

## **TOWN OF WEST WARWICK POSITION DESCRIPTION**

**Title:** West Warwick Civic Center Maintenance  
**Department:** West Warwick Civic Center Enterprise  
**Reports to:** West Warwick Civic Center Management

**Primary Purpose of the Position:** To provide all levels of maintenance, under the direction of West Warwick Civic Center Management.

### **Duties and Responsibilities:**

- Responsible for securing the building at the open and close of business per shift times.
- To make sure the ice rink machinery and field house machinery is in proper working order.
- To operate Zamboni
- To operate Floor Washer
- To maintain and make sure the Zamboni and the Floor Washer are in proper working order, report any issues West Warwick Civic Center Management
- To maintain and clean daily the rinks dasher boards and glass, report any issues West Warwick Civic Center Management
- To maintain and clean all the glass of the second floor of the rink and field house report any issues West Warwick Civic Center Management
- To maintain and clean with disinfectant bathrooms/ locker rooms in both buildings, every shift.
- Responsible for making sure customers at the West Warwick Civic Center get on and off the ice/floor according to scheduled rental agreements.
- To oversee that all customers and their patrons during each shift of the West Warwick Civic Center have a clean and safe space for their use of the rental.
- Responsible for cleaning and disinfecting common areas of the Field House and Ice Rink daily, and all trash removed from the buildings daily.
- Up keep of painting and any minor repairs of the buildings.
- Wash floors and mats and vacuum of both building during each shift.
- Responsible for the daily cleanup around the property outside the building including removal of trash.
- Performs other duties as assigned.

### **Required Knowledge and Skills:**

- General knowledge of equipment, including ice rink equipment.
- Must be capable of operating machinery associated with maintenance of Field House and Ice Rink.
- Ability to follow directions and effectively perform the work.
- Positive attitude and neat appearance.

**Educational:**

- High school diploma or GED equivalent.
- Must possess excellent people skills in order to interact with the many renters of the Civic Center complex.
- Must possess a Crowd Management License, if you do not possess one sign up for the next available class.
- Must have a valid Driver's License
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**Physical:**

- Be able to sit while driving for long periods of time
- Vision correctable to 20/20 with good field and depth perception to operate motor vehicles safely and efficiently
- Physically fit to perform heavy manual labor to include lifting materials weighing up to 80 Lbs.