

**City of Ironwood**  
**Pat O'Donnell Civic Center – Manager**

The City of Ironwood is seeking an enthusiastic individual with a broad set of skills to oversee the current operations of the Pat O'Donnell Civic Center and envision new ideas for the future. This full-time management position requires a high school diploma, Associate Degree, experience in ice rink facility operations, or equivalent education/experience. The manager is responsible for overseeing the year-round facility, including scheduling, operations, safety, fiscal health, and customer satisfaction. The manager must be regularly available during the standard business hours, as well as nights and weekends. The salary for the position is \$35,000 per year, plus incentives for the implementation of new ideas and events. There is also a health care stipend and sick/vacation benefits provided.

Located in the Western Upper Peninsula of Michigan near Lake Superior, Ironwood is a place of unmatched beauty with an abundance of outdoor recreation right out your front door. The Pat O'Donnell Civic Center is located on the campus of Gogebic Community College. The center is an all-season facility and home to the Polar Bear Hockey Association youth program, the Ice Crystals Figure Skating Club, and hosts many shows and community events throughout the year.

Employment application and a complete job description are available at the City Clerk's Office, 213 S. Marquette Street, Ironwood, Michigan, and on the City website at the following link: <https://cityofironwood.org/government/departments/>. Interested candidates should submit application, resume and cover letter to the City Clerk's office located at 213 S. Marquette Street, Ironwood, MI. Applications should be submitted by 4:00 PM, Monday, October 28, 2019. Applications will be accepted until the position is filled. All previous applicants must re-apply. EOE. *"Find your North"*.

## CITY OF IRONWOOD

# PAT O'DONNELL CIVIC CENTER MANAGER

### General Summary

The Pat O'Donnell Civic Center Manager (Manager) is responsible for overseeing the year-round facility including scheduling, operations, safety, fiscal health, and customer satisfaction. The Manager will work closely with the Civic Center Board, City Manager, City staff and the various user groups. The Manager is required to invest the time necessary to ensure quality management along with year-round facility programming and ensure that established benchmarks and goals are achieved. It is essential to be regularly available during standard business hours as well as nights and weekends.

### Supervision Received

Work is performed under the general supervision of the Civic Center Board.

### Supervision Exercised

The Civic Center Manager supervises all employees of the Civic Center.

### Essential Duties and Responsibilities

An employee in this position may be called upon to do any, or all, of the following: (**Does Not** include **all** tasks employee may be expected to perform).

1. Maintain and increase year-round facility usage and profitability using a combination of sales, cost control measures and programming.
2. Develop a yearly budget for facility operations.
3. Provide monthly financial and operational reports to the Board of Directors.
4. Collect revenue and coordinate deposits with City staff.
5. Ensure proper financial controls.
6. Collect mail, process and ensure proper action is taken
7. Ensure proper operation of concession activities.
8. Maintain Pat O'Donnell Civic Center Facebook page.
9. Promote and increase use of the facility
10. Ensure excellent quality of ice at all times.
11. Ensure the maintenance of the facility and equipment is consistent with industry best practices and manufacturer's guidelines.
12. Develop a preventative maintenance plan.
13. Maintain written maintenance records and all essential equipment.
14. Develop long term maintenance plan and capital improvement priorities.
15. Ensure equipment is maintained, refurbished or replaced as needed.
16. Ensure janitorial and cleanliness activities are always at an excellent level.
17. Ensure facility meets all local, state, and federal safety and fire codes always.
18. Ensure emergency supplies are available and in good working order.
19. Ensure the security of the facility and its assets.

20. Evaluate staffing needs and effectiveness of current personnel including recruitment, hiring, training, and evaluations. Make adjustments to the schedule and staffing as needed to ensure operational efficiency and customer service goals are met.
21. Make appropriate use of Community Service workers.
22. Coordinate volunteer activities.
23. Develop and update safety policies.
24. Ensure employees are fully trained.
25. Work directly with numerous user groups to schedule future or continuing ice/locker Room/meeting room times as well as parties, tournaments, and events.
26. Coordinate user groups, open skating, ice-related programs, and special events.

