



JOB DESCRIPTION

Title	Arena Maintenance/Ice Person (Seasonal)	Pay Grade	Paygrade 7 – Outside
Department	Recreation / Community Services	Location	Summerland Arena
Supervisor	Director of Community Services	Reviewed	July 2022

Nature and Scope of Work

Under the direction of the Director of Community Services, the Arena Maintenance/Ice Person reports on day-to-day operations to the Facilities Maintenance Coordinator. This seasonal position is responsible for the building supervision, maintenance, and operations of the arena while on shift. The term is approximately from the beginning of September to beginning of April (dependent on operational requirements and ice bookings) annually.

Duties

1. Maintain ice surface to facility standards to ensure ice is safe, uniform and of desired hardness. Ability to effectively operate and maintain all equipment used to maintain the arena ice surface (ie. Zamboni, edger, planer, etc.).
2. Assist with removal and installation of arena ice surface, as required.
3. Regularly inspect and monitor ammonia refrigeration plant, brine transfer pump system, electric motors, chiller oil level and regulate condenser coolant water flow. Read and interpret meters and gauges as well as perform calculations, tests and maintain reports, logs, and records. Care for instruments and tools.
4. Performs arena maintenance work and minor repairs on equipment; building repairs, minor plumbing, carpentry, and painting; and checks and cleans facilities including garbage and recycling.
5. Supervise the public and arena user groups by enforcing facility rules and regulations and ensure building code regulations are maintained. Answer inquiries and provide routine information and assistance for customers and user groups using the facilities.
6. Maintains and sharpens rental skates and assist with public skating sessions – supervision, check-in, collecting fees, etc. when required.
7. Perform event and room set-ups and take-downs for facility bookings and assist with user groups needs at the arena as well as perform routine security checks for facility opening and closing. Inspect and maintain grounds and parking lots as required.

8. Ensures the health and safety of patrons and staff; be familiar with all policies and procedures; implement emergency procedures as required; follow up with supervisory staff as required.
9. Performs other related duties as required.

Required Skills and Knowledge

1. Knowledge and experience with the operation and maintenance of an arena including ice resurfacing procedures as well as custodial work.
2. Experience and sufficient on-the-job training (in this or a similar environment) to enable the employee to perform the required duties.
3. Communication and customer service skills. Exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, private contractors, and members of the public.
4. Ability to adapt to a work environment with ongoing changes.
5. Demonstrated understanding of health and safety requirements in an arena environment.
6. Sufficient physical strength and stamina to perform the required duties.

Required Qualifications

1. Refrigeration Operators Certificate.
2. Valid First Aid Certificate and CPR or willingness to obtain.
3. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
4. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE Collective Agreement.
2. Hours of work for this position include 4, 10-hour shifts or 5, 8-hour shifts, which could include early mornings, daytime, evenings, weekdays, and weekends.