



ARENAS AND OUTDOOR POOLS FACILITY ATTENDANT II JOB DESCRIPTION

JOB INFORMATION

- **Classification:** Part-time hourly II
- **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 Specialists, Facility Superintendents and Facilities Manager.

JOB SUMMARY

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

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

- Maintain and keep records of compressor readings.
- Make sure that the patrons are supervised at all times.
- Maintain ice schedule by resurfacing ice during scheduled times.
- Maintain general upkeep and oversight of arenas during general facility hours.
- Assist in variety of maintenance duties at the three outdoor pools, including pre-season preparation and post season winterization.
- Assist in the supervision of Facility Attendant I employees.
- Assist with arenas and outdoor pools buildings and grounds maintenance, as applicable.
- Enforce the rules and regulations set by BPRD with firmness and tact.
- Participate in all staff and risk management meetings.
- Shovel and remove snow from sidewalks and entrances when opening and as needed.
- Complete tasks assigned by supervisors.
- 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

- Inform supervisor prior to running out of supplies.
- Ability to 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
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the supervisor.
- Responsible for personal neatness, attire, and communicating repair needs and job site neatness.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.

JOB SPECIFICATIONS

- Must be 18 years of age to drive the Zamboni.
- 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