

POSITION TITLE: Arena Maintenance Part-time or Seasonal
DEPARTMENT: STMA Arena
ACCOUNTABLE TO: Arena Manager and City Administrator

SUMMARY STATEMENT

Under the supervision of the STMA Arena Manager, this position is responsible for performing general maintenance of the Arena building, resurfacing machine and other ice related equipment. Operates ice resurfacing machine and other ice related equipment. Assists in monitoring of refrigeration equipment. Responsible for supervision, safety, security, and emergency procedures.

COMMON PERFORMANCE STANDARDS

Expected to deal with the public and co-workers in a positive, respectful, and timely manner and perform duties in a safe and respectful manner.

EQUIPMENT USED

Hand tools, computer terminal, cash register, Zamboni type ice resurfacer, vacuum cleaners and other general office equipment.

ESSENTIAL FUNCTIONS OF THE POSITION

The listed examples may not include all duties performed.

1. Operate and maintain ice making equipment in order to provide quality ice for users.
2. Monitor all refrigeration equipment and help keep necessary records and logbooks.
3. Monitor HVAC equipment and other building operations equipment to ensure proper operation.
4. Performs general building maintenance and perform minor repairs when needed.
5. Performs general cleaning, event set-up and up-keep of facility.
6. Enforces safety rules and regulations and insures the facility will operate in a safe manner.
7. Plan and direct maintenance activities of Arena in a safe, efficient, and cost effective manner. Be available for duty periods on weekends, holidays, and evenings.
8. Provide excellent customer service.
9. Must possess excellent communication skills, both oral and written, in order to communicate effectively with subordinates, coworkers, supervisors, and other departments within the City.
10. Performs opening and closing procedures.

QUALIFICATION REQUIREMENTS:

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

1. Education and Experience.

- High School Diploma or GED.
- Buildings or grounds maintenance experienced preferred.
- Must be at least 18 years of age.
- Some computer skills and software experience.

2. Knowledge, Skills, and Abilities.

- Ability to cope with situations firmly, fairly, courteously, tactfully, and with respect for the rights of others.
- Knowledge of the methods, techniques, tools, and equipment used in cleaning and maintenance.
- Ability to work independently.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.
- Knowledge and skill in the operation and maintenance of equipment used for maintenance of buildings.

3. Special Requirements.

- No felony convictions.

EMPLOYMENT SELECTION CRITERIA

Position requires:

1. High School Diploma
2. Ability to communicate effectively orally and in writing
3. Ability to follow verbal and written instructions.
4. Ability to establish effective working relationships with employees, other agencies, and the general public
5. Must be 18 years of age.

PREFERRED QUALIFICATIONS

1. Experience operating ice maintenance equipment (Zamboni)
2. Mechanical experience

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 might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit in an office setting; stand; walk; use hands to finger, handle, or operate objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch, and reach with hands and arms.

The employee must possess the ability to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to see and observe various activities related to the job. Specific audio abilities required by this job include hearing voices, two-way radios, other radio devices, and phones.

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 regularly works in a cool skating arena climate. Employee on occasion may work indoors in an office setting.

SELECTION GUIDELINES

Formal application and resume; review of education and experience; oral interview; background check, final selection.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY EMPLOYER

The City of Albertville is an equal opportunity employer who, in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with



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disabilities and invites current and prospective employees to discuss the need for any such accommodations with City management.