

Essentia Health Sports Center

Arena Manager

TITLE: Arena Manager, Essentia Health Sports Center

REPORTS TO: Executive Director and Brainerd Amateur Sports Foundation Board of Directors

SUPERVISION: Assists in the leadership of Essentia Health Sports Center's daily operations and assists in the direct supervision of Essentia Health Sports Center employees

CLASSIFICATION: Salaried

BASIC FUNCTION: This position assists with the day-to-day operations of the Essentia Health Sports Center, primarily focusing on all facility maintenance, including refrigeration system, HVAC, general electrical and plumbing, ice resurfacing operations and related ice maintenance, general repairs, and overall facility cleanliness. Will also take a leading role in supervising/scheduling/training of staff. The position requires a flexible schedule, including some evening and weekend hours, depending on facility needs.

KEY DUTIES AND RESPONSIBILITIES:

- Perform all maintenance activities and related duties as directed by the Executive Director and the BASF Board of Directors in an acceptable, established, and timely manner.
- Help supervise all Essentia Health Sports Center employees.
- Assist in coordinating and qualifying volunteers when they are working in the facility.
- Recommend enhancement or renovation projects as required to maintain the Essentia Health Sports Center's competitive stature and to support the diversification of dynamic programming.
- Establish resurfacing schedules, including edging and general ice maintenance needs, and ensure effective scheduling of arena employees to help meet these needs.
- Coordinate the preventive maintenance and repairs of all equipment, maintaining a log of all arena assets and their maintenance, etc.
- Inventory and obtain supplies when necessary.
- Inventory equipment, tools, and ice making materials.
- Develop and implement a plan to enhance the current level of performance through continued education and certification, as approved by BASF Board.
- Help ensure a safe working environment, and a safe customer environment for the whole facility.
- Other Miscellaneous duties as assigned by the Executive Director and/or BASF Board.
- Create and execute duties on a daily and weekly punch list at the beginning of each week in consultation with the Executive Director that includes, but is not limited to, restroom maintenance and preparation of the building for that week's games/events.

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MINIMUM QUALIFICATIONS:

Education and Desired Qualifications

- High school diploma or GED, plus specialized training in mechanical maintenance, refrigeration systems, or a related field.
- Two (2) years of facility operations experience or an equivalent combination of education and experience.
- Ice Arena experience, including ice resurfacers operations and ice maintenance
- Minnesota Ice Arena Management Association (MIAMA) certification (CAM, CAP or CAO) preferred but not required.

Experience

- Management experience in a multi-purpose facility.

Other Knowledge, Skills, and Abilities:

- Skill in written, verbal, and interpersonal communication
- Ability to provide leadership and direction
- Ability to analyze situations and develop effective solutions
- An understanding of Zamboni operation and repair
- All around general knowledge of mechanical equipment, refrigeration systems, HVAC, and facility maintenance

PHYSICAL REQUIREMENTS: Light work: Exerting up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing, and repetitive motions.