San Pasqual Band of Mission Indians
Position Vacancy

Position Title: Facilities Assistant  
Posting Date: February 5, 2020

Position Reports to: Cultural Coordinator  
Employment Category: Non-exempt / Part time

Department: Education  
Closing Date: February 11, 2020

Position Summary

Facility Assistant will assist the Education Department in the day to day operations and general maintenance of tribal Education Facilities. Oversees the maintenance of facilities duties.

Principal Duties and Responsibilities

• Coordinate duties with two or more Public Works employees and outside maintenance vendors.
• Participate in general maintenance, such as minor plumbing, minor electrical, painting and repairs.
• Oversee and participate in handyman maintenance of tribal grounds and properties.
• Oversee and participate and adhere to time and attendance policy and chain of command.
• Oversee and participate in using small hand tools and power tools.
• Oversee and participate in performing work activities according to safe work practices and procedures.
• Oversee and operate power equipment such as, but not limited to, lawn mowers, chain saws, weed whackers, John Deere and other equipment and hand tools.
• Confidently drive pickup trucks and vans if necessary.
• Perform routine interior and exterior inspections of Education buildings, campus ground, fields, courts and playgrounds. Must be aware of surroundings and be proactive in immediate repairs.
• Ensure the highest safety standards for all Education buildings, including Fire Codes.
• Coordinate with staff to prepare for Education program events.
• Set up /break down Education events, and daily program routines such as recycling, trash, landscaping.
• Organize storage and equipment, supplies, sports equipment and Education program materials.
• Work with Cultural Instructor on Native plant programs, cultural activities, crafts, and art programs.
• Other duties as assigned.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills

• Well-developed communication, interpersonal, and decision-making skills.
• High School diploma or GED.
• Must have current CA Driver’s license and be insurable by Tribal Insurance Carrier.
• General knowledge of finished carpentry and/or 2 year’s facilities maintenance experience strongly preferred.
• General knowledge of irrigation systems.
• Knowledge of the liabilities and occupational hazards maintenance and repairs.
• Cleared Live Scan, Background checks, TB testing.
• Work around and with children.
• Work well others in teamwork environment.
• Able to assist with student supervision on occasion.
• General knowledge of Sport Facilities for care and maintenance.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others