



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: Facilities Technician

Requisition Num.: 027-2024

Open Date: 10/16/2024

Closing Date: Until Filled

Department: Housing, Facilities and Land Use

Location: Valley Center, CA

Salary: Commensurate with Experience

Classification: Full-Time/ Non-Exempt

Opportunity: The role of Facilities Technician is vital to the efficient repair and maintenance of the Rincon Government Center. This position will utilize general building maintenance, construction and grounds keeping skills to assist the Housing, Facilities & Land Use Department with the general upkeep of the Government Center. This position will repair, inspect, clean and provide routine maintenance in assigned areas, verify vendor scheduled maintenance is performed to standard, and maintain equipment. The Facilities Technician will also assist the Housing Crew with maintenance and repairs at other Government Facilities or assigned areas when needed. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. 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.

- Performs building maintenance and repair projects such as: the installation and maintenance of mechanical, heating and ventilation systems; inspection and maintenance of boilers; and maintenance of drywall, ceilings, roof, and interior walls.
- Cleans and maintains interior and exterior of assigned buildings and facilities; cleans, shampoos, and maintain floors and carpets; picks up debris and trash; cleans and/or paints graffiti; empty trash receptacles, maintenance of roof drains.
- Performs a full range of semi-skilled, skilled, and complex work in a variety of trades including plumbing, low voltage electrical, carpentry and HVAC using the appropriate tools and equipment in the maintenance, repair, construction, and inspection of the Rincon Government Center.
- Perform daily inspection of assigned buildings and spaces and report back to Manager. Correct deficiencies.
- Perform general and detailed scheduled facility maintenance.
- Develops time and materials estimates, schedules, and methods to accomplish goals set by Manager and to ensure that work is completed timely.
- Completes and maintains work activity, time and materials records and reports.

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.

- Organizes worksite for projects to ensure availability of needed tools, equipment, and materials and to ensure job site safety; establishes traffic control for job site and public safety, sets up and removes signage and barricades as appropriate.
- Assists Housing Crew on maintenance and repair projects including carpentry, painting, plumbing, flooring, fencing, minor electrical repairs, etc.
- Performs routine maintenance on drinking fountains, ice machines, hot water heaters, dishwashers, floor scrubbers, flush-valve, etc.
- Maintains tools and assigned equipment per manufacturers specifications.
- Provides on-the-job training to less-experienced crew members; provides training on the appropriate performance of maintenance, repair, and construction, duties and related trades work, and the proper maintenance and safe operation of equipment, tools, and work-related supplies and chemicals.
- Safely and effectively transport and operates a variety of vehicles, and work-related power tools, and equipment. Ensures vehicles are stocked with an adequate supply of tools and equipment needed to perform assigned work.
- Manually or by using a hand truck, move heavy furniture, equipment and supplies as requested.
- Ensure preventative maintenance and repairs on large kitchen and HVAC equipment is performed per standard. Equipment includes ice machines, dish machines, ranges, ovens, freezers and refrigerators.
- Supervise outside contractor performed work including but not limited to kitchen equipment, HVAC, roofing, pest control.
- Performs research on equipment, components and appurtenances to determine proper maintenance and schedules.
- Respond to emergency janitorial needs to facilities when needed which may include restocking paper products and hand soap, sanitation kiosks, cleaning spills and flooring.
- Respond to facility emergencies including plumbing leaks and malfunctions, burned out lights, access (doors), and pest control issues.
- Sets up, arranges, and removes decorations, tables, chairs, ladders and scaffolding to prepare facilities for meetings and special events.
- Clean, organize and maintain Sun Room Storage rooms.
- Maintain Mechanical Room inventory and advise Manager on supply levels.
- Maintain electronic preventative maintenance and repair logs.
- Utilizes and follows the Facilities Maintenance Work Request System – PubWorks.
- Attends and participates in required meetings and training. Training may be on or offsite. Travel may be required.
- 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 Housing Manager and designee.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with competing tasks.

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.

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OTHER DUTIES

- Ability to multi-task while maintaining vigilant attention to detail.
- 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 working environment.
- 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.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and training.
- 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 the Rincon Tribal Government effectively and professionally in a public venue.

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.
- 1 to 2 years of work experience as Facilities Technician or similar position.
- Standard methods, practices, materials, tools and equipment used in carpentry, electrical, painting, plumbing, mechanical and related trades work; methods and techniques used to estimate time and materials required to complete assigned projects; modern methods, techniques, tools, materials, safety procedures related to mixing solvents and chemicals used for cleaning and maintenance work; safe operation of equipment used for forming, pouring, and finishing concrete slabs, curbs, gutters and sidewalks

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:

- Facilities maintenance and grounds keeping within and around various structures.
- Small equipment maintenance and repair.

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
