HO-CHUNK PREFERENCE

HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

POSITION: MAINTENANCE SPECIALIST

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	MTSC	9

SUMMARY: Responsible for the custodial and maintenance services 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.

DUTIES & RESPONSIBILITIES:

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. Performs other duties as assigned.

REQUIRED SKILLS & ABILITIES:

1. Strong analytical and written skills.
2. Strong interpersonal skills.
3. Must be able to bend, stoop, stand, and walk.
4. Ability to lift up to 50 lbs. on a regular basis.
5. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002.
6. Maintain confidentiality.

MINIMUM QUALIFICATIONS (KNOWLEDGE & EXPERIENCE):

1. High School diploma or equivalent.
2. One (1) to Two (2) years of general maintenance experience.
3. Demonstrated working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds.
4. Demonstrated working knowledge of inventory of all units, tools, and materials of real property.
5. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems.
6. Demonstrated working knowledge of chemical usage, storage, and disposal preferred.
7. Demonstrated working knowledge of personal protective equipment preferred.
8. Must be bondable.
9. Able to work nights, weekends, and holidays as assigned.
10. Must have a valid driver's license, dependable transportation and proper insurance.

WORKING CONDITIONS:

1. Smoking environment.
2. All conditions from hot/humid to sub-zero weather.

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

All casino employees will be subject to the Criminal and Background restrictions of the HCN.
All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

EEO: 5 NON-EXEMPT FLEX KEY

Funding Source: NPD

Approved: IPC 07.17.95 Admin. 08.09.07/05.02.11/07.08.21 Legislature 02.16.99/05.02.99/08.21.07/05.03.11/07.20.21 Resolution 01.08.08A/04.19.11A/B/03.22.16A/12.13.22A

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