



City of
Evanston™

Date Developed:	6/11/2019
HR Review Date:	

JOB DESCRIPTION/JOB POSTING

AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Parks, Recreation, Community Service
DIVISION:	Recreation / Robert Crown Community Center
POSITION TITLE:	Crown Operations Supervisor
JOB TYPE:	
PAY GRADE/RANGE:	120: \$65,095-\$99,815/annually
FLSA STATUS:	Exempt Non-Union
OPENING DATE:	11/18/19
CLOSING DATE:	12/1/19

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

SCHEDULED HOURS:

Monday-Friday 10:30AM-6:30PM

NATURE OF WORK:

The Crown Operations Supervisor is responsible for developing, implementing, monitoring, evaluating, supervising and coordinating facility maintenance operations to maximize service delivery to the community. Responsible for skilled maintenance tasks including, but not limited to, ice rink equipment, refrigeration carpentry, painting, plumbing, electrical, and heating, ventilation, air conditioning (HVAC). May need to respond to after-hours emergencies. May assist with snow removal operations. Employees may be assigned tasks within and outside their particular trade to gain experience and training in preparation for advancement. Safety equipment such as hardhat, safety glasses, reflective vest, gloves, steel-toed shoes, respirator, earplugs, face visor, safety harness, lumbar support, and insulated tools are used.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Understands and puts in practice the operating procedures and maintenance requirements of a variety of HVAC equipment including natural gas heating, refrigeration, ice rink equipment, air conditioning and ventilation equipment, temperature control systems, pumps, blowers, motors, and related equipment.
- Provides supervision, direction and training to staff, reviews completed work to ensure quality and completeness.
- Checks and adjusts the operations of systems by accessing building automation systems.
- Drives and operates the ice resurfacing equipment according to all safety guidelines during scheduled shifts.
- Responsible for making ice as assigned according to the ice schedule and the general maintenance of the ice surface during shifts.
- Responsible for monitoring the ice and equipment for any problems and notifying supervisor regarding any issues.
- Performs ice maintenance on ice surfaces, including but not limited to, ice resurfacing, edging, painting, installing logos and other related ice maintenance.
- Manages preventative maintenance contracts for the ammonia based refrigeration system and cooling tower.

- Makes minor repairs to the ice resurfacing machine, including changing of the cutting blade.
- Completes daily and weekly compressor logs, maintenance log and shift report.
- Manages the seasonal ice installation and removal.
- Obtains estimates of materials and labor for facility repairs and equipment.
- Drives pickup truck or other City vehicle to job site; unloads hand tools and power equipment from vehicle.
- Provides recommendations for contracted services; oversees the work of contracted services to ensure compliance with service agreement and work quality consistent with City standards and expectations.
- Performs preventive maintenance tasks on facility and equipment as required.
- May provide assistance for special events both on-site and off-site as requested.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a high school diploma, GED, or higher.
- Must possess four (4) or more years of work experience in the maintenance and repair of refrigeration, air conditioning or ice rink equipment and two (2) or more years of work experience in a supervisory capacity.
- Must possess a valid driver's license and a safe driving record.
- Must possess or be willing and able to obtain a Certified Ice Technician Certification within 12 months of employment and maintain it as a condition of employment.
- Must be willing and able to obtain National Incident Management System (NIMS) ICS 100 & 200 and IS 700 & 800 Certifications within 24 months of employment and maintain them as a condition of employment.
- Must be willing and able to obtain First Aid/CPR/AED certification within 6 months of employment and maintain it as a condition of employment.
- Knowledge, skills, and abilities in the following areas:
 - Considerable knowledge of the materials, methods, tools, and equipment used to perform general maintenance in a recreation facility.
 - Comprehensive knowledge of the operation, maintenance and repair techniques necessary for the efficient operation of refrigeration, air conditioning and the ice resurfacing equipment.
 - Ability to act quickly and efficiently in the event of mechanical failure.
 - Thorough knowledge of hand and power tools and tools used in the building trades.
 - Knowledge of the occupational hazards and safety precautions used in building repair and maintenance.
 - Knowledge of building and related codes as they relate to the construction, alteration, modification, repair, and maintenance of buildings and related equipment.
 - Background in and the ability to assist with carpentry, plumbing, electrical, and masonry.
 - Ability to work independently without technical supervision.
 - Ability to work with others as part of a team project.
 - Ability to communicate effectively both orally and in writing.
 - Ability to establish and maintain effective working relationships with supervisor, co-workers, other city employees, contractors, and the public.
 - Skill in identifying equipment malfunctions, operating test equipment, and determining the proper course of action.
 - Strong computer skills to use email, work order system and other programs in the shop or from the field.

PHYSICAL REQUIREMENTS OF WORK:

Ability to lift and carry heavy objects, climb, stand or sit for long periods of time; bend, crawl, work in confined spaces, focus on small or distant objects, identify or distinguish colors, recognize depth of objects, talk, and hear.

Ability to work safely around operating equipment, fumes, loud noises, dust and dirt, and chemicals normally encountered by the position.

Ability to work outdoors, occasionally, in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperature and humidity.

SUPERVISION:

Work is performed with technical independence under the Recreation Manager or designee. Work may also involve providing skills enhancement training to employees assisting with the work. Assignments are general in nature and can be in the form of verbal or written instructions. As to the desired results, the employee decides the proper methods required to complete the work and responsible for completing the work in accordance with the City and Departmental work rules and safety regulations applicable codes and ordinances. Work is checked at the completion of a project through observation, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with the classification standard. Additionally, work is evaluated for the quality of workmanship, timely completion of projects, and cost-effective resolution the problems encountered.

PUBLIC CONTACT:

The employee has regular contact with other City employees to clarify maintenance needs and verify completion of work requests. Employee has regular contact with the general public. The employee may also have contact with part supplier's vendors to order materials and outside contractors.

SELECTION METHOD

Practical Assessment
Structured Oral Interview

TYPE OF ELIGIBILITY LIST

LIFE OF ELIGIBILITY LIST

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).