

**GRAND FORKS PARK DISTRICT**  
**Updated 6/17/21**

**Position: Facility Assistant Supervisor (ICON & Altru Wellness Village)**  
**Incumbent: OPEN**  
**Employee Status: Non-Exempt**  
**Supervisor: Facility Supervisor**

*The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.*

**STATEMENT OF PURPOSE**

During the winter months the individual is responsible with the general building maintenance and the operation of indoor ice facilities. During the summer months the individual in this position is responsible to maintain the outside grounds of ICON Sports Center, Choice Health & Fitness, and Altru Wellness Village (AWV).

**DUTIES/RESPONSIBILITIES/STANDARDS**

**Critical Element # 1**

Assist with maintaining ICON Sports Center.

**Expectations**

1. Assist with maintaining the task of keeping the building's mechanical, plumbing, and electrical system operating in a safe and economical manner. Includes daily inspections of all building operating systems.
2. Manage the flooding and maintaining of indoor ice and maintains ice making equipment. Operates the ice resurfacing equipment to perform edging, chipping, and flooding. Perform daily ice maintenance in accordance with arena schedules.
3. Service equipment in accordance with department and manufacturer's standards.
4. Performs facility maintenance including all custodial tasks and interior and exterior building maintenance and repair.
5. Install and maintain artificial ice throughout the arena skating season and remove ice sheet at the end of the skating season.
6. Keep accurate service records all of equipment maintenance performed according to department procedures.
7. Perform various other duties as needed assigned by supervisor.

**Critical Element # 2**

Assist in maintenance of refrigeration equipment.

**Expectations**

1. Keep all ice refrigeration equipment operating according to department standards and operations.
2. Perform routine inspections of all refrigeration equipment on a daily basis, inspecting for gas leaks and equipment malfunctions.
3. Service equipment according with department and manufacturers standards.
4. Maintain proper records of all work performed.

### **Critical Element # 3**

Operate all mowing and snow removal equipment when performing ground maintenance duties.

#### **Expectations**

1. Follow all department procedures when using equipment.
2. Follow manufacturers recommended guidelines and procedures where applicable.
3. Mowing equipment should be kept clean and operated in a safe manner according to department standards and procedures. Mowing equipment should be operated with extreme care near buildings, playground areas and picnic sites.
4. All grounds should be kept mowed and trimmed according to department standards.
5. Equipment should be operated and conducted with extreme care around patrons and near buildings.
6. Perform various other duties as needed assigned by supervisor.

### **Critical Element # 4**

Assist with supervising part-time staff at ICON Sports Arena/Altru Wellness Village.

#### **Expectations**

1. Assist with the supervising and scheduling of all part-time staff and duties.
2. Properly train, supervise, and evaluate employees to ensure that all work is performed according to department policies.

### **Critical Element # 5**

Oversee Storm Water Ponds upkeep

#### **Expectations**

1. Inspect arena(s) and maintain areas around storm water ponds.
2. Maintained AWV park areas.
3. Keep accurate records of all work performed on park areas.

### **Critical Element # 6**

Proper ability to obtain applicator license for herbicides, pesticides, fertilizer and other chemicals related to park maintenance.

#### **Expectations**

1. Apply all chemicals according to label specifications using the proper spraying equipment and following all safety standards and procedures.
2. Choose the proper chemical(s) that will give the best and safest result for the targeted area.
3. Follow all Federal, State and local guidelines pertaining to the chemical(s) being used.
4. Store all materials according to department procedures.
5. Maintain all required records.

## **KNOWLEDGE/SKILLS/ABILITIES**

1. Completion of a two-year technical program related to park maintenance, and ice arena operation. (Preferred)
3. Knowledge of the principles and practices of indoor ice refrigeration systems. (Preferred)
4. Three years work experience in a related field. (Preferred)
5. Experience in supervising personnel. (Preferred)
6. Possesses a valid driver's license and be insurable by the Districts insurance carrier. (Required)

## **SUPERVISORY**

This position involves assisting with supervisory responsibility over the part-time seasonal employees.

## **CONTACTS**

This position will work in areas that will be in view of the general public.

## **CONSEQUENCE OF ERRORS**

Errors could result in damage to both public and private property. Personal injury to self, other employees and/or members of the public are possible. Errors could also portray an image to the general public that would not be consistent the goals and objectives of the District.

## **WORKING ENVIRONMENT**

This position spends the summer months performing job expectations related to the maintenance of grounds and corresponding equipment. During the winter months the position performs job expectations related to arena operation and maintenance. The work week consist of routinely include evening and weekend job assignments.