



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION: Surveillance Technician

LOCATION: S/M Community

SALARY: \$16.93 Negotiable

Reports to: Surveillance Manager

Non-Exempt

POSTING DATE: 2-3-22

CLOSING DATE: 2-10-22

PAYGRADE: 4

GENERAL RESPONSIBILITIES: This position will assume the responsibility of maintaining all surveillance equipment including cameras, monitors, recorders and auxiliary components. Will be responsible for positioning/placement of all cameras and surveillance equipment. Will also maintain all components of a central monitoring system. Will be responsible for advising the Surveillance Manager and the Mohican Gaming Commission on ordering and purchasing of surveillance equipment and other issues regarding the equipping of the surveillance department and other Tribal entities. Will work under the supervision of the Surveillance Manager and the Mohican Gaming Commission.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

DUTIES:

1. To coordinate proper surveillance camera coverage, placement and repair for the surveillance department and other Tribal entities.
2. Installation of cameras, camera cable and all other surveillance equipment used in the surveillance operation.
3. To develop and maintain an inventory of cameras, camera recorders, radios and all other surveillance equipment.
4. To facilitate the accurate procurement of surveillance equipment by acting as a liaison between the supplier/vendor, Surveillance Manager and the Mohican Gaming Commission.
5. To maintain the inventory of camera recorders and all other surveillance equipment through a program of preventive maintenance.
6. Must attend all available training provided by the employer to upgrade current level of proficiency.
7. Required to work during hours least restrictive of the casino operation (3rd shift) and may be required to make corrective repairs and maintenance outside of his/her regular



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schedule.

8. Be available to work with all Tribal entities.
9. Must be reliable and prompt when reporting to work.
10. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
11. Must maintain an acceptable departmental attendance record.
12. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
13. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
14. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
15. The above 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 on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Candidate must have a High School Diploma or G.E.D.
2. Must have above average work history and attendance record.
3. Proficiency and understanding of electronics is required to perform duties listed above.
4. Previous CC-TV experience preferred.
5. Experience or formal training in electrical and electronic schematic reading and camera/surveillance equipment repair will be considered an advantage.
6. Must submit to and pass, pre-employment drug and health and a Criminal Investigation Background (CIB) check and maintain a gaming license.
7. Must be willing to attend all applicable training.
8. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. Must be eligible for coverage under the employer's liability insurance.
10. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
11. Must be able to meet physical requirements of position.
12. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
13. Must abide by departmental and organizational safety, testing, and uniform



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guidelines.

Restrictions:

1. **Candidate is not employable in any of the Tribe's Gaming Facilities for one (1) year after involuntary termination as a Surveillance Technician.**
2. **Six (6) months probationary period.**
3. **Must read and sign the Confidentiality and Restriction Policy for this position.**

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

If you are a current Stockbridge-Munsee Surveillance Officer and are interested in this position and are selected for this position your wage will remain the same.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
W12635 Cty Rd A
Bowler, WI 54416

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

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

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.

Revised position

**Tribal Council Approved: 4-22-09
6-18-19**

**Apply online at:
www.mohican-nsn.gov**