



CITY OF DOVER, NEW HAMPSHIRE
Position Description

<p>Position: Arena Maintenance/Ice Resurfacer</p> <p>Classification-Series: Seasonal Maintenance Worker III</p> <p>Occupational Grouping: Labor & Trade Services</p> <p>Organizational Unit: Community Services</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Non-Exempt, Seasonal PT 10-20 hrs/wk</p> <p>Union - Grade: Non Union - 7</p> <p>Primary Job Location: Arena, Portland Avenue</p>
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JOB SUMMARY: Performs semi-skilled work in the maintenance of the ice skating arena. Performs light maintenance tasks in various trade areas and operates the Zamboni ice resurfacer. This is a seasonal part-time position.

ACCOUNTABILITY: Operates under the direction of the Recreation Programs Superintendent, Program Supervisor-Arena and/or Arena Maintenance Specialist. Work is completed with some degree of independence and is evaluated by inspection of work upon completion.

SUPERVISION EXERCISED: Directs part-time staff in the absence of Recreation Programs Superintendent, Program Supervisor-Arena. Also may act as the facility manager on nights and weekends.

TYPICAL EQUIPMENT USED: Computer; telephone; copy and facsimile machines; process control instruments and controls; hydraulic lift; testing equipment and instruments; athletic equipment, hand tools, small engines, and ice resurfacing machinery; food processing and handling equipment.

TYPICAL WORK ENVIRONMENT: Inside: 60% Outside: 40%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Cleans and maintains the arena, surrounding grounds and arena machinery.
2. Maintains satisfactory ice conditions through skillful operation of the Zamboni ice resurfacer.
3. Assists in the routine maintenance and repair of arena machinery, motors, plumbing, wiring, lighting, and sound system.
4. Establishes, maintains and enforces safety rules and regulations.
5. Assists in skate rentals, arena rentals and skate sharpening.
6. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
7. Maintains familiarity with and executes safe work procedures associated with assigned work.
8. Perform related work as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hours Stand: 2 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 4 hours Stand: 3 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Smelling required to detect odors that may indicate leaks, faulty equipment, controls, etc.</p>

TYPICAL WORK SURFACE(S): Zamboni, standard office desk and chair; service counter, table, carpeted floor, tile, wood and concrete floors; rough, wet, icy and slippery surfaces.

TYPICAL CONTROLS USED: Mechanical, electrical and hydraulic controls, monitoring, measuring and metering devices, key board, key pad and computer mouse; motor vehicles.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to copier and printer toner. Extreme environmental conditions including cold, wet, slippery, and icy. Prolonged exposure to air conditioned/refrigerated environment and metal dust from skate sharpener.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of general building and grounds maintenance principles and practices. Knowledge of light equipment maintenance, and the principles and mechanics of refrigeration systems. Skill in the use of tools commonly used in the maintenance of buildings, grounds, and arena equipment. Ability to perform simple maintenance and repair activities on plumbing, wiring, lighting and sound systems. Ability to assist a skilled tradesman in major repairs to these systems. Ability to understand and give oral and written instructions. Ability to lead and instruct others in techniques and methods used in various work

activities. Ability to write reports and maintain accurate records. Ability to establish and maintain effective working relationships with employees and the general public. Ability to carry out oral and written instructions. Ability to perform strenuous work.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent. Experience in the maintenance of buildings and grounds. Experience in the operation, maintenance and repair of refrigeration systems, and ice maintenance machinery preferred. Possession of a valid New Hampshire motor vehicle operator's license.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 7/1/96
Job Description Developed: 7/1/96
Revised:08/22/17