



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Assistant Facilities Manager  
Department: Facilities  
Reports to: Facilities Manager  
Pay Range: E3  
Open Date: Sept. 10, 2021  
Closing Date: Until Filled

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**Basic purpose or function:** Responsible for the upkeep of the property. They are to be certified, or have extended experience, in one or more areas; including plumbing, carpentry and electrical systems. Duties include but are not limited to inspecting buildings, maintaining inventory, and repairs.

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### **Job Responsibilities:**

- Inspects buildings, equipment, and systems to detect malfunctions and needed repairs. Make notes and recommendations if needed.
- Repair faulty equipment units and damaged structures.
- Performs electrical maintenance to include everything from minor upkeep and repairs to major electrical projects.
- Performs HVAC maintenance & repairs: including but not limited to repair and replacement of belts, bearings, pulleys, sheaves, filters, dampers, motors, ducts thermostats.
- Performs minor plumbing maintenance: including, but not limited to, replacement and/or repair of leaks, drains, plumbing fixtures, toilets, sinks, faucets, unclogging of drains, trenching and laying new lines, hoses or similar devices.
- Develop and implement preventative maintenance procedures
- Conduct periodic quality checks on equipment and systems to ensure everything is up to standard
- Instructs and directs others as trade helpers that are not certified in specific areas
- Help develop and implement the budget for the facilities department
- Responsible for maintaining all mechanical and cosmetic items in the casino complex
- Assists outside contractors with repairs, if needed
- Operates casino equipment including, but not limited to, trucks, plows, lawn equipment, skid steers, fork lifts, etc.
- Assists with the preparation of repair and parts requisitions for the Manager to ensure the timely order of supplies and parts needed for maintenance
- Maintains neat, clean, and organized work area in the Maintenance Shop
- Reviews daily work orders to maintain consistent flow of completion
- Ensures an optimum level of service and satisfaction is achieved and maintained
- Responsible for any other duties as assigned by upper management

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- A minimum of 2 years' experience in a similar role.
- Advanced understanding of general maintenance procedures and techniques.
- Capable and available to work evenings, weekends and holidays; if needed.
- Effective problem-solving abilities.
- Minimum of 18 years of age.
- Strong customer service experience with direct guest interface.

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- Must be able to stand long periods of time.
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Excellent oral communication and written communication skills.
- Must be well-organized and have the ability to prioritize tasks.
- Must be able to regularly lift and move up to seventy-five (75lbs.) pounds and climb and work from a 12 foot ladder.
- Mechanical adeptness is required.
- Must complete Title "31" training.
- Must have a valid driver's license

**Native American preference applies to all candidates who apply.**

Apply online at:

[www.sevenwindscasino.com](http://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

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