintains the Emergency Operations Center (EOC)
- Coordinates, develops, and implements the Emergency Operations Plan (EOP). Updates the EOP at least annually.
- Responsibilities will include ensuring that the tribe's Emergency Plans, such as Hazard Mitigation, Emergency Operations, Continuity of Operations, Threat and Hazard Identification, and Risk Assessment, are up dated as needed and current.

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.

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 & EXPERIENCE:

- High School diploma or CHSPE certificate.
- Must be eighteen (18) years of age at time of application.
- Must possess a valid driver's license.
- Valid and appropriate Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certification at time of application and throughout employment in this position.
- Must have completed the National Incident Management System course requirements for emergency management (NIMS).
- Working knowledge of the National Response Plan (NRP), National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), the Incident Command System (ICS), and be well versed in the California Emergency Services Act, the Natural Disaster Assistance Act, and the Robert T. Stafford Act.
- Demonstrated experience in preparedness, mitigation, response, recovery, including knowledge of an operational emergency operations center.
- 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 pass a pre-employment background investigation.

PREFERRED REQUIREMENTS

- 5 years of experience in emergency management.
- A college degree with a major in fire science, education, communications, or closely related field.
- Experience in working with an Indian tribe on emergency planning, response, and recovery.
- FEMA Tribal courses E/L0580, E/L0581, E/L0582, L0583 and L0552

KNOWLEDGE, SKILLS AND ABILITIES:

- Skills in maintaining accurate records and preparing clear and concise reports and other written materials using a computer.
- Demonstrate ability to provide leadership, technical guidance, operational skills, and direction under emergency conditions.
- An understanding and ability to operate computer methods that supports planning activities as required.
- Strong interpersonal organization, written, communication, and oral skills are required.
- Ability to develop and conduct training and exercises, produce and deliver effective briefs, interpret and implement policies, multi-task in an emergency operations environment and assume command when necessary to produce results in a fast paced changing environment involving competing priorities and deadlines.
- Analyze problems and situations accurately and take effective action.
- Apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations.

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 the 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.

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Continuous upward and downward flexion of neck. Frequent standing, sitting, bending and stooping, twisting at waist, side-to-side turning of neck; fine finger dexterity and pinch grasp to operate computer keyboards and writing materials. Occasional walking, climbing, reaching at shoulder level, pushing/pulling; firm grasp, pinch grasp and foot dexterity to operate automobile. Infrequent squatting, crawling, working in confined spaces, reaching above shoulder level, kneeling, balancing above ground; lifting objects weighing 11-25 lbs. from below waist to above shoulder and transporting distances up to 100 feet; lifting objects weighing 26-75 lbs. from below waist to waist level; transporting objects weighing 26-50 lbs. distances up to 100 feet; lifting objects weighing 76-100 lbs. from below waist to waist level, with assistance only. Tight grasp, moderate torqueing, wrist and arm movement, fine finger dexterity to operate hand tools, video camera, projectors.

Vision should be in the normal visual range, with or without correction; vision sufficient to read small print, computer screens and other printed documents. Hearing in the normal audio range, with or without correction.

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.

Exposure to extreme cold of refrigerated lockers, extreme heat of fires, temperature swings from indoors to outdoors, extreme noise of fire alarms and fire alarm testing, working both indoors and outdoors, extreme humidity while working outdoors, mechanical hazards of heavy equipment and various machinery, explosive hazards of blasting operations; fumes and odors of smoke, flammable liquids, gas, hazardous materials; dust of construction sites and fire scenes, toxic substances. Work schedule is 80-hour biweekly work periods, with unscheduled breaks. Subject to callback for major fires, hazardous materials incidents or other emergencies. Work is performed in the office and at various sites throughout the community, both indoors and outdoors with or without protection from the weather. Work environment is formal, team and autonomy oriented, with both variable and routine tasks. Work is frequently fast-paced and high-pressure.

ESSENTIAL AND MARGINAL JOB FUNCTION ANALYSIS:

Employee must be able to perform the essential functions; meet the required physical, knowledge, skill, and ability requirements; and have the ability to meet all other requirements for the position as indicated in the Essential and Marginal Job Function Analysis document.

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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