

Job Title:	Facilities Manager	Department:	6411
FLSA:	Exempt	Status:	Full-time
Reports To:	General Manager	Pay grade:	13
Benefits:	Eligible upon 90 days – PTO/Holidays/Health/Vision/Dental/Life		
Retirement:	Eligible for enrollment on the first day of hire		

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, swimming pool, marina systems including gas pumps, 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
- Work to correct any building deficiencies that do not meet code
- 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.
- Maintain Guest House/office buildings
- Maintain all restaurant equipment, or coordinates with vendors to make sure all equipment is in working condition
- 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
- Ensures all safety protocols are being utilized
- 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:

- Valid State of Montana Driver's License and be insurable under the company's insurance.
- Swimming Pool Certification must be obtained within 6 months of hire
- OSHA 30-hour General Industry must be obtained within 6 months of hire
- 40-hour HAZWOPER Certification within one year of hire
- First Aid/CPR/AED training within 90 days of hire
- OSHA 7405 Fall Protection in Construction must be obtained within one year of hire
- Internal Safety Audits must be obtained within one year of hire
- 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