



Ho-Chunk Nation

Job Description



TITLE: MAINTENANCE SUPERVISOR		JOB CODE: MTSR
Business	EEO: 8	PAY GRADE: 14 11
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 to restore, repair, and clean the various components of buildings and grounds 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. Inspect facilities and equipment to determine the need and extent of service on a regular scheduled maintenance program whether it be daily, weekly, annually, etc.
2. Oversee custodial and maintenance service for the safety, cleanliness, comfort and well-being of customers and co-workers on a daily basis.
3. Train, assign, direct, control and review the work of assigned workers on a daily basis.
4. Compiles records of labor and material costs for operating buildings during the budget cycle time.
5. Estimates labor, material, construction and equipment cost for inclusion in departmental operating budget throughout the fiscal year.
6. Oversees the establishment work schedules, appropriate follow-up procedures, quality control review and all administrative functions on a daily basis.
7. Coordinates with purchasing department in ordering and arrival of materials on a daily basis.
8. Maintains responsibility for establishment of a preventative maintenance program as new equipment or projects start throughout the year.
9. Maintains responsibility for equipment usage and project completion on a daily basis.
10. Promote positive public and employee relations continuously.
11. Perform other duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops strategic plans and interprets policy Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a sub-unit of a department
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 and
2. Two (2) to four (4) years of combined education/experience in relevant field.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must have a valid driver's license, dependable transportation, and proper insurance.
3. Must be bondable.
4. Maintain confidentiality.
5. Maintain compliance with the Ho-Chunk Nation's Occupational Safety and Health Program Act of 2002.

EXPERIENCE:

1. Two (2) years of supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Demonstrated working knowledge of building systems, HVAC electrical, structural, and plumbing, masonry, carpentry and grounds.
2. Demonstrated working knowledge of inventory of all units, tools and materials of real property.
3. Demonstrated working knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems.
4. Demonstrated working knowledge of chemical usage, storage, and disposal.
5. Demonstrated working knowledge of personal protective equipment.
6. Cost analysis for materials in the repair of buildings.
7. Knowledge of Microsoft Office products.
8. Strong analytical and written skills.
9. Strong interpersonal 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. Able to work nights, weekends, and holidays as assigned.
2. Smoking environment.
3. All conditions from hot/humid to sub-zero weather.

KEY POSITION