

## **ARENA MAINTENANCE SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing and supervising a variety of tasks in the operation and maintenance of the Arena and Forum, especially the set up and tear down of facilities and equipment for performances and sporting events. The work is performed under the general supervision of the Arena Manager. Supervision is exercised over the maintenance staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees all of the buildings and grounds maintenance at the Arena and Forum;

Supervises maintenance personnel to insure that maintenance and set-up specifications for each performance or sporting event are correctly executed;

Supervises and assists with the continuous maintenance of all electrical, mechanical, HVAC and refrigeration systems;

Recommends to promoters and/or sponsors efficient procedures for set-up, use of stage area and equipment;

Oversees the maintenance of all equipment necessary for program changes such as forklifts, hockey dashers, seating carts, pickup trucks and other related equipment;

Operates forklifts, tractors, sound systems and other set-up equipment;

Purchases necessary supplies and equipment within budget guidelines;

Acts as liaison between production company personnel and Arena management regarding facility requirements and set-up;

May assume the supervisory responsibilities of the Arena Manager in his/her absence;

May operate specialized equipment such as a Zamboni machine in conjunction with maintenance activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of the efficient maintenance and operation of performance/sporting event facilities;

Good knowledge of electrical, mechanical, HVAC and refrigeration system operations;

Good knowledge of ice surface maintenance practices;

Good knowledge of Arena safety procedures;

Ability to plan and supervise the work of others;

Ability to convey detailed instructions to others;

Mechanical aptitude;

Initiative;

Tact;

Courtesy;

Good judgement;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree in construction technology or related field and two years of experience in the operation and maintenance of a multipurpose performance/sporting event facility, one year of which included supervisory responsibilities; OR
- B) Graduation from high school or possession of a high school equivalency diploma and four years experience in the operation and maintenance of a multipurpose performance/sporting event facility, one year of which included supervisory responsibilities; OR
- C) An equivalent combination of training and experience as defined between the limits of A) and B) above.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level motor vehicle operator's license at time of appointment.
- 2) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator