



Position Vacancy

RFP #27-010-01

Position: Seasonal Arena Laborer
Department: Parks & Recreation Loring Arena
Salary Range: \$21.45 per hour
Schedule: Sunday – Saturday (Varied hours 5:00 am to 11:30 pm)



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply withing the first 30 days.
- Loring Arena is located at 150 Fountain Street, Framingham MA 01702.
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Employee is responsible for monitoring and ensuring effective and efficient overall arena operations during scheduled shifts.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Ensure ice resurfacing equipment is operating effectively in order to deliver a high quality and safe surface for patrons.
2. Perform light maintenance on the ice resurfacing equipment including Zamboni and electric edger.
3. Appropriately assess the ice schedule and assign locker rooms to minimize potential conflicts.
4. Clean and inspect locker rooms and showers after each use including sweeping, wet mopping, sanitizing surfaces and restocking supplies as needed.
5. Document issues that require additional maintenance and bring them to the attention of the arena management.
6. Clean all arena common areas as required with appropriate tools, including electronic floor scrubber, brooms, mops, etc.
7. Monitor all arena trash barrels and empty as needed.
8. Add and remove nets as may be required by ice rental schedule.
9. Maintain proper lighting for overall facility and ice surface.
10. Respond to injuries or incidents as they occur and fill out appropriate accident reports.
11. Perform snow removal and salting on all walkways, entryways, and stairs to maintain safe entry to town buildings.
12. Follow established protocols related to opening and closing the facility, including locking and unlocking all access/egress doors.
13. Collect money from rental groups and deposit payments into the safe.

14. Assign other arena workers such as skate guards and ticket sellers cleaning duties as needed to maintain the cleanliness of the facility.

Qualifications:

- **Must be at least 18 years old.**
- **Education, Training and Experience:**
 - At least two (2) years of experience working in an arena with knowledge of arena operations and use of ice resurfacing equipment, or an appropriate combination of education and experience in a related field.
 - Requires a minimum of high school diploma or GED equivalent.
 - Class D Driver's License
- **Knowledge, Abilities and Skills:**
 - Knowledge of the use of tools, techniques, equipment and procedures required in the repair and maintenance of municipal buildings and grounds, including ice arenas.
 - Ability to plan and prioritize work, be self-motivated, and perform multiple tasks within a timely manner.
 - Skill in operating machinery to assist with snow removal, and the use of tools and other equipment used to perform the daily operations of the arena.
 - Ability to deal tactfully with members of the public
 - Able to establish effective working relationships with city staff
 - Able to maintain composure
 - Able to pass a MA CORI/SORI prior to hire and at least once every two years thereafter

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 position's essential functions.***

Employee is regularly required to lift, push, and pull equipment and materials weighing up to 100 pounds. Must be able to perform other physical activities such as, but not limited to, lifting equipment, bending, and standing, climbing or walking. Employee must be able to safely use ladders, power tools, and manual tools.

Supervision Required:

Employee works under the general supervision of the Arena Director and Arena Supervisors. Employee is familiar with the work routine and carries out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instruction. The employee is then expected to seek advice and further instructions. Reviews and check s of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

During scheduled shifts the employee is responsible for monitoring overall building operations and public safety protocols. The employee may be required to supervise and direct the activities of other part-time staff in order to accomplish required results, and according to established arena protocols.

Work Environment:

Working conditions involve exposure to machine or related noise or a combination of unpleasant elements such as odors, chemical fumes/gases, dust, smoke, heat and/or cold, oil, dirt or grease. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time. Work consists of simple, routine or repetitive tasks and/or operations with few variations in well-known established procedures.

Judgement:

Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgement involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Nature and purpose of relationships:

Relationships are primarily with co-worker's incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contact with the public may be required on a daily basis.

Occupational Risk:

Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injuries include slip and fall, burns, fire, muscle strain from working with heavy materials and/or cleaning equipment, falls from heights in excess of 3 feet and illness from exposure to communicable diseases. Other consequences of errors or poor judgment may include labor/material cost, adverse public relations, and endangering public health/safety.