



**RAMSEY COUNTY**  
Department of Human Resources  
121 East Seventh Place  
Suite 2100  
Saint Paul, MN 55101

<http://agency.governmentjobs.com/ramsey/default.cfm>  
**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Arena Superintendent**

*An Equal Opportunity Employer*

**SALARY**

\$26.66 - \$39.58 Hourly

**OPENING DATE:** 03/22/21

**CLOSING DATE:** 04/09/21 04:30 PM

**LOCATION:** (Parks & Recreation Admin Bldg) Maplewood, Minnesota

**BASIC FUNCTION:**

To direct and supervise all personnel, building operations, and services at Ramsey County Arena(s), which includes 1 indoor turf field to which the position is assigned; to direct the maintenance, repair, and operation of refrigeration equipment and a low pressure boiler if the arena(s) operates with such a system; to operate and repair building systems and related equipment utilized in the operation of the ice arena(s); to manage and supervise hockey game operations; to promote programs and maximize year-round facility usage; to meet with user groups to develop and implement skating, indoor turf field and dry floor programs; and to perform special projects and other related duties as assigned.

**THE CURRENT VACANCIES:** Ramsey County is hiring for two Arena Superintendent positions; one position will be responsible for the oversight and daily operations of the Twin Cities Orthopedic (TCO) Sports Garden. TCO Sports Garden is a year round facility that includes 2 sheets of ice and a turf fieldhouse. The second position is responsible for the oversight and daily operations of Aldrich Arena, Highland Arena, and Pleasant Arena. All are year-round facilities, Highland Arena has two sheets of ice with one converted for dry floor activities April-September, Aldrich has ice September-March and supports a wide variety of dry floor events year round, and Pleasant Arena is an is a year-round ice arena.

**If an internal candidate is selected, salary will be set in accordance with the personnel rules (i.e. promotion, transfer, or voluntary reduction).**

To view or print a copy of the complete Ramsey County job (class) description for this job, go to: [Job Descriptions](#). Once at this page, you can browse the list or search for a job description.

**EXAMPLES OF WORK PERFORMED**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Direct and supervise the maintenance, service, and operation of the arena, including ice and turf use and dry floor events by assigning, directing, scheduling, and evaluating the work of subordinate employees. Perform and direct the work of others in the repair and maintenance of HVAC, electrical, and plumbing systems.
3. Assist in promoting the use of facilities, new and existing programs, and services through personal contact with outside users and by organizing and coordinating arena events by

- receiving special requests, responding to customer complaints, and meeting with arena user groups to determine program service needs and building set-up requirements.
4. Supervise arena operations by inspecting, coordinating materials and equipment, and organizing and directing the work of subordinates in performing work assignments, including maintenance of the surrounding lawn and turf areas, parking lot, light fixtures, and building exterior.
  5. Assist in directing the work of outside contractors engaged in repair or construction, and assure conformance to specifications.
  6. Prepare, recommend, and monitor operating and capital improvement budgets.
  7. Supervise game operations, including working with high schools administration, association administration, coaches and game personnel to ensure arena policies are followed and arena is prepared properly.
  8. Coordinate the sale of skate rental, miscellaneous items, and fire-ice rental time; account for all receipts by completing and balancing daily financial reports; and make bank deposits.
  9. Operate and maintain the refrigeration system and ice resurfacing equipment used in making and maintaining ice.
  10. Coordinate contractors and arena staff for set-up and takedown for events.
  11. Coordinate contractors and arena staff for food/beverage concessionaire and vending operations.
  12. Assist with the coordination of recruiting, hiring, training, and evaluating arena staff.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1. 2. 3. 4, 5, 6, 7, 8, 9, 10, 11.

## **MINIMUM QUALIFICATIONS**

**Education:** High school graduation.

**Experience:** Six years of experience in the operations and maintenance of an indoor ice arena or comparable facility, including three years of supervisory experience.

**Substitution:** An Associate Degree in Ice Arena Management, Recreation or a related field may be substituted for two years of operational and maintenance experience of an indoor ice arena.

**Licensure/Certification:** Must possess, or have the ability to acquire, an EPA Refrigeration Containment Certification. Must possess a current driver's license valid for the class of vehicles to be driven. Must complete certification in MN Department of Health Air Quality Training within one month of hire.

