



Job Title: Ice Rink and Facility Superintendent
Department: Parks & Recreation
Direct Supervisor: Director of Parks and Recreation

General Purpose

Responsible for planning, organizing and directing the ice rink operations, rentals, and programs. Responsible for planning, organizing and direction the maintenance operations of the Rec Complex. Oversees contracts for concession operations, and aquatic operations. Works under the general direction of the Director of Parks and Recreation. Exercise direct supervision over the Assistant Rink Manager and Maintenance Supervisor, and indirect supervision of other rink and maintenance personnel.

Essential Duties

- Oversees and coordinates the administration of the ice rink.
- Schedule and coordinate use of ice arena facilities, and maintain relations with user groups.
- Plan, organize, coordinate and supervise ice arena programs operated by the department.
- Establishes and manages facility management plans; coordinates the required resources necessary to administer and maintain the facilities within the Rec Complex.
- Establishes and manages contracts with service providers to provide the required level of maintenance and/or services to maintain the facilities.
- Writes and implements bid proposals and specification for purchasing equipment, construction projects, facility development and maintenance needs.
- Assist the Director in the development and administration of capital improvements.
- Assist the Director in the development and administration of the budgets for Recreation (account 20), Aquatics (account 21), Ice Rink (account 22) and fitness (account 23).
- Plan, schedule, assign and review the work of the Assistant Rink Manager and Maintenance Supervisor and other personnel.
- Recommends hiring of permanent and part-time staff to director. Effectively handles supervision and personnel issues for ice rink and maintenance personnel.
- Coordinates maintenance personnel, equipment, and needs to support recreation programs and special events.
- Prepares payroll for ice rink personnel.
- Researches and prepares grant proposals or other revenue possibilities.
- Daily, weekly and monthly monitoring of facility operations.

- Assist in the development and implementation of department goals. Prioritizing projects to meet those goals.
- Functions in an on call status.
- All other duties as assigned

Education, Experience & Training for Performing Essential Functions

Knowledge of programs, activities, equipment and procedures involved in operating and ice rink. Knowledge and understanding of the tools, materials and principles of ice rink and facilities maintenance. Ability to communicate effectively with the general public and city staff. Knowledge of work hazards and safety precautions. Knowledge of chiller systems and maintenance. Ability to read and understand construction drawings. Ability to operate the normal tools, equipment and machinery used in the ice rink or maintenance industry. Bachelor's Degree in Parks and Recreation Management or similar field and minimum of seven years progressive experience in Ice Rink Management or similar field with a minimum of three years as a supervisor. Professional certification or ability to obtain is desirable. Must have a valid driver's license.

Work Environment and Physical Demands

Ability to work overtime including weekends and holidays when needed. Frequently assumes positions of stooping, kneeling, crawling, crouching, squatting, twisting and climbing. Ability to sit, stand and walk. Ability to use hands arms to reach and lift as coordinated or independent functions. Perform heavy manual labor for short periods of time. Exert physical strength necessary to operate all equipment used in daily departmental activities. Lift 50 pounds on a normal basis. Outdoor weather conditions. Exposure to chemicals loud noises, electrical hazards, dust.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.