



## TOWN OF SMITHFIELD

### JOB DESCRIPTION

#### Part-Time Zamboni Operator

**GENERAL SUMMARY:** Under general supervision of the Ice Rink Manager, the Part-Time Zamboni Operator is responsible for the performance of various duties in maintaining and operating the Smithfield Municipal Ice Rink. This position involves significant public contact. Hours and days of work vary according to the needs of the rink, as assigned by the Ice Rink Manager.

#### ESSENTIAL FUNCTIONS:

- 1 Assists the Rink Manager in the general operations of the Rink.
- 2 Assumes complete responsibility for the Ice Rink on his or her scheduled shift.
- 3 Follows procedures established by the Ice Rink Manager.
- 4 Safeguards the property of the Ice Rink.
- 5 Supervises two or more part -time employees on a scheduled shift.
- 6 Supervises High School Hockey, and Tournament Staff on scheduled days or nights.
- 7 Ensures the Ice Rink operates in a safe manner.
- 8 Reports any unsafe conditions to the Ice Rink Manager, or takes action to immediately correct them.
- 9 Reports all accidents to the Ice Rink Manager.
- 10 Operates the Zamboni ice resurfacing machine.
- 11 Perform other tasks, as the Ice Rink Manager deems necessary for the efficient and effective operation of the facility.
- 12 Interacts with the public in a kind and courteous manner.

#### JOB REQUIREMENTS:

- 1 Graduate from High School or completion of a G.E.D. Certificate; some college or Associates Degree in Business Administration, Recreation, or related fields preferred.
- 2 One year progressively responsible experience performing operations and some management responsibilities at a public ice rink facility or other recreational facility.
- 3 One year supervisory experience.
- 4 General knowledge of maintenance and ability to make minor repairs in the areas of electrical, carpentry, and plumbing.
- 5 Ability to prepare written reports to maintain routine records.
- 6 Ability to deal effectively, tactfully and sensitively with the public.
- 7 Ability to act independently and exercise discretion and good judgment.
- 8 Ability to operate and maintain a Zamboni ice resurfacing machine.

**PHYSICAL REQUIREMENTS:**

1. See functional job description (attached.)

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

**WORKING CONDITIONS:**

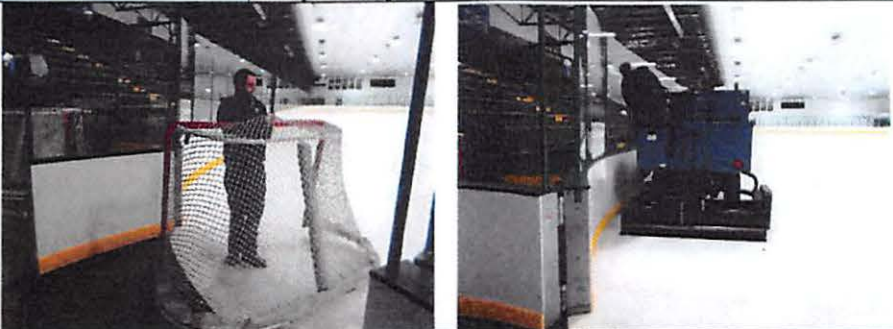
Virtually performs all duties inside the Ice Rink.  
Ability to sit in the Zamboni ice machine for extended periods.  
Ability to work in cold temperatures.

Salary: As stipulated by the Town Manager.

10/2018

TOWN OF SMITHFIELD  
PART-TIME ICE ZAMBONI OPERATOR

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Part – Time Zamboni Operator
<b>Department:</b>	Town of Smithfield
<b>Brief description of job:</b>	
<p><b>General Summary:</b> Under general supervision of the Ice Rink Manager, the part-time Zamboni Operator is responsible for the performance of various duties in maintaining and operating the Smithfield Municipal Ice Rink. This position involves significant public contact. Hours and days of work vary according to the needs of the rink, as assigned by the Ice Rink Manager. <b>Essential Functions:</b> Assists the Rink Manager in the general operations of the Rink. Assumes complete responsibility for the Ice Rink on his or her scheduled shift. Follows procedures established by the Ice Rink Manager. Safeguards the property of the Ice Rink. Supervises two or more part-time employees on a scheduled shift. Supervises High School Hockey, and Tournament Staff on scheduled days of nights. Ensures any unsafe conditions to the Ice Rink Manager, or takes action to immediately correct them. Reports all accidents to the Ice Rink Manager. Operates the Zamboni ice resurfacing machine. Perform other tasks, as the Ice Rink Manager deems necessary for the efficient and effective operation of the facility. Interacts positively with the public in a kind and courteous manner.</p>	
<b>Personal Protective Equipment:</b>	Eye protection/safety glasses, steel toe shoes, gloves and warm clothing; respiratory mask as needed
	

<b>Classification:</b>	Sedentary: <input type="checkbox"/>	Light: <input type="checkbox"/>	Medium: <input type="checkbox"/>	Heavy: <input checked="" 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*

<b>Driving Requirements:</b>	None: <input type="checkbox"/>	Manual: <input type="checkbox"/>	Automatic: <input checked="" type="checkbox"/> (Zamboni)
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### WORK ENVIRONMENT

<b>Floor Surface:</b>	Cement, ice and rubberized surfaces		
<b>Inside:</b>	At the constant level: 50° or below	<b>Outside:</b>	Occasionally or when needed
<b>Lighting:</b>	Overhead fluorescent lighting		
<b>Vibration:</b>	Minimal vibration when sharpening skates		

### PHYSICAL DEMANDS

#### LIFTING

Maximum weight lifted: up to 75 pounds occasionally

WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 – 10 lbs			X		Below knee to waist	Paper goods, trash bags
10 – 20 lbs			X		As above	As above



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20 - 35 lbs		X			As above	Cases of soda
50+ lbs		X			Waist to above shoulder height	Section of protective glass

CARRYING						
Maximum weight carried: up to 50 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs			X		Varying distance on site	Various supplies/tools
10 - 20 lbs		X			As above	Paper goods, trash bags, cases of soda
20 - 35 lbs		X				
35 - 50+ lbs		X				

PUSHING/PULLING						
Maximum push/pull: varying forces						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Varying distances	Sweeping, mopping, squeegee
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		
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching - Vertical		X			
Reaching - Horizontal		X			
Grasping			X		
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)