

City of Rapid City

Job Description

Job Title	The Monument Ice Arena Specialist		
Job Code:	CCIS	Bargaining Unit:	AFSCME
Pay Grade:	See Wage Scale	Date Revised:	3/16/2023
FLSA Status:	Non-Exempt		

General Summary: This position is responsible for maintaining ice plant facility, ice making machinery, and related equipment. Overseeing venue change overs, liaising with ice arena clients to aid operations manager in scheduling and tracking ice usage by clients.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Oversees installation of ice, which includes freezing floor, painting base color lines and logos; building up ice sheet.
- Prepares ice for all practices games and other ice events to include but not limited to removing debris; checking ice depth, edging, and resurfacing ice.
- Oversees and assists in preparing ice for ice floor; covers for events that require a regular floor surface. Cleans and prepares ice for skating after ice floor cover removal.
- Assists in maintaining and set up glass and dasher walls.
- Monitors temperature and humidity levels. Maintains ice and lay water as needed.
- Operates and properly cares for ice equipment including ice plant and components, ice-surfacers and ice-edger. Operates equipment such as light trucks, pallet jacks, forklifts, scrubbing machines, or other light power drive equipment. Operates and controls some equipment via computers.
- Assists Event Coordinator and Operations Manager in supervising change-over between different events, including concerts, sporting events, tradeshow, and speaking engagements. Oversees and directs employees who assist with installation and maintenance of ice.
- Follows the preventative maintenance program, energy management program and standard operation procedures for all machinery and equipment. Performs repairs and maintenance tasks such as painting, patching, re-lamping, replacing ceiling tiles, filters and belts as required.
- Follows and adhere to all safety precautions, building codes, rules, regulations, risk management and emergency procedures. Promotes a safe working environment for all employees
- Records and logs all work performed; tracks ice arena gauges and measurement, and tracks all ice usage, generates reports for management from data compiled.
- Available for 24 hour call-out and to work rotating shifts.
- Assists with operational needs throughout the entire facility when not in ice season or as needed.
- Assists with snow removal operations when required.
- Receives, generates, and completes work orders.
- Trains and oversees part time labor in the operation of surfacing equipment and venue change overs.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and one-year experience in preparing and maintaining ice floor and related equipment; including ice plant. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain within 30 days from date of hire. Certification as Ice Technician preferred. Possess any licenses, certificates or training required by local, state or national authorities for the operation of the equipment found in the facility.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and extreme cold. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals and extreme heat. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.