
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913

**JOB DESCRIPTION**

POSTED: AUGUST 9, 2017 DEADLINE: UNTIL FILLED

POSITION: Maintenance Supervisor

DEPARTMENT: Facilities

SUPERVISOR: Director of Facilities

LOCATION: Resort

EMPLOYMENT: Full-Time/Part-Time

PAY RATE: Pay Grade 13 (\$14.00 to \$18.23 per hour D.O.E.)

DESCRIPTION:

Responsible for coordinating and supervising the work of maintenance Team Members in the general maintenance and upkeep of buildings, grounds and equipment in the absence of the Director of Facilities. Requires organizational and administrative skill for effectively managing maintenance staff.

RESPONSIBILITIES:

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Assists the Director of Facilities with plans, schedules, assign and evaluate all workers involved in maintenance to all areas of the facility.
- Assists the Director of Facilities to select and specific materials and parts for repair, maintenance, and improvement of systems. Completes purchase requests for approval.
- Responds to maintenance requests promptly and trouble shoots repairs needed.
- Check shift log and assign repairs that may need to be completed, place order for any supplies or parts needed, inspect maintenance logs.
- Conducts performance evaluations of all department workers.
- Assigns all working shifts of maintenance employee's.
- Delegates work to maintenance employee's and ensures the timely completion of that work.

- Has awareness of safety hazards and applicable safety precautions required with tools being used and area work is performed in.
- Maintains tools and maintenance equipment in working order and ensures maintenance room is kept in neat condition.
- Prepares and submits periodic reports to the Director of Facilities.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent.
- Must be a steady, reliable worker.
- Must have working knowledge of, construction, plumbing, heating, air conditioning, fire suppression, generators, refrigeration, pool & hot tub, and electrical systems.
- Must have general knowledge of equipment used in mechanical, electrical and construction repair techniques.
- Must supply personal hand tools.
- Must adhere to all company policies.
- Must be able to receive and maintain a Gaming License.
- Good oral and written skills to prepare and deliver reports to General Manager and to prepare assignments for workers and outside contractors.
- Must pass background checks and other pre-employment screenings.
- Must be able to receive and maintain a Gaming License.

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 Tribal Council: February 27, 2017