

<b>Position:</b> Ice Arena/Events Center Facility Manager Intern	<b>Remit Cover Letter and Resume:</b> Bryce Lawrence Scheels Arena 5225 31 <sup>st</sup> Ave. South Fargo, ND 58104 blawrence@scheelsarena.com
<b>Reports To:</b> Facility Manager on Duty	

**Summary:**

The successful candidate will learn and be responsible for all aspects of facility building maintenance and ice production operations including building conversion, ice maintenance, flooding, refrigeration plant operation, janitorial and building maintenance duties, scheduling, supervising and training of part time staff, ordering supplies & equipment, and following budgets & costs. This is a hands-on intern management role – actively involved in day-to-day operations. This position is a key member of the facility management team.

**Essential Duties:**

*Operations: Assist facility manager on duty with the following:*

- Coordinate and carry out preventative maintenance and repairs of all equipment & the facility
- Ensure the building and its equipment and tools are kept clean and orderly on a daily basis
- Manage all ice maintenance within the facility on a daily basis
- Actively seek and repair damaged/broken fixtures, equipment or property in or outside of facility
- Work to ensure the outside grounds are well maintained, kept clean, orderly and free of debris
- Create & implement conversion plans for special events
- Ensure facility set up for all events within arena is done in a timely and accurate manner
- On-Site client contact for some events

*Personnel Management:*

- Be involved in staff scheduling for ice technicians in order to meet facility needs
- Learn about scheduling and managing part time parking staff for all events
- Assist in scheduling and supervising part time conversion crew staff for all events

*Office Management:*

- Implement cost reducing strategies to help manage the annual department budget.
- Manage all supplies inventory, purchasing and usage control
- Implement and maintain energy saving best practices

*Other duties as assigned by supervisor*

**Minimum Qualifications and Abilities:**

*Qualifications:*

- Experience with ice maintenance, understanding of Zamboni operation and repair helpful
- Knowledge of mechanical equipment and facility maintenance with a “Handy-Man” aptitude
- Must have minimum Grade 12 Secondary School Education or equivalent
- Strong communication skills
- Honest and hardworking

*Abilities:*

- Strong customer service aptitude to effectively interact with clients
- React calmly to highly fast-paced event environments
- Ability to make appropriate and decisive decisions within the appropriate boundaries of responsibility

**Compensation:** This is a paid intern position