### Minimum Qualifications

- Education and Experience

1. Graduate from high school education or GED equivalent
2. An associate degree.
3. Two (2) years of experience relating to the management of an ice rink facility.
4. Or equivalent combination of education and experience.

- Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in operation of a year-round recreational facility (including an ice making system).
2. Personnel management, including hiring, supervision, evaluation and training experience.
3. Marketing knowledge and skills.
4. Ability to work independently with strong self-motivation and effective time management skills.
5. Ability to comprehend and apply principals of accounting and finance.
6. Ability to develop budgets and business plans.
7. Ability to comprehend financial statements.
8. Experience with Microsoft Word and Excel.
9. Ability to communicate effectively both verbally and in writing with the Board of Directors, staff, user groups, and guests.
10. Ability and commitment to provide excellent customer service.

### Other Requirements

1. Valid Driver's 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 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 regularly required to sit, stand, walk, talk, see, smell, crouch, crawl, bend, climb or balance, stoop, kneel, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee must frequently lift and/or move objects weighing up to 75 pounds and occasionally lift and/or move objects more than 100 pounds. Specific vision abilities required by this job include

close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus under a variety of light conditions.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 works both indoors and outdoors. Work may be subject to inclement weather and other hazards including moving mechanical parts, high or precarious places, combustible materials, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level varies from quiet to loud.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**APPLICATION FOR EMPLOYMENT  
MUNICIPALITY OF IRONWOOD, MICHIGAN**

*The City of Ironwood is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected category.*

**YOU MUST ANSWER ALL QUESTIONS COMPLETELY AND TRUTHFULLY. FAILURE TO DO SO WILL RESULT IN REJECTION OR YOUR APPLICATION (YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT), OR, IF NOT DISCOVERED UNTIL LATER DATE, MAY RESULT IN DISCIPLINE OR DISCHARGE FROM EMPLOYMENT.**

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP CODE)

Telephone Number: \_\_\_\_\_  
(HOME) (CELL) (WORK)

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Are you a relative by birth or marriage to any City of Ironwood elected official or full-time management employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes \_\_\_\_\_ Relationship \_\_\_\_\_

Are you under 18 years of age? (If yes, please attach work permit)	Yes _____	No _____
Are you currently working?	Yes _____	No _____
Are you on lay-off?	Yes _____	No _____
If yes, are you subject to recall?	Yes _____	No _____
Will you submit to a drug screening test?	Yes _____	No _____
Have you ever been employed by the City of Ironwood?	Yes _____	No _____

If yes: \_\_\_\_\_  
(Position) (Department) (Dates)

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been fired? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give date, where you worked and explanation:

\_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, completely describe including location and date:

\_\_\_\_\_  
 \_\_\_\_\_

*(Please note: A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of violation, and rehabilitation will be considered.)*

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied?

Yes\_\_\_\_ No\_\_\_\_

Describe how you would perform the job function involved in the job or occupation for which you have applied.

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EDUCATION				
	High School	Vocation/Technical	College	Graduate
School Name & City/State				
Did you graduate? (If not, number of credit hours completed)	Yes___ No___	Yes___ No___	Yes___ No___	Yes___ No___
Degree/Certificate				
Major/Minor				

Describe any specialized training, apprenticeships, internships, skills, licenses, certificates, and extracurricular activities that pertain to the position(s) for which you are applying.

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List professional, trade, business group membership and officer held and volunteer work excluding group names that the name and character of which indicate race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class.

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**REFERENCES**

(Do not include relatives or former employers)

Name	Address	Telephone Number

**MILITARY SERVICE RECORD**

Have you had any experience in the Armed Forces of the United States of America or in a State National Guard which is directly related to the position which you are applying for? Yes\_\_\_\_ No\_\_\_\_

If yes, what branch? \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Date of discharge \_\_\_\_\_ Were you dishonorably discharge? Yes\_\_\_ No \_\_\_

(Please note: A dishonorable discharge from the military will not necessarily be a bar to employment.)

## EMPLOYMENT HISTORY

List each job held. Start with your present or last job first.

