



Rincon Band of Luiseno 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: Public Works Manager

Requisition Num.: 032-2025

Open Date: 09/12/2025

Closing Date: Until Filled

Department: Public Works

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direction of the Tribal Administrator, the Public Works Manager will assist in the supervision of the reservation's Public Works Department. This position will manage the activities of construction, repair, maintenance, and operational work on the reservation streets, parks, various infrastructures, trees, streetscapes and right of ways. This position will also manage ongoing projects and ensure compliance with the Tribal Government and Federal standards. This position will participate in the development and administration of the Public Works operating budget. The Public Works Manager will ensure safe work practices, work quality and accuracy; serves as a technical resource for assigned reporting supervisors and work crews. 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.

- Direct the maintenance of the domestic water system, utility infrastructure, tribal and BIA roads, reservation parks, trees, storm drains, streetlights and signals, sidewalks, streetscapes, buildings, and grounds.
- Prepare annual budgets for the Public Works Department and stay within the approved allocation.
- Manage water treatment for the domestic water system including testing, treatment, disinfection and adequate water pressure for the residential community and other facilities.
- Direct activities to ensure ongoing completion of projects and maintenance functions on the Rincon Tribal Reservation.
- Oversee public works contracts, maintenance, and construction agreements; administers provisions and specifications of applicable contracts; responds to after-hour call-outs as assigned.
- Direct multiple projects such as Tribal developments, right of way, and capital construction projects. Coordinate complex construction activities.
- Oversee and administer capital project contracts; ensure projects are completed on schedule and within budget, while avoiding potential construction claim.

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.

JOB RESPONSIBILITIES CONT'D

- Direct and supervise consultant project management, inspection, material testing, survey services; monitor consultant budgets and recommend approval of consultant payments. Ability to read and interpret engineering plans, specifications, bid documents and contracts.
- Monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable Tribal and Federal rules, policies and procedures; establishes department performance goals; participates in the selection, training evaluation of General Services personnel.
- Supervise, plan, and participate in highly complex and responsible construction coordination and inspection work.
- Oversee the development and upkeep of short and long-range maintenance schedules for the domestic water system, utility infrastructure, tribal and BIA roads, reservation parks, landscape, and facility maintenance. Assists in the development of cost estimates for implementation of maintenance programs.
- Assists with operation of Tribal hazardous waste collection program; coordinates the conduct of special events with general service staff; serves as liaison with Federal governmental agencies.
- Prepare reports on department operations as necessary. Plan, assign, direct and inspect field construction.
- Participates in budget preparation and prepares project costs estimates.
- Oversee bids, procure purchase requisitions, equipment procurements, and the order of supplies, tools and materials for the Public Works Department.
- Responds to questions and concerns from Tribal Members; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.
- Identifies the appropriate training for staff employees to ensure that they have the appropriate skills and knowledge to meet the performance expectations of the position.
- Establishes positive working relationships with representatives of community organizations, state/local agencies.
- Conducts annual performance review and provides feedback in a timely and on a regular basis to ensure all employees have an understanding of what is required to meet the expectation of their job.
- Attends training conferences to stay knowledgeable about trends within the utilities management, infrastructure preservation fields, and shares new trends with staff employees to ensure their continual growth in their job.
- Assumes additional-related job assignments, and delegates where appropriate to ensure continual growth for staff employees.
- Maintains an effective and productive partnership with organizations that promotes a positive image for the Tribe.
- Provide written, oral, and computer-based presentations to Tribal Council, General Membership and Government Agencies for program reporting, project status, and department outreach.
- Interact with the Rincon Community to ensure implementation of Department goals.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

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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JOB RESPONSIBILITIES CONT'D

- Prioritizes and plans work activities; plans for additional resources; sets goals and objectives; organizes or schedules department staff and their tasks; develops realistic action plans.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Proficient with Microsoft products (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problems, problem solving skills through the use of available trainings and helpdesk.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- 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 challenging topics.

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 working environment.
- 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.
- Ability to multi-task while maintaining vigilant attention to detail.
- Other duties may be assigned at the discretion of the Tribal Administrator 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.

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.
- Bachelor's degree in Civil Engineering, Construction Management, Business Administration or equivalent degree is preferred. Equivalent experience may be substituted.
- Experience in planning, organization, time management, construction management, problem solving and delegating for maintenance and construction services (i.e., roads, buildings, water and utilities lines/services).
- Five (5) years or more of experience in a Government, Construction Management, Facilities Management, Public Management capacity, including at least three (3) years in a responsible management capacity highly 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:

- Knowledge of construction data collection processes, development of complex construction plans, and reports.
- Contract documents including notice inviting bids, contract, special provisions, and construction plans.
- Knowledge of Construction costing estimates, budgeting, and financial asset management.
- Strong knowledge of federal related legal requirements, including reservation community health code requirements.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- 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
