

Job Posting



Ice Rink Supervisor

Parks and Recreation Department

The City of Webster Groves is accepting applications for a full-time Ice Rink Supervisor. The successful applicant will be knowledgeable in the area of ice rink supervision and maintenance. This position will be responsible for some evening and weekend facility supervision, driving the Zamboni, and general upkeep and maintenance activities. Must be able to effectively deal with the public and part-time staff. Physical labor, such as driving, cleaning, trash removal, and ability to operate light equipment is required. Ability to regularly lift 50 lbs., and occasionally lift 100 lbs., is required.

Required:

- Minimum High School Diploma/GED with two years of related work experience, or a Bachelor's Degree in Parks and Recreation Management.
- **Must be fully vaccinated and able to show proof of vaccination.**

Starting salary \$35,386. Excellent benefits. **No Phone Calls Please.**

Application Deadline: open till filled

Send Application to: Employment application is required. Resume will not be considered without a completed application.

- **APPLICATIONS:** available online at www.webstergroves.org, or City Hall address below.
- **EMAIL:** HR@webstergroves.org
- **FAX:** (314) 963-3398
- **MAIL:** City of Webster Groves
Attn: HR
4 East Lockwood Ave.
Webster Groves, MO 63119

For more information visit www.webstergroves.org

Equal Opportunity Employer



Job Title: Ice Rink Supervisor/Maintenance Worker
Department: Parks & Recreation
Direct Supervisor: Ice Rink and Facility Superintendent

General Purpose

Effectively oversees the ice rink operations, programs and part-time staff during certain shifts. Performs a variety of semi-skilled work activities related to the upkeep and maintenance of the ice rink. Works under the general direction of the Ice Rink and Facility Superintendent and Director of Parks and Recreation.

Essential Duties

- Weeknight and weekend supervision of the ice rink.
- Provide daily supervision and operational support of public sessions, training sessions, adult scrimmages, and school rentals; with ability to use equipment such as Zamboni, edger, floor buffer, and other rink equipment and machinery as needed.
- Deal directly with the public and staff, dispersing information and effectively resolving disputes.
- Daily, weekly and monthly monitoring of facility operations.
Responsible for maintaining the overall cleanliness of the facility and surrounding grounds (Rec Complex, Fitness Center, Gymnasium, Meeting Rooms, Aquatic Center, Ice Arena, Tennis Center and Action Park) and the set up and break down for activities. Duties include but are not limited to: Sweep, mop and wax floors, operate floor care equipment, vacuum and cleans carpets, clean windows and dusts, maintain and clean restrooms, kitchen and drinking fountains in a sanitary manner, removes litter, waste and recyclables from building and ground, sets up and breaks down for meeting room, gym and fitness studio usage (must lift and set up numerous tables and chairs, as well as volleyball standards), assists in the overall safety at all times in the building and on the grounds, assist the building mechanic, as needed, with repairs to the facility and equipment.
- Functions as part of a work team to maintain and service Recreation Complex facilities, with desirable skills in areas of light carpentry, concrete, painting, plumbing, fencing, electrical and masonry.
- Assists with snow removal as needed.
- Must be able to work flexible hours (evenings and weekends) and overtime.
- Functions in an on-call status as needed to provide for the operation of the ice rink.
- All other duties as assigned.

Education, Experience & Training for Performing Essential Functions

Knowledge of programs, activities, equipment and procedures involved in operating an ice rink. Knowledge and understanding of the tools, materials and principles of ice rink. Ability to communicate effectively with the general public and city staff. Knowledge of work hazards and safety precautions. Ability to operate the normal tools, equipment and machinery used in the ice rink industry, including but not limited to; Zamboni, edger, paint system, sound systems and computers, floor buffer, vacuum, power tools. High school diploma/GED required, with minimum two years of related work experience, or a Bachelor's Degree in Parks and Recreation Management. Must have a valid driver's license. Employee must possess or be able to obtain First Aid, CPR/AED certification.

Work Environment and Physical Demands

This position consists of evenings, night and weekend work shifts. Typical work week will be Tuesday-Saturday 4:00 pm-12:30 am. Employee must have ability to be flexible and occasionally may be called upon to work overtime or holidays. Frequently assumes positions of stooping, kneeling, crawling, crouching, squatting, twisting and climbing. Must have ability to sit, stand and walk. Ability to use hands and arms to reach and lift, perform heavy manual labor for sustained periods of time. Exert physical strength necessary to operate all equipment used in daily departmental activities. Lift 50 pounds on a normal basis, 100 pounds on occasion. Occasional outdoor weather conditions. Ability to withstand the cold environment of working in an ice rink. Exposure to chemicals, loud noises, electrical hazards, dust. Must have ability to prioritize work load, work independently or as part of a team, and work without supervision.

A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.