

PARAGON CASINO RESORT

Job Description

SLOT MAINTENANCE ASSISTANT MANAGER

Department:	Slots	Reports to:	Slots Maintenance Manager
Job Code:	ASM04	License:	Gaming
Position Code:	ASM106	Costing:	100 1200 1212
Pay Grade:	E9	Date:	8/23/19
EEO-1 Code:	1.2		

Responsible for the overall repair and maintenance of all electrical and mechanical slot machines and coordination and supervision of all Slot Technicians on an assigned shift in accordance with Paragon Casino Resort policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for the coordination and supervision of all slot technicians on an assigned shift by assigning responsibilities and duties and assisting them if needed.
- Responsible for the repair, overhaul, and proper preventative maintenance of all slot machines to ensure optimal operation.
- Makes recommendations and suggestions to hire, transfer, suspend, promote, discharge, evaluate, assign, and discipline all Slot Technicians on an assigned shift in a fair and equitable manner.
- Handles floor maintenance and repair, and all high limit and third time machine fills.
- Processes the necessary paperwork for auditing and data processing purposes for the initial set-up and checkout of new slot machines.
- Keeps an accurate count of machines on the floor, matching the units licensed; maintains records of all percentage sheets as required by the Gaming Commission.
- Responsible for the breakdown, relocation, and re-set up of machines and stands to be relocated.
- Assists in the training of new Slot Technicians to ensure proper training
- Maintains current knowledge of local jurisdiction gaming laws (federal, state, compact, etc.) and attendant regulations as well as Paragon Casino Resort policies and procedures.
- Promotes positive Guest Relations through prompt, courteous and efficient service.
- Assures that all slot technicians attend departmental classes on a regular basis and are knowledgeable with all of the necessary information to adequately perform their job.
- Keeps accurate records of company and departmental exception notices as well as paperwork, assuring the integrity of the initial set-up of slot machines are complete with all of the proper initials and signatures.

- Maintains a working library of all technical manuals and customer notices issued by the vendors to ensure compliance.
- Responsible for assuring that an accurate inventory of all slot parts and equipment is kept and maintained.
- Must be experienced in all AutoCAD programs that are utilized.
- Must have vast skills in Excel to be able to track parts and expenses.
- Must be experienced in the configuration of IGT's CWS.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Directly supervises all Slot Technicians on each assigned shift.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or general education degree (GED), or electronics degree preferred; five years of slot technician experience required.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests and other Associates of the company.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The Associate must regularly lift and/or move up to twenty five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate regularly works near moving mechanical parts. The noise level in the work environment is usually moderate to loud. The casino floor is usually smoky.