



ARENAS AND OUTDOOR POOLS FACILITY ATTENDANT I JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Part-Time Hourly I
- **Pay Range:** Pay is determined on an annual basis by the Board of Park Commissioners
- **Supervisor:** Works under the general and detailed supervision of the Facility Attendant II, Facility Specialists, Facility Superintendent, and Facilities Manager.

JOB SUMMARY

The Facility Attendant I provides public safety and recreation opportunities while enforcing the policies and procedures at an indoor hockey arena and/or outdoor swimming pool. This position will assist with supervision of the facility, and aid and assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District (BPRD).

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

- Assist with all functions of public skate including supervising patrons on the ice, collecting payment, returning correct change, tracking rental numbers, and care of rental equipment.
- Assist staff during games, tournaments, and events including moving nets, cleaning bleachers, changing trash, and other general facility upkeep.
- Maintain general upkeep and oversight of arena during general facility hours.
- Enforce the rules and regulations set by BPRD with firmness and tact.
- Participate in all staff and safety meetings.
- Shovel and spread salt on sidewalks and entrances when opening and as needed.
- Complete tasks assigned by supervisors.
- Assist in preparing outdoor pools to open and/or close.
- Assist with arenas and outdoor pools buildings and grounds maintenance, as applicable.
- Follow all BPRD safety policies and procedures outlined in the Risk Management Handbook.
- Complete all necessary payroll forms and utilize the electronic time and attendance timekeeping system.

- Understand and follow the standard operating procedures outlined in the employee manual.
- Understand and follow the Human Resource Policy and Procedure Handbook items related to this position.
- Represent BPRD in a professional and positive manner. BPRD issues clothing and equipment to employees and the issued items are to be used in an appropriate manner, not inconsistent with the image BPRD wishes to convey to the public.

Other Duties and Tasks

- Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.
- Responsible for communicating ice quality, compressor status, and safety issues
- Inform supervisor prior to running out of supplies.
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the supervisor.
- Responsible for personal neatness and attire; communicating repair needs and job site neatness.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.
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JOB SPECIFICATIONS

- Must be 14 years of age.
- Must have a flexible schedule as the position will be required to work evenings, weekends, and holidays.
- Ability to effectively communicate verbally and in writing.
- Ability to lift and carry objects up to 50 pounds alone or heavier with other employees.
- A current CPR/AED certification is preferred.

WORKING CONDITIONS

- Work is primarily indoors during winter months and both indoors and outdoors during outdoor pool preparation and shut down seasons.
- Public contact is frequent.

Updated August 2025
Approved by F & P Director