



## Menominee Casino Resort

### 2nd Posting

**Position** Maintenance Technician

**Job Status** Part-Time

**Minimum Age** 18

### Wage

**Date Posted** Friday, February 17, 2017 8:00:00 AM

**Date Closed** Friday, February 24, 2017 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

The Maintenance System Control Technician shall, in addition to the duties of a Maintenance Technician, perform maintenance and testing of all equipment and specialized maintenance systems for Menominee Casino Resort/Thunderbird Complex properties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Specifically he/she shall be responsible for the following:

- Shall maintain the fire extinguishers and emergency lights for all facilities.
- Shall be responsible for the MCR overall fire system testing on an ongoing basis and ensure completeness of required system tests, including all required MCR reporting.
- Shall be responsible for Hotel Card Access system/programming and technical support.
- Shall be required to ensure sanitary conditions on the Hotel pool, spa and steam room.
- Shall be responsible for the proper working systems in the pool area. This includes all regular maintenance as well as preventative maintenance, repair and upkeep.
- Responsible for all general maintenance and repair throughout the Casino complex within approved guidelines and as directed by immediate supervisor.
- Maintains all mechanical and cosmetic items throughout MCR/Thunderbird Complex areas.
- Installs new plumbing systems or makes repairs as needed.
- Assists HVAC Technician/Electrician in repairs and diagnosis.
- Assists with projects, as assigned.
- Responsible for accurately checking in/out all materials required for task completion.
- Responsible for timely completion of standing work orders and preventative maintenance assignments.
- Routinely inspects all plumbing equipment in the facility, identifying potential problems, and resolving it.
- Routinely inspects all lighting throughout the facility, identifying potential problems, and resolving it.
- Shall repair potholes and re-strip parking lot when needed.
- Maintains a neat, clean, and organized work area in the Maintenance Shop.
- Prepares daily work forms and reports via email.
- Responds to maintenance requests and house calls and completes in a timely manner.
- Ensures a maximum level of service and satisfaction is achieved and maintained.
- Maintains a working knowledge and understanding of all rules, regulations and controls of the company.
- Responsible for maintaining a consistent, regular attendance record.
- Responsible for completing all required Maintenance related reporting, paperwork and work order status reports.
- Responsible for MCR fleet and maintaining, repairing, cleaning, and fuel.
- All other duties as assigned by lead or manager.

### QUALIFICATION REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be 18 years of age or older.



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### **EDUCATION and/or EXPERIENCE**

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High School diploma or GED required. Must have minimum one year proven hands on commercial facilities maintenance experience, 3 years proven hands on commercial facilities maintenance experience preferred. Facilities maintenance experience must directly include hands on with the following in a commercial setting: painting, plumbing, electrical, carpentry, heating, and air conditioning. Documentation of proven experience will be required and verified.

#### **COMPUTER SKILLS:**

Must have basic computer skills and experience with email.

### **SPECIAL QUALIFICATIONS**

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Must possess and be able to maintain a valid Wisconsin Driver's License and be eligible to be on the MITW Approved Drivers List. To be an approved driver you must not have had major traffic violations or accidents in the past three years. The employee must obtain a Certified Pool Operator certification within six months of start date. The Employee must be able to plow snow and learn to operate heavy equipment and other equipment as needed to perform job duties. The employee must be willing to work a combination of nights and weekends and is required to be available for on-call schedule on a rotating basis and as needed. The employee shall be available as needed, according to the needs of the business.

#### **CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- \*Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- \*A felony conviction of any kind in the immediately preceding two years
- \*A crime of any kind related to gambling in the immediately preceding two years
- \*A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- \*A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

\*Hiring in Gaming Position is contingent upon criminal background check.\*

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents, such as technical journals, policy and procedure manuals, maintenance instructions, and other related documents. Ability to complete reports with accurate and factual information. Ability to respond to common inquiries or complaints.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to apply common sense reasoning to a variety of situations. The ability to follow general directions and take direction from others as necessary. General problem solving ability.

### **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. 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 regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach



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with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. The Employee must be able to lift 50 lbs. on a regular basis.

The Employee is regularly required to climb a twelve-foot ladder.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Employee is regularly exposed to risk of electrical shock and danger of exposure to various chemicals used in the maintenance of the property.

The noise level in the work environment is usually moderate.