



# Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529  
[www.klamoyacasino.com](http://www.klamoyacasino.com)

## HOTEL MAINTENANCE WORKER

<b>REPORTING TO:</b>	Hotel Manager
<b>CLASSIFICATION:</b>	Non-Management, Hourly, Regular, Full-Time
<b>SECURITY CLEARANCE:</b>	NONE
<b>BENEFITS:</b>	Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

### INTRODUCTION

Reporting to the Hotel Manager, the Hotel Maintenance Worker's primary purpose is to provide structural maintenance and upkeep, and modifications in and around the KLA-MO-YA Casino Hotel. The Hotel Maintenance Worker is also responsible for providing basic carpentry, plumbing, and electrical duties and monitoring the work of the Maintenance Team.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Knowledge of carpentry, electrical, and plumbing repairs.
2. Skilled in the proper use of power and hand tools utilized in the course of carpentry, minor electrical, and plumbing repairs.
3. Ability to comprehend, interpret, and convey rules, regulations, policies, and procedures.
4. Ability to lift up to 75lbs., stand for up to 8 hours per day, bend and lift above head, walk distances without pause, and climb ladders.
5. Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing workload.
6. Willingness and ability to work irregular hours including holidays and weekends.
7. Ability to maintain confidentiality of records and information pertinent to the nature of the work.

### ADDITIONAL DUTIES:

1. Adheres to company standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to company policies.
3. Reports and documents any observed or known safety hazards, conditions, or unsafe practices and procedures to management immediately.
4. Performs other job-related duties as directed.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of carpentry, electrical, and plumbing repairs.
- Skilled in the proper use of power and hand tools utilized in the course of carpentry, and minor electrical, and plumbing repairs.
- Ability to comprehend, interpret, and convey rules, regulations, policies, and procedures.
- Ability to communicate orally and in writing. This individual should be able to express self in a clear and concise manner for the purpose of correspondence, reports, instructions, etc.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing workload.
- Willingness and ability to work irregular hours including holidays and weekends.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.
- Ability to work weekends, holidays, and evening hours as business demands.
- While performing duties of this position, employee is required to stand, frequently walk and use hands to finger, handle or feel objects, tools, or controls.



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- Ability to lift up to 75lbs., stand for up to 8 hours per day, bend and lift above head, walk distances without pause, and climb ladders.
- Ability to stand for long periods of time, bend, push, pull, and walk long distances.
- Work environment involves some exposure to chemicals, hazards or physical risks, which require the following basic safety precautions.
- The employee must demonstrate the ability to manage stress appropriately, make decisions under pressure, and manage anger, fear, hostility, and violence of others appropriately.
- The work environment may expose you to secondhand smoke on a regular basis.

### SUPERVISORY CONTROLS

- The Maintenance Worker works under the direct supervision of the Lead Maintenance Supervisor or Facilities Manager, who provides general direction. Work is assigned in terms of urgency and objectives. The Housekeeper must be able to work independently and follow instructions.

### QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or Equivalent, **PREFERRED.**
- Must be 21 years of age or older, **REQUIRED.**
- One (1) year previous work-related experience in building maintenance and repair, preferred, six (6) months **REQUIRED.**
- Must possess a current, valid Oregon Driver’s License and be insurable through the company, **REQUIRED.**
- Must be able to lift a minimum of 75lbs., **REQUIRED.**
- Dependability and reliability **REQUIRED.**
- Must submit to and clear an Alcohol/Drug Screen, **REQUIRED.**
- Must pass pre-employment background check. **REQUIRED**
- Indian Preference will apply.

### ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. I have read this job description and fully understand the requirements set forth therein. I also understand that this is to be used as a guide and not necessarily all-inclusive of the position duties. The job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with KLA-MO-YA Casino Corporation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date