ICE SKATING RINK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work in the maintenance of a seasonal ice skating recreational facility. General work assignments are discussed with the Commissioner and Deputy Commissioner of Parks and Recreation. Work is reviewed by the Commissioner and Deputy Commissioner of Parks and Recreation through conferences and inspection to ascertain compliance with generally established department programs and policies. Duties include administrative management and maintaining the daily physical operations of the ice rink facility. Supervision is exercised over the work of employees engaged in the operation and maintenance of the facility.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, assigns, schedules and supervises the work of all employees assigned to the ice skating rink;
- Checks work assigned to the recreation assistants and recreation aides to ascertain that it is performed according to instructions;
- Assigns employees to clear snow and ice from sidewalks, paths and related sections of the rink;
- Inspects building and equipment to detect need for maintenance;
- Inspects ice surface to determine need for reconditioning with equipment designed for ice conditioning;
- Inspects ice rink equipment and components;
- Conditions ice rink surface with equipment designed to resurface and dress ice for skating;
- Supervises the maintenance and repair of ice skating rink related equipment;
- Assists in the preparation of the skating rink’s budget, reports and other records;
- Trains all new staff at the ice skating rink;
- Prepares requisitions for supplies and materials as needed;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods, materials, tools and practices used in the maintenance of an ice skating facility;
- Thorough knowledge of the proper and safe use of automotive and power equipment;
- Good knowledge of modern business office management practices and procedures;
- Good knowledge of personal computers and office equipment;
- Ability to plan, supervise and assign the work of subordinates engaged in the maintenance of the ice skating facility;
- Ability to understand and carry out oral and written instructions;
- Ability to maintain financial records;
- Ability to make independent judgments;
- Ability to get along well with others;
- Ability to keep detailed records;
- Ability to communicate with the public;
- Good judgment;
- Mechanical aptitude
- Dependability;
- Courtesy and tact;
- Punctuality;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years full-time paid experience in a park or recreational facility, including two (2) years in a supervisory capacity.

**SPECIAL NOTE:** A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.