



## **Tolowa Dee-ni' Nation/Lucky 7 Casino Position Description**



**Title:** Facilities Manager  
**Class:** Management  
**Status:** Full-time  
**Supervisor:** General Manager  
**Effective Date:** 2013

**Department:** (38) Maintenance  
**FLSA:** Exempt  
**Pay Grade:** II  
**Subordinates:** Facilities Workers  
**Updated:** 5-16

### **Position Summary:**

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

### ***Essential Duties and Responsibilities:***

Responsible for developing, initiating, and enforcing all departmental policies to ensure compliance with all the required regulations.

Ensure compliance with required rules and regulations in order to maintain and protect the integrity and the assets of the Casino

Practice and promote all safety standards and regulations at all times.

Responsible for the Casino's overall facilities and maintenance, to include but is not limited to, grounds keeping, housekeeping, building maintenance and repairs to facility structure, and building modifications.

In conjunction with the General Manager, Marketing Manager and the Security Department, coordinate construction modification activities for special events or promotions.

Establish and maintain a good working relationship with outside consultants for various situations such as electrical, plumbing, etc.

Responsible for forecasting long range development plans in relation to the development of the facilities.

Troubleshoot and respond to problematic situations to eliminate operational and subcontractor problems.

Report any deficiencies to supervisor, while taking precautions to prevent any injuries to staff, customers, or facility. Handle all emergency situations after notifying supervisor.

Ensure all work orders are complete under specifications and in a timely manner.

Exercise the full range of supervisory duties. Perform overall work schedules, personally discuss the progress of work and problem areas as they arise.

Recommend employee training and ensure that training opportunities are provided.

Resolve complaints or minor grievances, and advise employees on matter related to

less than adequate performances. Keep employees informed of management policies and goals for the Facilities Department.

Perform supervisory functions, including but is not limited to staffing, schedules, performance evaluations, leave requests, and employee development.

Maintain all assigned records, and reports in accordance with department regulations in times and accurate manner.

Responsible for overseeing, monitoring, and tracking all purchases made for the Facilities Department and submitting invoices upon receipt to appropriate department.

Other related duties as assigned by the General Manager.

**Minimum Qualifications:**

High School Diploma or equivalent

Two (2) year previous experience working in a facilities management position, preferred, One (1) year,

Current electrical, air conditioning and heating certification, preferred, ability to obtain certifications within one (1) year of hire,

One (1) year of previous supervisory experience,

Must submit to and clear an Alcohol/Drug Screen, Must be licensable by the Gaming Regulatory Commission,

Qualified Indian Preference applies

**Language Skills:**

Ability to communicate effectively both orally and in writing. Individual should be able to express self in a clear and concise manner for the purpose of correspondence, reports, instructions, etc.

**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.

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 more).
- Color vision (ability to identify and distinguish colors).

**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.

**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 with exposure to cigarette smoke.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_