

**** POSITION OPENING ****

FACILITIES MANAGER



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Thief River Falls, MN
OPENS: July 28, 2020
CLOSES: August 28, 2020

SCOPE OF POSITION

Under the general supervision of the Facility Manager is responsible to oversee the Facilities property, building and grounds maintenance for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES

- Provides support and leadership direction to individuals directly reporting to this position in accordance with the organizational structure.
- Ensures newly assigned staff members are scheduled for and complete departmental orientation.
- Provides job specific training to all newly hired associates so they may perform their duties in accordance with acceptable job standards.
- Makes recommendations and provides input to reporting senior, as appropriate, to evaluate associate job performance, and/or discipline associates on assigned shift as necessary. Matches people to jobs to get the best performance.
- Provides recognition to all associates as appropriate for demonstrating excellence in job performance.
- Distributes formal rewards in accordance with authority or makes recommendations to reporting senior.
- Responsible for providing training and effective coaching and counseling to all assigned staff.
- Reviews and approves, as appropriate, recommendations and suggestions to recognize, reward, transfer, suspend, terminate, recall, promote, discharge, evaluate, and/or discipline employees within the department, as approved by reporting senior.
- Visits work spaces, break areas and other work shifts in order to be available and/or visible to staff members with the express purpose of showing interest, concern, or appreciation.
- Encourages mutual respect, dignity and integrity with all employees by modeling Company Core Values and setting a positive example at all times.
- Cooperates and communicates with fellow employees in all departments and always exhibits mutual respect and consistently projects a positive, helpful image/attitude.
- Effectively relates ideas for improvements, as well as soliciting employee input, both inside and outside the department.
- Ensures uniform administration of all policies/procedures, that work area is hazard free and departmental employees are trained in safety practices.
- Assists the reporting senior with the implementation of staff development plans for those associates who display the necessary skills, motivation and attitude to grow within the organization.
- Ensures departmental staff is aware of standards and expectations through publicity around their enforcement.
- Enforces performance or behavioral standards through use of coaching and counseling techniques or recommends formal corrective discipline as may be necessary.
- Effectively communicates consequences for not maintaining expected standards.

- Ensures all employees within areas of responsibility receive fair and equitable treatment with regard to their respective terms and conditions of employment.
- Establishes credibility as a leader by displaying his or her own expertise and professionalism.

REQUIRED QUALIFICATIONS

It is required the Facilities Manager have a variety of related experience with documented work experience.

SEND COMPLETE RESUME/TRANSFER REQUEST TO:

victoria.mostrom@7clans.com Human Resources Office,
20595 Center St. E. Thief River Falls, MN 56701 1800-881-0712