



YOUR HOME  
FOR MICRONINGO

## **JOB POSTING**

**Muckleshoot Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.**

**Per MIC Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.**

**JOB TITLE:** Assistant Chief Engineer

**GAMING LICENSE REQUIRED:** Class IIA

**RANGE:** \$23.14 / hr

**STATUS:** Hourly, Non-Exempt

**POSITION REPORTS TO:** Chief Engineer

**JOB SUMMARY:** Performs technical duties as required. Installs, maintains, and repairs equipment and facility.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description may be amended, at any time.

1. Practice, support and promote the Mission, Vision and Values of Muckleshoot Bingo.
2. Comply with the standard operating procedures of the department.
3. Install, maintain, and repair facility, equipment, and grounds to include gaming equipment.
4. Make adjustments and repairs as necessary.
5. Compliance with required codes and standards by directing and monitoring the work of staff and inspecting systems and equipment.
6. Create, facilitate and maintain a positive work environment.
7. Smile and engage Guests and Employees with a positive professional demeanor.
8. Perform other duties as assigned.

### **EXTENT OF JOB AUTHORITY:**

Number of Initial Direct Reports: 3 (which may vary or change at any time)

Number of Initial Indirect Reports: 0

Scope of Management Authority: Supervisor: Operates with supervisory review over others; does not have budget authority; reports to Manager level

Hiring Decisions: Recommends

Disciplinary Actions: Yes

Termination Decisions: No

### **LICENSES OR CERTIFICATIONS (required/preferred):**

- Valid WA State Driver's License required.

### **EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):**

- High school diploma or GED equivalent required.
- Minimum 4 years technical background related to position required. Must have experience in all aspects of building maintenance.
- Supervisory experience required with the ability to manage and motivate employees.

### **SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:**

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail and answer or refer incoming inquiries from guests or personnel.
- Exhibit ability to work independently with occasional instruction or assistance.
- Exhibit working knowledge of computers and computer applications, including spreadsheets, databases, and word-processing.
- Exhibit knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Demonstrate ability to use office machines and equipment, including, but not limited to personal computers and software, copy machine, fax machine, binding machine, laminator, and calculator.
- Demonstrate ability to follow oral and written instructions.

**OPENS:** 4/11/19

**CLOSES:** When filled



## **JOB POSTING**

**Muckleshoot Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.**

**Per MIC Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.**

- Demonstrate ability to communicate effectively both verbally and in writing.
- Ability to use hand and power tools, multi-meter and experience with schematics and blueprints preferred.
- Utilize portable radio or cell phone to stay in contact for the Department, as needed.
- Working knowledge of health & safety standards, and safety regulations, as needed.
- Must be able to stand/walk for extended period of time, or throughout shift.
- May be required to climb ladders and/or handle hazardous chemicals.

**OPENS: 4/11/19**

**CLOSES: When filled**