

PARAGON CASINO RESORT

Job Description

HOTEL PREVENTIVE MAINTENANCE ENGINEER

Department:	Facilities	Reports to:	Lead Hotel Maintenance Engineer
Job Code:	FAC01	License:	Non-Gaming
Position Code:	FAC022	Costing:	880 8800 8811
Pay Grade:	N5	Date:	10/29/19
EEO-1 Code:	6		

SUMMARY:

Responsible for performing preventive maintenance functions throughout the Hotel, Corridors and Lobby areas as directed within approved guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains all mechanical and cosmetic items in hotel guest rooms, hotel public areas, hotel lobby and hotel corridors.
- Assists Lead Hotel Maintenance Engineer and Technician on major repairs.
- Maintains a neat, clean, and organized work area in the Engineering Shop.
- Prepares daily work forms.
- Routinely inspects all hotel guest rooms, hotel public areas, hotel lobby and hotel corridors, identifying potential problems, and resolving same.
- Responds to maintenance requests and house calls.
- Ensures a maximum level of service and satisfaction is achieved and maintained.
- Maintains a working knowledge and understanding of all rules, regulations and controls of the company.
- Performs minor repair to plumbing, electrical, HVAC, furniture/fixtures, painting, carpentry and flooring, etc.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.

- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required. Must have three (3) years experience working in two (2) or more of the following trades: plumbing, electrical, HVAC, furniture/fixtures, painting, carpentry, flooring and/or air conditioning maintenance. Occupationally significant combination of vocational education, apprentice training, in-plant training and/or on-the-job training or equivalent preferred.

Qualifications: Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret documents, such as technical journals, policy and procedure manuals, maintenance instructions, and other related documents. Ability to respond to common inquiries or complaints.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply commonsense reasoning to a variety of situations.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The Associate must regularly lift and/or move up to twenty- five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds.

The Associate is regularly required to climb a twelve (12) foot ladder.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate is regularly exposed to the risk of electrical shock and danger of exposure to various chemicals used in the maintenance of the property.

The noise level in the work environment is usually moderate. The casino environment is usually smoky.