

JOB DESCRIPTION

POSITION: Hotel Maintenance Technician **POSTING DATE:** September 14, 2021

WAGE: \$16.25 per hour/Negotiable **CLOSING DATE:** September 28, 2021

LOCATION: Resort Division **Reports directly to:** Facilities Manager
Full-Time + Shift Differential

Every employee of North Star Mohican Casino Resort is expected to present themselves in a professional manner to our customers as well as other departments. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

Perform scheduled preventative maintenance, as well as needed repair services throughout the hotel's interior hallways, laundry and guest rooms. This includes, but is not limited to painting, staining, repairs to wall and floor finishes, furniture and fixture repair, repair and replacement of bathroom fixtures, replacing light bulbs and lighting fixtures, repair and replacement of room safes and door locks, preventative replacement of batteries and duct filters, curtain assembly repair and replacement, repairs to cleaning and transport equipment used by hotel housekeeping, including laundry services.

STANDARD QUALIFICATIONS:

1. Must submit to court records search/background review.
2. Must submit to and pass a pre-employment drug screening and health screening.
3. Must be flexible with schedule to work all shifts, weekends and holidays.
4. Must be able to work with a variety of people with diverse personalities.
5. Must have a positive attitude and provide a teamwork structure within the department.
6. Must be willing to enhance self-development and be willing to adapt to change.
7. Must be willing to attend all applicable training.
8. Must have demonstrated ability to maintain a satisfactory working record in any prior and/or current employment.
9. Must be at least 18 years of age.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is required.

DUTIES:

1. Provide routine repairs and preventative cleaning services to swimming pools, saunas, whirlpools (when installed).
2. Observe, document and repair any damage or defects found throughout routine inspections and evaluations of the hotel property throughout the workday/night.
3. Accurately enter information into departmental records to document dates and times in which preventative and/or repair services were provided and to which systems, components or fixtures throughout the hotel.

4. Contact the facility engineering department if repairs or replacement of item is beyond the scope of the position or the situation requires additional assistance.
5. Must be reliable and prompt when reporting to work.
6. Must maintain an acceptable departmental attendance record.
7. Must wear the approved departmental uniform.
8. Must be able to perform the physical requirements of the job.
9. Make recommendations to the housekeeping coordinator as necessary.
10. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Hotel Department.
11. Must adhere to the Casino's Drug and Alcohol-Free Workplace Policy while employed.
12. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Handbook, Gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communications from supervisory or regulatory personnel.
13. The above-mentioned duties and responsibilities are **NOT** an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based upon organization needs and/or deemed necessary by the housekeeping coordinator and/or department director.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Experience in general carpentry, cabinetry, furniture repair, painting, staining and preventative maintenance techniques are required. A general understanding of HVAC systems and commercial building maintenance is preferred.
3. Must be able to demonstrate the ability to read and understand basic assembly instructions and shop drawings as they relate to commercial buildings, equipment assembly and basic electronics.
4. Must be able to demonstrate effective knowledge of job-related tools including measuring tools and the manual dexterity to use such tools effectively.
5. Must have basic computer skills and be able to operate and respond to radio calls for service.
6. Must have and be able to demonstrate effective problem-solving abilities.
7. Must be task-oriented, self-motivated and be able to work from written directions, assembly instructions and/or shop drawings with limited supervision and under time constraints.
8. Must be able to workdays, nights, weekends and holidays as deemed necessary to meet the business demands of the hotel.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. Frequently walk, sit, stand, use hands to handle or feel, reach with hands and arms and talk and hear.
2. Must have the manual dexterity to handle all job-related tools, including measuring tools.
3. Must be able to lift and/or move up to fifty (50) pounds on a regular basis, occasionally work in uncomfortably hot or cold environments, stand, stoop, kneel, crouch, crawl in awkward/cramped positions, climb stairs/ladders and maneuver on scaffolding and/or scissor lifts at various heights.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus; with the aid of prescription glasses/contacts, if needed.
5. Work is generally performed in a workshop and/or casino setting with a moderate to higher noise level and where cigarette smoke is prevalent.
6. Work environment requires excellent personal hygiene, due to working near others.
7. Work environment is **NOT** smoke, noise or dust free.
- 8.

SUBMIT APPLICATION & RESUME TO:

Human Resource Department
North Star Mohican Casino Resort
W12180 County Road A
Bowler, WI 54416 or Email completed application to: maureen.christensen@northstarcasinoresort.com
Or Fax completed application to (715) 253-2432

THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL-OPPORTUNITY EMPLOYER; EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.

WE ARE A DRUG-FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN AND REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

GM Approved Updates 1/25/19

CANDIDATES MAY BE ELIGIBLE FOR UP TO A \$500 SIGN-ON BONUS AND PERFECT ATTENDANCE BONUS ☺-PLEASE CONTACT HUMAN RESOURCES FOR DETAILS