

Chittenden Central Supervisory Union

Job Description

JOB TITLE: Skating Facility Technician
FLSA STATUS: Non-exempt
UPDATED: 5/4/09

POSITION OBJECTIVES: Perform and supervise maintenance activities in the arena and surrounding facility and assist with coordination and oversight of the facility.

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.

- Plans, implements and supervises all maintenance activities.
- Supervises student or temporary employees; duties include assigning, reviewing and evaluating work.
- Monitors and oversees patron use of the facility.
- Responsible for the installation, maintenance and breakdown of arena ice surface. Resurfaces ice as scheduled.
- Cleans and maintains seating areas, locker rooms and auxiliary areas.
- Prepares for and assists with special events, such as tournaments and clinics.
- Monitors arena refrigeration, air conditioning, and ice compressor system regularly.
- Oversees skate sharpening operation.
- Teaches and enforces safety regulations.
- Collects money from customers for admissions and skate rentals.
- Operates and performs routine or minor maintenance on the Zamboni machine, and other equipment or facilities.
- Maintains, inventories and requisitions all necessary supplies, parts and equipment for arena operations.
- Acts as liaison for manager to coaches using the arena facility.
- Assists Skating Facility Manager with coordination of all arena scheduling; acts as a liaison with EHS and outside arena users regarding scheduling, setup, operation and cleanup of non-athletic department events.
- Ensures walkways of facility and exterior are clear for users.
- Assists customers as needed.
- Complies with and helps ensure compliance with school district and departmental policies and procedures, and state and federal laws and regulations (e.g. OSHA and VOSHA safety regulations).
- Performs back up duties for the Skating Facility Manager in his/her absence.
- Performs other related functions as apparent or delegated.

SUPERVISION RECEIVED:

Reports to, evaluated by and receives direction and work assignments from the Skating Facility Manager.

SUPERVISORY RESPONSIBILITIES: Trains, assigns, directs, reviews and checks the activities of several student and/or temporary workers; may advise on hiring and performance review to a limited extent.

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.** Associates degree in Mechanic Science, Business, Facilities Management or other appropriate discipline plus five years of relevant experience (including technical and supervisory experience), 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 and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- 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.
- Computer Skills and Experience. Proficient knowledge and skills with Microsoft Word, e-mail and database programs.
- Reasoning Ability/Mental Requirements. Ability to sustain high degree of care and awareness required to prevent physical injuries. Ability to sustain continuous, concentrated mental and visual effort to plan and perform complex work. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to establish and maintain good working relationships with employees, supervisors, agencies and general public.
- Ability to work independently with general guidance from the Skating Facility Manager.
- Ability to perform duties with tact and discretion.
- Ability to work evening and weekend shifts.

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.