



To: Applicant

From: Human Resources

RE: Facility Assistant Supervisor Position at ICON Sports Center/Altru Wellness Village
&
Facility Assistant Supervisor Position at ICON Sports Center/Ulland & Scheels Complex

Enclosed job application must be filled out and returned with a current resume to the Grand Forks Park District, Attn: Human Resources, PO Box 12429, Grand Forks, ND 58208-2429. **Deadline to apply is July 19, 2021 or until position is filled.**

Documents enclosed:

- Job Application
- Employee Benefits
- Job Description of Facility Assistant Supervisor at ICON Sports Center/Altru Wellness Village
- Job Description of Facility Assistant Supervisor at ICON Sports Center/Ulland & Scheels Complex

gf parks.org | 701.746.2750

P.O. Box 12429, Grand Forks, North Dakota 58208

ENHANCING LIVES SINCE 1905

Facility Assistant Supervisor – Full-Time

GF Park District is seeking two applicants for a full-time, benefitted 1.) Facility Assistant Supervisor at ICON Sports Center ice arena/Ulland & Scheels Complex and 2.) Facility Assistant Supervisor at ICON Sports Center ice arena/Altru Wellness Village. Consists of winter months with maintenance/operations in the ice arena and summer months outside maintenance of the grounds either at Altru Wellness Village or Ulland & Scheels Complex. Two years of related experience is preferred, but not required. We will train! Work schedule will vary, including rotating evenings, weekends, and occasional holidays. Pay range: \$36,500 - \$54,600 DOE. Great benefits included! Application deadline is 7/19/21. Application, benefits and job description information is available at www.gfparks.org or at the GF Park District office located at 1060 47th Ave. So., Grand Forks, ND 58201.



Employment Application

The Grand Forks Park District may request a background check on all individuals who are offered employment by the Grand Forks Park District. The Fair Credit Reporting Act (1971) requires that we inform you that a background investigation may be conducted as part of our employment screening and selection process. This may include an inquiry to obtain information regarding your character, criminal history, general reputation, personal characteristics, credit report and mode of living. The main objective of this investigation is to verify information you provide on your application or during the interview process. If a report is made, you have the right to request details of the report from the consumer reporting agency.

SEPARATE APPLICATION MUST BE COMPLETED FOR EACH POSITION APPLIED FOR • PLEASE PRINT • MUST COMPLETE IN FULL

POSITION YOU ARE APPLYING FOR _____ Full-Time Part-Time Seasonal
 (SELECT ONLY ONE)

AVAILABLE POSITIONS _____

Skating Instructor • Concession Worker • Arena Worker / Zamboni Driver • Warming House Attendant
 Community Center Attendant • Horticulture Crew • Baseball / Softball Coach • Forestry Arborist Assistant
 Parks Maintenance Worker • Golf Course Maintenance Worker • Golf Pro Shop Worker • Driving Range Attendant
 Pools - Lifeguard / Cashier / Concession Worker • Just for Fun Leader • Special Needs Leader

PART I - PERSONAL INFORMATION

Name _____ Are you 18 years or older? YES NO
 Address _____ City, State _____ Zip _____
 Daytime Phone (____) ____ - ____ Evening Phone: (____) ____ - ____ Email _____
 Have you worked for us before? YES NO When? _____ Position Held? _____

PART II - EDUCATIONAL PREPARATION (High School, College / Trade School)

Name of School, City, State	Course of Study	Degree	Graduation Date
1			
2			
3			

PART III - WORK EXPERIENCE (List last two jobs held, including your current job)

Company _____ Phone (____) ____ - ____ Approx. Employment Dates _____
(eg. June 2015 - July 2016)
 Supervisor _____ May We Contact? YES NO If no, why? _____
 Reason for Leaving _____ Describe Work Performed _____

Company _____ Phone (____) ____ - ____ Approx. Employment Dates _____
(eg. June 2015 - July 2016)
 Supervisor _____ May We Contact? YES NO If no, why? _____
 Reason for Leaving _____ Describe Work Performed _____

PART IV - EQUIPMENT / MACHINES OPERATED

PART V - OTHER EXPERIENCE / TRAINING, LICENSES / CERTIFICATES

List any special qualifications relevant to the position for which you are applying and are not covered elsewhere in your application (such as technical skills and/or computer, childcare training, CPR, First Aid, WSI, Lifeguard Certification etc.) For licenses and certificates you must include date and place of issuance, date of expiration and be able to present a copy of certification if hired.

