

City of Ironwood
Pat O'Donnell Civic Center – Seasonal Ice Rink Attendant

The City of Ironwood is seeking an Ice Rink Attendant that will be responsible to assist with operations at the Pat O'Donnell Civic Center. The attendant will maintain a safe, clean environment during each shift. Applicants for this position must be able to work approximately 10-20 hours per week and work various shifts including weekday evenings, weekends and holidays. This is a seasonal position; dates and hours of employment are subject to seasonal operation requirements. Compensation for this position is \$9.45 per hour. Must be 16 years of age or older. Employment application and a complete job description are available at the City Clerk's Office, 213 S. Marquette Street, Ironwood, Michigan, and on the City website at the following link: <https://cityofironwood.org/government/departments/>. Interested candidates should submit application, resume and cover letter to the City Clerk's office located at 213 S. Marquette Street, Ironwood, MI. Applications should be submitted by 4:00 p.m., Monday, November 18, 2019. Applications will be accepted until the position is filled. EOE. *"Find your North"*.

CITY OF IRONWOOD

SEASONAL ICE RINK ATTENDANT

General Summary

The Ice Rink Attendant will represent the City of Ironwood and is responsible to assist with operations at the Pat O'Donnell Civic Center ice rink. The attendant must be able to work approximately 10-20 hours per week and work various shifts including weekday evenings, weekends and holidays. Ice Rink Attendant is a seasonal position: dates and hours of employment are subject to seasonal operation requirements.

Supervision Received

Employee is supervised by the Pat O'Donnell Civic Center Manager.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all of the following: (Does Not include all tasks employee may be expected to perform).

1. Maintain a safe, clean environment during each shift.
2. Open and close building during hours of operation.
3. Physically perform functions of the position. Including lifting or moving up to 50 pounds.
4. Operate a shovel, broom, and snowblower.
5. Clean restrooms and common areas used by public and staff.
6. Perform related work as required.

Desired Minimum Qualifications

1. Must be 16 years of age or older.
2. Knowledge in the procedures, practices, materials, tools and equipment utilized.
3. Skill in solving problems.
4. Skill in understanding and carrying out oral and written instructions.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, walk, sit, stand, climb or balance; stoop kneel, crouch, talk, hear, smell and reach with hands and arms.

The employee must lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works outside in inclement weather conditions.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

EMPLOYMENT HISTORY

List each job held. Start with your present or last job first.

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

Employer: _____
Address: _____ Phone: _____
Start Date: _____ End Date: _____
Job Title: _____
Hourly Rate/Salary Start: _____ End: _____
Supervisor: _____ Reason for Leaving: _____
Work Performed: _____

Applicants for NON-UNION positions read and sign paragraph 7. Do not sign paragraph 8.
Applicants for UNION positions read and sign paragraph 8. Do not sign paragraph 7.

7. In consideration of my employment, I agree to conform to the rules and regulations of the City of Ironwood, as they may be amended or changed from time to time, and agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either the City or myself. I understand that no officer or representative of the City has the authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, except the City Manager and any such agreement must be made in writing, directed to me personally. I further acknowledge that no one has made any representation or statement to the contrary to the City's employment at-will policy or about the City's economic outlook or stability to me, either orally or in writing, and I acknowledge and understand that no one has the authority to make such representation of statements to the contrary in the future.

Signature _____ Date _____

8. In consideration of my employment, I agree to the rules and regulations of the City of Ironwood. I further acknowledge I will be on probationary status for a minimum of _____ days from the date of my hire. As a probationary employee, I understand my employment and compensation can be terminated at any time with or without

Signature _____ Date _____

9. I agree that any lawsuit against the City, arising out of my employment or termination of employment including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filled within six (6) months of the event giving rise to claims or be forever barred. I waive any limitation period to the contrary.

Signature _____ Date _____

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF EACH OF THE ABOVE NINE (9) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

Signature _____ Date _____