

CITY OF FREMONT
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Ice Rink Manager	Position Title:	Ice Rink Manager
Class Number:		Employee Name:	
Dept./Division:	Parks and Recreation Department	Civil Service Status:	Unclassified
Reports To:	Recreation Director	Employment Status:	Seasonal
Pay:		FLSA Status:	Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education, plus related previous work experience; or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Current first aid certification; and current adult, child and infant CPR certifications.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Ice rink maintenance equipment, refrigeration equipment, cash register.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
For purposes of O.R.C. 4167.

The employee: is exposed to, must negotiate, use, or work with or in the vicinity of chemicals used in maintenance of ice rinks; upset or distraught individuals; works in or around crowds; is exposed to hot, cold, wet, humid, or windy weather conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Manages the operations of the City ice rink (e.g., reviews and administers ice rink policies, and procedures; oversees maintenance and of facility; etc.).
2. Oversees ice rink maintenance and repair; responsible for ice surface and ice related equipment; assists in maintaining cleanliness of facility; inspects and ensures the readiness of refrigeration and other department equipment.
3. Supervises assigned staff in performance of duties; trains staff; schedules staff; assists in hiring and evaluation of staff; etc.
4. Monitors activities of patrons in order to prevent injuries, insure customer satisfaction and; reports all accidents or injuries as required.
5. Performs a variety of tasks in order to ensure the efficient delivery of services (e.g., completes custodial or maintenance assignments, etc.).
6. Must be able to work nights, holidays, and weekends.
7. Prepares and maintains records, reports, and other documentation
8. Maintains required licensures and certifications.
9. Demonstrates regular and predictable attendance.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: department policies and procedures;* refrigeration equipment; life saving techniques; first aid; CPR; public relations; supervisory practices.

Skill in: executing life saving techniques; administering first aid and CPR.

Ability to: follow directions; interpret policies, rules, and regulations; train or instruct others; safely perform routine custodial and light labor tasks; communicate effectively; prepare routine reports; record and maintain accurate information.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)