

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Zamboni Driver**

Non-Exempt

Function

The Zamboni Driver completes ice rink cuts, ice maintenance, and general maintenance duties of the Triphahn Center Ice Arena and performs light custodial duties on a daily basis. Reports to the Operations Manager

Supervision Received

Responsible to the General Manager, Assistant General Manager and Ice Operations Manager

Essential Functions/Responsibilities

A. General Administration

1. Knowledge of occupational hazards and safety precautions.
2. Knowledge of general custodial techniques.
3. Knowledge of ice rink and ice maintenance.
4. Accomplish job assignments with a minimum amount of supervision.
5. Responsible for the care and use of all park district equipment.
6. Responsible for completion of assigned jobs.
7. Perform all job assignments in a professional manner.
8. Maintain open communication with the Operations Manager.
9. Perform all other duties as assigned.

A. Safety, Health and Loss Control

1. Support, promote or cause to be changed, all safety, health and loss control policies of the Hoffman Estates Park District.
2. Require and insure that he/she utilizes proper personal protective equipment provided for use in conducting assigned work tasks.
3. Notify supervisory staff of injuries or illness relating to task assigned in timely fashion.

A. Customer Service Responsibilities

1. Staff will be courteous at all times.

Marginal Responsibilities

1. Maintain work area in an organized and safe standard.
2. Complete minor repairs inside of buildings as directed.
3. Performs custodial duties.

4. Remove snow and ice from public walkway.
5. Perform other duties as required by the Operations Manager or supervisor.

Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of superiors.

Physiological Considerations

1. Worker is exposed to chemicals (i.e., cleaning materials)
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.

Environmental Considerations

1. Worker is exposed to outside weather conditions 5% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
 - Earplugs, ear covers
 - Respirators
 - Safety goggles/glasses
 - Protective gloves
 - Disposable (chemical) overalls

Cognitive Considerations

1. Worker is able to follow directions and perform responsibilities as described.
2. Worker must use good safety awareness and judgment.

Requirements

1. Operate and maintain a Zamboni.
2. Worker must be able to sweep and mop flooring.
3. Empty trash.
4. Replace light bulbs and lamps.
5. Periodic inspection of restrooms, locker rooms and showers. Cleaning as needed.
6. Setting up tables and chairs for meetings as required.
7. Must be able to lift and carry 50 lbs. for 25 yards.
8. Policing and removal of debris in the immediate area surrounding the building including all entrances and parking lots.
9. Check and record fluid levels of compressor system

Experience

1. Previous experience with a Zamboni is desirable but not required.

Education

1. High school graduate or trade school.