



TOWN OF WATERTOWN
PERSONNEL DEPARTMENT
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GAYLE M. SHATTUCK
Personnel Director

August 15, 2018
Posting #19-08-01

VACANCY ANNOUNCEMENT

Assistant Skating Rink Manager

40 Hours Per Week

Skating Rink

The Town of Watertown seeks an Assistant Rink Manager who will assist with oversight of the daily operation of the John A. Ryan Skating Rink. Reporting to the Skating Rink Manager, this position operates the Zamboni machine to prepare ice surface; maintains the ice quality; performs maintenance on ice-making and resurfacing equipment. Performs custodial duties, including rubbish removal; clears snow and ice from walkways, exits, and the parking lot. Responds to requests for service or information; assists coaches; organizes events. Coordinates schedules; oversees the work of staff and volunteers; provides training. Performs similar or related work as required, or as situation dictates. The employee has ongoing contact with the public and vendors; contact with the public is in person and by telephone. The employee operates standard office equipment, medical equipment, hand, power and pneumatic tools, light truck, light and heavy equipment, Zamboni, ice edger, grounds maintenance equipment and sports equipment. The nature of the work requires irregular work schedules, nights and weekends and response to emergency situations.

Required Qualifications

High school diploma or GED; three years of experience in skating rink management; or an equivalent combination of education and experience. Demonstrated customer service skills, supervisory skills, mechanical skills and manual trade skills. Knowledge of the practices and methods of ice rink operation and maintenance techniques.

Ability to interact effectively and diplomatically with the general public, ability to work independently and maintain a flexible schedule, ability to supervise personnel efficiently, ability to communicate clearly and concisely with people of all ages. Must be able to pass a CORI /SORI background check and have a good driving history.

SALARY RANGE BEGINS: \$52,056 per year plus excellent benefits

TO APPLY: Applications, to be submitted with a cover letter and resume, are available at www.watertown-ma.gov. Applications are accepted by email; personnel@watertown-ma.gov; fax 1-617-923-8195 or in the Personnel Office, 149 Main Street, Watertown, MA 02472.

DEADLINE: September 14, 2018

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER