



Salt Lake County Job Description

Building Operations Manager

DEPARTMENT: Community Services

DIVISION: Recreation/3640

JOB CODE: 524 **GRADE:** 011

FLSA STATUS: Non-Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 03/21/2011

SAFETY SENSITIVE: No

JOB SUMMARY

Manages and performs all building operations, safety, maintenance functions, and repair of ice or aquatic facilities.

MINIMUM QUALIFICATIONS

Four (4) years of closely related experience; OR an equivalent combination of education and experience.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

Attainment of the following certifications within six (6) months of start date:

First aid, CPR, and AED certification

Emergency Ammonia Response Team certification

Certified Ice Technician (CIT) or equivalent (for ice facilities)

Aquatics Facility Operator (AFO) or Certified Pool Operator (CPO) (for aquatic facilities)

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Establishes and implements an inspection, repair, and maintenance program to ensure equipment, systems, and fixtures are functional and safe.
- Develops and implements standard operating procedures for the installation and removal of ice skating sheets. Maintains the ice sheets' thickness, level, and surface quality.
- Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Recognizes facility safety hazards, reports unsafe or potentially hazardous conditions, and takes appropriate action.
- Implements, monitors, and inventories control system for tools, replacement parts, and facility supplies.
- Ensures the storage and proper handling of all related chemicals and supplies.
- Plans, organizes, and implements a facility Emergency Ammonia Response Plan (EARP).
- Inspects and monitors facility security systems, including fire, ammonia, and security sensors, exterior/interior locks, building keys, and security codes.
- Monitors dressing room areas for cleanliness, damages, safety, and security issues. Assists custodial staff as needed.

- Operates and maintains skate sharpening equipment.
- Assists in preparing the annual budget for building operations, repair, and maintenance needs.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Operation of specialized equipment common to the ice rink industry such as an Ice Resurfacer (Zamboni) and Ice Edger
- Methods, materials, and equipment necessary to perform routine maintenance and repairs
- Potential hazards associated with ice rink and pool maintenance
- Preventative maintenance techniques
- Federal, State, and Local safety regulations
- Basic first-aid methods and procedures

Skills and Abilities to:

- Perform routine preventative maintenance on equipment and accessories
- Operate and utilize specialized tools, motorized and powered equipment, and materials related to this position
- Demonstrate a strong mechanical aptitude
- Safely train and supervise employees on a variety of equipment relative to ice sheet maintenance
- Read, understand, and follow safety rules and regulations
- Communicate effectively both verbally and in writing
- Follow verbal and written procedures and instructions
- Work independently
- Establish and maintain professional and effective work relationships with co-workers, customers, and vendors

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires physical labor (approximately 50% of the time); lifting, pushing, pulling, kneeling, bending, standing, climbing ladders, and carrying objects up to 50 lbs and occasionally up to 100 lbs (with assistance).

This position requires frequent work on ice surface demanding the need to negotiate unsafe and slippery conditions.

This position requires working with various chemicals, which must be handled safely and in accordance to Federal, State, and Local regulations.

Occasional exposure to outside elements.

IMPORTANT INFORMATION REGARDING THIS POSITION

May be required to work holidays, nights, and weekends as needed.

Revised Date/Consultant's Initials: 01/16/2017/MB