

Hippodrome Ice Arena Supervisor

Dept/Div: *Community Education and Recreation Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled technical work operating district ice resurfacing equipment and related ice maintenance operations for the Hippodrome Ice Arena, provides additional arena supervision during operational hours including general cleaning and maintenance of interior and exterior areas in and around ice arena, and related work as apparent or assigned. Work is performed under the limited supervision of the Recreation & Facilities Coordinator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides general supervision of the facility during operating hours.

Opens and/or secures building premises and inspects doors and locks to ensure building security.

Operates ice resurfacing machine during working hours.

Conducts snow removal activities which includes shoveling and snow blowing.

Scrubs and cleans restrooms, including mirrors, wash basins, urinals, toilets, etc; replenish tissue, towel and soap dispensers.

Empties trash receptacles; removes trash from buildings.

Sweeps, scrubs or mops assigned areas.

Sanitizes and cleans drinking fountains and eye wash station.

Cleans spills and sanitizes areas following incidents involving body fluids.

Cleans windows, walls, concession area; removes graffiti.

Changes light bulbs.

Knowledge, Skills and Abilities

General knowledge of cleaning methods, materials and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of painting equipment and supplies; thorough skill in ice maintenance equipment; thorough skill using cleaning and snow removal equipment; general skill in operating standard office equipment; ability to take readings on ice plant equipment, ability to take written direction and perform work duties with little or no supervision or guidance; ability to read cleaning supply labels and requirements for handling; ability to be thorough and maintain cleanliness of building; ability to communicate effectively orally and in writing; ability to operate equipment in a safe and effective manner; ability to work evenings and weekends; ability to establish and maintain effective working relationship with building staff, co-workers, students, and general public.

Education and Experience

High school diploma or GED and minimal experience working with an ice resurfacers preferred, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Last Revised: 7/16/2018