

Yack Arena Foreman Job Description

General Statement of Duties: Works under the supervision of the Recreation Superintendent. The job primarily includes custodial, maintenance and repairs throughout the building including machinery, electrical, plumbing, kitchen appliances, boilers, etc. Performs other general maintenance work at other recreation facilities and outdoors as directed.

Distinguishing Features of the Class: Familiar with the operations of an Ice Arena and ability to diagnose and address issues that may arise with machinery throughout the building, including compressors, boilers, dehumidifier, hot water tanks, Zamboni, scissor lift, hi-lo, ice edger, etc. Familiarity with basic plumbing, electrical, and carpentry work. At times the work is unskilled labor. Employee must have the ability to climb ladders, work at elevated heights, lift up to 50 pounds, must be able to work on their feet for extended periods of time, must be able to work while kneeling, and work in all types of conditions. Employee must also be able to comprehend verbal and written instructions.

Examples of Work:

- Inspects boilers, compressors, fans, vents on a regular basis. Contacts contractors for major repair work
- Cleans and deodorizes floor drains throughout the building
- Inspects the Zamboni regularly and performs routine maintenance including weekly blade changes, greases fittings, oil and filter changes. From time to time will have to perform minor mechanical repairs replacing belts, impellers, pumps, starter, etc.
- Changes filters in 8 air handling units, 5 make-up air units, 4 rooftop units
- Changes lights throughout the building, including lights over the ice and on the scoreboard (approximately 25ft off the ground)
- Performs minor electrical, plumbing and carpentry work, including but not limited to replacing ballasts, outlets, light switches, replacing Sloan plumbing parts, drywall repair, and painting
- Responsible for setting schedules for heat, air conditioning, and exhaust operations
- Responsible for monitoring the refrigeration and heating systems and adjusting the various setpoints for the conditions
- Handles exterior ground maintenance including trash removal, grass cutting, weed control, and snow removal outside of all exit doors
- Replaces oil in deep fryers in kitchen, deep cleans the fryers and the hood vent filters

- Responsible for set up and take down of Spring/Summer events
- Responsible for Ice season set up of the boards, glass, and bench areas and making of ice
- Responsible for Ice season tear down of the boards, glass, and bench areas and thorough cleaning of the floor surface
- On call for emergency situations including but not limited to glass breaking, building mechanical problems, equipment problems, etc.
- Using various pieces of equipment, including a Zamboni, ice edger, scissor lift, riding floor scrubber, and a hi-lo
- Employee may be required to assist the Ground Crew Foreman and his staff at other recreation facilities or outdoors.
- Responsible for training part time staff how to operate equipment and perform their tasks as Zamboni drivers and building supervisors

Required Knowledge: A considerable knowledge of custodial, plumbing, carpentry, maintenance, electrical, and other necessary skills to keep the building and grounds in satisfactory condition. Must possess a valid driver's license. Knowledge of and ability to use various power tools. Background in the operations of an Ice Arena is desirable.

Acceptable Experience and Training: Individuals should have a high school diploma or equivalent. Any HVAC, plumbing, and/or electrical certifications are desirable. Previous work experience in an Ice Arena is preferred.