

Downstream Development Authority of the Quapaw Tribe of Oklahoma
Supplement to Minutes dated 7/13/16.
Email Poll

Roll Call:	John Berrey, Chairman	Present
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Present
	Marilyn Rogers, Member	Present
	Tamara Reeves, Member	Present

An email poll was conducted on Monday August 1, 2016.

All,

Attached is the Job description for the Q Store technician. Please let me know if you would like to make any changes or if you are okay with it as is.

Vote:

John Berrey	Yes	Ranny McWatters	Yes
Marilyn Rogers	Yes	Larry Ramsey	Yes
Tamara Reeves	Yes		

5 yes, 0 no, 0 abstaining, 0 absent
Motion Carries.

Downstream Casino Resort JOB DESCRIPTION

POSITION:	Q-Technician
DEPARTMENT:	Q Store
REPORTS TO:	Manager
JOB SALARY GRADE:	

JOB SUMMARY:

The Q Technician will be responsible for directing and overseeing the entire electrical, mechanical, plumbing, and painting, power washing, waste disposal, and refrigeration and HVAC functions of the property. All functions will be performed within the guidelines of the Downstream Casino Resort's policies and procedures, Internal Control Standards and objectives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Together with the Q Store Manager, oversee the Property Operations with responsibility to the maintenance of electrical, mechanical, refrigeration, and HVAC functions.
- Responsible for maintaining fuel dispensing areas, ie; changing water, keeping pumps clean, adding towels, receipt paper, general maintenance and **custodial duties**.
- Ensure compliance with all relevant plumbing, electrical, safety and building codes.
- Ensure the proper working order of the major mechanical and electrical components of the Q Store.
- Communicate regularly with the Manager/Supervisors.
- Responsible for daily shift report.
- Will be available on a 24-hour basis for assistance with maintenance type problems.
- Maintain safe chemical storage as deemed.
- Assist Manager/Supervisors with other facility repairs and maintenance as needed.
- Responsible for the safety and security of personnel within the facilities and ensure safety devices are in proper working order.
- 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.
- Attends all necessary training meetings.
- Assist in other projects, as directed.
- 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

QUALIFICATIONS/REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. 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.
- High School diploma or equivalent required. Related post secondary education preferred.
- Minimum of 2 years experience in the technical fields of electrical/central plant, plumbing and heating/air conditioning required.
- Must have proficient computer skills.
- Must be available on a 24-hour basis for assisting with maintenance problems.
- Must possess and maintain a valid driver's license.
- Applicants must be able to substantiate a safe driving record within the parameters acceptable to our liability insurance carrier.
- Must possess excellent written and oral communication skills.
- Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
- Must demonstrate leadership, fairness, and sensibility to the customer and employees.
- Must present a well-groomed and professional appearance.
- Must be able to be approved for and maintain a valid gaming license.
- Work nights, weekends and holidays as required.
- Employment is contingent upon a favorable outcome of a background investigation and drug screening

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 be able to move and lift heavy objects, up to 75 lbs.
- Must be able to work with various power tools following proper safety procedures.
- Must be able to work in various types of weather conditions.
- Occasional travel.
- Must be able to carry, set up, climb and descend ladders.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- Must be able to stand, walk, and move through all areas of the casino.
- 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.

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