



**MENOMINEE**  
CASINO RESORT

## Menominee Casino Resort

### 2nd Posting

**Position** Facilities Director

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ NEGOTIABLE \$

**Date Posted** Thursday, November 17, 2022 8:00:00 AM

**Date Closed** Wednesday, November 30, 2022 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

This position plans, organizes, supervises, coordinates and controls the activities of the Facilities and Housekeeping Departments which are necessary in maintaining the physical structures, grounds, H.V.A.C., mechanical and electrical systems, and utilities of the Menominee Casino Resort in an operative and safe working condition. Responsible for planning and maintaining an effective organization, for administering labor and materials controls, coordinating all facility repairs and associated mechanical shutdowns, for training facilities personnel, building and gaming equipment cleanliness and for effective management practices.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements an effective strategy for growth and efficiency of operations in the casino for Housekeeping and Facilities Departments.
- Coordinates with the appropriate department heads in the development of operating budgets. Ensures that operations are maintained within budgetary constraints.
- Develop, administer, and manage the budget for Facilities and Housekeeping functions.
- Ensures compliance with all appropriate federal, state, and local laws and regulations.
- Enforces performance standards, policies, and procedures as they relate to his/her span of control.
- Maintains a professional departmental, company and community reputation.
- Implement and administer all programs for HVAC operations, facilities renovations, and new construction.
- Plan, direct, and evaluate all phases of property facilities management, scheduled and non-scheduled, and all phases of property cleaning, repair, and housekeeping.
- Monitors the performance of all outside services and the execution of all facilities contracts related to facilities operations.
- Primary representative with outside consultants, i.e., architects, designers, electrical and mechanical engineers as well as all other professional or technical consultants required to successfully complete assigned projects.
- Initiate and maintain communication with subordinates, employees, management, and other departments.
- Approves or denies all change orders or requests.
- Select, train, and supervise all assigned employees.
- Work closely with Risk Management to insure safety for the company's employees and Guests.
- Approved for and maintain good standing on the Menominee Tribal Drivers List to operate company vehicles.
- Schedule outside training for departments, i.e. hazardous material training, fire prevention training.
- Create more efficient and effective methods of operation.
- Interface with general contractor on issues related to past and future projects.
- Develop and implement safety plan to ensure compliance with MITW Insurance Department and other applicable regulations.

### SUPERVISORY RESPONSIBILITIES

Responsible for the supervision, overall direction, coordination, and evaluation of the Facilities and Housekeeping Employees and any other employees assigned.

Responsible to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, which include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and



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disciplining employees; addressing complaints and resolving problems.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Minimal Requirements: Associates Degree in Civil Engineering/Maintenance or related field, and four years experience in the Managerial/Administrative Maintenance field.

Preference: Bachelors Degree in Civil Engineering or related field.

### SPECIAL QUALIFICATIONS

- Advanced critical thinking and problem solving skills.
- Within two years of position acceptance it is required to obtain an HVAC Certification.
- Must have a complete understanding of HVAC, pool systems, plumbing systems, electrical distribution, chillers, boilers and commercial fire safety systems.
- Must be proficient at engaging staff and producing high performance teams.
- Must have effective listening abilities with strong judgment skills.

### CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.
- In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.”
- Hiring in Gaming Position is contingent upon criminal background check.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents and blueprints. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups, and/or Board of Directors.

### MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, quadratic and differential equations, and proofs of theorems.

### REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concert variables.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand; walk;



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sit; climb, balance, stoop, crouch and use hands to finger, handle, or feel objects, tools or controls. The employee is required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is occasionally required to lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud. When on the Casino Floor or mechanical rooms the noise level increases to loud.