



JOB DESCRIPTION

Native American Preference will apply in accordance with Tribal policies

JOB TITLE: Maintenance Specialist	Revision Date: October 2015
SUPERVISOR: Maintenance Manager	DEPARTMENT: Facilities
SUPERVISORY RESPONSIBILITIES: None	

SUMMARY:

Under supervision, performs a variety of troubleshooting, maintenance, modification and repair work in assigned maintenance operations areas such as landscaping, maintaining parking areas, facilities, casino operations floor, food & beverage areas and furnishings; maintains complex systems and performs specialized work on systems and facilities such as irrigation systems, equipment service and maintenance, pest and weed control and electrical systems; and all other duties as assigned by supervisor.

QUALIFICATIONS:

Education and Experience:

Possession of a high school diploma or general equivalency diploma (G.E.D) and two (2) years' of semi-skilled maintenance work experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above.

Required:

- At least 21 years of age
- Must be able to get along with co-workers and work as a team
- Must be willing to work a flexible schedule including Holidays and weekends.
- Must possess and maintain a valid California class C driver's license and a satisfactory driving record and be insurable on Company's Policy
- Knowledge of all safety procedures associated with the wellbeing of the building and of the guest and employees
- Ability to learn the "Material Safety Data Sheets" for safe use of chemicals.

Preferred:

- Working knowledge of the Gaming Industry and the laws and regulations governing gaming operations

Skills

Required:

- Must be mechanically inclined.
- Performing skilled and semi-skilled construction, maintenance and repair work on a variety of facilities, equipment and infrastructure;
- Accurate and detail-oriented
- Strong problem solving skills
- Strong organizational skills
- Strong verbal and written communication skills
- Customer service, interpersonal and teamwork skills necessary to maintain quality service delivery
- Troubleshooting and diagnosing problems;
- Operating equipment, devices and tools; and
- Communication and interpersonal skill necessary to interact with co-workers, supervisors and the general public sufficient to exchange or convey information and to receive work direction

Abilities

Required:

- Ability to maintain high confidentiality
- Ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision
- Ability to work cooperatively with all departments
- Ability to independently lift up to 50 pounds daily
- Ability to work under extremely stressful situations
- Must be willing to work out of doors in all weather conditions and with exposure to traffic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Repairs damaged facilities and furnishings.
2. Performs preventative maintenance as directed.
3. Paints, repairs and hangs drywall, wallpaper.
4. Performs minor repairs of plumbing systems and equipment.
5. Performs facility modifications as directed.
6. Cleans parking lot.
7. Repairs carpets.
8. Moves furniture and equipment.
9. Promptly responds to all repair requests.
10. Reports to work as scheduled and on time.
11. Adheres to all regulatory, departmental, and casino policies and procedures, and to the MICS.
12. Offers support and assistance to other team members and departments. This includes working off site for event set up.
13. Must adhere to the safety rules and regulations of the Running Creek Casino and Facilities department.
14. And all other job duties as assigned by supervisor.

Minimum qualifications indicated in Required.

PHYSICAL DEMANDS

Must be able to walk, sit, and/or stand for long periods of time. Must have a good sense of balance, and be able to bend and kneel . Must be able to push, pull and grasp objects. Must be able to climb a ladder. Must have manual dexterity necessary to manipulate electrical and mechanical equipment. Must be able to navigate stairs and work at high elevations. Must possess strength, stamina and mobility to perform physical work both in and out of doors in all weather conditions, use varied hand and power tools, drive a motor vehicle and equipment; lift and move materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio. Must be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic.

WORKING ENVIRONMENT

Office, gaming floor and convent ion center environment including flashing lights, frequent loud noises and cigarette smoke. Gaming and convent ion center parking environment. Outdoor environment. Must handle hazardous materials. Must be flexible with work schedule. Must be willing to work any hours and/or shift, as assigned, according to business needs. Occasional overtime required. High volume direct public contact. May be required to work in extreme weather.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

All Running Creek Casino employees are responsible to ensure that their designated operations are in compliance with Running Creek Casino policies, Tribal policies, and State compact and Tribal gaming regulations.

Conditions of employment with Running Creek Casino include passing a pre-employment drug test, a background investigation to secure a gaming license and successfully completing a three-month introductory period. Candidates for this position will be required to have dependable transportation available to them without notice. Must also maintain a Valid Driver's License and be insurable on our company's policy throughout your time of employment with the Running Creek Casino.