

Human Resources Office
Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
Phone: 906-353-4120
Fax: 906-353-8786



Human Resources Office
Marquette Property
105 Acre Trail
Marquette, MI 49855
Phone: 906-249-4200 x204
Fax: 906-249-9610

SLOT TECHNICIAN

Full-time, Non-Exempt Position
Non-Administrative Benefits Package
Location: Marquette, MI

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

- KBIC Enterprise Job Application**
- Qualification Sheet(s)**
- Resume**
- College Transcripts (If applicable) or Copy of HSD/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**

POSTING DATE: April 30, 2019

CLOSING DATE: May 14, 2019
(Or until filled)

PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Baraga or Marquette Ojibwa Casino)

Email: HR@ojibwacasino.com

Fax: 906-249-9610

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KBIC ENTERPRISE POSITION DESCRIPTION

JOB TITLE:	Slot Technician	BUSINESS/DEPT:	Slots
LOCATION:	Marquette	SUPERVISOR:	Lead Slot Technician
WAGE:	Grade 5 (Min starting: \$12.43/hr) Full-time, Non-Exempt Position <i>Non-Administrative Benefits Package</i>	CLOSING DATE:	May 14, 2019 (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.

POSITION SUMMARY: This position is responsible for diagnosing, testing, repairing and maintaining the slot 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 Equivalent is required. (*Waived for Individuals 55 years of age and above that meet all the qualifications listed below*) **AND**
 2. Must have at least two (2) years of technical related experience repairing and troubleshooting electronic devices. *A one-year certificate from a technical school in basic electricity/electronics is desirable.*
- OR**
3. Must have at least one (1) year of slot operations work experience
- OR**
4. Must have at least two (2) years of Casino gaming work experience.
 5. Extensive computer and electrical background in AC/DC and/or education is preferred.
 6. Must have knowledge of PC troubleshooting and repair and networking.
 7. Experience with an online system (i.e. OASIS) is preferred.
 8. Excellent customer/employee relation skills are required. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
 9. Must be able to obtain a gaming license.
 10. Must be willing and able to obtain additional education and training as needed.
 11. Must maintain strict standards of confidentiality.
 12. Must be willing to work a flexible schedule, including nights, weekends and holidays as required.

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.
2. Must be able to 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.
3. May be exposed to casino-related environmental factors including, but not limited to, second-hand smoke and loud noises.
4. Must pass a pre-employment physical and drug screen.

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.

APPROVED 04/30/2019

Qualification Sheet

Name: _____

Position: Slot Technician (Marquette)

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

1. High School Diploma or Equivalent is required (Waived for individuals 55 years of age and above who meet the requirements for the position). ***Please attach a copy of your Diploma or GED.***

2. Must have at least two (2) years of technical related experience repairing and troubleshooting electronic devices. *A one-year certificate from a technical school in basic electricity/electronics is desirable.* **OR** Must have at least one (1) year of slot operations work experience **OR** Must have at least two (2) years of Casino gaming work experience.

3. Extensive computer and electrical background in AC/DC and/or education is preferred.

4. Must have knowledge of PC troubleshooting and repair and networking.

5. Experience with an online system (i.e. OASIS) is preferred.

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6. Excellent customer/employee relation skills are required. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.

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

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