



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Video Gaming Supervisor
Class: Management
Status: Part Time/Full Time
Supervisor: Gaming Manager
Effective Date: Revised July 2014

Department: (10) Video Gaming
FLSA: Non-Exempt
Pay Grade: VI
Subordinates: Slot Attendants / Techs

Position Summary:

Machine maintenance and repair. Cooperate and interact effectively with all other departments to achieve Casino goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Machine maintenance:** Ensure all machines are clean and working properly. Schedule and record necessary maintenance.
- **Repair:** Ensure all repairs are completed promptly and correctly. Ensure proper parts are used. Be able to trouble shoot malfunctions. Read and understand manuals, flow charts, wiring diagrams and electrical schematics. Understand and operate test equipment. Understand relationships between different components in electrical system. Disassemble and assemble electrical and mechanical components.
- **Accountability of Meters and Percentages:** Understand and be able to prove meters are accurate. Calculate and prove win/loss percentages. Have a working knowledge of machine accounting systems.
- **Tech room maintenance:** Maintain parts and tools inventories. Ship parts for off-site repair. Ensure security for sensitive parts.
- **Files and Logs:** Maintain: logs necessary calculate percentages and values of all progressive machines. Maintain hand meter reading logs, security paper logs, machine maintenance logs. Maintain files for all machine manufactures, vendors and technical data.

- Duties and responsibilities may be added to, modified or changed at the sole discretion of management.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees in the Video Slot Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

EDUCATION and/or EXPERIENCE:

Four to Ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community, Ability to write speeches and articles for publication that conform to prescribed style and format. Effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Must be able to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Be able to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must qualify for Tribal Gaming License

PHYSICAL 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must occasionally lift and/or move up to 100 pounds. Machines are moved with a hand truck.

- Close vision (clear vision at 20 inches or less)
- Color vision (ability to identify and distinguish colors)
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships.
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee 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 employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. There is also contact with cleaning fluids and lubricants.
- Moderate noise (examples: business office with computers and printer, light traffic)

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

