

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department: Maintenance/Recreation

Location: RecPlex, 9900 Terwall Terrace, Pleasant Prairie, WI 53158

Job Title: **Zamboni Driver**

Reports to: Facilities Director/Ice Operations Director

Salary: \$10.78 - 13.48/ hour

Type of position:

Full-time

Part-time

Seasonal

Intern

Exempt

Nonexempt

JOB SUMMARY

The primary responsibility of the position is the safe operation of the arena's Zamboni with secondary responsibilities of custodial duties ensuring that the IcePlex facility is immaculate and well groomed. Employees in this classification perform their duties in a conscientious, professional manner and maintain the ice surfaces to ensure that all aspects of the facility are safe and enjoyable for all users. Additional responsibilities will be a variety of routine ice rink operations.

CORE JOB RESPONSIBILITIES

1. Must be able to operate and maintain the ice-resurfer, ice edger and other ice-related equipment successfully and complete daily maintenance of all equipment at the start of shift; take care of problems/emergency repairs as needed.
2. Must be able to maintain the ice on the rinks in a manner that provides a level, smooth, safe, and a high quality of ice of ice in accordance with facility standards as set forth by the Facilities Director.
3. Must be able to sharpen skates.
4. Must perform routine hourly checks on the locker rooms and keep in state of cleanliness.
5. Must be able to set up, put away and maintain facility/program equipment.
6. Must be able to maintain and complete maintenance records including but not limited to: attendance reports, program reports, payroll documentation, accident reports, compressor reports, ice re-surfacer logs etc.
7. Must be able to follow all IcePlex, RecPlex and OSHA safety guidelines.
8. Must be able to exercise the highest level of care in using chemicals or hazardous materials; follow guidelines and precautions on MSD sheets.
9. Must be able to ensure that facility cleanliness standards are implemented.
10. Must be able to read and understand operating procedures as well as written directives.
11. Must be able to write information required for co-workers or supervisors to review later.
12. Must be able to welcome and respond to calls, questions, concerns and feedback.
13. Must attend required staff meetings, training and seminars; maintain required certifications.
14. Must be able to ensure the safety of patrons and take appropriate steps in emergency situations and respond to direction from supervisory staff.
15. Must be able to exhibit a teamwork attitude and self-motivation/take the initiative.
16. Must be able to work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
17. Must not have been convicted of any crime related to theft, embezzlement, robbery, assault, sexual crime of any nature; or any crime against a child.
18. Must be able to conform to a dress code and appearance policy that requires a clean and odor free body, clean hair neatly groomed, and no visible body piercing, other than ears, or visible tattoo's.
19. Must be able to maintain the confidentiality of any and all information obtained from guests as part of registration; information overheard from guests, or any other verbal, nonverbal, or visual information concerning the physical or emotional condition of any guest, or property of a guest at the IcePlex, RecPlex and Prairie Springs Park.
20. Must be able to adhere to the Village's Attendance Policy.
21. Must be able to perform all other duties as assigned.
22. Ice maintenance and the use of the equipment required to perform it.
23. Skill in following directions provided either orally or in writing.
24. Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to read and understand technical writing and instructions.
25. Requires the ability to perform highly skilled coordinated movements.

BEHAVIOR STANDARD

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

Triangulation: This is one of the most serious employee offenses. Triangulation is simply having an "issue" with someone and talking about it with somebody else. Conflict is to be expected and people are going to have issues with people. It's just human nature. So here is how we have agreed as a team to handle it at the RecPlex. If you have an issue with someone, talk about it with them directly! Have the conversation. Don't just fail to express something and talk about it behind their back.

Conscious Contributor: Being a person that waits to be told what to do rather than motivating yourself to find a place to make a contribution. If you are not proactive, it's your problem not your supervisor's. Remember, it is our company and there is always something to do that will help the team and the RecPlex grow. If you think this is not something you can accomplish, it may be time to find somewhere else to work.

EDUCATION/CERTIFICATION REQUIREMENTS

- Must have a high school diploma or equivalent.
- Experience driving an Ice Re-surfacer is desirable, but not required.
- Training and certification in AED, CPR and First Aid required.
- Valid Wisconsin Driver's License required.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Zamboni, light maintenance equipment, screwdrivers, wrenches and hammers scissor lifts, snow blowers, snow plows, motors, ladders, ice-resurfacer, ice edger and ice scraper.
- Employees in this classification work primarily in an indoor environment. Some public interaction and communication is required. Exposure to frequent and intense activity and cold temperatures for extended periods of time; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. Work subject to varying shifts and schedules. Physical activities include long periods of standing, sitting, and moving about the facility. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel, and be able to communicate. The employee is frequently required to sit, stand, walk and reach with hands and arms. The employee will be expected to drive the ice-surfacer. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception.
- Hours will vary with some days, evenings, weekends with holiday and special event work required.

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