

# Chittenden Central Supervisory Union

## Job Description

**JOB TITLE:** Skating Facility Manager  
**FLSA STATUS:** Exempt  
**UPDATED:** DRAFT – 7/19/07

**POSITION OBJECTIVES:** To serve as the principal administrator of the Skating Facility including operational management, facilities management, personnel, budget, revenue generation and development functions. This is an auxiliary operation of the Essex High School and receives no budgetary support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. Other duties may be assigned.

- Manage, oversee and supervise the daily operation of the skating facility; develop and implement goals, strategies, operating practices and procedures related to the operation of the facility.
- Develop and initiate marketing programs to efficiently and effectively utilize all available scheduling time in the rink arena.
- Provide all necessary and pertinent systems for fiscal and operational oversight. Create, implement and monitor the Skating Facility budget; initiate and process purchase requisitions, encumbrances, and orders in accordance with establish CCSU operating practice and rules related to finance and accounting;
- Establish goals, objectives and strategies to increase rink patronage, and snack bar utilization effectiveness.
- Oversees and supervises all maintenance activities. Ensures maintenance and resurfacing plans are followed.
- Maintain Skating Facility public relations and patron satisfaction.
- Hire, train, develop, supervise, and schedule all Skating Facility employees including full-time employees, temporary and student employees.
- Fulfill responsibilities of human resource management including equal employment opportunity, recruitment and training, and employee development.
- Develop and initiate new programming ideas and pilot programs for the Skating Facility.
- Identify market and promote Skating Facility programs and services to students, community, regional and state audiences.
- Recommend enhancement or renovation projects as required to maintain the Skating Facilities competitive stature and to support the diversification of programming.
- Keep abreast of various skating interests and markets to facilitate extended-season utilization of the rink.
- Serve on various department, division and school district committees when requested.
- Complies with and ensures employee compliance with school district and departmental policies and procedures, and state and federal laws and regulations (e.g. OSHA and VOSHA safety regulations).
- Performs technician duties when the Skating Facility Technician is not available/absent:
  - Performs maintenance and repair of the refrigeration system, ice resurfacing equipment, skate sharpener, and arena facility.
  - Performs routine ice maintenance and resurfacing duties to ensure a safe skating environment.
  - Monitors arena refrigeration, air conditioning, and ice compressor system regularly.
  - Operates and performs routine or minor maintenance on the Zamboni machine, and other equipment or facilities.
  - Ensures walkways of facility and exterior are clear for users.
- Schedules and directs the various Skating Facility activities and programs.

**SUPERVISION RECEIVED:** Reports to, evaluated by, and receives direction from the Property Services Director.

**SUPERVISORY RESPONSIBILITIES:** Supervises one full-time and approximately 30 part-time and temporary employees; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's degree in Business Administration, Sports Management, Communications, Public Relations, or other appropriate discipline plus five years of relevant management experience in a recreational facility, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Valid Vermont Driver's License with a clean driving record required. Certified First Aid and CPR desirable.
- **Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra and geometry
- **Computer Skills and Experience.** Proficient with Microsoft Word, Excel, Groupwise (or similar e-mail system), and database management programs.
- **Reasoning Ability/Mental Requirements.** Proficient. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, coaches and representatives of outside organizations. Ability to work cooperatively and effectively with these groups
- **Technical Skills.** Good technical skills in the safe operation of arena tools and equipment. Working knowledge of equipment, materials and supplies used in the ice arena, building and grounds maintenance; working knowledge of equipment and supplies used to perform minor repairs; working knowledge of first aid and applicable safety precautions.
- Ability to perform duties with tact and discretion.
- Ability to work evening and weekend shifts.
- Skating or hockey skills and knowledge of related programming.
- Knowledge of budgeting and strategic planning.
- Ability to provide leadership and direction.

**PHYSICAL EFFORT AND STRESS.** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; speak intelligibly, hear and read.
- The employee is frequently required to stand, walk and reach with hands and arms.
- The employee must frequently move, turn, lift and carry objects weighing up to 30 pounds.
- Specific vision abilities required by this position include close vision, color vision, distance vision and depth perception.
- Must be able to operate assigned equipment.

**WORKING CONDITIONS:** This position may work outside from time to time and be exposed to inclement weather conditions, including temperature shifts and wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to vibration. The employee may occasionally be exposed to fumes. This position works closely with others.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.