



## **TOWN OF SMITHFIELD**

### **JOB DESCRIPTION**

#### **Part-Time Zamboni Operator**

**GENERAL SUMMARY:** Under general supervision of the Ice Rink Manager, the Part-Time Zamboni Operator is responsible for the performance of various duties in maintaining and operating the Smithfield Municipal Ice Rink. This position involves significant public contact. Hours and days of work vary according to the needs of the rink, as assigned by the Ice Rink Manager.

#### **ESSENTIAL FUNCTIONS:**

- 1 Assists the Rink Manager in the general operations of the Rink.
- 2 Assumes complete responsibility for the Ice Rink on his or her scheduled shift.
- 3 Follows procedures established by the Ice Rink Manager.
- 4 Safeguards the property of the Ice Rink.
- 5 Supervises two or more part -time employees on a scheduled shift.
- 6 Supervises High School Hockey, and Tournament Staff on scheduled days or nights.
- 7 Ensures the Ice Rink operates in a safe manner.
- 8 Reports any unsafe conditions to the Ice Rink Manager, or takes action to immediately correct them.
- 9 Reports all accidents to the Ice Rink Manager.
- 10 Operates the Zamboni ice resurfacing machine.
- 11 Perform other tasks, as the Ice Rink Manager deems necessary for the efficient and effective operation of the facility.
- 12 Interacts with the public in a kind and courteous manner.

#### **JOB REQUIREMENTS:**

- 1 Graduate from High School or completion of a G.E.D. Certificate; some college or Associates Degree in Business Administration, Recreation, or related fields preferred.
- 2 One year progressively responsible experience performing operations and some management responsibilities at a public ice rink facility or other recreational facility.
- 3 One year supervisory experience.
- 4 General knowledge of maintenance and ability to make minor repairs in the areas of electrical, carpentry, and plumbing.
- 5 Ability to prepare written reports to maintain routine records.
- 6 Ability to deal effectively, tactfully and sensitively with the public.
- 7 Ability to act independently and exercise discretion and good judgment.
- 8 Ability to operate and maintain a Zamboni ice resurfacing machine.

**PHYSICAL REQUIREMENTS:**

This job requires the ability to perform essential functions contained in this description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions:

1. Ability to use a snow shovel to clear pedestrian access to the Ice Rink.
2. Ability to lift objects up to 75 pounds above the waist.
3. Ability to operate Zamboni ice resurfacing machines.
4. Ability to effectively communicate verbally.
5. Ability to operate office machines.
6. Ability to communicate by telephone.
7. Ability to perform janitorial and maintenance functions on the building and equipment.
8. Ability to aid customers in the event of an accident or other emergency.

**WORKING CONDITIONS:**

Virtually performs all duties inside the Ice Rink.  
Ability to sit in the Zamboni ice machine for extended periods.  
Ability to work in cold temperatures.

Salary: As stipulated by the Town Manager.

8/2016