

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	MICE (Milford Ice) Team Volunteer	Grade Level:	n/a
CLASSIFICATION:	n/a		

Job Description:	The MICE (Milford Ice) Teams is a group of volunteers that serve the Town of Milford as a sub-group of the Recreation Commission. Under the supervision of the Milford Recreation Director, the MICE Team shall set up, clear resurface and take care of the Milford outdoor ice skating rink at Shepard Park.
Accountability:	Reports to the Recreation Director and Recreation Commission. Always performs duties in team of 2 or more.
Equipment Used:	All ice rink and resurfacing related equipment. Porta-rinx ice skating rink, bambini and tractor, on demand hot water source, snow blower, shovels.
Environment:	Inside: <u>5</u> % Outside: <u>95</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> 1. Set up of porta-rinx portable ice skating rink kit with liner. 2. Clearing of snow and ice debris from ice surface according to schedule and snow storms. 3. Resurfacing of ice according to schedule and snow storms. 4. Ice maintenance – edging, scraping. Bambini operations, flooding. 5. Follow all safety programs and trainings associated with the operation of ice and snow maintenance equipment. 6. Utilize all safety equipment provided such as protective gloves, goggles, non-slip boot covers. 7. Special event assistance as availability permits. 8. Assist with rules enforcement and/or reporting as necessary. 9. Assist with grounds keeping (trash pickup to barrels provided, clearing of paths to rink) 10. Co-ordination and teamwork with MICE team chair and co-chairs, Milford Recreation Department and Commission including attendance at pre-season and season organization meetings. 11. Report any vandalism, maintenance, or safety issues to the Milford Recreation Department. 12. Take down, clean up and storage of all rink and ice/snow maintenance equipment at end of the season. 13. Performs other related duties as required.
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Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>
LIFT up to 10 lbs.:	Twisting
Frequently	Frequently
LIFT 11 to 25 lbs.:	Bending:
Occasionally	Frequently
LIFT 26 to 50 lbs.:	Crawling:
Rarely	Rarely

LIFT over 50 lbs.:	Rarely
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Rarely
CARRY over 50 lbs.:	Rarely
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently +++

Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Frequently
Climbing:	Frequently
Balancing:	Frequently

WORK SURFACE(S)
Snow, ice, pavement, slick conditions.

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Occasionally
Fingering:	Occasionally
Controls and Equipment:	Frequently

Controls & Equipment: shovel, Bambini

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit	1-2								1-2							
Stand	1-2								1-2							
Walk	1								1							

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others. Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Tasting – N/A. Smelling – necessary to smell gas leakage, etc.

Specific Vocational Preparation Requirement(s):

X	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
	2 to 4 years		4 to 10 years		Over 10 years
Required:		<ul style="list-style-type: none"> • Must be 18 years of age to use power equipment. Under 18 is acceptable with parent signature and no use of power equipment. • This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. • Successful completion of a criminal records check. (possibly) 			
Experience		<ul style="list-style-type: none"> • Hands on 			
Supervisory experience:		n/a			
Licensure/Certification Requirements:		n/a			
Other Training, and/or related Skills		n/a			

Summary of Occupational Exposures:

Summary of Occupational Exposures:	<ul style="list-style-type: none"> • Ability to work outdoors in all temperature/weather extremes. • Blood borne pathogens.
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Other Considerations and Requirements:

<p>Other Considerations and Requirements:</p> <ul style="list-style-type: none"> • The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. • Ability to establish and maintain effective relationships with the public, management, and co-workers. • Possess alertness and apply commonsense in dealings with situations as encountered.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/4/16
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