

Job Title: Facilities Technician **Department:** 6421
FLSA: Non-exempt **Status:** Full-time
Reports to: Facilities Supervisor **Pay Grade:** 7
Benefits: Eligible upon 90 day – PTO/Holidays/Health/Vision/Dental/Life
Retirement: Eligible for enrollment on the first day of hire

SUMMARY:

The Facilities Technician shall perform general guest room and commercial area maintenance and minor repairs on HVAC, plumbing and electrical equipment. Must complete preventive maintenance check list and any required maintenance reports. Must perform general carpentry, tiling, painting and wall surface repairs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Respond in a courteous manner to guest questions, complaints, or requests
- Locating and correcting in-room heating, ventilation, air conditioning (HVAC) malfunctions, and adjusting HVAC units to include system control checks
- Making systematic checks on all guest room electrical appliances, circuits; being able to repair most in-room defects
- Change air filters in HVAC units on a monthly basis or as needed.
- Daily inspection of entire facility looking for minor repairs, i.e. light bulbs, dents in walls, etc
- Handling all in-house repairs; removing and replacing bathroom tile, painting, repairing wallboard, wall vinyl, carpentry, etc...
- Checks electrical systems such as refrigeration controls, television sets, and lighting systems, and makes minor repairs
- Does basic painting and finishing of furniture and structure
- Keep all vacuum cleaners and housekeeping equipment in good operating condition
- Checks and makes minor repairs on general plumbing systems and fixtures such as pipelines, toilets, and sinks
- Utilizing basic hand and power tools required for general maintenance
- Utilizing all safety procedures, i.e. eye protection, gloves and other safety equipment
- Communicates potential problems with Maintenance Supervisor
- Maintains tools, workspaces and equipment
- Cleans work area and property as needed
- Completing preventive maintenance checklists, maintenance requests and other maintenance records
- Ensure all maintenance requests have been reviewed and see if it is an immediate priority and prioritize as needed
- Complies with policies and procedures of the S & K Gaming, LLC employee handbook and OSHA regulations
- Maintain all pool & spa equipment in proper working condition
- Maintain daily records of pool & spa chemicals
- Repair decks, marina and other outside structures as needed
- Periodic specific cleaning projects
- On call 24/7 to assist after hours with emergencies.
- Snow removal using hand tools or machinery
- Other duties as assigned

SUPERVISION EXERCISED:

- None

EDUCATION and/or EXPERIENCE:

- Minimum three (3) years of general building maintenance experience, and/or carpentry, plumbing, HVAC, or electrical
- Any equivalent combination of experience, training and/or education

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are the representative of the knowledge, skills and /or ability required.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Knowledge of carpentry
- Knowledge of plumbing –opening drains, operating powered drain snakes, minor repairs to drain lines, repairing copper water lines, & replacing faucets.
- Preferred knowledge of HVAC systems
- Preferred knowledge of electrical systems
- General building maintenance, including:
 - Painting
 - Ceiling and drywall repair
 - Floor repair

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Problem solving and decision making.
- Ability to effectively communicate
- Knowledge of hand, power and other tools used in maintenance.
- Skill in identifying work needed and acting accordingly.
- Must be self- motivated and able to work unsupervised
- Must be trustworthy
- Maintain a teamwork attitude

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position will require physical activity.
- Able to move extensive periods while repairing and cleaning
- Ability to lift to 75 pounds, if something weighs more than 75 pounds following proper lifting procedure and get help to move or lift
- Walking, standing bending, stretching, and kneeling for long periods of time
- Walking on wet or slippery floors.
- Hazards include, but are not limited to, cuts from broken glass, electrical shock, slipping and tripping
- Ability to work flexible hours/shifts including evenings, weekends and holidays required

CERTIFICATES, LICENSES & REGULATIONS:

- Preferred valid Montana driver's license and be insurable under the company's insurance
- Required to possess a Certified Pool and Spa Operator Certification within 1 year of hire date
- 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. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date