

CITY OF MARQUETTE

JOB DESCRIPTION

TITLE: Parks & Recreation Zamboni Driver

REPORTS TO: Parks and Recreation Coordinator

JOB CLASSIFICATION: Seasonal/Temporary

Position Summary:

Works under general supervision of the Parks and Recreation Coordinator. The Zamboni Driver is responsible for general custodial duties, operations, and maintenance for Parks & Recreation facilities.

Essential Duties:

An employee in this position may be called upon to do any of the following: (these examples do not include all of the tasks which the employee may be expected to perform.)

- Perform general custodial and maintenance duties for daily operations or special events. Includes set up and tear down for special events, locker room and restroom cleaning, lobby and hallway cleaning, etc.
- Responsible for ensuring ice rental schedules are followed and daily facility needs are completed. Includes building security, post-event cleanup, and general opening/closing procedures.
- Operate key equipment for ice arena operations in a manner that maintains a high quality ice surface.
- Report accidents, emergencies, scheduling problems, and building repair and maintenance needs to the appropriate City staff person.
- Keep all doorways and walkways clear of ice and snow.
- Exercise high standards of customer service and professionalism when handling complaints or enforcing Arena rules.
- Open, maintain, and close various Parks & Recreation facilities for various rental events during the winter months.
- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, and safe work procedures.
- Work hours and assignments may vary and will include some weekend shifts with a maximum of 40 hours per week. Term of employment is seasonal and may not exceed six (6) months.

Non-Essential Duties:

Perform other related functions as assigned.

Materials and Equipment Used

- Zamboni ice resurfacer.
- Ice Edger and Ice Scraper/Chipper if necessary for ice maintenance.
- Various cleaning supplies with required protection.
- Snow blower, shovel, and sidewalk salt for snow and ice removal.

Required Qualifications:

- Must maintain satisfactory working relationships with public officials, the general public and other City employees.
- Ability to work a flexible schedule that includes evenings, week-ends and holidays.
- Physical strength and dexterity to perform strenuous work involving lifting and carrying moderately heavy objects.
- A valid Michigan driver's license and good driving record.
- Ability to communicate orally in a clear manner.
- Knowledge of safe work practices and materials used.
- Basic skating ability preferred.
- Previous ice arena and ice resurfacing skills preferred.

Physical Demands:

- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Ability to lift 75 pounds maximum with assistance of another person, and frequent lifting and/or carrying objects weighing up to 40 pounds.
- Frequent bending, squatting, twisting climbing and reaching.
- Occasional sitting and driving.
- Ability to distinguish various sounds and people or objects at varied distances.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Department Head

Date

Director of Administrative Services

Date