

Lethbridge Curling Club Head Ice Technician - Job Description

POSITION SUMMARY

The Head Ice Technician is responsible for the installation, day to day and long-term maintenance and upkeep of the ice and playing area of the Lethbridge Curling Club. He or she is also responsible for the daily supervision of the Ice Maintenance staff and as well as responsible for the general maintenance of the Building.

GENERAL TERMS OF EMPLOYMENT

Reporting Relationship: Reports to General Manager

Seasonal, August 15 to April 15 (Dates TBD Annually).

Salary: Paid every 2 weeks during employment period.

MAJOR RESPONSIBILITIES

Responsible for the providing the membership with ideal playing conditions as part of the installation, upkeep and maintenance of the playing area which includes but is not limited to the following:

- Start of season installation of ice, including flooding, painting of surface, installation of lines, decals and houses, hacks etc.
- Texturing rocks twice per season.
- Daily and weekly ice maintenance including Pebbling, Cleaning, Flooding, Ice King scraping.
- Responsible for the general maintenance of the ice and ice area.
- Responsible for liaising with the City of Lethbridge facility management and staff for all start-up and shutdown procedures.
- Responsible for the removal of the ice and associated cleanup including the ice surface area, storing curling rocks, and the ice making and maintenance equipment in an appropriate manner at season's end.

Manage the physical ice to ensure it is maintained in accordance with structural and aesthetic standards, including but not limited to:

- Ensuring adherence to approved preventive maintenance program.
- Dealing, on a proactive basis, with ice issues as they arise.
- Coordinating a developmental and maintenance program which results in quality curling ice.
- Ensuring rocks are maintained to standard.
- Assuring that all support Ice staff have been properly trained and an understanding of their respective job description.

ACCOUNTABILITIES

- Accountable for development and maintenance of quality curling ice.
- Accountable for adherence to approved budget for maintenance, supplies, and equipment in the ice area operations.
- Accountable for general maintenance duties relating to the facility.
- Accountable for adherence to all Board policies and procedures.
- Accountable for adherence to all Occupational, Health and Safety guidelines.

OUTLINE OF OPERATIONAL EXPECTATIONS

- Day to day operations include but are not limited to:
- Clean, pebble, nip ice for each draw.
- Daily Ice scraping.
- Clean hacks and hack areas.
- Hone and maintain blades on both scraper and hand scrapers.
- Change out blade on scraper when required.
- Vacuum carpet, fill tissue holders and empty garbage on regular basis.
- Fix any scrapes, divots, or holes on ice surface.
- Clean and maintain pebble heads.
- Change out mop heads when needed.
- Keep ice tech rooms tidy and organized.
- Assist with maintenance of interior and exterior of building.
- Janitorial assistance with all areas of the club as needed.
- Prompt snow and ice removal of all public access areas of the building when required.
- Maintain Ice staff time sheets in timely and accurate fashion.
- Assist with security measures in ensuring locker rooms, outside exit doors are always secured.
- Clean and maintain back walks of garbage, cups, or any other materials.
- Approachable by membership and/or curlers for assistance when required.

COMMUNICATION

General Manager: To assure planning, coordinating and policy implementation of all ice area operations. Daily

Board of Directors/General Manager: Problem resolutions relating to ice area operations. As required or requested.

Ice Techs: Staff Delegation of responsibilities, assignment of tasks and regular performance assessments. Daily

Ice Tech Staff: (Discipline) Problem resolution As required.

SUPERVISION

Supervision of ice tech staff, including scheduling, training, delegation, and monitoring.

ADDITIONAL JOB REQUIREMENTS

Help teach and educate ice staff to help execute development and growth of employees.

Hiring and onboarding LCC ice staff.

Ability to work or schedule staff depending on the task at hand, including evenings and weekends, as required by the LCC.

Any other duties as assigned by the General Manager