



# POSITION DESCRIPTION

## Bay Mills Resort & Casinos

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<b>POSITION:</b>	Maintenance Tech I	<b>LICENSED:</b>	Yes
<b>DEPARTMENT:</b>	Maintenance Department	<b>GRADE:</b>	10 (\$12.75-19.13)
<b>REPORTS TO:</b>	Maintenance Supervisor	<b>STATUS:</b>	Non-Exempt

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### **POSITION SUMMARY:**

Under the direction of the Maintenance Supervisor, the Maintenance Tech I is responsible for the completion of the daily scheduled and unscheduled maintenance of the Tribe's enterprise facilities, systems and equipment in an efficient and timely manner. Performs and combination of the following duties to maintain and repair the property of the Bay Mills Resort & Casino, Kings Club Casino, RV Park, Bay Mills Laundry, Bay Mart, Four Seasons, and Wild Bluff buildings using a variety of machines, tools, and equipment.

### **ESSENTIAL FUNCTIONS:**

1. Provides exemplary customer service by "Exceeding Expectations One Opportunity at a Time".
2. Maintains building accessibility and appearance by picking up papers and trash; removing ice and snow from walkways and parking lot; painting; and maintaining the lawn and surrounding landscape.
3. Performs minor repairs (not requiring performance by tradespersons) to building, facilities, and service equipment. Completes equipment and building repairs by following manufactures instructions and maintenance procedures.
4. Maintains lighting by installing and repairing wiring and fixtures.
5. Maintains system for conveying liquids and liquid waste by installing and repairing plumbing apparatus.
6. Secures building and occupants by maintaining alarm and fire protection devices.
7. Maintains parts and equipment inventory by checking stock to determine inventory level; anticipating needed parts and equipment.
8. Keeps maintenance room neat and orderly, and reports supply orders to maintenance manager/supervisor.
9. Maintains continuity between shifts by documenting maintenance actions, noting system or equipment irregularities requiring continued monitoring.
10. Contributes to team effort by accomplishing related results as needed.
11. Responsible for learning and following daily policies and procedures for the Maintenance Department and Bay Mills Resort & Casinos.
12. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing; including Title 31.
13. Performs and ensures compliance with the Bay Mills Gaming Commission Rules and Regulations.
14. Other duties may be assigned within the scope and complexity of this position's essential functions.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Frequently the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is frequently required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must frequently lift and/or move up to 35 pounds

while occasionally lifting up to 100 pounds. The employee is regularly exposed to heights, moving machinery, driving automotive equipment, marked changes in temperature and humidity, dust, fumes, and gases.

**POSITION REQUIREMENTS:**

1. Must have a High School Diploma or equivalent.
2. Must have, at minimum, one-year experience in maintenance or engineering.
3. Must have a Valid Driver's license with good driving record.
4. Must be able to obtain a gaming license through the Bay Mills Gaming Commission and maintain eligibility throughout employment.
5. Must have thorough knowledge of Material Safety Data Sheets (M.S.D.S.).
6. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
7. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
8. Must have excellent communication skills.
9. Must have general computer experience.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
11. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** OUF

**APPLY TO:** Send Resume and Application to:

Erin Forrester; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

[eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject:

\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\*