



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Facilities Maintenance Laborer

Class: Skilled

Status: Full Time/Part Time

Supervisor: Lucky 7 Casino Facilities Manager

Effective Date: Revised July 2014

Department: (38) Maintenance

FLSA: Non-Exempt

Pay Grade: IV

Subordinates: None

Position Summary:

The employee serves as a maintenance person to provide adequate upkeep and maintenance of Lucky 7 Casino and Fuel Mart by performing a variety of duties to ensure a safe and comfortable environment for all customers and employees. The Maintenance Laborer is expected to work as a part of a team to further the goals of the Lucky 7 Casino.

Essential Duties and Responsibilities:

- Cleaning and janitorial services as needed; including solid waste (trash) disposal and recycling, keeping parking lot free of debris, and clean up of exterior perimeters.
- Maintains buildings and grounds, performing minor and routine painting and repairs.
- Responsible for all equipment used in the performance of duties.
- Pressure wash buildings and exteriors as needed.
- Perform landscape maintenance duties as required.
- Perform minor plumbing, mechanical and electrical repairs and maintenance as required.
- Perform related duties and responsibilities as assigned when required.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Qualifications:

- General knowledge of some construction trades and building practices.
- Care and maintenance, safety and knowledge in the use of power equipment and tools.
- Carpentry, electrical, mechanical and plumbing for minor repairs.
- Ability to prioritize work load and perform assigned tasks to the best of his or her ability.
- Ability to multi-task in a fast paced working environment.
- Ability to work irregular hours, including weekends and holidays.
- Ability to work safely and effectively in close proximity to casino customer and employees.
- Overall ability to exercise good judgment.
- High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to use common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

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 frequently required to stand, walk and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move weight that may occasionally exceed 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or less).
- Color vision (ability to identify and distinguish colors).

Work Environment:

While performing the duties of this job, the employee could be exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts. There is also contact with cleaning fluids and lubricants. The noise level in the work environment is usually moderate. The worker is frequently subject to both indoor and outdoor environmental conditions. The worker is frequently subject to extreme heat or cold for periods of more than one hour. Some work may be performed outdoors under any weather conditions such as rain, wind/or storms. Work may be performed in close proximity to casino customers and employees.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

