

## **ICE ARENA OPERATIONS ASSISTANT JOB DESCRIPTION**

### **SUMMARY**

Perform daily duties in the maintenance and operation of the John and Dede Howard Ice Arena (“Ice Arena”). Oversee Ice Arena employees in the absence of the Manager or Senior Laborer. Perform related work as required. This is an hourly, part-time non-exempt position. The position is seasonal from November-March, although this schedule and the daily hours may vary depending on operational requirements. Anticipated 20 hours per week.

### **SUPERVISION RECEIVED**

Work under the supervision of the Recreation Manager and Senior Laborer.

### **SUPERVISION EXERCISED**

In the absence of, and at the direction of the Manager or Senior Laborer, supervises temporary and/or seasonal employees, and other City employees assigned to the Ice Arena. Alert Manager to employee problems, and violations of rules, regulations and policies.

### **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. Under the supervision of the Manager and Senior Laborer, direct the use of facilities and coordinate operations of the Ice Arena in a safe, efficient, and friendly manner in accordance with City policies.
2. Supervise seasonal and/or temporary workers to assist in the operation of the Ice Arena, following City procedures.
3. Perform ice surfacing duties as assigned, including the operation and maintenance of Zamboni and ice maintenance equipment.
4. 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.
5. Safeguard all funds, and in the Manager’s absence, reconcile daily receipts in accordance with City policy.
6. Provide on-site support of special programs and events.
7. Positively promote the Ice Arena to community residents and visitors.
8. Perform related duties 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 required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of procedures and practices of the Ice Arena operations, including proper materials handling and equipment operations.

Knowledge of public and employee safety practices to minimize the risk of injury and property damage.

Ability to make sound decisions on operational and employee problems.

Skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public.

Ability to regularly work variable hours, frequently including evenings, weekends, and holidays.

Required education and experience include a high school diploma or equivalent, and two-year related experience.

A valid Michigan driver's license is required.

### **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 sit, stand, walk, talk, hear, and use hands to finger, handle, or feel. The employee is occasionally required to stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 55 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **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 position, 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 slick or slippery surfaces. The employee is occasionally exposed to toxic or caustic chemicals, grease and oil from equipment, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level in the work environment is usually quiet to moderate.