

# SHOSHONE ROSE

## CASINO & HOTEL

307 206 7000 Po Box 399, Lander WY, 82520 5690 Hwy 287

### Job Posting

**Job Open August 17, 2021**

**Opening closed when position filled**

**Job Title:** Maintenance Manager  
**Department:** Maintenance  
**Reports To:** General Manager  
**Supervises:** Staff of 8-12  
**Salary:** Min \$45/k per year, DOE

### SUMMARY:

Under supervision of the General Manager, manages all maintenance and housekeeping operations of the building, heating, air ventilation, and mechanical systems. Oversee all preventative maintenance required in the Shoshone Rose Casino, Hotel, and Tribal property surrounding our businesses. Direct supervision of staff and employees under the Maintenance and Housekeeping department. This position will require proper operation, maintenance, preventative maintenance, and repair of all heating, air conditioning, ventilation, refrigeration and mechanical equipment. As the Manager it will require documentation and maintain records on equipment and up keep of facilities. This position will include working with Human Resources department on Workmans's Comp filings and minimize workplace accidents. This position will ensure all safety and OSHA codes are maintained, and will help with the documentation of the preventative maintenance program and help insure top performance of all mechanical equipment. This position will train a Shoshone Tribal Member to be an assistant.

**Must submit to pre employment and random drug testing. Must be able to obtain and maintain Gaming License.**

### DUTIES:

1. Assists with the preventative maintenance of all facilities, property, and equipment. Helps maintaining preventative maintenance logs, along with logs when equipment is repaired, replaced or maintained.
2. Provides direction for general maintenance of all facilities on property and the property itself.
3. Knowledge of HVAC system, alarm system, and generators. painting, plumbing, electrical work, carpentry, and other projects relating to maintenance of the property.
4. Must be able to work a flexible schedule.
5. Good communication and public relation skills.
6. Must have the ability to solve complex problems and be able to work independantly, perform assigned duties under frequent time requirements.
7. Be available if guests or staff have problems in the casino, restaurant, and hotel that need immediate attention.
8. Develops and manages the budget for the Housekeeping/Maintenance department.
9. Manages process and program to effectively control and reduce loss time injuries
10. Timely completion of department property and safety reports
11. Reviews staffing levels and trains staff to in the use of supplies, equipment, chemicals, MSDS, to maintain full employment, while balancing the budget.
12. Train staff on different needs for the maintenance program to ensure the most updated performance/work, is being applied on all equipment on the property
13. Manages staff directly and indirectly, delegate duties, projects and assign responsibilities.

14. Development of staff, interviews, hires and evaluations and work with HR on maintaining employee files.
15. Review departments' financial data, record keeping for inventory control, tracking supplies and equipment.
16. Meet with department directors and managers as necessary.
17. Comply with Casino policies and procedures, Tribal/State Compact, Tribal Gaming Ordinance, Tribal Internal Controls, and all applicable Tribal regulations, Federal and State Laws.
18. Maintain grounds, pick up garbage, weed eat, snow plow, some landscaping may be necessary.
19. Knowledge of plumbing and making routine repairs performing routine carpentry work, installing doors, shelving, belts, pumps, air filters, etc.
20. Timely completion of maintenance projects that are assigned.
21. Weekly reports to General Manager of jobs completed and upcoming projects
22. Knowledgeable of applicable OSHA Compliance, EPA regulations.
23. Training in the use of supplies, equipment, chemicals, and MSDS.
24. Must be able to have a acceptable driving report from the past five year from WY DMV for insurance purposes
25. Hire and train an Assistant Manager,
26. Oversee all future construction projects for SRC&H and properties.

The duties listed do not include every single item that will happen in the maintenance department. This must be able to accommodate changing issues associated with guests.

### **QUALIFICATIONS:**

Minimum 5 years experience in casino/hotel maintenance or facilities Management.

Must be able to be Pool Certified within 90 days of accepting the position

Working knowledge of of repair and maintenance.

Must be able to use computer, internet, communicate verbally and written with staff, management, and public

Knowledge of Construction, plumbing, electrical, drywall and some mechanical experience is required.

This position must be able to stand, kneel or sit for long periods of time. The employee may be required to lift up to 50 pounds.

### **ETHICAL BEHAVIOR:**

All Candidates must adhere to Shoshone Rose Casino & Hotel, Personnel Handbook, SOP's and Code of Ethics.

### **WORK ENVIRONMENT:**

Work is generally performed in or around a casino environment, office or front desk setting with exposure to second hand smoke and high noise levels. Working evenings, graveyards, weekends, and holidays may be required.

### **PHYSICAL DEMANDS WHILE EXECUTNG JOB DUTIES:**

1. Employees are regularly required to talk, hear, listen and follow directives.
2. Employees may stand, walk or sit for extended periods of time, may be required to climb, balance, stoop, kneel, crouch, or crawl.
3. Employees are repeatedly required to reach with hands and arms and use hands to finger, handle or feel objects, tools, controls or office equipment.

4. Employees specific vision abilities required by the this job include close vision, distance vision, color vision, peripheal vision, depth perception, and the ability to adust and focus.
5. The noise level is usually moderate increasing to loud when on the casino floor.
6. The employee may be required to lift up to 30-50 lbs by self.
7. Employee must be able to operate equipment or execute job in mentally and physically stressful situations.

**SHOSHONE ROSE CASINO & HOTEL BENIFITS;**

Paid Time Off, Employment Mobility, Various Shift Work, Employee Discounts

*Shoshone Rose Casino & Hotel, is an equal opportunity employer, is committed to the principle of diversity and affirmatively encouraging Eastern Shoshone Tribal members, Veterans and other ethnicities to apply.*