

****EXTERNAL POSITION OPENING****

FACILITIES MANAGER



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Warroad Mn
OPENS: November 14, 2022
CLOSES: November 28, 2022

POSITION OBJECTIVES:

Under the supervision of the General Manager is responsible to oversee the building and grounds maintenance for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Oversees the operations of the building, grounds, pool, construction, solid waste, plumbing, electrical, cleaning, and heating, ventilation, and air conditioning systems.
- Oversees maintenance, repairs and cleaning of building, grounds and related equipment.
- Establishes and maintains preventative maintenance plans for each area of the department.
- Collects and gathers bids for purchasing maintenance equipment and supplies.
- Establish inventory controls and measures to maintain adequate levels and accurate counts of maintenance inventory at all times.
- Responsible to ensure equipment is properly maintained and in operating condition at all times; including boilers, chillers, alarms and sprinkler systems.
- Schedules work orders to ensure departmental and organizational needs are met on a timely basis. Assigns duties to associates, participates in the performance review of associates and completes other paperwork as required by established policies and procedures.
- Responsible to ensure policies and procedures are adhered to and maintained. Maintains training program for departmental associates.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Ensures all maintenance is done in a safe and efficient manner. According to related rules, regulations and laws. Responsible to ensure all paper work related to transactions within the department are completed accurately and timely.

REQUIRED QUALIFICATIONS:

It is required the Facilities Department Manager have an HVAC License. A valid driver's license, Certified Pool Operator a plus. Other certifications may be required.

SEND COMPLETE APPLICATION/RESUME TO:

Human Resources at 34966 605th Ave. Warroad MN 56763 or online at www.sevenclanscasino.com or call 1(800) 815-8293