

# Town of Stoneham

Office of the  
Town Administrator



Human Resources  
(781) 279-2620

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## Job Description

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**Job Title:** Arena Assistant  
**Department:** Stoneham Arena  
**Supervision:** Reports to Arena Manager  
**Scheduled Hours:** 40 hours per week  
**Union Affiliation:** SCEA  
**Salary/Grade:** Grade 34/\$20.3496- \$24.1649 hourly

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### Primary Purpose

Under the supervision of the Arena Manager, the Arena Assistant is responsible for the coordination, and safe and effective operation of the Arena facility, including ice maintenance and resurfacing. The Arena Assistant must be able to work evenings, weekends and holidays on a regular basis and during peak utilization periods as necessary.

### Essential Functions:

- Assists the Manager with the daily operation of the facility.
- Maintains ice surface for a variety of ice-related activities which include operating, maintaining, monitoring, and keeping accurate records of resurfacing equipment to keep ice schedule on track with a high quality, level, and efficient ice surface. Arena Assistant will promptly report any issues to the Arena Manager to avoid any interruptions of the Arena schedule.
- Assist in maintaining and providing custodial duties to ensure cleanliness and a safe environment for the facility, its visitors and guests.
- Assists with customer service relations at skating events and performs other general building tasks such as helping with events.
- Maintains a positive working relationship with subordinates, peers, town management and the public.
- Under the direction of the Arena Manager assists with the enforcement of all Town policies and procedures, as well as the standard operating procedures of the Arena.
- Performs other related duties as assigned.

### Supervision Received:

Supervised by the Arena Manager.

### Qualifications:

- Minimum of five years total work experience
- Knowledge of the uses, management and promotion of ice facilities

- Thorough knowledge of all applicable safety standards for sports facilities
- Mechanical aptitude and demonstrated ability to safely operate machinery and perform minor repairs of equipment and/or facilities required.
- Ideal candidate must be detail oriented and possess the ability to communicate with a broad spectrum of clients, external support services and staff.
- Knowledge of all equipment and machinery necessary to the operation of the Arena would be preferable.
- Valid Class D License

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to withstand cold temperatures for long periods of time. Ability to walk and stand for extended periods of times; Ability to lift, carry and move equipment as needed; ability to lift 50 pounds. The employee will be required to operate a motor vehicle to and from Town facilities.

**Pre-Employment Requirements:**

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry), SORI and a physical examination, including a drug test. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law. Prospective employee must be bonded and possess a valid Massachusetts

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This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**The Town of Stoneham is an Affirmative Action/Equal Opportunity Employer**

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10-07-19