



**POSTED: July 16<sup>th</sup>, 2024**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

<b>POSITION:</b>	<b>Groundskeeper</b>
<b>DEPARTMENT:</b>	<b>Facilities</b>
<b>SUPERVISOR:</b>	<b>Director of Facilities</b>
<b>LOCATION:</b>	<b>Resort</b>
<b>EMPLOYMENT:</b>	<b>Full-Time</b>
<b>PAY RATE:</b>	<b>\$14.00 - \$17.00 (Non-Exempt) D.O.E</b>
<b>LICENSE STATUS:</b>	<b>Non-Key-Employee</b>

### **DESCRIPTION:**

The groundskeeper will perform outside routine maintenance such as landscaping, lawnmowing, planting, fertilizing, weeding, snow shoveling, and other duties assigned by the Supervisor.

### **RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external, through active guest engagement and positive attitude.
- Reports to the Supervisor to receive daily assignments.
- Responds to maintenance requests promptly.
- Assists with all Department projects.
- Does minor mechanical repairs as needed.
- Keeps grounds free from trash and empty trash bins.
- Performs simple carpentry tasks, such as installing shelves, hooks, wall repair.
- Changes light bulbs, replace fixtures light mechanical work and repairs.
- Does touch-up painting as need arises.

- Assists in outside ground maintenance as needed; general equipment cleaning, general pond maintenance, operating small equipment such as mowers and trimmers.
- Remove snow from walkways around the facility.
- Assists with loading or unloading trucks and moving furniture when needed.
- Awareness of safety hazards and applicable safety precautions required with tools being used and area work is performed in.
- Maintains tools and maintenance equipment and keeps maintenance room in neat condition.
- Vision (with correction) sufficient for reading, performing repairs, and painting.
- Sufficient manual dexterity to operate tools and machinery.
- Sufficient physical agility to work from ladders or on roof if necessary.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Required to possess and maintain a valid Driver's License.
- Must be a steady, reliable worker.
- Must be able to read simple instructions and follow simple diagrams.
- Must be able to perform tasks independently after being given instructions.
- Must have general knowledge of equipment used in mechanical, electrical and construction repair techniques.
- Ability to lift up to 50 pounds frequently in carrying out duties.
- Must be willing to work outside as directed.
- Must be able to work nights, weekends and holidays as required.
- Must pass background checks and other pre-employment screenings.

### **PREFERRED QUALIFICATIONS:**

- Possess and maintain a valid state driver's license and be insurable under the Tribes fleet policy.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

### **PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.**

**Northern Waters Casino Resort**

**P.O. Box 129, N5384 US 45**

**Watersmeet, MI 49969**

**Email: [hr@lvdcasino.com](mailto:hr@lvdcasino.com)**

**Website: <http://www.lvdcasino.com/Content/Careers.cfm>**

**Phone: 906-358-4226 Ext. 7318**

**Fax: 906-358-4913**

**Sign \_\_\_\_\_ Date \_\_\_\_\_**