



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Arena Working Foreman	Position Control No: XX-XX-XX-XX
Classification-Series: Working Foreman	FLSA Status: Non-Exempt, Regular FT 40hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: DPEA – Grade 22
Organizational Unit: Recreation Department	Primary Job Location: Arena, 110 Portland Avenue

JOB SUMMARY: Performs skilled work in the maintenance of the plumbing, electrical and refrigeration systems of the ice skating Arena. Performs maintenance on light equipment, and undertakes carpentry repair and construction in and around the Arena facility.

ACCOUNTABILITY: Works under the general supervision of the Arena Facility Manager or designee. May also receive direction from the Recreation Program Supervisor – Arena. Work is often performed without direct supervision and completed with a considerable degree of independence. Work is reviewed for conformance with instructions and for the safety and care exercised in operating equipment.

SUPERVISION EXERCISED: Supervises full- and part-time maintenance staff in the absence of the Arena Facility Manager and/or Recreation Programs Supervisor - Arena.

TYPICAL EQUIPMENT USED: Computer; telephone; copy and facsimile machines; process control instruments and controls; hydraulic lift; testing equipment and instruments; hand and power tools; ice and heating temperature controls; compressors; grinders; electric charger; audio system; ice conditioning machine and equipment; 1 ton plow truck and light motor vehicle.

TYPICAL WORK ENVIRONMENT: Inside: 80% Outside: 20%

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. Clean and maintain the arena, surrounding grounds and arena machinery.
2. Inspect and/or repair refrigeration, heating, pumps, plumbing, electrical and sound systems at frequent intervals to insure that all aspects of the systems are functioning properly. Refer defects or needed repairs to Arena Manager or appropriate vendor.
3. Maintain a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
4. Maintain excellent ice conditions through skillful operation of hand and mechanical tools and power equipment.
5. Drive trucks of various sizes and weights in the loading, hauling and unloading of various equipment and supplies.
6. Assist in the training and supervision of employees in performing ice and facilities maintenance.
7. Perform carpentry, electrical and plumbing repair and construction as needed.
8. Assists with the planning, scheduling and implementation of Arena maintenance and construction projects.

9. Maintain the security of the arena and environs. Ensure that all areas are secure and locked upon completion. Remain alert for vandalism and unlawful entry while performing duties.
10. Request the supplies and equipment necessary to perform assigned duties and ensure that sufficient supplies are maintained in stock.
11. Establish and maintain effective working relationships with employees, other departments and agencies and the general public.
12. Maintains availability when requested to meet emergency situations.
13. Maintains familiarity with and executes safe work procedures associated with assigned work.
14. Perform snow plowing and snow removal by operating a snow plow, snow blower and/or shovel.
15. Perform other related duties 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: Frequently 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: Frequently required. KNEELING: Frequently required. CROUCHING: Frequently 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 hour Stand: 2 hours Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 1 hour Stand: 3 hours Walk: 4 hours</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): Standard office desk and chair; service counter, table, carpeted floor, tile, wood and concrete floors; rough, wet, icy and slippery surfaces; rubber mats within operator cabs and on trucks and heavy equipment/machinery.

TYPICAL CONTROLS USED: Mechanical, electrical and hydraulic controls, monitoring, measuring and metering devices, key board, key pad and computer mouse; hand and power tools; telephone; ice and heating temperature controls; compressors; grinders; electric charger; audio system; ice conditioning machine and light motor vehicle

SUMMARY OF OCCUPATIONAL EXPOSURES: Extreme environmental conditions including cold, wet, slippery, and icy. Fuels, solvents and lubricants; metal dust from skate sharpener; paints; refrigerants. Prolonged exposure to air conditioned/refrigerated environment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of general building and grounds principles. 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 establish and maintain effective relationship with city departments, personnel and the public. Ability to write reports and maintain accurate records. Ability to perform strenuous work. Ability to train and supervise employees in the variety of duties required to operate the Arena facilities and grounds.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent. Minimum of two (2) years experience in the maintenance of buildings and grounds. Experience in the operation, maintenance and repair of refrigeration systems, and ice maintenance machinery preferred. Must maintain valid vehicle operator's license; CDL-B, preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" 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: 2/20/19
Revised: 6/18/19