

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ARENA AND PROPERTIES MANAGER
DEPARTMENT: GENERAL SERVICES
REPORTS TO: PUBLIC PROPERTIES SUPERINTENDENT

JOB CODE: 2606
DATE: 2/08

JOB SUMMARY:

Supervises and coordinates activities and schedules at municipal arena, including supervision and assignment of personnel, booking events, and carrying out established policies and procedures in arena operations. May be assigned to coordinate and oversee maintenance and repair activities at other public property locations.

ESSENTIAL JOB FUNCTIONS:

Initiates and terminates operation of ice-making equipment such as brine pumps, ammonia compressors, and water pumps; performs maintenance and repair of equipment, which includes adding and changing oil, repairing leaking pumps, mixing brine solution, greasing motors and bearings, and troubleshooting refrigeration equipment; performs necessary maintenance and repair to zamboni.

Schedules, promotes, issues, and coordinates rental agreements for use of interior and exterior of arena.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring, and training, appraising performance, disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work; supervises the work of custodial and maintenance staff.

Monitors the day-to-day operation of refrigeration equipment.

Coordinates public safety measures for events and daily operations of arena, as well as for professional teachers for ice skating lessons; works with user groups in coordination with their events.

Develops and recommends operating budget for arena operations; monitors and administers approved budget; calculates number of employees and work hours necessary for events and daily operation.

Prepares billing for facility use, deposits money received, and records transactions appropriately.

Signs official and other documents such as payroll and accounts payable to approve or ensure information adequacy, accuracy, and legitimacy.

Oversees assembly of ice-skating rink and its surface, including dasher assembly, glass installation, and other related accessories.

Oversees installation of ice, including ice painting, sealing, and building.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Ice Resurfacers	Ice Edger	Computer
Custodial materials and tools	Telephone	Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Associate's Degree or equivalent from a two-year college or technical school; and,

Four years of progressively responsible experience in facilities management or maintenance and repair of buildings, facilities, and equipment; and,

One to two years experience in a supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, materials, and equipment used in building maintenance and the operation of a multi-functional indoor arena.

Hazards and safety practices common to machinery and equipment used in the maintenance of public properties.

General bookkeeping practices and principles.

Principles and practices of budgeting, accounting, and/or personnel management, such as supervision, training, and performance evaluation.

City, state, and federal laws applicable to building, plumbing, electrical, and/or mechanical codes, as well as public safety and fire regulations.

Skill in:

Proper and safe use of ice-making equipment.

Mathematical principles.

Mental and Physical Abilities to:

Communicate effectively, both orally and in writing.

Develop and maintain records and prepare reports.

Establish and maintain effective working relationships with subordinates, the general public, and other city departments.

Select, develop, organize, motivate, and effectively utilize staff.

Interpret and apply established rules, regulations, policies, and procedures

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Compute ratios and percentages and interpret bar graphs.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift light or heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office and in the arena facilities.

The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease, irritating chemicals, and occasional cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or file requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.