

For HR Use Only:

Job Code: 58240
Band: Operations
EEO: 7
DIV: STU
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**Babson College
JOB DESCRIPTION**

November 2013

Title: Operations Assistant, Babson Skating Center

Department: Babson Skating Center

Reports to: Operations Manager, Babson Skating Center

Job Summary:

Responsible for driving/operating Zamboni and following proper procedures to ensure high quality maintenance of ice field and safety of users. Also responsible for assisting with general cleaning and maintenance of vehicles and equipment and rink property, including building, landscape, snowplowing.

Performs custodial duties and maintenance work, including grounds keeping, as necessary for the safe and efficient operation of the skating rink and the upkeep of the appearance of the grounds and property.

Key Responsibilities:

- Drives and operates Zamboni according to established procedures and safety guidelines during scheduled shifts. Responsible for reporting to work on time within established time frames that allow proper review/update on ice conditions, equipment, etc. before scheduled ice time, and filling out required reports.
- Responsible for making ice on time as assigned according to the rink charts and for the edging and extra ice maintenance to ensure proper ice conditions.
- Responsible for monitoring facility and equipment for any visible problems and notifying rink management within appropriate time frames regarding poor ice conditions or mechanical failures.
- Responsible for following established procedure and safety guidelines at all times including: allowing no one on ice while resurfacing with the exception of persons removing nets, and assisting in the enforcement of the helmet policy.

- Responsible for assisting with general maintenance and cleaning of rink property including: emptying and relining trash receptacles, sweeping and vacuuming floors and other areas (locker rooms, bench and bleacher areas) as needed.
- Responsible for checking restrooms, official's room, locker rooms, lobby, etc. to ensure building is empty when closing.
- Assists in the general maintenance of the skating center grounds and property, including snow removal and landscaping duties as well as operates various cleaning and snow removal equipment/machinery.
- Assists in games management as needed for MIAA, Babson College hockey games, and other special events.
- Assists in the mechanical maintenance of the Zambonis, the rink truck, and other vehicles and ice related equipment as necessary.
- Assists, and supports the efforts of, the Operations Manager.
- Assumes additional responsibilities and duties as required.

Supervises:

N/A

Education Requirements:

Minimum Level of Education Required

High School Diploma; Some college preferred

Position Knowledge/Skills & Abilities Requirements:

- Experience operating of a Zamboni or Olympia ice resurfacers
- Experience operating an ice edger
- Ability to perform vehicle maintenance
- Ability to work independently
- Ability to travel on and off campus
- Ability to work late evenings and weekends

- Heavy lifting required (75 lbs and over)

Working Conditions:

- Some late evenings/weekends including: shift primarily would be M-F 4pm-12am, but could fluctuate due to games, rink schedule.
- Must have had a valid unrestricted U.S. Driver's License for one year, and maintain throughout employment an insurable (as determined by the College's insurer's criteria) or a satisfactory driving record; must successfully complete and pass the College's vehicle training program within the first 60 days of employment; annual or more frequent review of employee's driving record based on the College insurer's criteria; and safety training as required by management.

Additional Experience, Skills & Abilities:

- Knowledge of NCAA Hockey protocols and procedures related to college hockey preferred
- Prior working experience at a college/university rink preferred