



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Maintenance Tech I  
Department: Facilities  
Reports to: Facilities Manager  
Pay Range: NE8  
Position Type: Non-Key  
Opening Date: 7/21/2022  
Closing Date: Until Filled

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**Basic purpose or function:** Responsible for performing routine building maintenance tasks in one or more fields of specialization (e.g., carpentry, electrical, HVAC, plumbing, etc.). Performs general facility maintenance, cleaning, and grounds keeping.

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### **Job Responsibilities:**

- Inspects buildings and other structures to determine functional systems and detects malfunctions and needed repairs. Makes notes and reports to the Manager.
- Assists with the installation of structures and fixtures, such as windows and molding.
- Measures, cuts, or shapes wood, plastic, fiberglass, drywall, and other materials
- Assists with the construction of building frameworks, including wall studs, floor joists, and doorframes
- Performs minor electrical maintenance to include, but not limited to, replacement or repair of fixtures, switches, receptacles, incandescent or fluorescent lamps, ballasts, sockets, fuses, minor appliances, and cords using hand, power, and specialty tools.
- Performs minor plumbing maintenance: including, but not limited to, replacement and/or repair of leaks, drains, plumbing fixtures, toilets, sinks, faucets, unclogging of drains, trenching and laying new lines, hoses or similar devices.
- Performs minor HVAC maintenance & repairs: including but not limited to repair and replacement of belts, bearings, pulleys, sheaves, filters, dampers, motors, ducts thermostats.
- Performs minor painting and masonry repairs: prepares surfaces and uses brush, roller, sprayer to apply paints, stains, finishes.
- Reconfigures and assembles office furniture, equipment, modular office systems, shelves, and bins, to accommodate user's needs, requiring the use of hand, power and specialty tools.
- Assists with the installation and leveling of building framework with the aid of large pulleys and cranes
- Inspects and assists with the replacement of damaged framework or other structures and fixtures
- Relays instructions and messages to construction trade helpers if requested
- Maintains all mechanical and cosmetic items in the casino complex
- Assists outside contractors with repairs, if needed
- At the request of management, operates casino equipment including, but not limited to, trucks, plows, lawn equipment, skid steers, forklifts, etc.
- Assists with the listing of repair and parts requisitions for the supervisor or Manager to ensure the timely order of supplies and parts needed for maintenance
- Maintains neat, clean, and organized work area in the Maintenance Shop
- Reviews daily work orders and performs work to maintain consistent flow of completion
- Ensures an optimum level of MOD and management service and satisfaction is achieved and maintained
- Responsible for any other duties as assigned by upper management

### **Minimum Qualifications:**

- High School Diploma or equivalent.

- Job requires vocational, apprenticeship, certification, or work-related training and experience is desirable.
- Minimum of 18 years of age.
- Strong customer service experience with direct guest interface.
- Must be knowledgeable in MS Office, Excel, & Outlook
- Must be able to stand long periods of time.
- Must be able to regularly lift and more up to seventy-five (75lbs.) pounds and climb and work from a 12-foot ladder.
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Excellent oral communication and written communication skills.
- Ability to add, subtract multiply and divide
- Advance level of competency with power tools of all types
- Must have the ability to apply common sense reasoning to a variety of situations.
- Mechanical adeptness is required.
- Must have a valid driver's license
- Must complete Title "31" training.
- Must obtain a non-key gaming license.

**Native American preference applies to all candidates who apply.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Human Resource Department  
Sevenwinds Casino, Lodge & Conference Center  
13767W County Road B  
Hayward, WI 54843

Doug Merrill, Training & Development Specialist  
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager  
715-634-5643 Ext. 6107