

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

LANES MECHANIC

Part-time, Non-Exempt Position

Location: Pressbox - Baraga, 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 (optional)**
- Copy of High School Diploma/GED**
- 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

POSTING DATE: July 25, 2018

CLOSING DATE: August 8, 2018 (Or Until Filled)

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



Marquette Property
200 Zhooniya Miiikana
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resources Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Lanes Mechanic

DEPARTMENT: Lanes/Lounge

LOCATION: Baraga

SUPERVISOR: Manager

WAGE: Grade 4
Min/\$11.47, max/\$13.57
Part-Time, Non-Exempt position

CLOSING DATE: **August 8, 2018**
or Until Filled

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.

APPLICATIONS/RESUMES MUST BE SUBMITTED TO:
HUMAN RESOURCE DEPARTMENT
16449 MICHIGAN AVENUE
BARAGA, MI. 49908

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or High School Certificate of Completion is necessary (Waived for individuals 62 years of age and above and meet the requirements for the position). This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
 1. Must be 18 years of age or older.
 2. Must be willing to work nights, weekends and holidays.
 3. **Must be willing to attend Brunswick A200 Lanes Mechanic training school within timeframe set by Manager. Will be required to submit a certificate of successful completion.**
 4. Basic understanding of bowling is required.
 5. Thorough knowledge and experience operating hand and small power tools. Working knowledge/aptitude in carpentry, mechanical and electrical is required.
 6. Must be able to troubleshoot maintenance issues.
 7. 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 mature judgment.
 8. Must be willing and able to obtain additional education and training as needed.
 9. Satisfactory work and attendance record is required.

POSITION SUMMARY: This position is responsible for maintaining the automatic pinsetters and other operating equipment of the lanes at the highest level of efficiency. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Lanes/Lounge, especially during peak league bowling hours/periods.

DUTIES AND RESPONSIBILITIES:

1. Arrange and follow preventive maintenance schedule.
2. Checks logs, stop/problem sheets and makes necessary repairs.
3. Maintain proper cleaning of pit/shop area.
4. Schedule and perform pin repair and maintenance as needed.
5. Monitor and maintain lanes maintenance; i.e., rental lockers, seats, tables, etc.
6. Clean, repair and adjust telefouls.
7. Repair and maintain automatic scoring equipment or telescorers.
8. Keep records of parts and machine performances.
9. Maintain and replenish parts inventories.
10. Perform minor lanes repairs.
11. Participate in all lanes resurfacings and screenings.
12. Monitor daily cleaning and conditioning of lanes.
13. Follow preventive maintenance schedule.
14. Clear malfunctions, make adjustments and repairs as necessary.
15. Set-up, coordinate and run various bowling tournaments.
16. A desire to serve our guests and other staff members in a friendly, helpful and courteous manner. Practice superior customer service skills at all times to include, but not limit to, addressing customer and employee needs courteously and promptly. Deals with difficult customers with resiliency/flexibility.
17. Performs all other job duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be physically mobile and have the ability to stand for long periods of time, walk continuously and sit, bend/stoop, carry and lift up to seventy-five (75) pounds.
2. Must be able to tolerate second-hand smoke.
3. 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 07/18.

Qualification Sheet

Name: _____

Position: Lanes Mechanic(Baraga)

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.***

2. Must be willing to attend Brunswick A200 Lanes Mechanic training school within timeframe set by Manager. Will have to submit a certificate of successful completion.

3. Thorough knowledge and experience operating hand and small power tools. Working knowledge/aptitude in carpentry, mechanical and electrical is required.

4. Basic understanding of bowling is required. Must also be able to troubleshoot maintenance issues.

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

Qualification Sheet

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

7. Must have a satisfactory work and attendance record.
