

Downstream Authority of the Quapaw Tribe of Oklahoma Regular Meeting
April 1, 2010

Meeting Called to Order: 10:00 am

ROLL CALL:	John Berrey, Chairman	Present
	J R Mathews, Vice-Chairman	Present
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Present
	Marilyn Rogers, Member	Absent

DECLARATION OF QUORUM: announced by Larry Ramsey

Meeting with Tribal Member Chuck Young

General Discussion of current job description and duties

- Chuck feels that he has too much and cannot complete it all
- DDA recommends that Chuck present a job description (duties) that he is comfortable with and can be successful with

Break from 1050-1:22 pm – Lunch and Chuck review

Chuck submitted a revised job description.

- See attached
- Discussion of submitted description/duties
- Will have one “crew” person full time
- Will report to Bob Bergquist in hotel instead of Facilities
- Will work in conjunction with Will at the Golf Course on chemicals

Consensus of the DDA to approve above.

Adjourn 3:58pm

Downstream Casino Resort JOB DESCRIPTION

POSITION:	Horticulturalist
DEPARTMENT:	HOTEL OPS
REPORTS TO:	DIRECTOR OF HOTEL
GAMING LICENSE RANK:	
PROJECTED EMPLOYEES (FTE):	
JOB SALARY GRADE:	

JOB SUMMARY: The Horticulturalist is responsible for Downstream Casino Resorts well-being, property maintenance, site improvements and the health and vitality of our naturalized and native ecosystems. He or she shall conduct themselves professionally and courteously when dealing with DCR guests providing guidance and assistance where appropriate. All duties are to be performed within the guidelines of the Downstream Casino Resort's policies and procedures, Internal Control Standards and objectives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Functions specifically pertaining to the flower beds on property
 - Planting, pruning, arrangement, and general upkeep
 - Performs and oversees preventative maintenance
 - Orders supplies and understands the budgetary process and knowledge of inventory supply and control.
 - Irrigation – advise of schedule needed
- Must have a strong background in landscape management best practices
- Communicates pertinent organizational information to Facility Team Members.
- Provides exceptional customer service to all patrons and communicates in a pleasant, friendly and professional manner at all times. Maintains a professional work environment with supervisors and staff.
- Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.
- Attend all necessary training meetings.
- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed. Hours are determined by 24-hour schedule.
- Outstanding example of and a credit to Downstream Casino Resort.
- Prepare daily and weekly reports
- Follow & enforce the Policy and Procedures
- Ensure weekly preventative maintenance items are completed.
- Attend all necessary training meetings.
- Assist in other projects, when available

- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed. Hours are determined by 24-hour schedule.

QUALIFICATIONS/REQUIREMENTS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily.

- Must be a minimum of 18 years of age or older upon employment.
- Associate or Bachelor of Science degree in horticulture, turf management, or related field required or equivalent experience.
- One (1) year experience in a supervisory position preferred.
- Applicants must be able to substantiate a safe driving record within the parameters acceptable to our liability insurance carrier.
- Must possess excellent communication skills.
- Ability to write routine correspondence and to speak effectively to the public, employees and customers.
- Must have the ability to deal effectively and interact well with the customers and employees.
- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
- Must be able to be approved for and maintain a valid gaming license.
- Must be able to read, write, speak and understand English. Must be able to respond to visual and oral cues.
- Work nights, weekends and holidays as required.
- Employment is contingent upon a favorable outcome of a background investigation and drug screening. Previous customer service experience preferred.
- Applicants must be able to substantiate a safe driving record within the parameters acceptable to our liability insurance carrier.

PHYSICAL, MENTAL AND WORK DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must have the physical ability to work with extreme weather as well as the ability to lift 50 lbs, to squat, stand or bend repeatedly.
- Must be able to stand, walk, and move through all areas of the casino.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- Must have excellent hearing abilities.
- Maintain physical stamina and proper mental attitude to work under pressure in a fast-paced, casino environment and effectively deal with customers, management, employees and members of the business community in all situations.
- Must be physically mobile with reasonable accommodations and be able to maneuver to all areas of the casino.

- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.

The Downstream Casino Resort Adheres to all applicable Resolutions of the Quapaw Tribe of Oklahoma. Native American Preference policy does apply.

DRAFT