

JOB POSTING

Job Title: Facility Operations Manager

Rink: Deep Freeze Ice Arena

Location: Boardman, Ohio

Reports To: General Manager/ Regional Manager

Status: Full-Time; Salaried;

Compensation: Annual compensation ranges from \$35,000 to \$45,000, depending on experience, skill level, and demonstrated performance

Summary:

This position is responsible for ice maintenance, ice resurfacer maintenance, building maintenance and appearance/cleanliness. Building maintenance to include but not limited to preventative maintenance and repairs of HVAC, plumbing, electrical, carpentry, painting, and roofing. Working under minimal supervision this role oversees daily operations, building systems, ice resurfacer staff and cleaning staff.

Qualifications:

- Experience with building maintenance, ice making and equipment operations
- Experience with ice resurfacer maintenance
- HS Diploma or equivalent, and/or trade school training and minimum 3 years related experience.
- Valid Driver's License
- Data entry skills and working knowledge of Google Drive, sheets, and docs
- CIT, college degree, Universal CFC license preferred but not required.

Essential Job Functions:

- Strong technical aptitude with the ability to solve problems in various situations
- Operate the ice resurfacer and edger as needed to provide top quality ice
- Maintains ice resurfacing machines, ice edger, and related equipment to ensure excellent quality of the ice
- Maintains all equipment (using manufacturer's guidelines) to ensure systems are operating efficiently
- Clean interior and exterior of facility, and clean dressing rooms
- Repair any broken or malfunctioning equipment, as needed
 - This includes off-season projects to enhance the facility, including taking the ice surface down and bringing it back up as required

- Work within the framework of an annual expense budget
- Prepare ice maintenance schedule and documentation
- Prepare resurfacer maintenance schedule and documentation of such
- Prepare ice and building evaluation summary for Sr. Facility Manager / GM, including needs analysis and estimates for all projects
- Responds quickly to emergencies, involves additional assistance as needed.
- Serve as Manager-on-Duty when General Manager is not in the building
- Other duties as assigned by the Sr. Facility Manager / General Manager

Supervisory Responsibilities:

- Supervise resurfacer operators, maintenance, and cleaning staff to assist with keeping ice resurfaced and facility clean and in good working order
- Schedule staff to resurface ice and maintain building
- Oversee staff to execute all of the essential functions listed above
- Provide training for ice resurfacer, maintenance, and cleaning staff
- Train resurfacer operators to drive resurfacer properly and keep detailed documentation regarding building logs
- Oversee and coordinate work of service vendors and outside contractors
- Responsible for personal safety and the safety of those you supervise and others who are affected by your work and rink conditions. This includes but is not limited to:
 - Follow all policies and procedures, always including all HSE related requirements
 - Report any conditions which you feel are unsafe, could possibly result in an accident or injury, affect life safety / fire codes, or put any staff, athlete, or visitor at risk.
- Responsible for performance evaluation and any necessary disciplinary action of resurfacer operators, maintenance staff, and cleaning staff

Intellectual/Social/Physical Demands & Work Environment:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social Demands:

- While performing the essential functions of this job, the employee is continuously asked to multi-task under time limits. Position requires constant attention to precise details and accuracy of specified standards including: following simple to complex

instructions, and concentration. This is a leadership role, which requires directing others either verbally or in writing to complete tasks in prescribed time frame. This position also requires constant use of interpersonal skills including but not limited to – the ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally with clients, staff, and vendors.

Physical Demands:

- Physical requirements include standing, walking, climbing stairs / ladders, and the ability to lift 50lbs or more.

While performing the essential functions of the job, the employee constantly operates a computer and other office devices such telephones, copy machines, fax machines, etc.; occasionally moves about inside the office to access storage areas, cabinets and office machinery; constantly moves about the building and ice to perform essential functions (Zamboni and building maintenance) and supervise staff; constantly communicates via telephone, email and in-person with others to exchange accurate information.

Work Environment:

- The essential functions of this position are performed indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud during events and minimal during non-event times.