



Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

www.klamovacasino.com

GROUNDSKEEPER

INTRODUCTION

The primary purpose of this position is to provide grounds maintenance and upkeep to the exterior of Kla-Mo-Ya Casino, Hotel, Travel Center, and other facilities on site. The Groundskeeper is also responsible for the minor repairs to the facilities exterior.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for maintaining an attractive, pleasant, and presentable presence around the Casino.
2. Perform landscaping duties, to include, but not limited to, mowing the lawn areas, weeding (using pesticides), planting flowers, laying down fertilizer, trimming the shrubbery and trees, watering, and activating the sprinkler system.
3. Responsible for the proper care and upkeep of tools and equipment utilized during course of duties.
4. Required to patrol grounds and pick up all litter, empty garbage receptacles, and sweep the sidewalks free of any debris.
5. Under the direction of the Facilities Manager, provide exterior structural modifications to the facility that will enhance business operations.
6. Report any structural deficiencies to supervisor, while taking precautions to prevent any injuries to staff, customers, and facility.
7. Maintain all assigned records and reports in accordance with department regulations in a timely and accurate manner.
8. Provide input to Facilities Manager about facilities operations.
9. Notify supervisor of required supplies.

ADDITIONAL DUTIES:

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building maintenance, proper use of power tools, hand tools, and basic carpentry skills.
 - Knowledge and understanding of Internal Controls for the Facilities Department.
 - Demonstrated knowledge of technical skills and procedures for all phases of construction.
 - Ability to communicate orally and in writing. 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.
 - Ability to work irregular hours to include holidays and weekends.
 - Ability to foster and promote professional, courteous, and efficient service within the Facilities Department.
 - Ability to work weekends, holidays and evening hours as business demands.
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- While performing duties of this position, the employee is required to stand for extended periods, and frequently walk, and use hands to; finger, handle, or feel objects, tools or controls.
 - The employee regularly works near moving mechanical parts and in outside weather conditions.
 - The employee may work in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles and vibration.
 - The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, and extreme heat.
 - The employee may be required to stoop, kneel, crouch or crawl.
 - The employee may lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

SUPERVISORY CONTROLS



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

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or Equivalent, **REQUIRED.**
- Must be 21 years of age or older, **REQUIRED.**
- Must submit to and clear an Alcohol/Drug Screen.
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission
- Indian Preference will apply.