

PART TIME COMMUNITY CENTER BUILDING SUPERVISOR/ICE RESURFACER OPERATOR

JOB DESCRIPTION

DEFINITION:

Under the general supervision of the Community Center Operations Supervisor or their designee, maintains all equipment, including the ice surface and performs ice maintenance as scheduled. General responsibilities include driving the ice resurfacer, performing facility maintenance and cleaning duties as assigned, and performing various administrative and supervisory activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform ice maintenance and resurfaces as scheduled.
- Executes policies and procedures professionally and accurately.
- Communicates professionally all information verbally and in writing.
- Maintains a clean, safe facility for patrons.
- Responsible for completing all tasks assigned by Community Center Operations Supervisor or their designee.
- Responsible for daily, weekly, monthly, and annual maintenance of ice resurfacer and edger. This includes lubrication of machines as per manufacturers' specifications, safe operating techniques as specified by STAR for blade changes, driving, resurfacing, handling, and inspection of machines.
- Accurately logs ice maintenance and ice plant readings.
- Attending programs during the day, evenings, or weekends as well as some off-site promotion
- Perform all related work as required.

PHYSICAL AND ENVIRONMENT CHARACTERISTICS:

Work is performed in a recreational/ice arena facility, standard office work setting, various duties performed indoors and outdoors.

This position can involve sitting, standing, walking, running, stooping, lifting, carrying, pushing, pulling.

Vision - near and far vision required. Color vision required. Depth perception - ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Hearing - must be able to hear and understand speech outdoors and in a noisy environment and on phone in accordance with ADA regulations.

Speaking / Hearing - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using correct English. Be able to convey detailed spoken instruction to other workers accurately, loudly, or quickly. Be able to understand descriptions and directions. Be able to effectively work with the public, and employees in a constructive manner.

MACHINES AND EQUIPMENT USED:

Standard office equipment that include; computers and software packages, fax and copy machines, telephones, and cash registers. Maintenance and cleaning equipment that include but are not limited to ice resurfacer machines, ice maintenance equipment, skate sharpeners, vacuums, mops, variety of hand and power tools, and any other equipment associated with use in a recreational/ice arena facility.

Part Time Building Supervisor/Ice Resurfacers Operator

Job Description

Page 2

GENERAL REQUIREMENTS

- High School Graduate or equivalent
- Valid State of Michigan Driver's License
- 18 years of age or older
- Must pass written examination, physical with drug screen and fingerprint/criminal history/driving record check