



Ice Arena Superintendent

Joliet Park District

Contact Name: Teri Talarico
Contact E-mail: ttalarico@jolietpark.org
Contact Phone: 815-741-7292
Closing Date:
Salary: \$60,000 + DOQ

Description:

SUMMARY: Under the general direction and supervision of the Director of Operations, the Inwood Ice Arena Superintendent is responsible for overseeing all day-to-day operations regarding facility activities/programs, including, but not limited to service contracts, projects, mechanical equipment, and building safety.

BENEFITS: A generous benefits package including medical insurance, dental insurance, vision insurance, and life insurance, pension (IMRF) plan, paid time off including vacation, sick and holiday pay, employee assistance program, fitness center membership and discounted facility and program costs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develop and execute a system of regularly scheduled maintenance at the Ice Arena to prevent premature failure of the facility and its system and components. Maintain complete historical data concerning the facility, particularly the equipment and components. Provide training and direction on an ongoing basis for staff at the Ice Arena, including directing staff on all park policies and procedures. Evaluate staff on a regular basis through verbal and written direction to include in annual evaluation. Prepare and submit for approval the budget for the Ice Arena. Responsible for continual monitoring of all revenues and expenses and reporting any discrepancies from budgeted amounts to the Director of Operations. Work with the Skating Supervisor to coordinate Ice Skating Programs and Ice Show schedules. Maintain a fair balance of ice time for each affiliate group according to their needs and in the best interest of the Park District. Responsible for communicating with all users of the ice on a continual basis. Responsible for purchasing and billing for all aspects of the ice arena as directed by the Director of Operations. In coordination with the Ice-Skating Supervisor, responsible for inputting programs into park district software, Sportsman. In coordination with the Communications Department and Ice-Skating Supervisor, responsible for all marketing and advertising of the Inwood Ice Arena. Responsible for ice maintenance, which includes driving a Zamboni.

For a complete list of duties and qualifications, please visit [Employment | Joliet Park District](#)