



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: Lead Water System Technician

Requisition Num.: 029-2024

Open Date: 10/16/2024

Closing Date: Until Filled

Department: Public Works

Location: Valley Center, CA

Salary: Commensurate with Experience

Classification: Full-Time/ Non-Exempt

Opportunity: Under general supervision of the Public Works Supervisor, the Lead Water System Technician, leads, coordinates, and performs a variety of skilled and semi-skilled maintenance, customer service, and repair assignments involving installation and maintenance of water distribution and service facilities, as well as associated wastewater facilities. The Lead Water System Technician is to work independently or direct and assist in the work of an assigned crew. This includes providing work direction, instruction, training, and guidance to employees and developing new procedures and methods for accomplishing the work in a safe and timely manner. Additional duties include the contractual review and inspection of work performed by contracted employees that maintain the Tribal water and wastewater utilities infrastructure. 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.

- Perform leadership duties, including assisting in the planning, assigning, and evaluation of the work of subordinates, giving recommendations on discipline, and providing training as required in support of the Public Works Supervisor. Provides input to Public Works Supervisor on assigned crewmember performance and other employee related matters.
- Provides day-to-day field leadership and works with staff to ensure a high performance, customer service-oriented work environment, which supports achieving Public Works Department objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Provides training by demonstrating and instructing Utilities Crew Workers in a wide variety of skilled and semi-skilled tasks by proper means and methods for the installation and maintenance of domestic water systems, roadwork, erosion control and the operation of light and heavy equipment.
- Coordinates, plans, and performs repairs to water mains, service lines, and water meters. Determines and marks the location of water line systems prior to excavation.

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.

- Assist with the designs of water line layouts for new property development and installs new lines and appurtenances as designed.
- Coordinates, plans, and performs vegetation management activities, as needed, to eliminate hazards to vehicles and pedestrians, including in public rights of way, storm-water drainage structures, pedestrian corridors, parks, and other open spaces.
- Assists with the design of erosion control to aid in developing strategies to implement permanent and temporary erosion control treatments that will sustain soil, water, and vegetation.
- Leads and controls through Utilities Crews engaged in water and wastewater infrastructure maintenance, and related infrastructure including written and computerized records of work performed.
- Leads and directs hydrant and valve maintenance and testing, including but not limited to painting and flushing.
- Diagnoses and corrects utility problems when possible; contacts Public Works Supervisor to establish contacts with outside contractors to repair utility problems when necessary.
- Assists with preparation and development of project estimates for Utilities related projects.
- Coordinates availability and transportation of tools, equipment, and materials for scheduled projects; conducts and documents tool, equipment and materials inventory, aspects of procurement & purchasing, and maintenance.
- Trains assigned staff in proper work and safety methods, techniques, and requirements to carry out work assignments, including conducting and documenting necessary forms.
- Prepares and maintains proper traffic control to ensure safe conditions for the public and Utilities Crew Workers.
- Safely drive and skillfully operate power equipment and hand tools involved in maintenance, repair, and construction activities – such as a variety of hand and power tools, vehicles, and light and heavy equipment related to assigned area.
- Inspects at frequent intervals, performs maintenance and minor repair of assigned equipment, and reports the need for more difficult mechanical repairs. Maintain and establish reorder points on small equipment, hand tool, parts, material inventory, and aspects of procurement and purchasing.
- Respond to emergency calls, including working varying hours, weekends, holidays, and unscheduled days as required.
- Assists and performs water and wastewater system maintenance and management as needed.
- Attends Tribal sponsored functions; works with a variety of outside contractors; responds to after-hours callouts as assigned.
- 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 or 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:

- At least 21 years of age at the time of application.
- 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.
- Three (3) years of journey level work experience as a laborer in construction and maintenance of water distribution systems with demonstrated proficiency at the journey level through certification and training, including safe heavy equipment operation.

Licenses or Certifications:

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

- State of California Water Distribution Grade 1 Certification required.
- State of California Wastewater Treatment Grade 1, preferred.
- Valid California Drivers' Class C Required.
- Valid California Class A Commercial Driver's License, preferred.
- Forklift Operator Certification, preferred.

Work-Related Knowledge:

- Practices, methods, tools, and materials, used in the construction of water and wastewater maintenance and repair.
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
- Operation of motorized vehicles and equipment common to the field.
- Basic knowledge of supervisory principles and practices.
- Methods and techniques of scheduling work assignments.
- Plan and layout jobs, estimate time, materials, tools, and equipment.
- Lead and review the work of subordinates and evaluate work procedures.
- Analyze complex maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.

Work-Related Knowledge Cont'd:

- Record keeping principles and procedures, including maintenance management programs.
- Safety regulations, practices and methods pertaining to work.
- Proper placement of cones, barricades, and warning devices and directing traffic flow at job sites.

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
