

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: Hockey Arena Manager

Department: District Office

Exempt Status: Exempt

Reports To: Superintendent

Date: February 22, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Responsible for the management of the Moose Sherritt Arena, including facilities planning and coordination, staff planning, staff selection, supervision, and training. Responsible for all marketing, promotion and oversight of the physical plant operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

30% Planning and Management of Facility and Program Budgets

- A. Plans for and manages ice arena budget.
- B. Tracks program expenditures, including supplies, equipment and fixed costs.
- C. Maintains and monitors revenue and expenditures for fiscal year end reporting.
- D. Oversees record keeping system, process and collection of billing invoices.

30% Maintain Schedule of Ice Arena Activities and Events

- A. Schedules the ice time and coordinates the ice arena use with the City of Monticello, the Monticello High School and various private groups including spring and summer programs.
- B. Maximize utilization of the facility by contacting and securing building functions.
- C. Maintains and updates the Moose Sherritt Arena website.

30% Arena Maintenance

- A. Coordinates improvements and repairs with general contractors.
- B. Assists in the maintenance and seasonal installation and removal of ice sheet.
- C. Maintains repairs and operation of the refrigeration room, dehumidifier and evaporative condenser.
- D. Oversees the Zamboni maintenance and repairs.
- E. Supervises and coordinates custodial building projects.

8% Personnel Management

- A. Responsible for hiring and training of arena staff.
- B. Coordinates ordering and purchasing.
- C. Operation and staffing for concession volunteers.

2% Professional Development

- A. Attends meetings, in-service and workshops as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Bachelor's degree in education, business administration, sports management or recreation preferred.
- Coursework from U.S. Ice Rink Association and/or Institute of Arena Ice Managers (IAIM) preferred.

Experience:

- Prefer a minimum of three (3) years previous work in an arena position, including experience in supervising staff, mechanical and heavy equipment operations and methods and regulations related to ice arena management.
- Experience working with ice scheduling software (Max) preferred.

Essential Skills Required to Perform the Work:

- Considerable knowledge of ice arena and facility operation and scheduling.
- Knowledge of building and grounds maintenance.
- General knowledge of plumbing, electrical and mechanical maintenance.
- Basic knowledge of accounting and budgeting principles and practices.
- Knowledge of safety related laws.
- Knowledge of supervisory and management practices and techniques.
- Ability to safely operate all equipment.
- Ability to positively supervise and schedule personnel.
- Ability to communicate effectively, both verbally and in writing.
- Ability to solve problems and make decisions using appropriate processes and tools.
- Ability to deal with public and city personnel in a professional and courteous manner.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, copy machine and phone/mobile phone.
- Uses multiple software applications including word processing, spreadsheet and email.
- Operation of Zamboni, refrigeration room, dehumidifier and evaporative condenser.

Supervision of Other Employees:

- This position supervises ice arena workers and volunteers.

Physical Job Requirements:

- Position involves frequent sitting, standing and walking.
- Position involves ability to perform a variety of physical movements such as bending, stooping, crouching, kneeling and use of both fine and large motor skills.
- Position involves the ability to lift and move up to 50 pounds and occasionally up to 100 pounds.
- Position involves listening, speaking clearly and visual acuity.

Mental Job Requirements:

- Position requires ability to determine the appropriate methods and techniques used in the maintenance and operation of ice arenas and the necessary safety precautions to avoid injury and damage to property.
- Position involves concentration to safely and efficiently operate equipment.
- Position involves the ability to handle multiple tasks, set work priorities and organize work while remaining flexible and patient.
- Position involves the ability to change arena scheduling as needed to meet work demands and react to emergencies or hazards.

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to extreme temperatures and constant contact with equipment.
- Position may experience noise levels that range from normal to moderate.
- Position may experience some risk of serious injury due to use of equipment and heavy parts.

Job Outcomes:

- Projects a positive, cooperative, and respectful attitude with community members, parents, students and other employees.
- Contributes to the effective and efficient operation of the arena facility.
- Provides leadership to create atmosphere that provides service and facility to support the educational activities and programs.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.