



Vacancy Announcement

Title:	Facilities Manager
Reports To:	General Manager, or designee
Location:	Yreka, CA
Salary:	Grade Level 11, depending on experience
Classification:	Full Time, Regular, Exempt, Non-Entry Level
Summary:	Responsible for the overall administration of all operations and functions of the Facilities Department, in alignment with the objectives and goals of the Company, and in full accordance with all operational policies and procedures.

Application Deadline: *Open Until Filled*

Applications are available at all Rain Rock Casino or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

Title: Facilities Manager

Reports to: General Manager, or designee

Location: Yreka, CA

Salary: Grade Level 11, depending on experience

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary:

Responsible for the overall administration of all operations and functions of the Facilities Department, in alignment with the objectives and goals of the Company, and in full accordance with all operational policies and procedures.

Responsibilities:

1. Develops and implements an effective strategy for growth and efficiency of operations in the casino for Housekeeping and Maintenance.
2. Regularly reviews and evaluates departmental performance, working through department heads to take appropriate steps in resolving unsatisfactory results or conditions.
3. Coordinates with the appropriate department heads in the development of operating budgets. Ensures that operations are maintained within budgetary constraints.
4. Ensures compliance with all appropriate federal, state, and local laws and regulations.
5. Enforces performance standards, policies, and procedures as they relate to his/her span of control.
6. Facilitates the flow of information throughout the organization.
7. Maintains a professional departmental, company and community reputation.
8. Responsible for adherence to health, fire, and safety regulations and maintain regulatory compliance in conjunction with Risk/Safety recommendations.
9. Implement and administer all programs for HVAC operations, maintenance renovations, and new construction.
10. Develop, administer, and manage within the budget for maintenance and housekeeping functions.

11. Through observation, evaluation, and preventative maintenance schedules, keeps all equipment in a functional state of repair.
12. Plan, direct, and evaluate all phases of property maintenance management, scheduled and non-scheduled, and all phases of property cleaning and housekeeping.
13. Monitors the performance of all outside services and the execution of all maintenance contracts.
14. Initiate and maintain communication with subordinates, employees, management, and other departments.
15. Plan improvements to the aesthetics of the property.
16. Create more efficient and effective methods of operation.
17. Interface with general contractor on issues related to past and future projects.
18. Communicate effectively both orally and in writing.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. Must be able to sit, stand and walk 100% of job time.
2. Must be able to bend and twist neck and waist.
3. Must be able to lift 25 pounds and occasionally more with assistance.
4. Must be able to squat, climb and kneel.
5. Must be able to walk on uneven ground.
6. Required to reach above and below shoulder height.
7. Must be physically able to perform all job requirements.
8. Must be able to work outside in all weather conditions.
9. Must be able to work all shifts, weekends, holidays, and special events.
10. Must be able to work in a non-smoke free environment.
11. Must be able to work in a noisy environment.
12. Required to work at heights such as on scaffolding or ladders.
13. Required to work around moving machinery with possible exposure to dust, gas, fumes, steam, or chemicals.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Must have at least three (3) year facility managerial or supervisory experience.
4. Must possess knowledge of the standards, procedures and techniques used in the general construction, maintenance and upkeep of commercial property and facilities, including drafting basics and blueprints reading. Casino experience (preferred).
5. Must possess knowledge of fire and safety codes with knowledge of OSHA regulations.
6. Must be able to communicate using portable 2-way radios and/or cell phones.
7. Good customer service skills
8. Good public relations skills; professional appearance and demeanor.
9. Ability to independently analyze, trouble shoot and resolve problems.

10. Must possess reasonable ability to communicate in English.
11. Highly self-motivated and directed.
12. Good verbal and written communications skills.
13. Keen attention to detail.
14. Proven analytical, evaluative, and problem-solving abilities.
15. Ability to effectively prioritize and execute tasks in a high-pressure environment.
16. Extensive experience working in a team-oriented, collaborative environment.
17. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
18. Willing to travel and participate in training as recommended or required.
19. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
20. Must have employment eligibility in the U.S.
21. Must adhere to confidentiality policy.
22. Must successfully pass a drug screening test and criminal background check.
23. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date

Team Leader Name	Signature	Date

Council Approved: *(date)*

- Original to HR
- Copy to Team Member
- Copy to Team Leader