

**Job Title:** Facilities Manager  
**FLSA:** Exempt  
**Reports To:** General Manager  
**Benefits:** Eligible upon 90 days – PTO/Holidays/Health/Vision/Dental/Life/401K  
**Retirement:** Eligible for enrollment on the first day of hire

**Department:** 6411  
**Status:** Full-time  
**Pay grade:** 13

**SUMMARY:**

To provide an attractive, clean, safe and secure facility by being responsible for maintaining the entire Kwataqnuq, S & K Marina and Big Arm properties including building structures, parking areas/garages, all mechanical equipment, electrical, plumbing, HVAC systems, docks, other technical systems, grounds maintenance and company vehicles.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Manage Maintenance department budget and inventory, adequate equipment, parts and supplies for the efficient operation of the department and facility
- Responsible for Maintenance department staffing, employee work schedules, completing employee evaluations and necessary personnel paperwork in a timely manner
- Enforce company Policies & Procedures as well as the Maintenance department's Policies & Procedures
- Ensures all pool equipment is up to code and chemical levels are within levels acceptable
- Responsible for completing and submitting any PO requests, invoices, receipts, etc. to Intacct for processing in a timely manner
- Maintain up to date Safety Data Sheets (SDS) and provide safety training
- Knowledgeable of OSHA standards
- Works with department staff on troubleshooting building, equipment and vehicle issues and preventative maintenance
- Conducts regular walk through and inspections to ensure cleanliness, maintenance, overall appearance and condition of entire property including all building structures, parking areas/garages, docks and grounds, noting appearance deficiencies and seeing that deficiencies are corrected in a timely manner
- Coordinates with other departments on all internal and external moves of furniture, décor, gaming machines and any other equipment as needed
- Interacts with other department Managers regarding work requests, repairs, alterations, necessary improvements and maintenance needs
- Interacts with contractors for maintenance projects including electrical, plumbing, HVAC, elevators, fire alarms, renovation projects, and may assist and/or direct remodel/construction projects as needed
- Prioritize jobs/tasks based on business needs
- Assign jobs/tasks to department staff for completion
- Provide weekly job status for all ongoing projects, any operational issues or concerns to the General Manager
- Attend Management meetings
- Other job-related duties/tasks as assigned

**SUPERVISION EXERCISED:**

- Facilities Technicians
- Facilities Supervisor/Safety Officer
- Facilities Laborers

**EDUCATION and/or EXPERIENCE:**

- High School Diploma or GED required

- Bachelor's degree in Building Maintenance/Construction related discipline required and/or eight (8) years of relevant work experience with five (5) years at a managerial level may be substituted for education

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Must have computer skills with Microsoft Word, Excel, Outlook, and CAD
- Ability to read blueprints, have working knowledge of repair/renovation/construction management/projects
- Knowledge and understanding of various types of tools, equipment, vehicles and ability to perform preventative maintenance
- Ability to use various types of equipment and vehicles
- Detail orientated, organized, ability to multi-task and prioritize
- Excellent written and verbal communication skills
- Interpersonal skills, ability to effectively handle conflict issues
- Excellent problem-solving skills
- Outstanding customer service skills
- Working knowledge of casino property, Big Arm property, as well as dock areas

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- Ability to work flexible hours including various shifts, evenings, weekends and holidays required
- Have ability to frequently stand, walk, push, pull, bend, reach, climb and kneel
- Must have the physical ability to move around the office, facility and grounds as needed
- Must be able to lift and/or carry up to 50 pounds
- Must be able to work in a fast-paced environment and can handle stressful situations effectively
- Must be able to work in various types of weather conditions including inclement weather
- Have the physical ability to safely perform the essential job functions of this position
- Will work around varying crowds of people, noise levels and secondhand smoke

**CERTIFICATES, LICENSES & REGULATIONS:**

- Preferred valid State of Montana Driver's License and be insurable under the company's insurance
- Swimming Pool Certification required
- OSHA 30-hour General Industry required
- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid .

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements

\_\_\_\_\_  
Employee Print & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date