



TITLE: Ice/Court/Maintenance/Zamboni Driver

TYPE: Full Time Non-Exempt ; Night and Weekend availability required

SUMMARY: To perform the duties including, but not limited to, engineering, maintenance, set-up/changeovers, custodial/housekeeping, to oversee and participate when needed in all work activities; and to perform a variety of tasks

Receives direct supervision from the Operations Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

- Oversees overall daily operation and maintenance of the Ice & Sportsplex including, but not limited to:
 - Ice plant systems, HVAC, sound systems, lighting systems, fire protection systems, life safety systems, workplace safety, communications systems and scoreboards.
- Assist with custodial services for the Ice & Sportsplex.
- Assist in the installation and maintenance of ice surfaces and equipment.
- Oversees operation of court set-up and tear-down.
- Assist Operations Manager with health and safety compliance.
- Maintain ice, and operation logs.
- Responsible for part-time-evening subordinates.
- Perform related duties and responsibilities as required.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

- Knowledge of modern and complex principles and practices of Ice & Events Center maintenance, activities, and operations.
- Knowledge of modern office procedures, methods, and computer equipment/software.
- Knowledge of supervision principles.
- Knowledge of concessions operations and retail principles.
- Knowledge of occupational hazards and standard safety principles and procedures.
- Skills to supervise, and train.
- Ability to interpret and explain policies and procedures.
- Ability to prepare clear and concise reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.

EDUCATION & EXPERIENCE:

REQUIRED:

- High School Diploma or equivalent.
- One to three years of increasingly responsible experience in an Ice Rink, or similar facility.
- Possession of, or ability to obtain an appropriate valid driver's license.

PREFERRED:

- Management/supervisory experience.
- Understanding of general maintenance.
- CPR & First Aid certifications
- Completed courses

WORKING ENVIRONMENT: Indoor environment, irregular working hours, work with or in slippery and uneven surfaces. Exposure risks associated with the operation of an ice rink facility.

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. While performing the duties of this job, the employee is required to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing. The employee is also required to maintain physical condition necessary for operating equipment, heavy or moderate lifting, walking, standing, kneeling, repeated bending or sitting for prolonged periods of time.

ACKNOWLEDGMENT: I have received, reviewed and fully understand the job description Ice/Court/Maintenance /Zamboni Driver. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Signature

Print Name

Date