


<b>JOB DESCRIPTION</b>	<b>JOB TITLE: Ice Maintenance Supervisor</b>	
	<b>Job Location:</b> Utah Olympic Oval <b>Reports to:</b> UOO Operations Manager <b>Function Area:</b> UOO Operations	<b>Position Code:</b> 800 <b>Pay Grade:</b> 5 <b>Type:</b> Full Time Exempt

**Job Title: Ice Maintenance Supervisor**

**\$30,000 Year**

**Major Tasks, Responsibilities and Accountability**

- Supervise all aspects of building maintenance
- Create and implement preventative maintenance plan on rinks and inc machines
- Ice making
- Assist in training of all new drivers
- Administrative duties as related to position
- Create and maintain budget
- Assist in development and implementation of all safety programs
- Assist in selection and monitoring of service contracts
- General maintenance of Ice making machines
- Follow all safety programs associated with the operation of ice making and ice maintenance equipment
- Daily/monthly maintenance of all mechanical equipment
- Keep maintenance logs on specified equipment
- Special Event tear down and set-up
- Perform preventative maintenance on vehicles and or machines
- Operate forklift and aerial lift
- Assist with all grounds keeping (trash removal, lawn maintenance and snow removal)
- Co-ordination and teamwork with building maintenance staff

**Required Knowledge and Essential Skills**


- Team player and accept and evaluate criticism on ice and facility conditions
- Willingness to learn and teach new skills
- Establish attention to detail
- Excellent communication, interpersonal and leadership abilities
- Strong planning and problem-solving skills
- Ability to solve practical problems and deal with a variety of concrete variables in situations where extensive standardization exists

**Minimum Qualifications**

- Under the supervision of manager or private contractor is responsible for completing safety training on all equipment and machinery
- With increasing expertise should be able to define, develop and implement training systems/programs
- A valid Drivers License
- Minimum 18 years of age
- Flexible work schedule, may need to work late and weekend hours

**Environmental Job Requirements**

- Regularly works near moving mechanical parts
- Regularly work near moving mechanical parts
- May be exposed to fume and or airborne particles
- May be exposed to heights up to 50 feet
- Regularly work near or in areas that hearing protection may be required

<b>JOB DESCRIPTION</b>	<b>JOB TITLE: Ice Maintenance Supervisor</b>
	<b>Job Location: Utah Olympic Oval</b> <b>Position Code: 800</b> <b>Reports to: UOO Operations Manager</b> <b>Pay Grade: 5</b> <b>Function Area: UOO Operations</b> <b>Type: Full Time Exempt</b>

**Job Title: Ice Maintenance Supervisor**

**Physical Requirements**

- May need to wear the following protective equipment: safety glasses, hearing protection, safety shoes/boots and gloves
- Frequently lift and or move up to 30 pounds and occasionally lift up to 50 pounds
- May need to work in aerial lifts at height up to 50 feet
- May need to drive fork lift, aerial lift and scissor lift
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

**Education / Experience**

- Graduation from an accredited four-year college or university with a Bachelor's degree in mechanical engineering, electrical engineering or closely related field, or a combination of education and relevant experience totaling five years.
- Four years experience in all facets of refrigeration and building operations at a comparable facility
- Three years supervisory experience
- Thorough knowledge of building construction, maintenance, repairs, refrigeration and air conditioning, electrical and mechanical systems
- Familiarity with sources of vendors and suppliers
- Refrigerant certified

**Required In-House Training**

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program

***This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.***