



**CITY OF INVER GROVE HEIGHTS**  
invites applications for the position of:

## **Operations and Maintenance Assistant**

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<b>SALARY:</b>	\$13.95 - \$16.14 Hourly
<b>DEPARTMENT:</b>	Parks and Recreation
<b>DIVISION:</b>	Operations
<b>OPENING DATE:</b>	10/24/22
<b>CLOSING DATE:</b>	Continuous

### **POSITION DESCRIPTION:**

The Operations & Maintenance Assistant is responsible for providing quality customer service, performing ice arena maintenance tasks consisting of driving the ice re-surfacer, working with/or providing direction to other seasonal staff, monitoring the facility and its operating equipment, and performing multiple custodial and cleaning duties.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Typical duties include, but are not limited to:**

- Operate ice re-surfacing machine and related equipment at scheduled times to maintain a quality ice
- Ability to sharpen skates as needed
- Perform cleaning as well as general maintenance of facility and grounds maintenance
- Clean dasher boards and glass and maintain cleanliness of maintain seating areas, locker rooms and other areas
- Shovel snow as needed
- Enforce safety rules and regulations that ensures the facility operates in a safe manner
- Performs general maintenance of resurfacing machine and other ice-related equipment
- Perform general building maintenance and performs minor repairs when needed
- Attend training and other staff meetings
- Responsible for closing/openings of the facility

### **QUALIFICATIONS:**

#### **Requirements:**

- Must be at least 18 years of age
- Must possess a valid driver's license
- Ability to perform routine cleaning and housekeeping duties
- Ability to use hand and power tools
- Knowledge of applicable work hazards and safety precautions
- Demonstrate some mechanical aptitude, ability to perform minor operating adjustments and recognize operating deficiencies in assigned equipment
- Ability to follow written and verbal instructions
- Ability to work independently with minimal supervision
- Ability to solve problems according to established policy and procedure
- Ability to communicate in a courteous and professional manner

- Ability to professionally exhibit cultural sensitivity, patience and understanding in the course or work duties
- Ability to relate to and work with individuals representing a variety of diverse backgrounds and cultures
- Ability to provide a level of customer service that meets/exceeds customer expectation and satisfaction

**Desired Qualifications:**

- Experience working in the ice arena and driving a re-surfacer or using related machinery

**SUPPLEMENTAL INFORMATION:**

**Hours:**

- All positions are part time and hours may be increased or decreased based on seasonal needs hours per week
- Work on evenings and weekends

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ighmn.gov>

Position #2021-00081  
OPERATIONS AND MAINTENANCE ASSISTANT  
CB

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