



Ho-Chunk Nation

Job Description



TITLE: APPLIANCE TECHNICIAN		JOB CODE: APTC
Business		EEO: 7
Non-Exempt	Flex	FUNDING SOURCE: NPD
		HO-CHUNK PREFERENCE

"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 maintenance and repair of all domestic and commercial appliances, as well as performing basic electronics and functions of typical electrical hardware, which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guest.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Adhere to chain of command on a daily basis.
2. Install, service, and repair all domestic and commercial appliances, including refrigeration, cooking, dishwashing, laundry, and other major appliances daily.
3. Perform basic electronics and functions of typical electrical hardware such as thermostats, relays, switches, circuitry, and other operations of various components daily.
4. Connect motors, compressors, temperature controls, and circulating-ventilation fans to control panels and connect control panels to power source daily and/or monthly.
5. Trouble shoot problems with kitchen equipment, ice machine's, refrigeration equipment and other appliances daily.
6. Trouble shoot mechanical devices, dismantle devices to gain access and remove defective parts using both, hand and power tools, daily.
7. Establish and perform preventative maintenance procedures on appliances daily, weekly, bi-annually, semi-annually and annually.
8. Interpret schematics to identify sources of the problem on a daily basis.
9. Keep maintenance logs for all equipment repairs, preventative maintenance scheduling and part inventory parts daily.
10. Identify parts and obtain quotes for parts from correct corresponding vendor daily and/or as needed.
11. Perform all other duties as assigned by supervisor daily.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None



Customer Accountability	Interfaces with outside customers Interfaces with inside customers
Freedom to Act	Operates with significant independence 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. Environmental Protection Agency (EPA) certified.
3. Have valid driver's license.

EXPERIENCE:

1. Vocational training with three (3) years minimum experience, state certification required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of gas, electrical and steam appliances.
2. Electromechanical knowledge and skills to diagnose and correct appliance difficulties.
3. Have good oral and written communication skills.
4. Ability to read schematics.
5. Good math skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Sub-zero to hot/humid temperatures.
2. Confined spaces.
3. Various shifts.
4. Smoking environment.
5. All levels of heights.