



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Maintenance Technician
DEPARTMENT:	Facilities
REPORTS TO:	Technical Services Manager
SALARY:	Grade 8, Entry \$17.07/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member performs a wide variety of duties relating to the installation, construction, operation, maintenance, and repair of Resort & Casino facilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Performs a wide variety of general building, construction, and maintenance repairs and services
2. Operates a variety of equipment including, but not limited to, forklifts, man lifts, scissor lifts, tractor loaders, tractor mowers, brush chippers, and trucks with or without trailers
3. Performs duties by using a variety of portable power tools and a variety of hand tools
4. Performs asphalt and cement maintenance and repair
5. Performs landscaping and grounds maintenance
6. Performs general building maintenance and repairs to include but not limited to unclogging drains, low voltage cabling, basic plumbing, remove and replacing of sinks, faucets and toilets, furniture repairs, minor patching and painting, lighting upkeep, HVAC coil cleaning, HVAC filter change outs, minor acoustical ceiling repairs, etc.
7. Performs Roof, gutter, and storm drain maintenance
8. Maintains parking lots, including snow removal, painting, blowing, vacuuming and minor patching of damaged areas
9. Performs janitorial duties to assist Housekeeping team members
10. Uses chemicals, supplies, and equipment in accordance with manufacturers safety requirements, Safety Data Sheets, and organizational SOPs
11. Ensures that all safety regulations are followed
12. Monitors the Facilities setup calendars and completes all set up and break down of resort events and banquets in coordination with the Housekeeping department. Set ups may include but are not limited to stage assembly/disassembly, chair/table setting,

- setting up and placing miscellaneous décor and assisting with rigging and lighting
13. Plans, coordinates, and executes office movements
 14. Cleans and maintains the Resort & Casino's warehouse and maintenance shop
 15. Receives, distributes, codes, and logs all packages delivered to the warehouse
 16. Completes assigned preventive and corrective maintenance requests within specified timeframes
 17. Uses technology solutions such as building management system to manage work orders and projects
 18. Monitors and maintains Facilities inventory
 19. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
 20. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
 21. Any other duties assigned by the Technical Services Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is required
- Completion of scissor lift training is required
- Additional training and certificates in this field are preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position, however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- The ability to operate all required vehicles and equipment, and to use a variety of hand tools is required
- A thorough knowledge of plumbing, carpentry, painting, plastering, and all other facets of building trades and grounds maintenance is required
- Knowledge of applicable safety procedures involved in construction and repair work is required
- Must have a strong combination of written and verbal communication skills to write, read, and comprehend written correspondence, concurrent with the ability to effectively communicate with guests and team members of the organization
- Must be able to perform job functions in an atmosphere where priorities and deadlines may change frequently
- Must have current California Driver's License and current insurance
- Knowledge of janitorial and housekeeping skills preferred
- A strong understanding of the Safety and Data Sheet (SDS) handbook is required

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously walks
- Frequently stands, bends/stoops, climbs, reaches above/below shoulder level, kneels, and squats
- Occasionally sits, drives, and crawls
- Continuously lifts/carries up to ten (10) pounds is required
- Frequently lifts/carries up to fifty (50) pounds is required
- Occasionally lifts/carries over one hundred (100) pounds is required
- Continuously pushes/pulls up to ten (10) pounds is required
- Frequently pushes/pulls up to fifty (50) pounds is required
- Occasionally pushes/pulls over one hundred (100) pounds is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

OTHER INFORMATION

- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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