REPORTS TO:
Maintenance Manager

SCOPE OF POSITION:
The Maintenance Shift Supervisor assists management in coordinating and overseeing the shift and the work of employees in the maintenance department. The shift supervisor is responsible to ensure that the upkeep of buildings, grounds and equipment are maintained.

DUTIES AND RESPONSIBILITIES:
The following are examples only and are not intended to be all inclusive or restrictive; other duties may be assigned as necessary. Requirements for this position are necessary for us to reach our fullest potential in providing a superior entertainment experience to our guests.

- Performs all functions in accordance with applicable laws and gaming regulations, the mission statement, and objectives of the Kickapoo Lucky Eagle Casino as well as established policies, procedures, and controls.
- Ensures the highest possible standards of guest service are provided and listens and responds to guest and employee concerns and questions.
- Assists supervisor or manager by assigning the work to maintenance employees.
- Performs multiple, technical and non-technical tasks and may need to occasionally upgrade skills in order to meet changing job conditions and assignments.
- Inspects work for completeness and accuracy according to plans, purposes, etc.
- Determines material, equipment and supplies to be used. Initiates purchase requisitions and daily reports.
- Responsible for keeping and documenting routine records using Microsoft office.
- Keeps the Maintenance Manager informed of all issues, concerns and absences on the shift.
- Coordinates and installs, inspects, repairs and ensures the maintenance of the electrical, plumbing, mechanical and other related systems in all department areas.
- Coordinates or inspects, operates and ensures the heating, cooling and ventilation systems (including boiler system) in all departments and areas are maintained.
- Conducts general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.
- Under the direction of the manager, helps to coordinate renovations of existing facilities and the construction of new facilities.
- Attends and satisfactorily completes all training as assigned.
- Performs other duties as assigned.
REQUIRED QUALIFICATIONS:
- Must be able to operate equipment used in skilled trades such as power and hand tools.
- Must have knowledge of safety practices, handling hazardous materials.
- Must have proven knowledge of plumbing, electrical and mechanical systems and the ability to make appropriate repairs.
- Basic computer skills including Microsoft Word and Excel.
- Must have a current and valid motor vehicle operation’s license.
- Must be able to lift, push, pull and carry up to 50 pounds.
- Must possess strong communications and organizational skills.
- Must be able to work long hours under stressful conditions.

SUPERVISORY RESPONSIBILITIES:
Assist and oversees maintenance staff in day-to-day activities as directed by the Maintenance Manager such as; recording employee absences, assist in training employees, and directing work, addressing and resolving problems with the assistance of the supervisor or manager.

EDUCATION AND EXPERIENCE:
High School diploma or GED required. Must possess strong communication and organizational skills. Must have previous supervisory experience.

MATHEMATICAL SKILLS:
Ability to add, subtracts, multiply and divides in all units of measure, using whole numbers, fractions and decimals.

LANGUAGE SKILLS:
Excellent English oral and written communications skills. Spanish or other language skills a plus.