

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

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| Job Title          | <u>Ice Park Operations Coordinator</u> |
| Sch.& Grade        | <u>CTL-8</u>                           |
| Class Code         | <u>GA61</u>                            |
| FLSA Status        | <u>Non-Exempt</u>                      |
| Bargain Unit Elig. | <u>Not Eligible</u>                    |
| Occupational Group | <u>Crafts worker</u>                   |

**PRIMARY PURPOSE:**

Coordinates and participates in the maintenance, repair, and cleaning of the facilities, grounds and equipment for operations at the Jordan Valley Ice Park.

**SUPERVISION:**

Under direct supervision of the Jordan Valley Park Manager. Serves as a working supervisor, supervises custodial maintenance staff as assigned.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Oversees, coordinates and performs the maintenance, repair, servicing, and cleaning of the facilities, grounds and equipment for the Jordan Valley Ice Park. Maintenance and repair work includes electrical, plumbing, heating/ventilation/air-conditioning (HVAC), carpentry, painting, mechanical maintenance and other related areas.
2. Analyzes, troubleshoots, and performs diagnosis for a variety of electrical and mechanical problems for facility, equipment, and other appurtenances. Coordinates with other parks maintenance staff as needed.
3. Maintains the Ice Plant, ice resurfacer, ice sheets and takes scheduled readings of the compressors. Makes ice at times designated on the building schedule.
4. Reads and interprets operating manuals, technical repair manuals, schematic diagrams, etc.
5. Utilizes and maintains necessary equipment and power tools associated with ice facility repair and maintenance work such as dasher boards, ice resurfacer machines, ice edger, grinders, routers, drills, etc. in a manner consistent with safety principles.
6. Operates a variety of common diagnostic test equipment and interprets the results.
7. Performs basic mathematical calculations relating to such things as electrical and carpentry measurements.
8. Utilizes computerized HVAC Management System to gather information needed for maintenance and repairs as assigned.
9. Loads, unloads and maneuvers a variety of materials and equipment such as heating and air conditioning equipment, office equipment, supplies, etc.
10. Cleans and maintains locker rooms, hallways, stands, spectator and public areas, entrances, ice plant room, ice resurfacing room and general facility. Signs out locker room keys and inspects locker rooms after use.
11. Directs the work of other employees (primarily seasonal) as assigned. Interviews, hires, trains, schedules and supervises seasonal employees consisting of night managers, seasonal custodians and operations workers.
12. Completes and maintains logs, records, and required reports.
13. Drives vehicles to parks locations, etc. as required and operates equipment as assigned.
14. Assists public as needed including, but not limited to, giving out accurate facility and rental program information.
15. Performs other related facility maintenance duties as requested.
16. Continuously reviews current arena needs and makes recommendations to the Jordan Valley Park Manager.
17. Provides operations supervision and assistance for special events both on-site and off-site as requested.

**IMPORTANT FUNCTIONS:**

1. Performs custodial duties as necessary.
2. Performs a variety of site and facility inspections.
3. Attends conferences, workshops, seminars, and other training for professional development purposes. Remains current in new methods of ice and facility maintenance.
4. Assists the Admissions Desk with sales and check-in procedures when necessary.
5. Utilizes computer software applications such as email, word processing and spreadsheet.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, methods, and equipment involved in ice park facility maintenance and cleaning. Knowledge of electrical, plumbing, HVAC, and/or carpentry principles and procedures applicable for facility maintenance. Knowledge of applicable safety standards for public venues and operation of ice plant and resurfacing equipment.

**Abilities**

Effectively coordinate and participate in the maintenance and cleaning work for the JV Ice Park; operate diagnostic equipment and interpret results; analyze and troubleshoot equipment repair and maintenance problems; make sound recommendations utilizing good judgment; read and interpret manuals, schematic diagrams, etc.; utilize equipment as well as hand and power tools consistent with safety principles; utilize computer software applications; follow oral and written instructions; maintain accurate records and prepare clear and comprehensive reports; communicate effectively verbally and in writing; learn and apply local building codes as applicable; work effectively and courteously with Ice Park patrons, vendors, associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

A minimum of two years of experience in the maintenance, repair, servicing and cleaning of facilities, infrastructure, and/or buildings that includes mechanical and/or electrical systems (electrical = 240 to 480 volts), HVAC, and/or plumbing of which one year has been in ice rink maintenance work.

**Physical Requirements**

Performs bending, climbing, squatting, and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects; may be exposed to periods of prolonged standing or working in awkward positions; distinguishes colors due to wiring codes.

**Working Environment**

Both indoor and outdoor working environment; subject to constant cool temperatures working in and around an indoor ice rink; may be exposed to extreme heat, cold, dust, and/or pollen when performing maintenance duties outdoors; susceptible to mechanical, electrical, and chemical hazards associated with equipment, wiring, and other areas related to facility repair and maintenance work.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

Subject to working weekend and evening hours as well as emergency call-in.

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| <b>Last Revision:</b> | February 13, 2012 | <b>GENERAL ORDINANCE NO.</b> 5474 |
| <b>Comments:</b>      | Updated Abilities | <b>Date:</b> June 27, 2005        |

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_