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Hourly Rate/Salary Start: \_\_\_\_\_ End: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

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**AGREEMENT AND UNDERSTANDING**

1. I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. I waive written notice from my current employer and from any former employers regarding the disclosure of disciplinary reports, letters of reprimand, or any other notices of disciplinary action contained in my personnel records (even if more than four (4) years old). This waive is made pursuant to the Bullard-Plawecki Employee Right to Know Act.

Signature \_\_\_\_\_ Date \_\_\_\_\_

3. I authorize the references and current and former employers listed in this application to give the City of Ironwood any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four (4) years old) and release all parties from any liability for any damages that may result from furnishing such inquiries.

Signature \_\_\_\_\_ Date \_\_\_\_\_

4. I authorize the City of Ironwood to release any information (even if more than four (4) years old) relating in any way to my employment including disciplinary reports, letters of reprimand or any other notices of disciplinary action when such information is requested by any prospective or subsequent employers without any obligation (by them or the City) to give me any notice of such disclosure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

5. I understand that any employment offer is conditional upon the result of the drug screening test and the post offer pre-employment medical examination and the background investigation (when applicable based on the position sought).

Signature \_\_\_\_\_ Date \_\_\_\_\_

6. I have read the attached job description. If employed, I understand that if I am or become handicapped and in need of accommodation for employment, I must notify the City in writing within 128 days after the need is known or reasonably should have been known to me. Failure to properly notify the City will preclude any claim that the employer failed to accommodate the handicapper.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Applicants for NON-UNION positions read and sign paragraph 7. Do not sign paragraph 8.**  
**Applicants for UNION positions read and sign paragraph 8. Do not sign paragraph 7.**

7. In consideration of my employment, I agree to conform to the rules and regulations of the City of Ironwood, as they may be amended or changed from time to time, and agree that my employment and compensation can be terminated with or without cause and with or without notice at any time at the option of either the City or myself. I understand that no officer or representative of the City has the authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, except the City Manager and any such agreement must be made in writing, directed to me personally. I further acknowledge that no one has made any representation or statement to the contrary to the City's employment at-will policy or about the City's economic outlook or stability to me, either orally or in writing, and I acknowledge and understand that no one has the authority to make such representation of statements to the contrary in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_

8. In consideration of my employment, I agree to the rules and regulations of the City of Ironwood. I further acknowledge I will be on probationary status for a minimum of \_\_\_\_\_ days from the date of my hire. As a probationary employee, I understand my employment and compensation can be terminated at any time with or without

Signature \_\_\_\_\_ Date \_\_\_\_\_

9. I agree that any lawsuit against the City, arising out of my employment or termination of employment including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within six (6) months of the event giving rise to claims or be forever barred. I waive any limitation period to the contrary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF EACH OF THE ABOVE NINE (9) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ACKNOWLEDGEMENT

Please read carefully before signing.

I acknowledge and agree that all statements made herein are subject to investigation and confirmation by the City and that the information I have supplied is correct to the best of my knowledge. I understand that any deliberate falsifications, misrepresentations, or omissions of fact may preclude any offer of employment, or may result in the withdrawal of any employment offer, or may result in discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.

I hereby authorize the release from liability any former employer, educational institution, or other person or institution to questions pertaining to information in the application, and to release the details of my work, skills, or action in any transaction and to provide documentary evidence thereof to the City of Ironwood. Further, I release the City of Ironwood from liability that might result from an investigation.

I understand that the use of this application does not indicate there are positions available, nor does it imply or create an employment contract. I understand that the only employment contracts are those specifically authorized by the City of Ironwood management which have been reduced to writing and have been executed by both the employee and an authorize representative of the City of Ironwood. Accordingly, I understand that no employment contrite, either expressed or implied, for any period, is created hereby should the City of Ironwood hire me.

If hired, I understand that my employment is at-will (*just cause* for union employees), and can be terminated at any time, with or without notice, for any reason at the option of either the City of Ironwood or me. Should the City hire me, I agree to observe all the City's policies, practices, and procedures currently in existence and new revised ones, which be issued in the future.

Signature \_\_\_\_\_

Date \_\_\_\_\_