

**WEST FARGO PARK DISTRICT
JOB DESCRIPTION**

<u>TITLE:</u>	Shift Leader
<u>CLASSIFICATION:</u>	Full-Time Maintenance/Non-Exempt Employee
<u>SUPERVISION:</u>	Facility Manager
<u>SALARY:</u>	Salary recommendations are submitted by the Director of Parks & Recreation and approved annually by the Board of Commissioners. Standard benefits of the District are provided.
<u>PURPOSE:</u>	To perform with demonstrated skill, complex park maintenance tasks under minimum supervision in the operation and maintenance of Park District facilities and properties consistent with District standards.

KNOWLEDGE AND SKILLS REQUIRED:

- Familiarity of all phases of arena maintenance and operation.
- Considerable knowledge of hazards and safety management.
- Ability to plan, organize, lay out, direct, supervise, evaluate and complete projects so as to obtain efficient results.
- Ability to understand and effectively carry out written and oral instructions, including engineering plans and specifications.
- Ability to maintain records and prepare work and time reports.

DUTIES AND RESPONSIBILITIES:

- Maintain buildings and facilities in a clean, safe, sanitary condition. Perform preventive maintenance functions in accordance with park and arena maintenance standards.
- Operate a variety of arena maintenance equipment such as: ice resurfacer, snow blowers and related special equipment in a safe manner. Operate Zamboni and edger; perform general maintenance of ice surface and hockey boards.
- Perform routine equipment maintenance.
- Transport machines, vehicles, tools, personnel and materials in a safe and efficient manner.
- Under supervision and direction, assist in construction and renovation of facilities and equipment.
- Uphold a positive image of the Park District in a variety of public contact situations.
- Assist and supervise maintenance and overall operation of arena facilities to include grounds, structures, equipment, ice resurfacer, compressors, etc.
- Work hours: weekend and evening hours.
- Coordinate, supervise and assign work to part time help.
- Be responsible for ice grooming and resurfacing.
- Supervise special events, ice shows, high school hockey, tournaments, public skating, dry floor rentals and activities, etc.
- Perform custodial duties as required or assigned.
- Perform other duties and assume other responsibilities as are apparent or delegated. Carry out special projects assigned by Facility Manager.
- Keep management informed on matters he/she will need to be aware of to manager his/her responsibilities effectively.
- Ability to work and communicate effectively with all user groups. Respond to customer complaints.
- Ability to communicate ideas, recommendations, instructions and explanations clearly, orally or in writing.
- Ability to maintain a good working relationship with other employees, supervisors and general public.
- Clean driving record with a valid driver's license.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Must be able to read, write, speak and comprehend in English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to patrons and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to count money and make change.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Teamwork Orientation:

Must possess strong teamwork orientation, with the ability to maintain effective working relationships with co-workers, representatives of other departments, organization and the general public as required.

Supervisory Responsibilities:

This job has supervisory responsibilities of part-time employees while on shift.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate to loud. The employ is frequently exposed to work conditions that are cold and damp.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift 100 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms and stoop, kneel, or crouch. The employee is frequently required to stand; climb or balance and talk or hear. The employee is frequently required to taste or smell.

EDUCATIONAL REQUIREMENTS

High School graduate or GED.

West Fargo Park District

POSITION ANNOUNCEMENT

SHIFT LEADER

The West Fargo Park District is accepting applications for a fulltime position of Shift Leader. This Shift Leader position will work, year round at the Veterans Memorial Arena, a multi-use facility. Hours include evenings and weekends. High School diploma or GED required. Valid driver's license with a clean background is required. Starting salary is \$25,000 plus standard FTE benefits.

Applications must be sent to the West Fargo Park District by May 23, 2008. A complete job description is available at the WF Park District office at 500 13 Avenue West or on line at www.wfparks.org. The WFPD is EOE.

