

ICE ARENA SUPERVISOR

FUNCTION OF THE JOB

Under supervision, to assign, direct, supervise, and evaluate the work performed by employees at the ice arena; to perform work involving the operation and maintenance of the ice arena; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises, reviews, schedules and evaluates work performed by employees at the ice arena, and handles personnel matters involving the staff.
2. May participate in the interview and selection of individuals for employment at the facility.
3. Orients, trains and instructs ice arena employees in the proper performance of their duties.
4. Assists in the scheduling and implementation of ice related activities, events and functions.
5. Promotes skating by providing and facilitating skating lessons.
6. Performs maintenance and repairs of equipment, ice and the facilities, including preventative maintenance.
7. Assists in developing and implements appropriate programs for an ice arena facility.
8. Receives complaints of staff, skating groups, and the general public to resolve the concerns, ensuring enforcement of arena rules and regulations.
9. Assists in the promotion of the ice arena.
10. Assists in the operation of all programs including concessions and ticket sales, skate sharpening, skate rental, and ice resurfacing at the facility.
11. Maintains an inventory and requisitions materials, parts, supplies, tools, and equipment.
12. Informs, requests compliance, and enforces all ice arena rules and regulations to ensure safe use of the facility.
13. Keeps records and makes reports including handling daily cash receipts and incident reports.
14. May perform snow plowing and grounds maintenance at the ice arena.
15. Establishes and maintains effective public and working relationships with the staff and the public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of current methods of management of ice arenas.
2. Considerable knowledge of the practices, procedures, tools, materials, and equipment used in ice arena maintenance work.
3. Considerable knowledge of the operation and care of maintenance equipment and tools.
4. Considerable knowledge of supervisory principles and practices.
5. Ability to operate and maintain an ice arena.
6. Ability to plan, organize, assign, and supervise the work of others.
7. Ability to train employees in duties and responsibilities including safety practices and procedures.
8. Ability to establish and maintain effective public and working relationships with the staff and the public.
9. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
10. Ability to keep records and make reports.
11. Ability to utilize word processing, database, and spreadsheet programs.

QUALIFICATIONS (continued)

Training and Experience

1. High school graduation or GED equivalent.
2. Three years of work experience in ice arena operation or ice facility maintenance.
3. Recognized post high school education in ice arena management, business management, park and recreation management, or a closely related field may be substituted on a year-to-year basis for a maximum of three years of work experience.