



POSITION DESCRIPTION

Bay Mills Resort & Casinos

POSITION:	Carpenter	LICENSED:	No
DEPARTMENT:	Maintenance Department	GRADE:	20 (16.54-24.81)
REPORTS TO:	Maintenance Carpenter	STATUS:	Non-Exempt

POSITION SUMMARY:

Under the direction of the Maintenance Carpenter, the Carpenter assists with the day-to-day operations of the Maintenance Department as directed by the Maintenance Manager. This includes the ability to design and construct a broad range of carpenter projects with quality craftsmanship, knowledge of local and state building codes as well as fire codes.

ESSENTIAL FUNCTIONS:

1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Responsible for a wide range of carpentry and electrical work.
3. Maintains building accessibility and appearance by picking up papers and trash; removing ice and snow from walkways and parking lot; painting; and maintaining the lawn and surrounding landscape.
4. Performs minor repairs (not requiring performance by trades’ persons) to building, facilities, and service equipment. Completes equipment and building repairs by following manufactures instructions and maintenance procedures.
5. Keeps equipment, systems, and building ready for use by completing preventive maintenance schedules, following policies and procedures, and reporting needed changes.
6. Maintains lighting by installing and repairing wiring and fixtures.
7. Maintains equipment by installing and repairing associated and backup equipment and systems.
8. Maintains system for conveying liquids and liquid waste by installing and repairing plumbing apparatus.
9. Maintains building climate by installing, repairing, and servicing heating, ventilating, and air-conditioning equipment.
10. Secures building and occupants by maintaining alarm and fire protection devices.
11. Maintains parts and equipment inventory by checking stock to determine inventory level; anticipating needed parts and equipment.
12. Keeps maintenance room neat and orderly, and reports supply orders to lead maintenance or maintenance supervisor/manager.
13. Maintains continuity between shifts by documenting maintenance actions, noting system or equipment irregularities requiring continued monitoring.
14. Contributes to team effort by accomplishing related results as needed.
15. Responsible for learning and following daily policies and procedures for the Maintenance Department and Bay Mills Resort & Casinos.

16. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing; including Title 31.
17. Performs and ensures compliance with the Bay Mills Gaming Commission Rules and Regulations.
18. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Frequently the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is frequently required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must frequently lift and/or move up to 35 pounds while occasionally lifting up to 100 pounds. The employee is regularly exposed to heights, moving machinery, driving automotive equipment, marked changes in temperature and humidity, dust, fumes, and gases.

POSITION REQUIREMENTS:

1. Must have a High School Diploma or equivalent.
2. Must have minimum of 5 years general construction experience.
3. Experience in maintenance or engineering desired.
4. Must know all phases of the carpentry trade, included but not limited to reading and understanding blueprints, wood and metal framing applications, familiarity of local and state building codes.
5. Must have demonstrated experience in casework, millwork and finish carpentry.
6. Must have thorough knowledge of Material Safety Data Sheets (M.S.D.S.).
7. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
8. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
9. Must have excellent communication skills.
10. Must have general computer experience.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
12. Must have an excellent past work record, including attendance.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Send Resume and Application to:

Jazlyn Walden Parker; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8528

jwparker@baymills.org

Subject:

Applications can be found on the Bay Mills website at www.baymills.org under the employment section