



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Utilities Crew I

Open Date: 06/21/24

Requisition Num.: 017-2024

Department: Public Works

Closing Date: Until Filled

Classification: Full-Time/ Non- Exempt

Salary: \$21.00 - \$23.50 (hourly)

Location: Valley Center, CA

Opportunity: Under the direct supervision of the Utilities Supervisor, the Utilities Crew I position performs manual unskilled and semi-skilled work in the construction, maintenance and repair of domestic water systems, roads, erosion control and refuse management; performs work in the removal of graffiti on the Rincon Reservation; operates a variety of light-, medium- and heavy-duty motorized maintenance and construction equipment; and performs related duties as assigned.

Distinguishing Characteristics:

Utilities Crew I is the entry-level in the Utilities Crew series, initially under close supervision; incumbents assist skilled Utilities Crew II / III in construction, maintenance, and repair of domestic water systems, roads, erosion control, and refuse management tasks and projects. This position generally works in tandem with a Utilities Crew II / III position in executing and completing appointed duties and tasks. Incumbents at the Utility Crew I level may reasonably expect to advance to the Utility Work II level through the promotional process by demonstrating proficiency and meeting the qualifications of the higher-level class. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform manual labor to assist in the construction and maintenance of the Utilities Department in relation to domestic water system, roads, erosion control and refuse management.
- Shovel gravel, asphalt, dirt, and other material into and out of trenches, holes, wheelbarrows, and trucks using shovels and rakes; dig around water lines and catch basins using shovels and picks.
- May perform duties normally performed by a Utilities Crew II / III in a training capacity.
- Complete basic records related to work performed.
- Inspects assigned work areas and corrects and/or reports safety hazards.

JOB RESPONSIBILITIES CONT'D

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

- Assists weekly trash collection service, operates trash truck by utilizing compactor and loading trash, performs weekly facility recycling, delivers recycling trailer per schedule, and operates the 14 Acres Transfer Station per policy.
- Skillfully and safely operates various types and sizes of trucks and motorized equipment, such as vehicles, light equipment, heavy equipment, and tractors with various attachments including disc, harrows, seeders, 15-foot mowers, sprayers, and hand mowers; observe safe driving practices; inspects and cleans vehicles and reports maintenance as required.
- Operates a variety of hand and power tools, inspects tools and equipment for safety and mechanical defects.
- Observe safe work methods and safety practices related to work; cone and flag worksites to secure from traffic; use appropriate safety equipment.
- May perform landscape duties including landscape vegetation maintenance.
- Respond to emergency calls, including working varying hours, weekends, holidays, and unscheduled days as required.
- Assists with Tribal sponsored functions; works with a variety of outside contractors; responds to after-hours call-outs as assigned.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- There are multiple deadlines associated with this position and the employee may be required to work long hours or weekends when necessary to reach goals as approved and directed by the Public Works Supervisor and/or Public Works Manager.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe work environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Performs stand-by duty (controlled & uncontrolled) as assigned and may be required to work overtime to complete assignments and/or cover shifts. Must be able to work a flexible schedule.
- Attends required meetings and trainings.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

3 Job Announcement, Cont'd. – Utilities Crew I

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

Applications which are not completely filled out will not be considered.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Six (6) months of work experience as a laborer in construction, maintenance work, plumbing, pipefitting, or equipment operation highly preferred.
- Valid California Drivers' Class B Commercial License (CDL), preferred.
- Forklift Operator Certification, preferred.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Basic concepts and practices in the operation and maintenance of street construction, water distribution systems and buildings, and erosion control.
- General understanding of materials, tools and equipment used in the construction, maintenance, and repair of water distribution facilities.
- Operation and maintenance of a wide variety of hand and power tools, and equipment common to the field.
- Safe work practices and safety regulations pertaining to the work, protective clothing, and personal protective equipment, etc.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance 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
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
