

## Baraga Property

16449 Michigan Avenue  
Baraga, MI 49908  
906-353-6623 x 4188  
Fax: 906-353-8786



## Marquette Property

200 Zhooniyaa Miikana  
Marquette, MI 49855  
906-249-4200  
Fax: 906-249-9610

### Human Resources Office

## SLOT TECHNICIAN

*Full-time, Non-Exempt Position*

**Location:** Marquette, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION  
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Ojibwa Casino Job Application
- Qualification Sheet(s)
- Resume
- College Transcripts (if applicable)
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

**PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:**

Human Resources Office (Located in Baraga or Marquette)

Attn: Hannah Beesley, Human Resources Director

Email: [hbeesley@ojibwacasino.com](mailto:hbeesley@ojibwacasino.com)

POSTING DATE: **June 12, 2018**

CLOSING DATE: **June 26, 2018 (Or Until Filled)**

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### OJIBWA CASINOS POSITION DESCRIPTION

**The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**JOB TITLE:** Slot Technician (Full-Time)

**DEPARTMENT:** Slots

**LOCATION:** Marquette

**SUPERVISOR:** Lead Slot Technician

**WAGE:** Grade 5  
MIN. \$ 12.43 MAX. \$16.17

**CLOSING DATE:** June 26, 2018  
(Or Until Filled)

**POSITION SUMMARY:** This position is responsible for diagnosing, testing, repairing and maintaining the slot and coin operated machines of the Casino at optimal efficiency. The incumbent will also keep accurate records of repair schedules. This non-exempt position works swing shifts as assigned including nights, weekends, and holidays.

#### **QUALIFICATIONS/REQUIREMENTS:**

1. High School Diploma or GED necessary. (Waived for Individuals 62 years of age and above and meet all the qualifications in the job description.)
2. A one-year certificate from a technical school in basic electricity/electronics is desirable.
3. Must have at least one (1) year of slot operations work experience **OR** two (2) years of Casino gaming work experience.
4. Extensive computer and electrical background in AC/DC and/or education are preferred.
5. Experience with an on line system (preferably OASIS)
6. Must be able to obtain a gaming license.
7. General understanding of microprocessors and electronics at the circuit board level is needed.
8. Should have knowledge of pc troubleshooting and repair, fiber optics, slot machine power supplies, networking and gaming laws
9. Must be able to lift heavy slot machines and components.
10. Must possess excellent interpersonal and communication skills. Excellent customer/employee relation skills are required. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
11. Must be willing and able to obtain additional education and training as needed.
12. Must maintain strict standards of confidentiality.
13. Must have a satisfactory work and attendance record.

## **DUTIES AND RESPONSIBILITIES:**

1. Responsible for ensuring that the slot/video machines, bill acceptors and ticket printers are functional and ready for play, well maintained and regularly serviced.
2. Responsible for preparing requisition orders for spare parts and orders.
3. Assists in scheduling/maintaining slot machines, electronic boards and signs.
4. Plans/coordinates/performs major/minor, scheduled/non-scheduled preventive maintenance program, repairs, moves, conversions, removals and upgrades.
5. Completes accurate records listing repairs of department equipment in accordance with department policies and procedures.
6. Keeps meticulous records of parts inventories/procurements and supplies.
7. Responsible for ensuring that the OASIS on line system is functional with the gaming devices.
8. Monitor the slot floor operations through constant movement/observation.
9. Obtain latest slot machine repair information and keep abreast of emerging technologies in the industry.
10. Understand and adhere to Minimum Internal Control procedures and KBIC, Casino and departmental policies, procedures and resolutions as they apply to machine removal, installation and maintenance.
11. Responsible for installation and lock maintenance.
12. May be responsible for maintenance/repair of equipment from other departments.
13. Performs all other job related duties as assigned by their supervisor.

## **PHYSICAL REQUIREMENTS:**

1. Must be able to stand for long periods of time, and often bend/stoop, push/pull, carry and lift up to seventy-five (75) pounds without help, one hundred (100) pounds with assistance and push/pull up to three hundred (300) pounds with hand trucks. The Casino is **not** a smoke free environment.
2. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

*This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.*

Updated job description 05/18.

**Qualification Sheet**

Name: \_\_\_\_\_

Position: Full-time Slot Technician (Mqt)

**Please list your specific experience and knowledge in regards to the following qualifications:**

1. High School Diploma or GED necessary (Waived for individuals 62 years of age and above who meet the requirements for the position). **Please attach a copy of your Diploma or GED.**

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2. A one-year certificate from a technical school in basic electricity/electronics is desirable.

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3. Must have at least one (1) year slot operations work experience OR two (2) years of Casino gaming work experience.

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4. General understanding of microprocessors and electronics at the circuit board level is needed. Experience with an on line system (preferably OASIS).

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5. Should have knowledge of pc troubleshooting and repair, fiber optics, slot machine power supplies, networking and gaming laws. Must also be able to lift heavy slot machines and components.

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*Qualification Sheet*

6. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.

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7. Must be willing and able to obtain additional education and training as needed.

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8. Must have a satisfactory work and attendance record.

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