



POSITION DESCRIPTION

Bay Mills Resort & Casinos

POSITION:	Grounds Crew (Full Time – Seasonal; 1st Shift 7am-3pm)	LICENSED:	No
DEPARTMENT:	Maintenance Department	GRADE:	10 (\$12.45-19.13)
REPORTS TO:	Grounds Crew Supervisor	STATUS:	Non-Exempt

POSITION SUMMARY:

Under the direction of the Grounds Crew Supervisor, the Grounds Crew assist in the completion of the daily scheduled and unscheduled grounds maintenance of the Tribe’s enterprise facilities, including Bay Mills Resort & Casino, Kings Club Casino, Bay Mills Laundry, Bay Mart, Four Seasons, and RV Park.

ESSENTIAL FUNCTIONS:

1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. Maintains building accessibility and appearance by washing windows, picking up papers and trash, emptying trash cans, recycling materials, removing ice and snow from walkways and parking lot, painting, and maintaining the lawn and surrounding landscape.
3. Keeps maintenance room neat and orderly, and reports supply orders to Maintenance Manager/Grounds Crew supervisor.
4. Maintains continuity between shifts by documenting grounds crew actions noting irregularities requiring continued monitoring.
5. Contributes to team effort by accomplishing related results as needed.
6. Responsible for learning and following daily policies and procedures for the Maintenance Department and Bay Mills Resort & Casinos.
7. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing.
8. 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. Experience in grounds keeping, maintenance, or landscaping desired.
3. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
4. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
5. Must have excellent communication skills.
6. 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.
7. Must have an excellent past work record, including attendance.

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

CLOSING DATE: May 11, 2022 (4:30pm)

APPLY TO: Send Resume and Application to:

Heather Lyons; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

hrleapley@baymills.org

Subject: Grounds Crew

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