PART VI - REFERENCES (Persons who can speak of your job / professional qualifications)

Name _____ Phone (____) ____ - ____ Relationship _____
Address _____ City, State _____ Zip _____

Name _____ Phone (____) ____ - ____ Relationship _____
Address _____ City, State _____ Zip _____

PART VII - GENERAL INFORMATION

If hired, when could you start here? _____ Are you available during weekends / holidays? _____
Do you have a valid Driver's License? YES NO Class of License _____

PART VIII - AUTHORIZATION

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND AND AGREE THAT ANY MISSTATEMENT WILL BE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT BY THE GRAND FORKS PARK DISTRICT.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. IF JOB OFFER, I AUTHORIZE FURTHER INVESTIGATION TO INCLUDE A BACKGROUND CHECK INTO FELONY CONVICTIONS AND CHILD NEGLECT OR ABUSE AND RELEASE THE GRAND FORKS PARK DISTRICT OF ANY LIABILITY AND ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I UNDERSTAND BY PROVIDING INFORMATION ON THIS APPLICATION THAT THERE IS NO CONTRACTUAL OR IMPLIED AGREEMENT BETWEEN MYSELF AND THE GRAND FORKS PARK DISTRICT.

X _____
Applicant Signature

X _____
Date

COMPLETE & RETURN APPLICATION TO:

QUESTIONS? NEED FURTHER INFO?



P.O. BOX 12429
1060 47th Avenue South
Grand Forks, ND 58208-2429

EQUAL OPPORTUNITY EMPLOYER

WEBSITE
www.gfparks.org

EMAIL
hr@gfparks.org

PHONE
701.746.2750

FAX
701.746.2753

GRAND FORKS PARK DISTRICT

Employee Benefits & Discounts

Updated 5/3/21

Park District Programs/Facilities: Most programs and facilities are free or have a reduced fee for full-time employees and their spouse / dependents.

GRAND FORKS PARK DISTRICT:

FREE: All Park District programs & activities.

CHOICE HEALTH & FITNESS:

FREE: Membership (apply at location), Childcare (max 2 hrs.), Programs (other than those listed below)

25% Discount: Private & semi-private tennis, racquetball & swimming lessons; Private, semi-private & group personal training sessions; Specialty programs (i.e. Dance Academy, The Great Meltdown); Birthday Party Room rental; and Pro Shop items. *See Choice H&F Membership Staff for more detail.*

KING'S WALK GOLF COURSE & LINCOLN GOLF COURSE:

FREE: Golf at King's Walk & Lincoln Golf Course, Carts, Driving range use (limit: 1 basket of balls per day)

30% Discount: Full price apparel; **20% Discount:** Full price golf clubs & golf balls

No Discount: Any guest(s) must pay as normal.

Health Insurance: Employee pays 9.75% of premium for a Single Plan, SPD Plan or Family Plan. Employer pays remaining 90.25%. Starts at next eligible entry date after 60 days from hire date.

Vacation: Vacation accrues bi-weekly. 0-3 years 2 weeks, 4-7 years 2.5 weeks, 8-11 years 3 weeks, 12-15 years 3.5 weeks, 16+ years 4 weeks

Paid Holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day.

Sick Leave: 96 hours of sick leave per year. Accrues bi-weekly.

Pension: Defined benefit pension plan administered by NDPERS

Mandatory contribution beginning of employment. Vested after 3 years.

Employee contribution is 7% of annual salary/Employer contribution is 8.26% of annual salary.

Rule of 90 for employees hired after 1/1/16 (Years of Service + Age = 90 = full retirement)

PEP (Portability Enhancement Provision): See www.ndpers.nd.gov for more information.

Life Insurance: \$25,000 death benefit. Employer pays. Qualifies after 3 months.

Long-Term Disability Insurance: Benefit of 60% of monthly salary which begins after 90 consecutive days of being unable to work due to disability. Employer pays. Qualifies after 3 months.

Employee Assistance Program: 100% Confidential. Employer pays. Qualifies after 3 months.

Identify Fraud Protection: Employer pays. Qualifies after 3 months.

Reward program: Healthy Blues rewards is offered thru our Blue Cross Blue Shield.

Employee Paid Benefits:

Deferred Compensation Retirement Plan: A Nationwide representative comes twice a year.

Flex Medical and/or Daycare: Plan year starts November.

Dental Insurance: Two month waiting period. Plan year starts October.

Additional Voluntary Group Life Insurance: Three month waiting period.

USable Life: Insurance such as: Cancer/Accident/Hospital Confinement/Short-term disability. Plan year starts January.

Additional Employee Discounts

Cell Phone: 18% discount on your cell phone bill at Verizon and Sprint and 17% at AT&T. Some restrictions may apply.

Gas: Receive 5 cents off per gallon or pay with cash get an additional 5 cents off per gallon for a total of 10 cents off per gallon. Only at the Cenex Gas Station on Washington Street by Paradiso.

