JOB DESCRIPTION

Department:	Maintenance
Job Title:	Maintenance Manager
General Definition:	Oversees and manages all functions within the Maintenance and Housekeeping department.
Supervision Received:	Director of Maintenance, Executive Director Of Operations, Assistant Executive Director of Operations
Supervision Exercised:	Department Supervisor, Maintenance/Grounds keeping Team Members, Housekeeping Team Members

Essential Job Functions:

- Interviews, hires, and trains employees; plans, assigns, and directs work; completes performance evaluations; creates corrective action; and provides positive feedback; addresses complaints and resolves problems.
- Prepares work schedules, assigns duties and responsibilities and oversees quality of performance.
- Maintains familiarity with a variety of fields' concepts, practices and procedures relating to the management of the Lenape facilities.
- Creates training program to meet facility standards to ensure quality performance and retention of staff.
- Creates internal processes/procedures within department to reduce or eliminate current and future problems that arise.
- Oversees, manages and directs all functions within the Maintenance/Grounds keeping and Housekeeping department, ensuring all buildings, premises and grounds are being properly maintained and quality work is being performed.
- Directs and oversees building accessibility and appearance ensuring litter is removed; ice and snow are removed from

walkways and parking lot; painting; mowing the lawns and cleanliness of surrounding landscape.
- Creates departmental budget and forecasts of projects needed to meet safety and organizational goals.
- Oversees team members' maintenance of lighting by assurance of installation to light bulbs and ballasts; repairing electrical wiring and fixtures.
- Maintains safe and clean working environment.
- Ensures staff follows safe work procedures.
- Involved with new construction or modification of existing properties.
- Required to be on-call 24/7.
- Performs all other duties as assigned

MINIMUM QUALIFICATIONS

Education:

- High School degree or GED equivalent
- Five (5) plus years of facilities management experience.

Knowledge, Skills, and Abilities:

- Must possess excellent customer relation, leadership and communication skills.
- Must be proficient with hand and power tools.
- Must be proficient in Microsoft Office applications.
- Must be willing to work any day and shift.
- Must have ability to use good judgment in intense and non-intense situations.
- Must be friendly and demonstrate an outgoing personality.
- Must demonstrate integrity and maintain confidentiality with all guest, employee and proprietary information.
- Must be able to follow all instructions, written and oral.
- Must be able to work in a casino environment where second hand smoke, loud noises and flashing lights are present.
- Must be able to push, pull, lift and carry objects weighing up to 50 pounds.
- Must be able to stand or walk for prolonged periods of time.

- Must be able to push, pull and drag up to 150 pounds.

Training and Experience:

- Five (5) years of facilities management experience in a casino or in a similar related field.
- Prefer HVAC Certified and experience but not required.

Licenses/Certifications/Other:

- Must possess a valid driver's license.
- Must be able to pass a thorough background investigation of criminal and financial history to obtain a Gaming License from the Office of the Delaware Gaming Commission.
- Must be able to complete pre-employment drug test with a negative result.
- Must pass an annual Title 31 exam.

I hereby acknowledge that I fully understand the job description and requirements.

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Employee Signature Date