If assigned work at Aldrich Arena may be required to obtain a First Class "C" license (must have three years' hands-on experience operating a low-pressure boiler in a licensed facility or under the supervision of someone who directs the work on a low-pressure boiler in order to obtain a First Class "C" license)

## **EXAM/SCREENING PROCESS INFORMATION**

**The examination process will consist of the following section with each section weighted as indicated:**

- Training and Experience Rating = 100%

The examination for Arena Superintendent will consist of a training and experience rating, comprised of the questions in the attached supplemental questionnaire. Not all applicants who meet the minimum qualifications will pass the training and experience rating. The rating on this supplemental questionnaire will depend your answers to the questions – do not mark “see resume” or “see work history” as a response. Please answer all your questions clearly and completely. Failure to respond could affect your score and final rank on this examination.

**Eligible List:** The names of all applicants who filed a properly completed application and passed the examination/screening process shall be placed on the eligible list for an employment opportunity as a Arena Superintendent. This list will be certified to the appointing authority which may use this list to conduct interviews to fill a vacancy. Candidates will remain on the list for two months or until hired, whichever occurs first. A notice will be sent to applicants at the time the eligible list is posted, informing them that the list has been posted and their rank on the list.

**Veteran's Preference: This is a classified position requiring an open, competitive selection process.** Veteran's Preference points will be applied after a candidate passes the examination process. Applicants who are eligible for veteran's preference should update their veteran's DD214, and other supporting documents, and submit them as an attachment at the time of application.

**Criminal Background Checks:** All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

**E-Verify Participation:** Ramsey County participates in the federal E-Verify program. This means that Ramsey County will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, Ramsey County is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

**Equal Opportunity Employer:** Ramsey County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation or gender identity, public assistance or national origin.

To print a paper application for this posting click [Paper Application](#). You will need to print this posting and answer the supplemental questions associated with this exam and submit them with your completed paper application.

For further information regarding this posting, please contact Mirian Simpson at [mirian.simpson@ramseycounty.us](mailto:mirian.simpson@ramseycounty.us) or by phone at (651) 266-2711.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/ramsey/default.cfm>

OR

121 East Seventh Place

Suite 2100

Saint Paul, MN 55101

Job #0268-21/03-001  
ARENA SUPERINTENDENT  
MS

**Arena Superintendent Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening process. The supplemental questionnaire will be used as a scored evaluation of your knowledge, skills and experience. Provide complete information for each question. Do not write "see resume" as it is not an acceptable answer. The experiences you indicate in your responses will be reviewed and used to determine your eligibility to move forward in the selection process. Please select "yes" if you have read and understand.
- Yes    No
- \* 2. Do you have a high school diploma or equivalent?
- Yes    No
- \* 3. Do you have at six years or more of experience in the operations and maintenance of an indoor ice arena or comparable facility, including three years of supervisory experience.
- Yes    No
- \* 4. In the previous questions, you stated you have six or more years of experience in operations and maintenance of an indoor ice arena or comparable facility, including three years of supervisory experience or equivalent. Please give dates, job titles, location and detailed description of the work performed. If you do not have this experience type "N/A" in the space below.
- \* 5. Do you have the following certification, licenses or training? **Check all that apply!**
- EPA Refrigeration Containment Certification  
 MN Department of Health Air Quality Training  
 A valid drivers license  
 Special Engineer Boiler License  
 First Class C license  
 Arena Management  
 Other  
 I do not have any of the above.
- \* 6. In the previous question if you checked other, please list any additional certification, licenses or training that you have. If you do not have this experience type "N/A" in the space below.
- \* 7. An Associate Degree in Ice Arena Management, Recreation or a related field may be substituted for two years of operational and maintenance experience of an indoor ice arena or other comparable facility. Are you using the substitution to meet the minimum qualifications for this position.
- Yes    No
- \* 8. Indicate when and where you obtained your completed degree(s) to which you refer to in the previous question. State the name of the institution, the name of degree area, and the month and year of graduation. If you do not have this education type "N/A" in the space below.
- \* 9. Describe your experience supervising/managing a diverse group of work teams, include job title, number of years supervising, number of employees supervised, and specific

duties preformed. If you do not have this experience type "N/A" in the space below.

- \* 10. Describe your experience working on various mechanical equipment. If you do not have this experience type "N/A" in the space below.
  
- \* 11. Describe your experiences with project management, If you do not have this experience type "N/A" in the space below.
  
- \* 12. Do you have or have you ever held a professional license?  
 Yes    No
  
- \* 13. If you answered "Yes" to question #12 , please list the type of license(s) and the State or jurisdiction the license is or was held; also indicate the status of your license(s). If this does not apply to you, please write "N/A" in the space provided.

\* Required Question