Paint: 20%-30% discount on various paint products at Sherwin Williams.

Program: Office 365 available for personal devices.

Eyewear: 20% discount on frames only at Lifetime Vision.

Public Service Loan Forgiveness (PFSL) Program: The Grand Forks Park District is a qualifying employer. See the program for more details.

Riverfork Credit Union member

GRAND FORKS PARK DISTRICT
Updated 6/17/21

Position: Facility Assistant Supervisor (ICON & Altru Wellness Village)
Incumbent: OPEN
Employee Status: Non-Exempt
Supervisor: Facility Supervisor

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

STATEMENT OF PURPOSE

During the winter months the individual is responsible with the general building maintenance and the operation of indoor ice facilities. During the summer months the individual in this position is responsible to maintain the outside grounds of ICON Sports Center, Choice Health & Fitness, and Altru Wellness Village (AWV).

DUTIES/RESPONSIBILITIES/STANDARDS

Critical Element # 1

Assist with maintaining ICON Sports Center.

Expectations

1. Assist with maintaining the task of keeping the building's mechanical, plumbing, and electrical system operating in a safe and economical manner. Includes daily inspections of all building operating systems.
2. Manage the flooding and maintaining of indoor ice and maintains ice making equipment. Operates the ice resurfacing equipment to perform edging, chipping, and flooding. Perform daily ice maintenance in accordance with arena schedules.
3. Service equipment in accordance with department and manufacturer's standards.
4. Performs facility maintenance including all custodial tasks and interior and exterior building maintenance and repair.
5. Install and maintain artificial ice throughout the arena skating season and remove ice sheet at the end of the skating season.
6. Keep accurate service records all of equipment maintenance performed according to department procedures.
7. Perform various other duties as needed assigned by supervisor.

Critical Element # 2

Assist in maintenance of refrigeration equipment.

Expectations

1. Keep all ice refrigeration equipment operating according to department standards and operations.
2. Perform routine inspections of all refrigeration equipment on a daily basis, inspecting for gas leaks and equipment malfunctions.
3. Service equipment according with department and manufacturers standards.
4. Maintain proper records of all work performed.

Critical Element # 3

Operate all mowing and snow removal equipment when performing ground maintenance duties.

Expectations

1. Follow all department procedures when using equipment.
2. Follow manufacturers recommended guidelines and procedures where applicable.
3. Mowing equipment should be kept clean and operated in a safe manner according to department standards and procedures. Mowing equipment should be operated with extreme care near buildings, playground areas and picnic sites.
4. All grounds should be kept mowed and trimmed according to department standards.
5. Equipment should be operated and conducted with extreme care around patrons and near buildings.
6. Perform various other duties as needed assigned by supervisor.

Critical Element # 4

Assist with supervising part-time staff at ICON Sports Arena/Altru Wellness Village.

Expectations

1. Assist with the supervising and scheduling of all part-time staff and duties.
2. Properly train, supervise, and evaluate employees to ensure that all work is performed according to department policies.

Critical Element # 5

Oversee Storm Water Ponds upkeep

Expectations

1. Inspect arena(s) and maintain areas around storm water ponds.
2. Maintained AWW park areas.
3. Keep accurate records of all work performed on park areas.

Critical Element # 6

Proper ability to obtain applicator license for herbicides, pesticides, fertilizer and other chemicals related to park maintenance.

Expectations

1. Apply all chemicals according to label specifications using the proper spraying equipment and following all safety standards and procedures.
2. Choose the proper chemical(s) that will give the best and safest result for the targeted area.
3. Follow all Federal, State and local guidelines pertaining to the chemical(s) being used.
4. Store all materials according to department procedures.
5. Maintain all required records.

KNOWLEDGE/SKILLS/ABILITIES

1. Completion of a two-year technical program related to park maintenance, and ice arena operation. (Preferred)
 3. Knowledge of the principles and practices of indoor ice refrigeration systems. (Preferred)
 4. Three years work experience in a related field. (Preferred)
 5. Experience in supervising personnel. (Preferred)
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6. Possesses a valid driver's license and be insurable by the Districts insurance carrier. (Required)

SUPERVISORY

This position involves assisting with supervisory responsibility over the part-time seasonal employees.

CONTACTS

This position will work in areas that will be in view of the general public.

CONSEQUENCE OF ERRORS

Errors could result in damage to both public and private property. Personal injury to self, other employees and/or members of the public are possible. Errors could also portray an image to the general public that would not be consistent the goals and objectives of the District.

WORKING ENVIRONMENT

This position spends the summer months performing job expectations related to the maintenance of grounds and corresponding equipment. During the winter months the position performs job expectations related to arena operation and maintenance. The work week consist of routinely include evening and weekend job assignments.

