



**HUMAN RESOURCES DEPARTMENT**  
**City of Burlington**  
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**ARENA MAINTENANCE ASSISTANT**  
**TEMPORARY / SEASONAL**  
**Parks and Recreation Department**  
**Gordon H. Paquette Arena at Leddy Park**

**POSITION STATUS: Seasonal Part-Time (approximately 16 hours/week)**

**RATE OF PAY: \$13.00 per hour**

**Job Summary:** This position is responsible for assisting with the maintenance, security, and customer service work for the City's Paquette Ice Arena facility

**Essential Job Functions:**

- Opening and closing Arena including, but not limited to arming/disarming security system, locking/unlocking doors, ensuring appropriate equipment is operational, turning on/off all appropriate lights and verifying that temporary staff are present.
- Assist staff in Pro Shop and Snack Bar during high volume periods; get change for retail operations as needed.
- Respond to public inquiries on arena programs, rules, regulations and use, provide appropriate literature/materials.
- Collect ice rental fees as needed.
- Perform general custodial duties including, but not limited to mopping and sweeping building floors and bleachers, cleaning restrooms and locker room facilities, restocking supplies as needed, and general facility cleaning and maintenance.
- Perform grounds maintenance duties including, snow removal, litter pick-up and disposal around Arena.
- Pick-up and dispose of solid waste and recyclables throughout the Arena; change trash can liners.
- Perform tasks associated with set-up/break-down of special events, daily Arena programs, meetings and athletic competitions, including High School Hockey games, figure skating competitions, birthday parties, etc.
- Act as sales representative in arena Pro Shop providing product knowledge, sizing and pricing of inventory, and skate sharpening services.
- Resurface ice rinks operating ice resurfacer (Zamboni) – including filling water and fuel tanks, washing tires, and ensuring a safe and usable ice surface by proper setting of blades and regulation of water flow.

**Qualifications/Basic Job Requirements:**

- High school diploma or equivalent.
- Experience in maintenance, custodial or customer service work preferred.
- Experience/familiarity with ice rink operations preferred.
- Previous work experience dealing with the general public in an extensive public interaction environment preferred.
- Ability to work evenings, weekends and holidays.
- Ability to work in all weather conditions.
- Ability to work on a varying schedule with varying hours of work on various days of the week.
- Must be able to work effectively with other Arena staff and the general public.
- Maintain a professional appearance while engaging in field work, (e.g. no use of profanity, inappropriate language, or inappropriate behavior) required.
- Must successfully complete background check.