

Ice Arena and Grounds Technician



BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	3	Non-Exempt
			Member of Custodial Maintenance Bargaining Unit
NATURE OF WORK			
Responsible for working with the community to ensure a positive user experience when accessing District fields, grounds, and, dome and ice arena (Central Sports Complex) and for maintaining said environments.			

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Provides excellent customer service in working with the community to address field and ice arena needs and is responsible for the proper maintenance of the physical facility/fields including but not limited to; floors, walls, electrical distribution systems, piping systems, heating and cooling values, electric motors, doors and hardware, lighting systems, ice maintenance, and field maintenance. Serve primary point of contact and the liaison with youth athletic associations and community groups regarding dome, arena and fields/green space concerns or needs. Foster positive relationships with users to promote effective communication and satisfaction.	Daily 30%	B2
2.	Inspects, diagnoses, operates, maintains, repairs of the ice arena, dome and fields and ensures a preventative maintenance schedule to avoid delays and performs daily inspections and records necessary data.	Daily 35%	B2
3.	Designs, installs, programs, and repairs major building automation systems.	Daily 15%	B2
4.	Make recommendations and changes when improvement is needed.	Daily 10%	B2
5.	Participates in preparing and maintaining records related to operational activities and field, dome and ice arena conditions. Enforce district policies and procedures for facility use, ensuring all users adhere to established guidelines. Supervise facility attendants, providing training and support to maintain high standards of service.	Daily 5%	B2
6.	Maintains a department inventory; orders new inventory and supplies as necessary.	Daily 5%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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LEVEL OF DECISIONS

Decisions made at this level are predominantly operational in nature, dealing with the monitoring of clearly defined procedures and work methods. Incumbents may adjust and modify work processes as necessary to ensure successful operations, but generally do not define the goals and objectives of the work area.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general direction as to how the objectives and goals are achieved.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; may troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; may verify the work of others.

TRAINING AND EXPERIENCE REQUIREMENTS

High School diploma or GED; and five years' experience in related maintenance areas.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Licenses and/or certifications may be required when maintaining specialized equipment, such as refrigeration units.

KNOWLEDGE REQUIREMENTS

- Applicable tools and equipment utilized in the trade;
- Heating, ventilation, and air conditioning systems and equipment;
- Applicable installation, maintenance, and repair techniques;
- Plumbing, metal fabrication, and electrical repairs related to heating, ventilation, and air conditioning systems and equipment;
- General building maintenance principles and practices;
- Safe work practices.

SKILL REQUIREMENTS

- Operating, maintaining, and repairing heating, ventilation, air conditioning, and refrigeration systems and equipment;
- Operating computer-based building automation and energy management systems;
- Reading and interpreting blueprints, schematics, and/or other technical drawings;
- Using and caring for applicable tools and equipment;
- Preparing and maintaining operational records;
- Estimating time, materials, tools, and equipment requirements for jobs;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

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Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises.

CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
December, 2022	Reviewed by Director of Facilities and Transportation and Executive Director of HR

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.