

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4188
Fax: 906-353-8786



Marquette Property

200 Zhooniyaa Miikana
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-4401

Human Resources Office

FACILITIES MANAGER

Full-time, Exempt Position

Location: Serves both Baraga & Marquette, MI Properties

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

- Ojibwa Casino Licensed Job Application
- Qualification Sheet(s)
- College Transcripts
- Resume
- Professional References (Minimum of Three)
- 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

POSTING DATE: **November 29, 2018**

CLOSING DATE: **December 6, 2018**
(or Until Filled)

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

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Human Resources Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Facilities Manager

DEPARTMENT: Maintenance

LOCATION: Baraga & Marquette

SUPERVISOR: General Manager

WAGE: Grade 13
Min: \$23.68/hr.

CLOSING DATE: December 6, 2018

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.

POSITION SUMMARY: Responsible for the facility management of the two Ojibwa Casino properties, including building and grounds cleaning and maintenance, vehicle maintenance and coordinating any contracted services. Responsible for ensuring the facilities are safe, up to code, and fully operational. Coordinates the activities of workers engaged in maintaining and repairing the facilities, including managing third party contractors. Additionally, will be responsible for project management duties, including the oversight implementation of the construction projects at both properties.

QUALIFICATIONS/REQUIREMENTS:

1. Bachelor's Degree in Engineering, Construction Management, or related field is required.
2. Must have at least three to five (3-5) years of Commercial Construction project experience, which included oversight and coordination of the trades and/or contractors involved in projects that were in excess of 25,000 square feet and consisted of concrete, steel, and/or wood structures.
3. Must have at least five (5) years of managerial experience in facilities maintenance or construction management which included supervisory responsibilities.
4. Must possess excellent interpersonal and communication skills.
5. Must have knowledge of the methods, practices, and techniques of cleaning and maintaining buildings, properties and facilities. Knowledge of the equipment, tools and materials used in building maintenance is essential.
6. Demonstrated knowledge of safety rules, operating practices and applicable Tribal, Local, State, and Federal building codes and laws.
7. Must have the ability to develop a strategic plan and budget, which supports the upkeep and continued development of a commercial facility.
8. Must be able to coordinate the efforts of the architects, construction company, and the organization.
9. Must be able to communicate with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity. Strong Guest Service skills are required.
10. Must be willing to work nights, weekends and holidays as required.

DUTIES AND RESPONSIBILITIES:

1. Oversees the Maintenance and Housekeeping Departments and personnel, including hiring, scheduling, training, evaluating and corrective actions.
2. Oversees the performance of janitorial functions, lawn and landscaping maintenance, snow and trash removal, painting and minor repairs and other services to ensure that such activities are carried out in accordance with established procedures.
3. Develops and maintains an operating budget to ensure that maintenance is carried out on a cost-effective basis.
4. Responds to guest complaints, both internal and external, and maintains a positive relationship with all guests and company personnel.
5. Responsible for the procurement and requisition of materials, tools and supplies.
6. Develops and implements preventive maintenance activities and programs, including regular inspection of facilities and equipment to ensure quality control.
7. Ensures safe work practices, standards, and codes are strictly adhered to in order to maintain a safe work environment for all team members and guests. Attends safety committee meetings and responds to work requests.
8. Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are carried out.
9. Obtain all necessary permits and licenses as required.
10. Performs duties of project manager and owners representative during construction phase of projects.
11. Completes daily, weekly, and monthly construction project and other reports as required/directed.
12. Provide construction project updates on a consistent basis to various stakeholders about project adjustments and progress.
13. Completes other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Must pass a pre-employment physical, drug screen, and criminal background check.
2. Must be able to stand, bend, squat, and lift up to fifty (50) pounds.
3. May be exposed to hazards typical of a construction environment.
4. 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 11/29/18.

Qualification Sheet

Name: _____

Position: Facilities Manager

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

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Qualification Sheet

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