

JOB ANNOUNCEMENT

Title: Mechanic I

Requisition Num.: 014-2026

Open Date: 05/08/2026

Closing Date: Until Filled

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

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Mechanic I position is responsible for performing routine maintenance repairs on Tribal Government-owned vehicles and equipment to ensure safe, reliable, and efficient operations. This role supports the Rincon Tribal Government's commitment to providing essential services to the community through safe fleet operations. This incumbent is expected to conduct all work in a professional manner that upholds the integrity, values, and reputation of the Rincon Luiseño Band of Indians.

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

- Conduct and schedule routine preventative maintenance work (replacing fluids, filters, belts, lubricating parts, etc.) per manufacturer's recommendations.
- Repair and replace tires on vehicles and heavy equipment.
- Maintain DEF fluid levels weekly or as needed per vehicle.
- Maintain and repair cooling systems, including replacing radiators and water pumps.
- Replace steering components including hydraulic pumps.
- Perform all brake services and repair, including air and hydraulic.
- Service and repair suspension and driveline components, including wheel bearings, differentials, driveshafts, etc.
- Arrange for emissions testing as required and directed.
- Maintain and prepare light hydraulic systems, including replacing hoses, pumps, cylinders, etc.
- Diagnose and repair engines and mechanical components.
- Operate shop equipment such as tire changers and balancers, lifts and other various equipment.
- Prepare and maintain electronic service records in designated software.
- Clean and maintain Rincon owned shop equipment and tools.
- Maintain Rincon tool inventory and report Property Loss and inventory discrepancies.
- Maintain a clean, organized, and safe work environment – including shop, tool cage and all work areas.
- Maintain inventory of parts, fluids, filters and other mechanical supplies.
- Adhere to Fleet policies, procedures and safety rules.



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



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

- Demonstrate continued effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
- Perform safety inspections and identify mechanical or operational hazards; report issues in accordance with Tribal safety procedures.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Adhere to safety standards and regulations of the Tribal Council.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Overtime and weekend work may be required as directed by the manager.
- Attends and participates in required meetings and trainings.
- 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 Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- High School Diploma or GED and 3 years of work experience as a Mechanic or similar position.
- Experience with General Motors, CAT, Peterbilt, John Deere and heavy equipment preferred.
- Experience using electronic diagnostic tools (e.g. Snap-on Scan tools or equivalent).
- Microsoft Office and Windows platform

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 and be insurable under the Tribe's vehicle insurance program.
- Must obtain a California Class A Driver's License within one (1) year of employment.
- Completion of a certified automotive mechanic program (Preferred)
- Ability to obtain ASE certifications will be required for promotion to Mechanic II position.

Work-Related Knowledge:

- Experience operating shop equipment.
- Experience performing all aspects of vehicle preventative maintenance.
- Experience performing all aspects of heavy equipment preventative maintenance, preferred.

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.

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
