**Facilities HVAC Technician**

**SUPERVISOR:** Facilities Supervisor **EXEMPT (Y/N):** NO

**CLASSIFICATION:** Key Employee

**SUMMARY:**

Under direct supervision of the Facilities Shift Supervisor, responsible for the HVAC/ Kitchen Equipment maintenance, upkeep and repair of the grounds, buildings and equipment of the Casino.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all - inclusive*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Maintains buildings by performing routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools.
* Installs fixtures, appliances, tiles, windows, doors, cabinetry according to manufacturer specifications.
* Follows and maintains a preventive maintenance schedule for all buildings and equipment.
* Receives work assignments via work orders; executes assignments, and returns completed work orders as directed.
* Ensures maintenance tools and equipment are in safe working condition.
* Notifies management concerning needs of major repairs or additions to lighting, heating, ventilating and equipment.
* Assists departments in moving or unloading supplies, furniture and equipment.
* Sets up and tears down meeting facilities as needed according to departmental requests and/or directives.
* Attends and participates in regularly scheduled staff meetings.
* Contributes to a team effort and accomplishes related results as required.
* Performs other duties as required.
* Must have the knowledge and ability to repair Commercial Kitchen and HVAC Equipment

**ACCESS TO SENSITIVE AREAS AND INFORMATION:**

As required by position

**MINIMUM QUALIFICATIONS:**

* High School Diploma or GED plus 5 years facilities maintenance experience as a Journeyman HVAC/ Kitchen Equipment Technician.
* **Must hold a HVAC Freon Universal Certification for a minimum of 5 years**.
* Must be twenty-one (21) years of age.
* Valid driver’s license and clean driving record.
* No felony or theft convictions.
* Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, obtain and maintain gaming license.
* Advanced technical knowledge of Refrigeration Equipment.
* Advanced technical knowledge of Electrical System.
* Advanced technical knowledge of Natural Gas System.
* Competent in troubleshooting of diagnostic work.
* Tribal preference.

**TRIBAL PREFERENCE POLICY:**

Members of the Jena Band of Choctaw Tribe shall be given absolute preference with respect to hiring, promotions, training, contracting, and separation from employment.  For persons who meet the

minimum qualifications, preferential treatment shall be based on the following criteria and shall be given in the following order:

* Enrolled members of the Jena Band of Choctaw tribe who satisfy the minimum job qualifications;
* Spouses of enrolled members of the Jena Band of Choctaw who satisfy the minimum job qualifications;
* Enrolled members of other recognized tribes who satisfy the minimum job qualifications;
* Military Veterans;
* All others who satisfy the minimum job qualifications.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Knowledge of the principles and practices used in the skilled trades, including HVAC, electrical, plumbing, and carpentry.
* Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
* Knowledge of materials, methods, practices and equipment used in building maintenance and general construction activities.
* Knowledge of occupational hazards, safe working practices, and safety precautions in accordance with applicable state, county, or federal laws and regulations regarding workplace safety.
* Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint) preferred.
* Skill in operating hand and power tools.
* Ability to communicate effectively in the English language both verbally and in writing.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
* Ability to maintain confidentiality.
* Ability to analyze situations and adopt appropriate courses of action.
* Ability to handle multiple tasks and meet deadlines.
* Ability to make solid decisions and exercise independent judgment.

**WORKING CONDITIONS:**

While performing the duties of this job, the employee regularly is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pound. Work is generally performed in Casino setting with exposure to second-hand smoke and moderate noise level, as well as, outdoors at maintenance work sites. Exposure to natural weather conditions, various dusts and mists, and normal debris and hazards common at construction sites may occur while performing outdoor duties. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may arise. Prolonged standing and walking may be on uneven surfaces or unstable ground. Tight time constraints and multiple demands are common. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**WORK SCHEDULE AND ACCEPTANCE:**

I understand by accepting this position with Jena Choctaw Pines Casino I attest that I have read and understand the job description and can perform the essential functions for the job for which I am applying.  I understand that I may be scheduled to work any shift, due to the business being open 24/7, 365 days a year.  I understand that the casino is open and operating on all holidays.  I understand that I am expected to work the schedule that is assigned to me weekly or monthly, accepting any changes that are made by my supervisor(s). I understand that I am expected to be on time for any and all shifts, due to the fact I may need to relieve a co-worker~~s~~ and that there may be scheduled events for our guests. I understand as stated in our Handbook, penalty points will be charged and accumulated for all absences. I have been made aware that we have a section in our Handbook on Rules of Conduct, which I, as an employee, am required to adhere to.  I have read this statement and agree.

Name: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date:\_\_\_\_\_\_\_\_\_\_\_\_

Revised 08/2019

Department Director: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director: Date:\_\_\_\_\_\_\_\_\_\_\_\_

General Manager: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Gaming Commission: Date:\_\_\_\_\_\_\_\_\_\_\_\_