

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1986
 LAST REVISION DATE 11/20/2006
 BAND & GRADE B-2-1-4

POSITION TITLE Arena Operator – Building and Grounds Maintenance

IMMEDIATE SUPERVISOR Supervisor of Buildings & Grounds

*Note: Custodial Supervisor will provide supplies and inspect custodial duties and report employees progress to the Supervisor of Buildings & Grounds

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

- A) Prepares, operates, maintains and closes the Arena facilities ensuring a clean and secure Arena while maintaining a pleasant environment for faculty, staff, students and the public.
- B) Performs preventative and corrective maintenance of buildings and grounds.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
A) <u>Arena Operations</u> 1. Opens Arena facility, and installs ice <ul style="list-style-type: none"> a. Inspect building, evaluate completed work requests submitted the previous year, inform supervisor of uncompleted work requests b. Perform general maintenance and custodial work. c. Inspect & install dasher boards and glass d. Prepare rink surface and area surrounding rink. e. Assist the Maintenance Department with start-up of the brine pump f. Start compressor and check all equipment; including cooling tower. g. Apply first coats of water & paint sheet of ice. 				1. Knowledge of: <ul style="list-style-type: none"> a. Arena operations b. Refrigeration and ice plant systems. c. Plumbing, electrical and heating systems. d. custodial chemicals & equipment. e. Ice installation and resurfacing f. Zamboni operation and maintenance. g. Ice, dasher board and glass maintenance. h. Equipment maintenance and operation 	Evidence will indicate that: A) Arena Operations: 1. Facility was opened and ice was installed on schedule. <ul style="list-style-type: none"> a. Building was inspected and supervisor was informed of all incomplete work b All maintenance and custodial work was performed c. Dasher boards and glass were inspected, repaired and installed correctly; d. Rink surface was prepared correctly and all rubber mats were set in place. e. Brine pump is online and functioning correctly. f. compressor is online; equipment and cooling tower function properly.

