



TOWN OF SMITHFIELD

JOB DESCRIPTION

Part time Ice Rink Maintenance Worker

GENERAL SUMMARY: Under the general supervision of the Ice Rink Manager and the Assistant Managers, this part time maintenance worker shall see to it that the complete interior of the Ice Rink is maintained in a proper manner both as to repair and appearance. It is expected that the maintenance worker will maintain the Ice Rink facility with a high degree of personal pride and interest so that it will be kept in excellent appearance and condition, and thereby reflect his/ her integrity, zeal and workmanship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Clean locker rooms, washrooms, floors, bleachers and rink mats during a scheduled work shift. Floors will be washed on a regular schedule.
2. All wash rooms will be kept clean; toilets and sinks will be cleaned on a scheduled work shift. Paper toweling and toilet tissue will be replaced as needed.
3. All waste baskets are to be emptied as needed,
4. See that all custodial and rink equipment is kept in good working order.
5. Notify the Ice Rink Manager whenever serious problems arise in connection with the operation and maintenance of the rink.
6. Shovel snow from entrance ways, sand walkways and steps as appropriate.
7. Wash all glass and windows as needed.
8. Rent and sharpen rental skates for the public during scheduled ice time.
9. Performs other tasks, as the Ice Rink Manager deems necessary for the efficient and effective operation of the facility.

JOB REQUIREMENTS:

1. Ability to work past 7:00 pm during a scheduled shift.
2. Ability to work with minimal supervision.
3. Ability to work approximately 15 hours per week.
4. Ability to operate office equipment.

PHYSICAL REQUIREMENTS:

1. See functional job description attached.

2. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

EDUCATION AND/OR EXPERIENCE:

1. A valid driver's license is preferred.

WORKING CONDITIONS:

2. Possess the ability to work independently.
3. Possess the ability to work nights and weekends as needed.
4. Possess the ability to work inside and outside the building in all types of weather.
5. At times, noise level is loud.

SALARY REQUIREMENTS:

1. As stipulated by the Town Manager.

10/2018

TOWN OF SMITHFIELD
PART-TIME ICE RINK MAINTENANCE WORKER

FUNCTIONAL JOB DESCRIPTION

Job Title:	Part-Time Maintenance Worker
Department:	Town of Smithfield
Brief description of job:	
<p>General Summary: Under general supervision of the Ice Rink Manager, the part-time maintenance worker shall see to it that the complete interior of the Ice Rink is maintained in a proper manner both as to repair and appearance. It is expected that the maintenance worker will maintain the Ice Rink facility with the high degree of personal pride and interest so that it will be kept in excellent appearance and condition, and thereby reflect his/her integrity, zeal and workmanship. Essential Functions: Clean locker rooms, washrooms, floors, bleachers, and rink mats during the scheduled work shift. Floors will be washed on a regular schedule. All wash rooms will be kept clean; toilets and sinks will be cleaned on a scheduled work shift. Paper toweling and toilet tissue will be replaced as needed. All waste baskets are to be emptied as needed. See that all custodial and rink equipment is kept in good working order. Notify the Ice Rink Manager whenever serious problems arise in connection with the operation and maintenance of the rink. Shovel snow from entrance ways, sand walkways and steps as appropriate. Wash all glass and windows as needed. Rent and sharpen rental skates for the public during scheduled ice time. Perform other tasks, as the Ice Rink Manager deems necessary for the efficient and effective operation of the facility.</p>	

Personal Protective Equipment:	Eye protection/safety glasses, steel toe shoes, gloves and warm clothing; respiratory mask as needed
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Classification:	Sedentary: <input type="checkbox"/>	Light: <input checked="" type="checkbox"/>	Medium: <input type="checkbox"/>	Heavy: <input type="checkbox"/>	Very Heavy: <input type="checkbox"/>
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Classification Key:
Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;
Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;
Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

Driving Requirements:	None: <input checked="" type="checkbox"/>	Manual: <input type="checkbox"/>	Automatic: <input type="checkbox"/>
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WORK ENVIRONMENT			
Floor Surface:	Cement, ice and rubberized surfaces		
Inside:	At the constant level: 50° or below	Outside:	Occasionally or when needed
Lighting:	Overhead fluorescent lighting		
Vibration:	Minimal vibration when sharpening skates		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object

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PART-TIME ICE RINK MAINTENANCE WORKER

0 - 10 lbs			X		Below knee to waist	Trash bags from area receptacles with refuse, cleaning supplies, toiletries
10 - 20 lbs			X		As above	Wet mop buckets
20 - 35 lbs		X				
50+ lbs		X				

CARRYING						
Maximum weight carried: up to 20 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs			X		Grossly up to 50 feet	Various supplies/cleaning supplies
10 - 20 lbs		X			Including up/down stairs	Paper goods, trash bags with refuse
20 - 35 lbs		X				
35 - 50+ lbs		X				

PUSHING/PULLING						
Maximum push/pull: up to 10 lbs						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Short distances	Sweeping, mopping, shoveling
10 - 20 lbs		X			As above	As above
20 - 35 lbs	X					
35 - 50 lbs	X					

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting		X			
Standing				X	
Walking				X	Throughout rink facility and outside grounds if/when needed
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			Ladder, stairs
Reaching - Vertical		X			
Reaching - Horizontal		X			
Grasping			X		Cleaning equipment i.e. broom, mop
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)