

**Date Posted:**

7/14/2020

**Location:**

Biddeford, Maine

**Position: Assistant Arena Manager**

**Work Schedule: Varies based on the season; 12 Months**

**Start date: ASAP**

**Pay:** \$35,000 to \$40,000 per year.

**Benefit** Health benefits to be negotiated, Life, Vacation and Sick Time Off

**Summary:** This position is responsible for assisting the Arena Manager in supervising, directing, administering an orderly and efficient operation of the Biddeford Arena & Expo Center. The Assistant Arena Manager will also support the mechanical and building maintenance processes.

**Required Qualifications:**

- Previous experience in ice arena maintenance, equipment, and operations.
- Previous experience in personnel management, including hiring, supervision, evaluation and training
- Ability to work independently, strong self-motivation and effective time management skills
- Effective collaboration skills including strong interpersonal, communication, organization, and technology skills
- Willingness to perform other duties, work irregular hours, and assume added responsibilities as needed
- Valid driver's license

**Responsibilities:**

- Responsible for general repairs, building and equipment maintenance.
- Keep and maintain all maintenance logs for all arena equipment and HVAC units.
- Monitor refrigeration equipment and HVAC units to ensure proper operation.
- Establish and maintain preventive maintenance program.
- Monitor and maintain ice sheets using various ice maintenance techniques.
- Responsible for the installation and removal of the ice sheet.
- Assist with grounds maintenance as needed.
- Maintain MSDS book.
- Establish and maintain a positive working relationship with subordinates, peers, and users of the facility, etc.
- Provide work training and direction to arena staff on an ongoing basis.
- Assist Arena Manager with employee evaluations.
- Assist with arena events such as high school games, tournaments, etc.
- Keep Arena Manager informed of daily work accomplishments, problems, new developments, and status of operation.
- Requisition supplies, materials, and services for the arena.
- Make recommendations (short and long term) concerning arena equipment and capital improvement projects based on available resources.

Perform other duties as assigned

Please send cover letter and resume to [cking@biddefordarena.com](mailto:cking@biddefordarena.com).