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<p>h. Mark and install game lines. i. Apply sufficient layers of water to create a smooth quality skating surface.</p> <p>2. Monitor ice making equipment. (daily)</p> <p>a. Routinely check gauges and oil level on compressor. b. Check temperature of outgoing and incoming brine. c. Check all indicator panels and lights and complete required logs. d. Properly notify maintenance department of all problems.</p> <p>3. Perform preventative and corrective maintenance of arena equipment</p> <p>a. Ammonia compressor, including pumps b. Cooling tower c. Gas and electric heaters d. Service and maintain Zamboni as prescribed in maintenance manual e. Service and maintain ice edger f. Service and maintain custodial equipment g. Properly order parts and supplies</p> <p>4. Properly maintain ice surface and related equipment (daily)</p> <p>a. Condition ice using the Zamboni b. Edge corners using ice edger c. Repair and replace game and practice nets. d. Repair game lines as needed e. Clean and repair dasher boards and glass</p> <p>5. Perform air quality sampling. (weekly)</p> <p>a. Tests for carbon monoxide. b. Test for nitrogen dioxide.</p>				<p>i. Turf and landscape maintenance j. Weed and insect control procedures and regulations k. Pruning and trimming of trees, shrubs and turf l. State athletic field and track layouts and regulations. m. Underground irrigation operation and maintenance n. District policies and procedures o. Safety rules and regulations.</p> <p>2. Skills & Ability to:</p> <p>a. Monitor and maintain ice plant and related equipment. b. Prepare, install, paint and build first sheet of ice. c. Operate and maintain Zamboni and ice resurfacing equipment d. Operate and maintain various cleaning equipment and supplies. e. Operate and maintain various turf and landscape equipment. f. Cooperate and relate effectively with staff, students and general public. g. Analyze mechanical problems. h. Analyze cleaning problems. i. Develop project and repair lists. j. Communicate effectively</p>	<p>g. First layer of water was put down and ice was painted correctly. h. Game lines were marked and installed correctly. i. Ice was built correctly; smooth and fast ice surface was created</p> <p>2. Ice making equipment was monitored. a. Gauges and oil level were checked periodically throughout shift. b. Temperature of outgoing and incoming brine was checked. c. Indicator panels and lights were checked and recorded in log book. d. Maintenance department was notified of all problems in a timely manner.</p> <p>3. Preventive and corrective maintenance was performed on; a. Ammonia compressor, including pumps. b. Cooling tower. c. Gas and electric heaters d. Zamboni e. Ice edger. f. Custodial equipment. g. Parts and supplies were properly ordered.</p> <p>4. Ice sheet and related equipment was maintained. a. Ice sheet was conditioned and maintained. b. Edges and corners were edged and maintained. c. Practice nets were maintained and functioning.</p>
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<p>c. Keeps log for book for inspection by appropriate agency(ies).</p> <p>6. Perform routine custodial duties. (daily)</p> <ul style="list-style-type: none"> a. Open facility at beginning of shift. b. Clean and disinfect public restrooms. c. Clean and disinfect locker rooms. d. Clean front lobby, balcony, and weight room. e. Clean bleachers and spectator areas. f. Setup/cleanup for ice activities, programs & special events as requested. g. Re-lamp light fixtures & mercury vapor lights as needed. h. Perform minor maintenance tasks. i. Remove snow form all entrances and exits. j. Submit notices of observed irregularities. k. Contribute constructive information to substitutes. l. Adjust hours to comply with scheduled events. m. Secures facility at end of shift <p>7. Perform project cleaning tasks. (as needed)</p> <ul style="list-style-type: none"> a. Extract carpets as needed. b. Strip / scrub and wax floors as needed. c. Paint walls, floors, etc. as needed d. Perform all project cleaning as directed by supervisor. <p>8. Supervise spectators.</p> <p>9. Monitor the work of volunteer and assigned labor.</p> <p>10. Train substitute and weekend employees.</p> <p>11. Close facility and remove ice.</p>				<p>using phone, fax or computer.</p> <ul style="list-style-type: none"> k. Ability to meet functional performance requirements. l. Follow District policies and procedures. m. Valid drivers license to operate motor vehicles. n. Demonstrate punctual and reliable attendance in accordance with established work schedule. o. Comply with applicable safety rules, laws and practices. 	<ul style="list-style-type: none"> d. Game lines were repaired when needed e. Dasher boards and glass are clean and functional. <p>5. Air samples were taken and logged.</p> <p>6. Custodial duties were performed and the facility appears clean and inviting</p> <ul style="list-style-type: none"> a. Facility was opened at beginning of shift b. Public restrooms were cleaned. c. Locker rooms were cleaned and disinfected. d. Front lobby, balcony, and weight room are clean and inviting. e. Bleachers and spectator areas are clean and presentable. f. All ice activities, programs & special events were set up on schedule and were cleaned promptly following the event. g. All lights are functioning properly; non functioning lights were re-lamped promptly. h. Minor maintenance was performed; work orders were completed on time. i. Snow was removed from all entrances and exits, sidewalks were free of ice. j. Observed irregularities were reported. k. Constructive information was given to substitutes. l. Hours were adjusted to comply with scheduled events. m. Facility was secured at the end of shift. <p>7. Project cleaning tasks were completed.</p> <ul style="list-style-type: none"> a. Carpets were extracted and have a clean appearance.
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<p>a. Assist the Maintenance Department with the shut down of the compressor and brine pump</p> <p>b. Check and start all gas heaters over ice; make sure they are working properly</p> <p>c. As ice melts, vacuum up water and scrub floor to remove paint residue.</p> <p>d. Clean all dasher boards and glass, disassemble necessary sections.</p> <p>e. Clean and paint all locker rooms, public restrooms and public areas.</p> <p>f. Inspect facility and equipment; develop list for capitol projects and submit to supervisor.</p> <p>g. Complete all work orders for necessary repairs and submit to supervisor.</p> <p>B) Buildings & Grounds maintenance:</p> <p>1. Provide turf and landscape care for grounds assigned by supervisor. (daily)</p> <p>a. Mowing and trimming of District grounds.</p> <p>b. Trimming trees and shrubs.</p> <p>c. Clean and police debris and garbage from grounds.</p> <p>d. Keep sidewalks, curb and gutters swept and clean.</p> <p>e. Upkeep, repair and install landscape areas and projects.</p> <p>f. Monitor and maintain irrigation systems in assigned areas.</p> <p>2. Perform preventative and corrective maintenance of operated equipment. (daily)</p> <p>a. Check and maintain all fluid levels on equipment per equipment operation manuals.</p>					<p>b. Hard surface floors were cleaned and painted or waxed.</p> <p>c. All painted surfaces were painted as necessary</p> <p>d. All project cleaning tasks were completed as assigned.</p> <p>8. Spectators were supervised</p> <p>9. Assigned labor and volunteer workers were properly monitored.</p> <p>10. Substitutes and weekend personnel were trained properly</p> <p>11 Facility was closed and ice was properly removed.</p> <p>a. Compressor and brine pump were properly shut down</p> <p>b. Gas heaters over ice worked properly.</p> <p>c. Water was removed; floor is clean with no paint residue.</p> <p>d. Dasher boards and glass were cleaned, sections were disassembled properly.</p> <p>e. Locker rooms, public restrooms and public areas were cleaned and painted.</p> <p>f. Facility and equipment were inspected; list for capitol projects was submitted to Supervisor in a timely manner.</p> <p>g. Work orders for necessary repairs were submitted to Supervisor correctly and in a timely manner.</p> <p>B) Buildings and Grounds maintenance</p> <p>1. Turf and Landscape in assigned areas were maintained properly.</p>
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<p>b. Perform regular inspection of equipment; replacing / repairing parts as needed or required by operators manual.</p> <p>c. Complete all required maintenance logs.</p> <p>d. Observe, repair irrigation systems.</p> <p>3. Perform building maintenance & repairs as assigned by Supervisor.</p> <p>a. Assist District maintenance personnel</p> <p>b. Paint outside surfaces.</p> <p>c. Repair and installation of playground equipment</p> <p>d. Caulking and weather stripping.</p> <p>4. Perform additional work as assigned</p>					<p>a. Mowing and trimming of District grounds was completed properly and in a timely manner.</p> <p>b. Trees and shrubs were trimmed and trimmings were removed</p> <p>c. Grounds were cleaned; debris and garbage were removed form grounds in a timely manner.</p> <p>d. Sidewalks, curbs, and gutters were swept clean.</p> <p>e. Landscape areas and projects were repaired and performed in a timely manner.</p> <p>f. Irrigation systems in assigned areas functioned properly.</p> <p>2. Equipment was maintained and repaired on schedule and in a timely manner.</p> <p>a. All fluid levels on equipment were maintained per equipment operation manual.</p> <p>b. Equipment was inspected and repairs were made correctly and in a timely manner.</p> <p>c. Maintenance logs were completed</p> <p>d. Irrigation systems were observed and all repairs were completed promptly.</p> <p>3. Assigned building maintenance and repairs were completed on time.</p> <p>a. District maintenance personnel received help when needed.</p> <p>b. Outside surfaces were painted as required.</p> <p>c. Playground equipment was repaired or</p>
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					installed. d. Caulking and weather stripping were completed as assigned. 4. All additional work assigned was completed in a timely manner.
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