



## Job Announcement

**Opening Date:** December 3, 2024  
**Closing Date:** December 10, 2024

**Position Title:** Hotel Maintenance Worker  
**Department:** Hotel Housekeeping  
**Supervised By:** Hotel Manager  
**Supervises:** None  
**Starting Salary:** \$16.50 – 18.50, DOE  
**Grade:** 3  
**FLSA Status:** Non-Exempt  
**Status:** Permanent  
**Hours:** Full Time  
**Benefits:** Yes, see below

### General Statement of Responsibilities:

The Hotel Maintenance Worker is responsible for participating in the preventative maintenance program, handling guest requests and other work orders as assigned. They are also responsible for performing in a safe and efficient manner and performing trade jobs such as carpentry, painting, etc., as assigned. The Maintenance Worker is expected to actively develop excellent service skills in dealing with clients, guests, and co-workers.

**\*Must be willing to work in a secondhand smoke environment.**

### Specific Areas of Responsibilities:

- Reports any safety concerns immediately to the Hotel Maintenance Technician, Hotel Manager, and/ or Safety Officer.
- General Maintenance and Repairs in hotel rooms and hotel area.
- Evaluate issues and notify the Maintenance Technician if an outside contractor is required.
- Organize repair projects in a manner that does not disturb guests.
- Act fast to resolve emergency issues.
- Oversee the proper disposal of waste and recycling.

- Implements and oversee echo-friendly practices and initiatives.
- Maintains and repairs Hotel / Coffee Bar appliances.
- Repairs and maintains windows and doors for safety and security.
- Be available for immediate emergency maintenance issues.
- Other duties as assigned.

### **Minimum Qualifications:**

- Must be age 21.
- Written and oral communications are required in the primary language used in the work area.
- Training certificate in at least one of the trades is preferred.
- Ability to work independently.
- Minimum of one year working in the trades.
- Must pass pre-employment drug screen.
- Must qualify for a Gaming License.
- Must be able and willing to work any schedule, holidays, and weekends.

### **Physical Qualifications and Environmental:**

Requires standing, walking, and sitting; must be able to lift 50 pounds regularly and up to 200 pounds occasionally, with help. Position requires bending, reaching, standing, walking, finger dexterity, reading and writing, repetitive motions, grasping, and hand-eye coordination. Climbing ladders, working in high areas off the ground, working with electrical, general contracting tools. Requires working outdoors in extreme conditions.

### **Preference Policy:**

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

### **Diamond Mountain Casino & Hotel Benefits Package:**

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Employees earn Paid Time Off (PTO) and seven holidays are included in each employees PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Spending Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and employee discounts in our restaurant, coffee shop, and gift shop.

## How to Apply:

All applicants are required to submit a Diamond Mountain Casino & Hotel application. Applications can be picked up at 900 Skyline Drive, Susanville, CA or you may apply online at [www.dmcah.com/job](http://www.dmcah.com/job) and an application will be emailed to you.

Only **complete** applications will be considered. To be considered for the position you must:

1. Submit a completed application
2. Attach a copy of your High School Diploma or equivalent if required
3. Attach a copy of your Tribal ID Card, if you are claiming Indian Preference

Completed applications can be dropped off in person at the casino security desk. They may also be emailed to [ewadley@dmcah.com](mailto:ewadley@dmcah.com) or faxed to 530-252-1110. All applications **must be received by 4:00 pm Pacific Time** on the closing date of the announcement.