



Maintenance Worker Job Description

JOB TITLE: Maintenance Worker
SIFT : Full-Time
FLSA: Hourly
DEPARTMENT: Maintenance
LOCATION: Central City
WAGE: DOE

REPORTS TO: Facilities Manager

SUMMARY

Under general supervision performs a variety of routine-to-skilled general and preventive maintenance duties in repair, alteration and modification of buildings, equipment, and facilities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Within the realm of the responsibility of the job, maintains a clean and safe work environment. Performs duties in compliance with Safety procedures, which includes use of safety equipment. Incumbents are responsible for following safety procedures, identifying unsafe practices or conditions and informing their supervisor of unsafe conditions, as directed.
2. Inspects equipment and facilities for proper operation and working condition; maintains routine records and determines type and extent of malfunction of equipment and, as necessary, adjusts, disassembles and repairs or replaces parts or components, reassembles and tests for proper operation. Reports more serious problems to the manager for instructions or maintenance scheduling.
3. May attend gas-fired hot water boilers and heaters; may make necessary adjustments to ensure proper steam pressure, combustion/water flow, water level, and proper operation of safety devices and auxiliary equipment. Tests boiler water and adds chemicals as necessary.
4. May service and make repairs to heating, air conditioning and refrigeration equipment including fans, motors, radiators, thermostats, dampers, and regulating controls; replace filters and fluids as necessary; and will maintain routine records of repairs, etc.
5. Performs a variety of general semiskilled-to- skilled maintenance, alteration and repairs to machinery, equipment, or facilities as assigned or in accordance to basic skills and abilities, and standard procedures, diagrams, or manufacturer's instructions, such as the following:
 - a. Routine electrical maintenance, replacement or alteration of circuit wiring, switches, control equipment and mechanisms, motors, transformers, relays, generators, appliances, fixtures, alarms, communication equipment, etc.
 - b. General mechanical maintenance of Hotel/Casino equipment, kitchen equipment, office machines and equipment etc.
 - c. General plumbing maintenance--maintain, repair, and make alterations to steam, gas, water, air, and sanitary plumbing pipes and fixtures. Bend, cut, ream, and thread pipe, wipe joints, test joints and pipe systems for leaks. Repair and replace valves, repair leaks, and clear drain stoppages.
 - d. General welding--welding, cutting, joining metals not requiring critical test tolerance or certification.
 - e. A variety of routine maintenance duties such as repair and assembling extension cords, replacing fuses, fluorescent ballasts and tubes, clean and lubricate motors and other machinery. Clean sink and grease traps, replace and repack valves, assemble equipment, repair drape pull mechanisms and related items.

6. Performs a variety of routine manual duties as required, such as moving supplies, furniture, equipment, removing trash, scrap material, and replacing light bulbs, May be required to lift up 100 pounds.
7. Establishes and maintains courteous, cooperative relations when interacting with other personnel and the public.
8. Performs other related duties as required.
9. The duties listed are representative only for the job classification of unlicensed engineer and the specific duties of any one position may vary depending on work assignments.
10. Performs other duties, including special projects, as needed and directed.
13. Attendance: reports to work as scheduled, on time, and ready to work.

QUALIFICATION REQUIREMENTS

Demonstrated maintenance experience. Demonstrated experience performing within specific deadlines or under pressure. Demonstrated experience problem solving, organizing and prioritizing work.

EDUCATION AND/OR EXPERIENCE

Graduation from High School or the equivalent in education and experience.

LANGUAGE SKILLS

Demonstrated effective and diplomatic oral and written communication skills using English.

REASONING ABILITY

Makes recommendations, beyond the scope of essential duties, which may positively or negatively impact the operations of other departments.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Colorado Driver's License; HVAC certification Required, Electrician License Required, Colorado Gaming License preferred.

OTHER SKILLS/ABILITIES

Demonstrated knowledge of various laws related to safety, worker compensation, OSHA, employment, and the Colorado Limited Gaming Act.

PHYSICAL DEMANDS

Essential duties may involve performing physical exertion: frequent brisk walking, climbing stairs and, stooping, bending, stretching, reaching, kneeling, squatting, bending, walking and crouching/stooping, pushing and standing for entire work shift, with standard breaks, in order to perform duties. Essential duties may involve working in a small, confined area, with floors which may become slippery in the work process. Essential duties require lifting up to 75 pounds to stack, store or move casino and/or general office supplies and equipment. Essential duties also involve sitting while completing paperwork or using a computer, and a flexible work, week with additional hours routinely required.

WORK ENVIRONMENT

Essential duties may involve working in a casino environment, which contains loud noise, odors and a frequently hot cold work environment. Essential duties also involve working in an inside office environment. Some inside locations are heavily filled with cigarette smoke. Essential duties involve working with a large number of people in environment, which is subject to extreme temperature changes and adverse weather conditions including: wind, rain, snow, cold and heat. Also, frequently loud or high noise levels in or about the casinos, and the fumes from vehicle exhaust.

MATERIALS AND EQUIPMENT DIRECTLY USED

Various automotive equipment including tire jacks, tires, and starter cables; cleaning supplies snow removal equipment: and communication devices. Various general office equipment, including computers, fax machines, photocopiers, shredders, and telephones