



## 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:** Housing Crew Worker II

**Requisition Num.:** 022-2025

**Open Date:** 07/02/2025

**Closing Date:** Until Filled

**Department:** Housing, Facilities & Land Use **Classification:** Full-Time/ Non-Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** Under the direct supervision of the Housing Manager, the Crew Worker II is responsible to perform increasingly complex construction and maintenance services for the Housing, Facilities & Land Use Department and be able progresses from general labor construction through more advanced electrical, plumbing, and concrete finishing activities. Interact with Rincon Tribal members to determine needs and ensure a high level of customer service is delivered. 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 more complex general and preventative maintenance on housing units and government buildings including painting, drywall repair and patching, plumbing repairs, carpentry and framing, door repairs and new installs, fence repairs and minor roof repairs.
- Prepares job sites for tasks including tarping, taping, caulking, sanding, priming and general cleaning of surfaces.
- Installation and/or replacement of rain gutters, water heaters, refrigerators, new light fixtures and light bulbs, battery operated smoke detectors, toilets, faucets, cabinets, countertops, small area concrete and concrete finishing, roof shingles, sheet vinyl and VCT flooring and drywall.
- Follow instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Perform general job site labor and general demolition including site cleanup, sweeping, and debris removal.
- Prepares estimates of materials and costing of jobs.
- May be required to provide temporary janitorial services to facilities as needed including sweeping, mopping, sanitizing and restocking bathrooms.
- Cleans and maintains tools and equipment used in the performance of the job.
- Maintain inventory of Housing supplies and parts including parts for toilet and water heater installations, address pole maintenance and general supplies for building maintenance.
- Table and chair set-up and breakdown for government sponsored events and meetings.
- Move office furniture as directed.
- Complete work orders in a timely manner and as assigned.

## 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

- Assist other General Services Department's with task and activities as needed.
- Operate heavy equipment.
- 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 Facilities and Land Use Manager.
- 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.

## 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 year of work experience in electrical, plumbing, roofing, concrete and overall experience with general construction or similar position is highly preferred.
- High proficiency in Microsoft Office products: Word, Excel, Outlook, and PowerPoint.
- Strong attention to detail, planning skills, and ability to accomplish multiple priorities in a fast-paced environment working with multi-level distractions.
- Extremely well organized, proactive, punctual, and reliable.
- Ability to exercise good judgment in a variety of situations.
- An ability to effectively and efficiently plan and coordinate projects.
- The ability to research and analyze various different types of data information.

### 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.**

### 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.
- First Aid Certification
- Forklift Certification

### WORK-RELATED KNOWLEDGE:

- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- General construction, roofing, flooring, plumbing, electrical, construction codes.
- 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.

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### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

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