



POSTED: JANUARY 9, 2020 DEADLINE: UNTIL FILLED

JOB DESCRIPTION

POSITION: **Facilities Superintendent**

DEPARTMENT: **Facilities**

SUPERVISOR: **General Manager**

LOCATION: **Resort**

EMPLOYMENT: **Full-Time**

SALARY: **\$24.38-\$28.84/ Hour D.O.E.**

DESCRIPTION:

The Facilities Superintendent is responsible for planning, managing, and coordinating a wide variety of construction and facility operation projects. The Facilities Superintendent will oversee all facility operations and must ensure equipment, buildings and grounds provide a safe and functional environment for all staff, departments, and guests. The Facilities Superintendent is responsible for providing direction to the facilities team, including the custodial manager. The Facilities Superintendent will ensure operation and maintenance of all mechanical, electrical, and plumbing systems, cleaning and upkeep of buildings, grounds, and equipment. The Facilities Superintendent must ensure preventative maintenance issues are addressed by performing a variety of routine inspections.

RESPONSIBILITIES:

- Ensure operation and maintenance of all mechanical and electrical systems by performing all necessary testing of primary/secondary electrical distribution systems, mechanical equipment, sprinkler systems, generators, domestic water system, hot water heaters, softeners, pumps, compressors, chillers, fire alarm system panels, etc.
- Ensure operation upkeep of Facility structures (interior and exterior) including, but not limited to: equipment, grounds, roof, gutters, walls, siding, ceiling, flooring, foundations, footings, fascia, doors, windows, locking mechanisms, lights, landscape, trees, shrubs, parking lots, sidewalks, etc.
- Develop long and short-term plans/goals for Facility maintenance in coordination with Management.
- Develop/revise Facility maintenance policies and procedures for overall, routine, preventative maintenance as well as energy conservation.
- Plan, direct, and evaluate all phases of Facility maintenance (scheduled and unscheduled).

- Perform and administer preventative/predictive maintenance including root cause analysis and addressing chronic failures.
- Develop and ensure performance of maintenance schedules necessary to protect Facility mechanical systems
- Develop and administer daily, weekly, monthly, quarterly and annual inspections necessary to ensure the integrity of all Facility mechanical operations and equipment.
- Identify Facility deficiencies and recommend/take action to remedy deficiencies in a timely manner.
- Participate in budget planning, space utilization, and other Management activities involving the Facility.
- Supervise Facility maintenance team including but not limited to enforcing all relevant policies and procedures, training, scheduling, disciplinary action, performance plans, evaluations, approval of leave requests, resolving departmental complaints, etc.
- Coordinate pre and post planning of Facility projects with Department Managers to develop departmental budgets and ensure timely completion.
- Utilize computer software to track, monitor and maintain status of work orders, projects, actual costs, labor hours, materials, equipment run time, preventative maintenance schedules, utility costs and inventory.
- Oversee third party contractors/ subcontractors work to ensure compliance with applicable building, safety, and tribal codes and regulations including management of change orders and project close out.
- Track hard and soft expenditures against project budgets and contracts.
- Oversee Custodial team to ensure Facility cleanliness, sanitation and orderliness.
- Perform various complex technical and/or mechanical tasks that may require detailed engineering calculation and/or research.
- Make sound recommendations to resolve complex maintenance issues.
- Ensure adherence to all applicable safety and compliance standards as well as applicable laws, codes and regulations.
- Communicate potential safety hazards and ensure the use of all applicable safety precautions in all work areas.
- Coordinate with the Insurance and Safety Work Group to ensure proper documentation of electrical, mechanical, utility, safety and security performance.
- Coordinate with Department Managers to ensure and maintain an understanding of the Facility's needs.
- Prepare monthly reports; attend meetings, training and conferences as directed by the General Manager.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in construction management, building science, civil engineering or equivalent and Five (5) years progressive Facilities management preferred.
- Ten (10) years or more of progressive Facilities or construction Management experience and a minimum of a high school diploma or GED equivalent may be substituted for degree requirements.
- Professional knowledge of mechanical engineering concepts, principals, and practices, as well as a full range of engineering duties including design, operation, and maintenance of utilities and facilities.
- Knowledge of construction, plumbing, heating, air conditioning, fire suppression, generators, refrigeration, pool & hot tub, and electrical systems.
- Extensive knowledge of equipment used in mechanical, electrical and construction repair techniques.
- Ability to read, analyze and interpret general business periodicals, professional journals, write reports, business correspondence, and procedure manuals.
- Ability to work with mathematical concepts such as probability and statistical inference, geometry, and apply concepts such as fractions, percentages, ratios and proportion to practical situations.

- Ability to read and work from drawings and sketches to instruct maintenance personnel.
- Computer knowledge proficient to efficiently use electronic maintenance tracking software, accounting software, and Microsoft Office 365 software applications.
- Must be able to receive and maintain a Gaming License.
- Must pass background checks and other pre-employment screenings.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

OUR MISSION

Our mission is to provide an exceptional and memorable experience to every guest, every time. Each team member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

Date Approved by the Public Enterprise Finance Commission (PEFC): January 7, 2020

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