

City of Shakopee
POSITION DESCRIPTION

TITLE: Ice Arena Specialist
CLASSIFICATION: Specialist
DEPARTMENT: Park and Recreation
REPORTS TO: Recreation Facilities Manager
STATUS: Full-Time, Non-Exempt
PAY GRADE: 120

SUMMARY

Responsible for arena operations and part time staff in the absence of the Recreation Facilities Manager. Performs a variety of tasks including ice maintenance, inventory management, equipment monitoring, basic Zamboni maintenance and facility cleanliness/upkeep. Schedule: Monday/Tuesday 3:30 – 11:30 p.m.; Friday 2:30 – 10:30 p.m.; Saturday/Sunday 12 – 8:30 p.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in day-to-day operations of the ice arena.
- Assists in the supervision of part time personnel to maintain arena effectiveness.
- Carries out and enforces arena policies and practices and ensures enforcement of safety and security measures.
- Assists in maintaining ice sheets in optimum conditions.
- Assists in maintenance activities and follows preventive maintenance programs to arena equipment and building.
- Carries out janitorial duties of the arena and grounds to assure a safe and clean facility.
- Monitors equipment, keeps accurate records, identifies and reports any problems to the Recreation Facilities Manager.
- Performs minor equipment repairs as needed.
- Performs equipment operations, including operating the resurfacing equipment in safe manner, keeping ice hours on schedule.
- Assists in training part-time personnel in the operations of equipment.
- Operates ice edger to maintain the correct thickness of ice.
- Performs customer service operations, including supervising skating events and sharpening skates.
- Supervises high school hockey games in absence of Ice Arena Manager.
- Interacts with customers, keeps abreast of Arena programs and events held at the Arena.
- Performs other related job duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Thorough knowledge of modern principles and practices of civil engineering.
- Knowledge of ice arena administration and operations.
- Knowledge and experience of mechanical equipment necessary to operate and ice arena.
- Skilled in operating an ice resurfacer.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, facility users, and general public.
- Ability to perform facility maintenance without close supervision
- Ability to organize daily work, set priorities and work independently.
- Ability to understand and follow applicable OSHA standards and departmental safety practices and procedures.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

High School diploma or an equivalent. Must possess a valid driver's license. Two years of experience being in a lead position where you directed the work of others. One year of general maintenance experience. Must be able to work a variety of shifts, including nights and weekends.

Desired Qualifications

- STAR and/or IAIM certification
- Experience performing ice arena maintenance.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 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.

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.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.