



Centennial Ice Maintenance Lead

Wilmette Park District

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Closing Date:
Salary: \$28.58-\$38.57 hourly

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, life insurance (basic and voluntary), the Illinois Municipal Retirement Fund (IMRF) pension, a 457 Deferred Compensation Plan, Section 125 Flexible Spending Account, paid holidays and vacation time, facility discounts, and employee usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

SUMMARY: Under the direction and supervision of the Ice and Aquatics General Manager, the Centennial Ice Maintenance Lead is responsible for the readiness of the facility for daily operation including maintenance, appearance and ice quality of the Centennial Ice Rinks, related mechanical systems, facility equipment and common areas. This position ensures the facility is safe, clean and operating efficiently while providing excellent customer service to patrons and user groups.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for opening the facility Monday through Friday, including a complete walkthrough and inspection to ensure all building systems and equipment are operating properly.
- Monitor and maintain ice quality to provide safe and consistent skating conditions.
- Drive and operate the Ice Resurfacer to resurface ice.
- Perform ice maintenance including edging, ice repairs, seasonal ice installation and removal, and assist with ice painting as needed.
- Assist with maintenance, repairs, and preventative maintenance of Ice Resurfacers and related equipment, including replacing blades on all Ice Resurfacers weekly.
- Maintain the cleanliness and appearance of restrooms, locker rooms, lobby areas, common spaces and maintenance areas.

- Monitor and communicate with the Building Department about any issues with the cooling tower, refrigeration equipment, HVAC systems and other mechanical systems.
- Perform general facility maintenance including plumbing, electrical, carpentry, painting, general rink components and minor building repairs and coordinate with the Buildings Department as needed.
- Develop and implement preventative maintenance schedules and ensure assigned tasks are completed.
- Recommend repair or replacement of equipment as needed.
- Coordinate and monitor weekly deliveries, including propane and Ice Resurfacer blades.
- Communicate daily ice conditions and maintenance needs with evening and weekend staff.
- Operate and maintain the ice edger, skate sharpening equipment, power tools and other maintenance equipment.
- Maintain maintenance records, equipment logs and work order documentation.
- Monitor facility supplies and replenish inventories as needed.
- Assist with facility set-up and breakdown for special events, tournaments, figure skating competitions, hockey events, public skating programs and community events.
- Sharpen rental skates and provide skate sharpening services for the public.
- Greet and interact with patrons in a courteous, professional and knowledgeable manner.
- Support additional operational needs of the Centennial Recreation Complex as assigned.
- Actively contribute to the Park District's sustainability goals.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Perform other related duties as assigned based on agency needs.

SAFETY RESPONSIBILITIES:

- Actively support the Park District's safety program to reduce workplace accidents and injuries.
- Follow all practical safety rules, regulations, and procedures established by the Wilmette Park District.
- Become familiar with and follow all emergency procedures, including fire, severe weather, evacuation, and emergency response protocols.
- Promptly report unsafe actions, practices, or conditions to the Ice and Aquatics General Manager and Human Resources/Risk Management.
- Attend and participate in all required safety training.
- Report all accidents and incidents occurring within assigned areas of responsibility.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Building trade degree or Certified Ice Technician (CIT) preferred.
- Experience operating/maintaining Ice Resurfacer required.
- Basic knowledge of HVAC.
- Prior custodial/maintenance experience required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.

- Ability to effectively present information in one-on-one settings.
- Ability to deal with problems involving a few concrete variables in standardized situations.

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must hold a valid Class D driver's license.
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training, Blood Borne Pathogens annually and Mandated Reporter every three years.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; push, pull, carry, and repeatedly stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration.
- The employee occasionally works in high precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock.
- The noise level of the work environment is usually moderate to loud.
- General work area is both indoors and outdoors in varying weather and temperatures.

HOURS:

- Normal working hours are Monday through Friday, 5:30 am to 2:30 pm, hours may be adjusted based on the season, with extra hours required at various times. This includes but is not limited to weekends and holidays as needed.
- General hours of duty will be approved by the Ice and Aquatics General Manager and Superintendent of Recreation.

HIRING RANGE - \$29.80 - \$34.65

APPLY ONLINE:

<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/409242>