



TWENTY-NINE PALMS BAND OF MISSION INDIANS
Tribal Administration

46-200 Harrison Place, Coachella, CA 92236

Engineer II
Job Description

Job Title: Engineer II
Department: Facilities
Reports to: Maintenance Supervisor
FLSA Status: Non-Exempt

SUMMARY:

General maintenance of all Tribal entities' indoor and outdoor premises. Works with all departments on an as-needed basis. Also works along with all Engineering personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain operating condition of all Tribal entities' buildings and equipment and completes simple repairs.
- Uses knowledge of fundamental mechanical, electrical, carpentry, painting and plumbing.
- Receive and review all Engineering Request Forms to determine problem and solution.
- Aid in planning of Tribal entities' projects, remodeling, expansions, and monitor jobs completed by outside contractors.
- Ground maintenance.
- Requires technical knowledge of the construction and maintenance work involved, and the ability to use cost-estimating methods.
- Must be able to follow safety guidelines and work closely with Safety Coordinator to make sure all OSHA safety guidelines are adhered to.

- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Tribe to its guests, vendors, and employees and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- High school diploma or equivalent or 2-4 years related experience and / or training.
- Must be able to communicate in English.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-placement physical
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Must be able to read and interpret instructions and instruction manuals

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Some enterprises are open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all hours.
- Some enterprises are gaming facilities.
- Some enterprises are not a smoke-free environment.
- The noise level in the work environment is usually moderate.
- While performing this job the employee is exposed to work in extreme weather conditions from extreme heat and cold weather.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on 24-hour, 7 – day per week basis.

INDIAN PREFERENCE ACT:

The Twenty-Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Engineer II Job Description.

Signature

Date