

## **ICE ARENA SENIOR LABORER**

### **SUMMARY**

Full-time position with seasonal responsibilities. Performs a broad range of manual labor and semi-skilled tasks involved with the operation of the Howard Ice Arena and Public Works Department.

### **SUPERVISION EXERCISED**

Supervises a crew of other laborers or seasonal or temporary employees, as assigned.

### **SUPERVISION RECEIVED**

Works under the general direction of the Recreation Manager, Parks Superintendent and Parks Foreman. May work independently on routine tasks.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Performs routine operational or maintenance tasks independently with little or no day-to-day direction. Independently determines needed work, prioritizes tasks and supervises other assigned personnel in accomplishing these tasks. Consults supervisor as needed.
2. Direct the use of facilities and coordinate operations of the Ice Arena in a safe, efficient, and friendly manner in accordance with City policies.
3. Supervise seasonal and/or temporary workers to assist in the operation of the Ice Arena, following City procedures.
4. Prepare and maintain facility rental schedules. Facilitate rental collections and fees in accordance with the Howard Ice Arena Policy.
5. Perform ice re-surfacing duties as assigned, including the operation and maintenance of Zamboni and ice maintenance equipment.
6. Maintain Ice Arena facilities, including restrooms, office, warming hut, locker rooms and the grounds. Perform minor repairs to facilities. Dispose of rubbish as needed. Assist in winterizing and de-winterizing equipment and facilities.
7. Safeguard all funds, and in the Manager's absence, reconcile daily receipts and deposit funds in the appropriate bank, in accordance with City policy.
8. Performs unskilled or semi-skilled tasks related to the maintenance of City cemeteries, parks, and grounds, including mowing, edging, and watering lawns; leaf collection; pesticide application and weed control; planting and maintaining flower beds; landscaping; opening, closing, and cleaning restrooms; cleaning and maintaining parks and cemeteries buildings and facilities; digging graves; pouring monument and marker foundations; and setting up for burial services.

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9. Performs unskilled or semi-skilled tasks related to maintenance and upkeep of buildings and grounds, such as but not limited to lawn and garden maintenance, snow removal, sign replacement, debris removal, painting, sweeping and site clean-up.
10. Supervises assigned employees and ensures safe performance of tasks. May keep records or other paperwork related to assigned work.
11. Operates pickup trucks, light-duty dump trucks, tractors, mowing equipment, and other equipment not requiring specialized licenses or training. May remove snow using light-duty dump trucks, pickups, or specialized snow-removal equipment. May operate front-end loaders, Zamboni ice re-surfacer and other heavy equipment.
12. Performs routine preventive maintenance tasks for gas and diesel-powered vehicles, hydraulic systems, small engines, and equipment as assigned.
13. Adheres to established safety policies and procedures and participates in safety instruction and programming.
14. Performs related work as required.

### **ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In-depth knowledge of the tasks, operations, and functions of assigned department.

Required to work weekends, holidays and off hours. Ice Arena schedule will be Wednesday through Sunday from 10:00am - 6:30pm November through March. April through October will be scheduled through the Parks Department.

Ability to oversee day-to-day operations of assigned crew or facility, to determine needed work, to independently prioritize tasks and to supervise others to accomplish those tasks.

Knowledge of common tools and equipment used in the repair and maintenance of buildings, equipment, and grounds.

Ability to maintain effective working relationships with fellow employees and the public.

Educational requirements include a high school diploma or the equivalent.

A valid Michigan Driver's license, with the ability to obtain a Class B Commercial Driver's License (CDL) within 90 days of hire.

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A valid Michigan Commercial Pesticide License with a Category 6 Right-of-Way endorsement, or the ability to obtain within 90 days of hire.

### **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 regularly required to stand; walk; sit; talk; hear; and use hands to finger, handle, or feel. The employee is regularly required to reach with hands and arms; stoop; kneel; crouch; and crawl. The employee is occasionally required to climb or balance, and travel to other locations. The employee must frequently lift and/or move up to 70 pounds. Specific vision abilities required by this job include peripheral vision, and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those 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 moving mechanical parts and/or heavy equipment and all types of outside weather conditions. The employee is frequently exposed to fumes or airborne particles, and grease and oil from equipment. The employee is occasionally exposed to toxic or caustic chemicals, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level is usually moderate to loud.

July, 2021