



Job title	<i>Engineering Manager, #30051</i>
Reports to	<i>General Manager-Sky City Casino</i>

Job Purpose

This position ensures proper operation of all aspects of Acoma Business Enterprises (ABE) infrastructures and landscape. The Engineering Manager is responsible for maintaining both the exterior and interior of buildings in relation to safety operations and to assure the infrastructures are in compliance and meet tribal, state and federal regulations. The position plans, develops and implements improvements and oversees the areas of electrical, plumbing, carpentry, general maintenance and groundskeeping of all ABE entities. All duties are to be performed within the guidelines of the ABE policies and procedures. The Engineering Manager is expected to serve as a public relations ambassador for all Acoma Business Enterprises and must be courteous and helpful to customers at all times. Other related duties may be directed by management.

Duties and Responsibilities

- Manage or assist in the preparation, evaluation, and negotiation of bids, contracts, and/or agreements for commodities, services, or operations & maintenance contracts.
- Participate in the development, implementation, or interpretation of new or revised programs.
- Provide quality assurance oversight over operation & maintenance contracts within the department.
- Oversee the administration of multiple contracts for the operation and maintenance of buildings.
- Direct or assist in the overall planning, development, and administration of an assigned facilities management program; assist in directing the development and implementation of departmental planning issues.
- Administer or assist in the administration of new construction, remodeling and maintenance repair projects in support of existing contracts, ensure design addresses company needs; and monitor project priorities and deadlines.
- Prepare or assist in the preparation, review and management of the annual budget; justify expenditures and analyze operating expenses and other issues essential to the operation of operations & maintenance contracts.
- Responsible for personnel issues, such as: interviewing, hiring, orientation, training, development, supervision, delegations, evaluations and disciplinary actions; will perform these functions in a timely manner.
- Develop process, procedures and standards for operational performance areas.
- Review and/or serve as a liaison for the assigned area of responsibility; address, maintain contact and cooperate with federal, state, tribal and other interested groups.
- Reviews and prioritizes job request orders to determine work priorities.
- Reviews work assignments to ensure that all work meets building codes and is safe and free from hazards.
- Assures that needed chemicals and other potentially hazardous materials are used and stored appropriately and do not present a hazard to guests and team members of ABE.
- Reviews productivity, quality control and maintenance reports for completeness and appropriateness of work performed.
- Must have basic knowledge of safety precautions and safe work practices, including ensuring the safety of co-workers.

- Implements work procedures for the engineering department, including issuing written and oral instructions.
- Perform routine field inspections of ABE properties.
- Assist in project management and oversight of various aspects of ABE property. Including planning, construction, maintenance, and alteration of equipment, machinery and buildings.
- Work with city, state, & federal regulatory personnel and agencies to stay current and comply with regulatory issues, building codes, safety requirements, OSHA, TOSHA, EPA, etc.
- Maintains inventory of supplies and equipment.
- Prepares departmental paperwork and any reports in regards to the department and company needs.
- May be required to administer First Aid and/or Cardiopulmonary Resuscitation (CPR).
- Must be socially perceptive, administer good to excellent judgement, and decision making abilities essential.
- Must be able to handle stressful situations, maintain composure and be able to prevent and/or handle emergency situations.
- Must be presentable when reporting to work, wearing appropriate clean and pressed uniform when applicable. Good personal hygiene required.

Minimum Qualifications

Education/Experience:

- High School Diploma or Equivalent Required.
- Minimum five years casino/facility/supervisory management or related field experience preferred.
- Associates degree in Facilities Management and/or Service Industry or related field required.
- Bachelor's degree in Facilities Management, Engineering and/or related field preferred.

Skills, Abilities, Knowledge and Other Qualifications:

- Skill in customer service and ability to remain calm and cheerful in stressful situations.
- Skill in maintaining a friendly demeanor at all times and performs job requirements with a Smile, Eye Contact & Greeting.
- Skill in exhibiting good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and management.
- Skill to effectively multitask and have strong written/oral communication.
- Skill in actively listening.
- Skill in operating heavy machinery.
- Ability to use and interpret topographic/aerial maps, blueprints, schematics, technical materials and manufacturers manuals.
- Ability to operate four wheel drive, standard transmission, all-terrain vehicles.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to work under pressure.
- Ability to maintain confidentiality.
- Ability to lift certain outdoor equipment.
- Ability to operate a two way radio device/communications.
- Ability to operate a motor vehicle.
- Ability to work effectively with other department team members.
- Ability to obtain and administer Cardiopulmonary Resuscitation (CPR).
- Ability to establish and maintain effective working relationships with tribal and governmental officials, and the general public.
- Knowledge of OSHA guidelines and precautionary measures.

- Knowledge of trades–electrical, HVAC, plumbing, carpentry and general building maintenance.
- Knowledge of working hand tools, electrical and power tools, meters and gauges.
- Knowledge of First Aid basic skills and able to operate AED.
- Knowledge of general public safety and security regulations.
- Knowledge of general and environmental laws and regulations, tribal and government law.

Working conditions

Working conditions will be in an exterior, varies climate environment and may include exposure to certain weather conditions and moderate-to-loud noise levels. Some accommodations will be in an interior office environment pending work assignments. The position requires working days/evenings including weekends, holidays and special event shifts. Work Schedule may vary (7/24/365).

Physical requirements

Physical requirements include standing and walking for long periods of time and use of whole body motion and strength throughout all properties. Must be able to lift up to 60 pounds and perform repetitive tasks requiring manual dexterity, speed and concentration. Requires the visual acuity and manual dexterity to read and write reports. Must be able to operate a forklift or any heavy equipment.

Direct reports

Direct Reports include Engineering Supervisors, Maintenance Grounds, Electrical and Utilities Technicians and Administrative team members.

Other

Background Investigation: This position is subject to a background check though Acoma Business Enterprises. Selected individuals must successfully complete and pass all requirements to qualify for position.

Insurability; This positions requires to have a valid driver’s license. Candidates must successfully complete a pre-employment motor vehicle check and must be insured through the company insurance carrier.

All Applicants must successfully pass a pre-employment drug screening prior to beginning employment and is subject to random drug testing during employment.

Selected applicant may be required to obtain a COVID-19 test prior to beginning employment and may be subject to further testing.

Acoma Business Enterprises is committed to achieving full equal opportunity without discrimination based on race, religion, color, sex, national origin, politics, marital status, physical disability, age or sexual orientation.

Acoma Business Enterprises (ABE) has implemented an Indian Preference Policy. It is the policy of Acoma Business Enterprises to give preference to any qualified person who is an enrolled Acoma Indian Tribal Member or non-Acoma tribal member of a federally-recognized Indian Tribe, pursuant to the Acoma Gaming Commission, Regulation 26 of the Acoma Gaming Regulations, Section 26.020. The application of Indian Preference is not automatic, an applicant must request for consideration for tribal preference. Applicants must provide tribal affiliation and registered census number. ABE is dedicated to policy of non-discrimination in employment on any basis

including age, sex, color, race, creed, national origin, religion, marital status, sexual orientations, political belief or disability.