



## 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](http://www.rincon-nsn.gov)



# JOB ANNOUNCEMENT

Title: Mechanic II

Requisition Num.: 034-2024

Open Date: 12/02/2024

Closing Date: Until Filled

Department: General Service

Location: Valley Center, CA

Salary: Commensurate with Experience

Classification: Full-Time/ Exempt

**Opportunity:** This position under the supervision of the Director of Tribal Administration, the position of Mechanic II, is vital to the efficient functioning of Rincon. This position will be the primary person responsible for overseeing the mechanical repairs of all tribal-owned and operated vehicles and equipment. Including performing mechanical, hydraulic, electrical maintenance and repairs to automobiles, buses, light and heavy trucks, construction and industrial equipment; and performing related work as required. 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.*

- Installs, inspects, diagnoses, and repairs mechanical defects in automobiles, light and heavy trucks, buses, construction, industrial and other mechanical equipment, including mechanical hydraulic systems. Equipment may include street sweepers, trash trucks, lifts, chippers and mowers, tractors, heavy duty trucks and passenger buses.
- Performs general overhaul of engines (both gas and diesel), clutches, transmissions (including power shifts), differentials, final drives, track assemblies, brake systems, hydraulic systems, air systems, air conditioning systems, electrical systems, microprocessor-controlled systems, and all other components of a variety of equipment.
- Engine – Diagnostics and repair of issues with engine problems and complete the repair considering the warranty that may be available.
- Brakes – Provide full brake service to include the entire line, including brake pads, rotor changes, fluid exchange, ABS system repairs.
- Suspension – Include ability to diagnose and repair entire suspension system to include shocks, strut replacement, ball joints and springs.
- Steering – maintain and repair entire steering system. To include the power steering systems and steering components.
- Starting/charging systems – Address all issues with the system to include starter, alternator and battery.

### 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](mailto: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.**

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### 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.

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### JOB RESPONSIBILITIES CONT'D

- Cooling Systems – maintain and repair all cooling issues including the replacement of radiators and water pumps.
- Fuel Systems – Repair and maintain the entire fuel system components to include fuel pumps and injectors.
- Drivetrain – Complete drivetrain repair and maintenance to include transmissions to wheel bearings and the axles.
- Emissions – Arrange for smog and Clean Truck Checks for all required vehicles.
- Records management – maintain all repair records in Fleet database.
- Completes preventive maintenance service and tune-ups including but not limited to oil, filter changes, batteries, coolant, DEF, tire rotations, transmission services.
- Prepare new vehicles for service.
- Performs mechanical repairs and services involving the most complex automotive systems such as vehicle computers and electrical systems and electronically controlled hydraulic systems.
- Coordinates shop work with other departments or divisions.
- Maintains garage inventories.
- Diagnoses and resolve complex maneuverability problems.
- Make emergency repairs in the field on heavy trucks, tractors, automobiles, and other equipment.
- Repairs and installs special mounted equipment.
- Remove and replace doors, seats, upholstery and other interior components.
- Perform skilled welding and torch cutting of metal parts and equipment.
- Operate wheel and track vehicles such as skid steer loaders, air compressors, tractors.
- Operate power and manual hand tools and equipment.
- There are multiple deadlines associated with this position and the employee may be required to work long hours when necessary to reach goals.

### OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- 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.

### 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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**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.
- Minimum of five (5) to ten (10) years' work experience as a Mechanic or in a similar position.
- A/C and Refrigerant licenses are required at the time of appointment and must be maintained throughout employment in this class; AND,
- Must possess and maintain an ASE Master certification as an Automobile Technician or Medium/Heavy Truck Technician; PLUS,
- Possession of a certificate or degree from an accredited U.S. college or university, or a certified foreign studies equivalency in automotive technology or truck technology, AND five (5) to ten (10) years of experience in the repair of automotive equipment.

### Licenses or Certifications:

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

- Completion of a certified automotive mechanic program (Preferred)
- Valid California Class A Driver's License. Must maintain a satisfactory driving record with DMV.
- A/C and Refrigerant licenses are required at time of appointment and must be maintained throughout employment in this class.
- A Heavy-Duty Inspection and Maintenance (HD I/M) credential is highly desirable.

### Work-Related Knowledge:

- Experience in repair work involving the overhaul and repair of gasoline and diesel and electric powered automotive vehicles.
- Experience in equipment service, tire repair, outfitting of specialized equipment, modification/fabrication of equipment and parts.
- Knowledge of electrical systems and testing equipment.
- Diagnosis, service, installation, major overhaul and maintenance of all types of automotive, construction, and industrial equipment
- Supervision and training principles and techniques
- EPA (air pollution control) requirements for motor vehicles
- Testing methods to identify malfunctions in all types of automotive, construction and industrial equipment.
- Shop and field safety practices.
- Shop organization
- Diagnostics of gas/diesel engines, and scope of repair
- Field emergency procedures, needs and equipment
- Dispatching field support staff and equipment.
- Fleet Management Information System (FMIS)
- Customer service and performance monitoring/measurement
- Current technological diagnostic systems/programs to interpret needs in repair or maintenance of equipment.
- Handling of hazardous material spills and disposal
- Alternative fuel systems
- Maneuverability testing as a diagnostic response
- Multi-faceted programs such as Smog Check II, and Biennial Inspection of terminals (BIT) for commercial vehicles.
- Storm Water rules and regulations

**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.

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**Rincon Tribal Government – Core Values**

*Trust*

*Integrity*

*Open and Honest Communication*

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