GRAND FORKS PARK DISTRICT
Updated 6/23/21

Position: Facility Assistant Supervisor (ICON/Ulland)
Incumbent: OPEN
Employee Status: Non-Exempt
Supervisor: Facility Supervisor

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

STATEMENT OF PURPOSE

During the winter months the individual is responsible with the general building maintenance and the operation of indoor ice facilities. During the summer months the individual in this position is responsible for maintenance and operations of Ulland Sports Complex.

DUTIES/RESPONSIBILITIES/STANDARDS

Critical Element # 1

Assist with maintaining ICON Sports Center.

Expectations

1. Assists with maintaining the task of keeping the building's mechanical, plumbing, and electrical system operating in a safe and economical manner. Includes daily inspections of all building operating systems.
2. Manage the flooding and maintaining of indoor ice and maintains ice making equipment. Operates the ice resurfacing equipment to perform edging, chipping, and flooding. Perform daily ice maintenance in accordance with arena schedules.
3. Service equipment in accordance with department and manufacturer's standards.
4. Performs facility maintenance including all custodial tasks and interior and exterior building maintenance and repair.
5. Install and maintain artificial ice throughout the arena skating season and remove ice sheet at the end of the skating season.
6. Keep accurate service records all of equipment maintenance performed according to department procedures.
7. Perform various other duties as needed assigned by supervisor.

Critical Element # 2

Assist in maintenance of refrigeration equipment.

Expectations

1. Keep all ice refrigeration equipment operating according to department standards and operations.
2. Perform routine inspections of all refrigeration equipment on a daily basis, inspecting for gas leaks and equipment malfunctions.
3. Service equipment according with department and manufacturers standards.
4. Maintains proper records of all work performed.

Critical Element # 3

Maintain and setup sports fields as well as other ground maintenance duties.

Expectations

1. Mows, trims and maintains assigned sports fields according to department standards.
2. Layout and paints sports fields.
3. Follow all department procedures when using equipment.
4. Follow manufacturers recommended guidelines and procedures where applicable.
5. Mowing equipment should be kept clean and operated in a safe manner according to department standards and procedures. Mowing equipment should be operated with extreme care near buildings, playground areas and picnic sites.
6. All grounds should be kept mowed and trimmed according to department standards.
7. Equipment should be operated and conducted with extreme care around patrons and near buildings.
8. Perform various other duties as needed assigned by supervisor.

Critical Element # 4

Assist with supervising part-time staff at ICON Sports Arena/Ulland Complex.

Expectations

1. Assists with the supervising and scheduling of all part-time staff and duties.
2. Properly train, supervise, and evaluate employees to ensure that all work is performed according to department policies.

Critical Element # 5

Assist supervisor with the maintenance and operations of irrigation system to provide optimum performance.

Expectations

1. Assist with maintaining the sports field irrigation system in a fashion that keeps it in an operating mode during the entire season.
2. Keep all piping and components in good operating condition.
3. Assist with properly winterizing the system annually according to the manufacture's guidelines and department procedures.
4. Monitor all pumping equipment on a daily basis when system is operating.
5. Annually inspect the pumping system for any needed repairs.
6. Maintain records of the amount of water used according to department guidelines.

Critical Element # 6

Proper ability to obtain applicator license for herbicides, pesticides, fertilizer and other chemicals related to field maintenance.

Expectations

1. Apply all chemicals according to label specifications using the proper spraying equipment and following all safety standards and procedures.
2. Choose the proper chemical(s) that will give the best and safest result for the targeted area.
3. Follow all Federal, State and local guidelines pertaining to the chemical(s) being used.
4. Store all materials according to department procedures.
5. Maintain all required records.

KNOWLEDGE/SKILLS/ABILITIES

1. Completion of a two-year technical program related to park maintenance, and ice arena operation. (Preferred)
3. Knowledge of the principles and practices of indoor ice refrigeration systems. (Preferred)
4. Three years work experience in a related field. (Preferred)
5. Experience in supervising personnel. (Preferred)
6. Possesses a valid driver's license and be insurable by the Districts insurance carrier. (Required)

SUPERVISORY

This position involves assisting with supervisory responsibility over the part-time seasonal employees.

CONTACTS

This position will work in areas that will be in view of the general public.

CONSEQUENCE OF ERRORS

Errors could result in damage to both public and private property. Personal injury to self, other employees and/or members of the public are possible. Errors could also portray an image to the general public that would not be consistent the goals and objectives of the District.

WORKING ENVIRONMENT

This position spends the summer months performing job expectations related to the maintenance of grounds and corresponding equipment. During the winter months the position performs job expectations related to arena operation and maintenance. The work week consist of routinely include evening and weekend job assignments.