



## Menominee Casino Resort

### 2nd Posting

**Position** Maintenance Supervisor

**Job Status** Full-Time

**Minimum Age** 18

**Wage** *Negotiable based on education and experience*

**Date Posted** Friday, January 3, 2025 8:00:00 AM

**Date Closed** Until Filled

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

### SUMMARY

Responsible for assisting the Facilities Director with supervising the activities of the maintenance personnel and controlling inventories and daily work order processing.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be responsible for supervising all assigned employees and office functions in the absence of the Director and shall forward any problems to Director.
- Shall be responsible for Interviewing, hiring, disciplinary action, separations, evaluations and rewarding employees.
- Shall maintain the strict confidentiality with regards to personnel files
- Responsible for all clerical duties as assigned by Director, i.e., answer telephones & relay messages; type all departmental correspondence, filing, and maintaining departmental records.
- Maintains invoices and transfers in an accurate filing system.
- Required to enter all invoices received for maintenance into the system daily to maintain accurate inventory.
- Verify and code invoices for payment processing and ensure procurement procedures are followed.
- Shall maintain vendor invoices and enter into spreadsheet or other designated area for tracking purchase order balances and preparing reports on department expenses.
- Participates in month end inventories and verifies that inventories have been entered correctly.
- Receives deliveries, during normal business hours, and verifies quantities and quality of procured items.
- Puts away all Maintenance stock coming in from vendors.
- Enters all stock in and out in inventory system.
- Keeps all storage areas organized and clean.
- Acts as a liaison between Purchasing Department and Maintenance personnel.
- Does product research for new items and conveys information to Director.
- Prepare and submit purchase orders, check request and other Maintenance related paperwork as assigned by Director.
- Responsible for gathering information and provide as requested for Property Insurance claims, renewals and related building specifications to MITW Insurance.
- Responsible for gathering and submitting information such as medical slips, accident reports to Insurance, Work Comp and Human Resources for department staff on medical leaves or injuries.
- Prepare payroll sheets and keep records of employee vacation and personal time used.
- Create and monitor employee schedule and hours worked to ensure all shifts are covered.
- Shall provide assistance to employees, staff, vendors and any other visitors, which may come into the Maintenance Shop or office.
- Shall have the ability to work independently and follow written/oral instructions.
- Shall attend monthly departmental meetings and be responsible for minutes.
- Other duties as assigned by the Director.

### 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.



## Menominee Casino Resort

### EDUCATION and/or EXPERIENCE

#### Minimum Requirement:

Must be eighteen (18) years of age or older. HSED or G.E.D Minimum five years commercial or industrial building maintenance experience with a one or two-year technical vocational diploma in electrical, HVAC, mechanical or plumbing. Must be computer literate in appropriate software specifically: Microsoft Word and Excel, and possess the ability to learn and accurately work with any other software used by MCR that is Maintenance specific.

Preferred: Licensed Master electrician or licensed Journey electrician with associate's degree in mechanical, hvac or plumbing related field or business. Minimum 5 years previous maintenance supervisory experience. Candidate must have knowledge in OSHA Record keeping, OSHA Material Safety Data Sheets "Rights to know" Centers, inventory systems and facilities management software. Must be able to follow procurement policies of Menominee Casino Resort. Candidate must be of good integrity, honest, and trustworthy. Must be able to be approved for and maintain a valid gaming license.

### SUPERVISORY RESPONSIBILITIES

- Responsible for the supervision of the activities of all Employees in the Maintenance Department in Director's absence.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Responsible for maintaining employee attendance records, preparing time sheets, request for leave, vacation, etc.
- Responsible for preparation of daily work schedules for cage cashiers.

### SPECIAL QUALIFICATIONS

Candidate must be very detailed oriented. Computer literate in appropriate software specifically: Microsoft Word and Excel, and possess the ability to learn and accurately work with any other software used by MCR that is Maintenance specific. Excellent oral and written skills preferred. Strong organizational skills required.

Must be able to work without direct supervision.

Must possess and be able to maintain a valid regular Wisconsin Driver's License and be eligible to be on the Menominee Indian Tribe of Wisconsin's approved drivers list.

### 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 2 years.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business information. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak effectively before groups of customers or Employees of the organization.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



## Menominee Casino Resort

### 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 frequently is required to stand; walk; sit; and use hands to finger, handle, or feel objects. The Employee is occasionally 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.

### 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.

The Employee is regularly exposed to risk of electrical shock and danger of exposure to various chemicals used in the maintenance of the property. The noise level in the work environment is usually moderate.