



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> FACILITIES PERSON		<b>JOB CODE:</b> FACP
<b>BUSINESS</b>		<b>EEO:</b> 8
<b>NON-EXEMPT</b>	<b>FLEX</b>	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for the custodial and maintenance of the interior and exterior of the facility which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Provide custodial and maintenance services for the safety, cleanliness, comfort and well-being of workers and guests at the facility.
2. Safely operate tools, equipment, and vehicles as necessary to complete assigned tasks.
3. Perform and record results of preventative maintenance duties as assigned.
4. Promote positive public and employee relations.
5. Perform other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives Interfaces with regulatory authorities Interfaces with outside customers Interfaces with inside customers
Employee Accountability	Subject to general input from supervisor Subject to regular review by supervisor

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. High school diploma or equivalent.

#### **ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must have dependable transportation.
3. Must be bondable.



**EXPERIENCE:**

1. No experience needed, will train.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Basic knowledge of electrical, plumbing, masonry, carpentry and grounds preferred.
2. Basic knowledge of inventory of all units, tools, and materials of real property preferred.
3. Basic knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems preferred.
4. Basic knowledge of chemical usage, storage, and disposal preferred.
5. Basic knowledge of personal protective equipment preferred.
6. Strong interpersonal skills.
7. Maintain confidentiality.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002.

**WORKING CONDITIONS**

1. Must be able to bend, stoop, stand, and walk.
2. Ability to lift up to 50 lbs. on a regular basis.
3. Able to work nights, weekends, and holidays as assigned.
4. All conditions from hot/humid to sub-zero weather.