



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Facilities Manager
Department: Facilities
Reports to: Executive Director of Gaming
Pay Range: E5
Opening Date: 01/13/2022
Closing Date: Until Filled

Basic purpose or function: This position is responsible for the successful direction, coordination and administration of all facilities and maintenance requirements of SEVENWINDS Casino, Lodge and Conference Center and Grindstone Creek Casino properties. The primary responsibility is to preserve, protect and maintain the properties' physical and real assets in accordance with the established policies, procedures and controls. Manages the Facilities function in accord with the Mission, Vision, and Value statements of the Sevenwinds Casino, Lodge, and Conference Center.

Job Responsibilities:

- Creates, develops and implements an effective strategy of organization for the Facilities Department, ensuring optimum service and operational efficiency throughout the Sevenwinds Casino property.
- Represents the Sevenwinds Casino, Lodge, and Conference Center and Grindstone Creek Casino in all bid review and contract negotiations
- Provides oversight to construction activity on property from start to completion, ensuring compliance with applicable code, standard, rules, and regulations
- Provides direction, technical support, training, and guidance to the Facilities Staff.
- Oversees all contracted equipment installation and maintenance. This includes but is not limited to asphalt, carpentry, mechanical plumbing, electrical, fire sprinkler system, HVAC, and landscaping requirements for the properties.
- Oversees small water systems certifications, testing and reporting
- Establishes and maintains a highly organized, secure system for the storage, usage and maintenance of all tools, materials, implement equipment and casino owned vehicles.
- Maintains a preventive maintenance schedule for all equipment and property vehicles.
- Coordinates delivery and installation of all Furniture and Equipment items.
- Maintains staffing levels in the Facilities Department by interviewing, hiring, training, evaluating, promoting, disciplining and separation of team members, as needed in accordance with all applicable policies and department procedures.
- Develops and establishes the annual operating budget with a capital plan to preserve, protect and efficiently maintain the property and real estate assets.
- Facilitates required inspections of equipment and building infrastructure to meet or exceed building, electrical, plumbing, HVAC, fire and safety codes from the applicable regulating body whether it be Tribal, State of WI OSHA or BIA.
- Provides timely, accurate written responses to all required audits and inspection discrepancies or non-compliance issues.
- Facilitates effective and timely communication regarding the status of projects to all departments affected by Facilities work projects
- Completes works orders with a priority of health and safety first. High consideration must also be given to quality of customer experience and impact to revenue.
- Organizes and presides over regularly scheduled staff meetings with all team members under his/her span of authority.
- Continually ensures energy conservation and environmental protections options and techniques are utilized.
- Responsible of a high degree of thoroughness, organization and accuracy with all personnel and other administrative records and reports
- Provides and abides by an annual technical and safety training plan for all Facilities team members.

- Performs other duties as assigned.

Job Qualifications:

- Bachelor's Degree in Facilities Engineering or related field, 8 years' experience in managing Facilities of Maintenance department for complex of 50,000 square feet or more with multiple hospitality amenities or an equivalent combination of related education and practical experience
- Direct experience in bid process, contract negotiation, and project planning.
- Must possess diverse technical experience, appropriate licensing and technical certifications preferred.
- Must have the ability to read, analyze and interpret technical journals, financial reports, and legal documents, Ability to respond to common inquires or guest complaints and regulatory agencies.
- Must be able to solve problems quickly, collect data, establish facts, and draw valid conclusions by applying common sense and excellent judgment to all work projects.
- Must be able to regularly lift/or move to seventy-five (75 lbs.) pounds, and to climb and work from a twelve (12') foot ladder. Must have specific vision abilities that are required by this job, such as, close vision, distance vision, color and peripheral vision, depth perception and ability to adjust focus.
- Must apply for and obtain a gaming license through the Lac Courte Oreilles Gaming Commission.

Minimum Qualifications:

- Works with construction or operations personnel to open new, expanded or remodeled facilities for the purpose of ensuring that furnishings, equipment, supplies, etc. are in place in accordance with construction timelines and within budget.
- Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; purchasing and financial management; and developing effective working relationships.
- Knowledge is required to perform basic math, including calculations using fractions, per cents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, purchasing polices and procedure.
- Ability is required to schedule activities, meetings, and /or events; often gather, collate, and/or classify data; and used basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and /or groups; work with data of varied types and /or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online, submit information to:

Human Resource Department
Sevenwinds Casino, Lodge & Conference Center
13767W County Road B
Hayward, WI 54843

Doug Merrill, Training & Development Specialist
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager
715-634-5643 Ext. 6107