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|-------------------------------------|-------------------------------------------|
| <b>Employee Name:</b>               | <b>Position Title:</b> Ice Guard          |
| <b>Class Number:</b>                | <b>Class Title:</b>                       |
| <b>Dept.:</b> Recreation            | <b>Employment Status:</b> Seasonal        |
| <b>Reports to:</b> Ice Rink Manager | <b>FLSA Status:</b> Non-exempt            |
|                                     | <b>Civil Service Status:</b> Unclassified |

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of or actively working toward completion of secondary education or equivalent (high school diploma or GED); related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

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

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

Floor cleaning equipment, refrigeration equipment, cash register, calculator.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

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.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

1. Monitors activities of patrons in order to prevent injuries, insure customer satisfaction and entertainment (e.g., enforces rules and regulations, plays music, develops activities and games, administers first aid or CPR, etc.); reports all accidents or injuries as required.
2. Inspects and monitors the condition of ice rink (e.g., holes, ruts, debris and other foreign objects, etc.); monitors refrigeration equipment and reports any irregularity; inspects the ice rink area for cleanliness and cleans as necessary.
3. Issues rental skates and replaces skates on racks when returned; ensures proper fit of skates; ensures skates are tied properly.
4. Performs a variety of tasks in order to ensure the efficient delivery of services (e.g., completes custodial or maintenance assignments, etc.).

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Date Adopted \_\_\_\_\_  
Date Revised \_\_\_\_\_

Developed by:  
Clemans, Nelson & Associates, Inc.

# CITY OF FREMONT

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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**Employee Name:**

**Position Title:** Ice Guard

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5. Must be able to work nights, weekends, and holidays.
6. Maintains required licensures and certifications.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Attends meetings, seminars, and training sessions as directed.

### OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

### 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.

### POSITIONS DIRECTLY SUPERVISED:

None.

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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 (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

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(Signature of Appointing Authority/Designee)

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(Date)

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(Signature of Employee)

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(Date)

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Date Adopted \_\_\_\_\_

Developed by:

Date Revised \_\_\_\_\_

Clemans, Nelson & Associates, Inc.