

JOB DESCRIPTION

JOB INFORMATION

Title: Facility Attendant I –Arenas and Outdoor Pools

Classification: Part Time – Hourly I – Non-Exempt

Salary Range: \$10.25 - \$12.25/ Hour

Supervisor: Works under the general and detailed supervision of the Facility Attendant II (Zamboni Driver), Facility Specialists, Facilities Foreman, and Facilities Manager.

JOB SUMMARY

Facility Attendant I will provide and perform public safety and provide recreational opportunities while enforcing regulations at an indoor hockey arena. They will assist with supervision of the facility, aid and assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Park District.

RESPONSIBILITY/ACCOUNTABILITY

Worker is directly accountable for own actions or inaction. Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

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, rental equipment care.

Assist Zamboni driver during games, tournaments, and events. Includes moving nets, cleaning bleachers, changing trash, and other general facility upkeep.

Complete Incident/Accident Reports and Safety Concern Reports as needed and give to supervisor before you leave your assigned shift.

Maintain general upkeep and oversight of arena during general facility hours.

Assist in variety of maintenance duties at the three outdoor pools. Includes pre-season preparation and post season winterization.

Must have the ability to enforce the rules and regulations set by the Bismarck Park District with firmness and tact.

Must participate in all staff and safety meetings.

Shovel and spread salt on sidewalks and entrances when opening and as needed.

Complete tasks assigned by Facility Attendant II, Facility Specialist, Arena Foreman, and Facilities Manager.

Represent BPRD in a professional and positive manner.

OTHER DUTIES

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Responsible of informing supervisor of supply needs prior to running out

Responsible for communicating ice quality, compressor status, and safety issues

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

WORKING CONDITIONS

Work is primarily indoors during winter months and 50/50 indoor/outdoor during outdoor pool prep/shut down seasons.

Must be able to lift 50 lbs.

QUALIFICATIONS

Must have a flexible schedule as the position will be required to work evenings, weekends, and holidays.

The ability to effectively communicate verbally and in writing.

The ability to lift and carry objects up to 50 pounds alone or heavier with other employees.

A current CPR/AED certification is preferred.