



**POSITION** Facilities Staff

**REPORTS TO** Facilities Director

**SUMMARY** The Skating Club of Boston is a founding member of U.S. Figure Skating and a primary center for high performance training and recreational skating in the United States. The position of Assistant Facilities Manager will report directly to the Club's Facilities Director, and work in coordination with other staff members on a day-to-day basis. The position requires an experienced professional who can work with and without close supervision, and who will be responsible to their work and not the clock.

**MAJOR AND OTHER RESPONSIBILITIES**

- Ensure proper building and management standards are maintained at all times
- Opening and closing building, following all security procedures
- Ice resurfacing and other regular ice maintenance
- Perform general equipment maintenance and repair, including maintenance of equipment logs
- Building cleaning, including restrooms, trash removal, etc.
- Four season landscape and parking lot maintenance, including snow and ice removal to keep public walk and driveways clear and clean
- Meeting room and special event set-up and break down
- Management of special projects, which could include interior and exterior painting, landscape additions, installation and removal of seasonal dehumidification equipment, etc.

**COMMITMENT**

- Full time, with the flexibility to work weekend and early morning shifts, some holidays, special events [scheduled] and emergencies [unscheduled]

**BENEFITS**

- Paid vacation, paid company holidays [11] and paid sick leave
- Health insurance

**QUALIFICATIONS**

- Experience driving a Zamboni and operating other ice maintenance equipment. Zamboni certification is a plus, but not required
- Must be highly motivated to learn new skills, (ice edging) that are essential for a successful rink operation
- Must be able to take initiative and demonstrate accountability and reliability
- Minimum 5 years previous experience in recreation facility preferred
- Must possess a valid driver's license
- Must be physically able to do heavy lifting and comfortable working at heights
- Familiar with tools and maintenance equipment
- Must possess effective oral and written communication skills

**The Skating Club of Boston is an equal opportunity employer.**