

TEDA, INC.
Position Description

Position Title: RV Park Facilities/Maintenance Attendant

Agency: The RV Park at Black Oak Casino Resort

Supervisor: RV Park Supervisor

Salary Classification: Non Exempt

Benefits: 401k, PTO Medical, Dental, Vision (if applicable)

Position Summary:

The RV Park Facilities/Maintenance Attendant will be responsible for maintaining cleanliness and safety for the RV Park. Take inventory, stock and place orders with management for all supplies needed in bathrooms, pool area, clubhouse and other designated areas as directed. Be able to perform duties at experienced apprentice level for maintenance around the park, in sites and buildings with the highest attention to detail. Must be knowledgeable of the entire resort and surrounding area to provide accurate information to the guests.

Duties and Responsibilities:

1. Comply with all RV Park operating policies & procedures.
2. Welcome all guests in a friendly manner and assist with any questions or concerns during their stay at the RV Park. Help to ensure that all guests have an enjoyable experience while adhering to the park rules.
3. Escort guests to their designated site and assist with any questions.
4. Stay current on shows, promotions and future events within the resort and local area.
5. Stock, order and receive supplies for RV Park facilities.
6. Maintain a positive and safe work environment.
7. Attend meetings and trainings as requested.
8. Perform regular inspections of property; repair and report maintenance of property and equipment as necessary. Request assistance from proper personnel as needed.
9. Ensure that a proper appearance is maintained and that uniform is clean and neat.
10. Perform other duties/tasks as required.

Qualifications:

1. Possess high school diploma, GED or equivalent.
2. Two (2) years prior maintenance experience or equivalent educational, training and work experience at apprentice level.
3. Have ability to professionally write reports and correspondence.
4. Be able to work holidays, evenings and weekends.
5. Have ability to work both collaboratively and independently with great problem solving skills and attention to detail.
6. Be able to use hand and power tools effectively in a safe and appropriate manner.
7. Have the ability to use oral and written language effectively, and communicate proficiently in English.

Physical Requirements:

This position requires walking, standing, and sitting for prolonged periods of time; climbing

stairs, ladders, scaffolding, ramps, etc.; stooping, kneeling, crouching, balancing, crawling, and reaching; pushing, pulling and lifting up to 50 pounds (with assistance if needed); raising objects overhead; manual dexterity for operation of computer, phones and hand tools; hearing, talking and good verbal and written communication skills; repetitive motions of the wrists, hands, and fingers; subject to outside environmental conditions of heat and cold; walking on uneven ground; operation of light-weight equipment.

Indian Preference:

Preference in filling vacancies shall be given first to qualified Voting Tribal Members and then to Native Americans as provided for in the Indian Self-Determination and Education Assistance Act P.L. 93-638. Documentation for claiming preference must be provided with the application for consideration. Other than the above, TEDA, Inc. and the Tuolumne Me-Wuk Tribe are equal opportunity employers.

Pre-employment Requirements:

Employment is contingent upon pre-employment background and drug test results.

Approved: 5.31.17