



Thank you for your interest in the ice skating rink attendant seasonal position with the Town of Long Lake.

Please fill out the application and return it to

Clay Arsenault, Long Lake Town Supervisor  
Ice Skating Rink Attendant Job  
PO Box 301  
Long Lake, NY 12847

By Friday, October 30<sup>th</sup> at 2pm.

Or drop off application in the designated box at

Long Lake Town Offices  
24 Hour Brochure & Information Room  
1130 Deerland Road  
Long Lake, NY 12847

Please note: The Long Lake Town Offices are closed to the public at this time.

# Town of Long Lake Geiger Arena Program Duties

Revised/Board Approved 3/00, Amended 12/03, 12/04, 1/04, Updated 3/07, Amended 3/09, 11/10, Updated 3/15

The Geiger Arena is a winter recreation area with skating, sledding and activities which include these outdoor sports but *the Ice Rink dictates the schedule of the attendant.*

## **PART I: GENERAL HOURS OF OPERATION** - When Ice is Safe and Acceptable:

- Holidays and Long Lake Central School vacation:
  - Monday - Saturday: 1:00 - 5:00 PM and 6:00 - 10:00 PM
  - Sunday: 1:00 - 5:00 PM and 6:00 - 9:00 PM
- The rink is closed Christmas day and night.
- Regular Hours:
  - Friday: 2:30 PM - 5:00 PM and 6:00 - 10:00 PM
  - Saturday: 1:00 PM - 5:00 PM and 6:00 - 10:00 PM
  - Sunday: 1:00 PM - 6:00 PM
  - Monday & Thursday: 2:30 PM - 6:00 PM
  - Tuesday & Wednesday: Geiger Building CLOSED to public.
- DATES & TIMES SUBJECT TO CHANGE WITHOUT NOTICE
- Designated Ice hockey hours MAY BE established when the season begins:
  - If there is a designated adult/peewee-age hockey night, closing time could be extended.
  - Children's hockey practice or game times will be established each year by coaches.
- Special Youth nights might have different hours.
- RINK SCHEDULE AND WORKING HOURS ARE SUBJECT TO CHANGE!

The season will begin as soon as weather permits but hours of operation may be affected by uncooperative weather! The attendant will have to use his/her judgment about ice use. For instance, afternoon hours might be canceled because of soft ice, but evening hours open if the cold night air heals up the ice. Or maybe the ice will be bad for several days in a row. It will be the responsibility of the attendant to check as necessary and post a notice if needed to keep people off the ice to prevent damage.

## **PART II - GEIGER ARENA ATTENDANT DUTIES**

- Be present during the hours of operation, or
- Be present during Supervisor-approved (in advance) skating sessions requested for off-hours. Examples: church, civic or private groups holding a special event like a birthday party (for instance). The only **exception** is for hockey practices and games: the attendant does NOT have to be present as long as the coach takes charge; however, see rink maintenance for ice condition considerations.
- If no skaters or sledders show up within ½ hour before closing - either the afternoon or evening sessions, the attendant can close up and leave. Document time accordingly.
- At least daily maintain answering machine. Message should be concise: "You have reached the Geiger Arena. It is (day of the week and date). Today's hours of operation are.... etc.." Describe any special event that is coming up. (Do not leave a full week's schedule because the message is too long.)

- Rink Maintenance: the attendant is expected to do ice maintenance as specified in Part III. With prior planning or if the attendant has a personal illness or emergency, water employees can ‘cover’ on weekends or holidays.
- Monitor sliding hill; Attendant will have a snowmobile available to groom the hill as needed; P&R staff can drag the hill upon request.
- Attendant will be expected to groom the Lake Eaton snowmobile trail approx. once or twice a week; this would be accomplished when the rink is closed.
- Upon arrival at the Geiger building:
  - a. Check the safety and condition of the ice. If it is unsafe or poor, post a sign that the rink is closed for that reason AND POST THE MESSAGE ON THE ANSWERING MACHINE. The attendant may leave if both skating and sliding is poor.
  - b. Keep PERIMETER of building clear of snow. Correct icy conditions in whatever way is appropriate (salt not recommended near rink, but might be okay at entrance doors and outside bathroom door).
- Clean bathroom daily and keep dispensers operational.
- Keep skate building clean and neat, including kitchen, per instructions.
- Keep any sand swept off floor as well as outside walkway (to preserve skate blades).
- Report any serious building problems to the Supervisor’s office during office hours; on weekends and holidays, call the Town Supervisor.
- Test emergency lights periodically to be sure battery is good.
- Strongly encourage parents or babysitters to have small children or beginner skaters wear helmets.
- While in attendance and when all other tasks have been completed, repair the skates, helmets and equipment that are available for use by the public. (You are not expected to repair hockey team’s gear.)
- Do not allow use of the concession area by random children. Only authorized use should be allowed which is supervised by an adult or responsible, older teenager.
- During the hours of operation, enforce the following rules:
  - a. No smoking or alcoholic beverages are allowed on the premises - in the Geiger Building, on land around it or on the ice.
  - b. No foul language.
  - c. No hockey can be played unless
    1. There are absolutely no ‘free’ skaters on the ice, or
    2. it is during a scheduled hockey ice time.
    3. Hockey and broom-ball players must wear helmets regardless of age
    4. Hockey players must put away all town-owned hockey equipment
  - d. Skaters may make brief local calls to call for a ride home, etc..
  - e. Ensure that music brought by skaters to be played over the loud speaker is appropriate for all ages. Don’t allow the use of tapes/CD’s containing vulgar content and keep it reasonable in volume (out of consideration for the neighbors).
  - f. Allow NO boots on the ice without helmet - all ages, NO EXCEPTIONS.
- Before departing:
  - a. Remove hockey nets each day after use. The players can put them back on the ice the next time they want them.
  - b. Turn off lights and lock doors.
- Police general area including sledding hill for trash, sleds and other miscellaneous items which are left behind.

## NOTES to the Attendant:

You are not required to “baby-sit” young children. No child under age 10 should be left at the rink without a responsible older sibling, a designated babysitter or an adult caretaker present who is responsible for the child.

You have the authority to send ‘problem’ skaters home for persistent infractions of the rules or other troublesome behaviors. Use discretion. Skaters endangering themselves or other skaters, using vulgar language, displaying vulgar behavior or intentionally damaging Town equipment (hockey sticks, etc.) can be dismissed until the next day. REPORT REPEAT OFFENDERS TO THE TOWN SUPERVISOR.

When you see the season is nearing closure, remind skaters to take any personal equipment home that they have left there. Equipment left in the shack will become “absorbed” by the Town! Post a sign as a reminder.

## PART III - RINK ICE-MAKING AND MAINTENANCE DUTIES

- Prior to the start of the skating season, the employee *may* be asked to help erect the rink boards and appurtenances.
- The attendant will build the ice to a thickness of 3" or more, maintain ice depth and improve ice quality by snow-blowing when necessary and flooding the rink. The attendant is responsible for asking for help if it's needed.
- Water personnel will be responsible for training the attendant. Parks and Rec and/or water personnel will sub as needed.
- Ice making, maintenance or flooding may require very late PM or early AM hours to achieve best ice according to weather conditions.
- Ice preparation must be completed before the hours of rink operation; no ice maintenance of any sort should be done during rink hours of operation. If it is snowing lightly, the attendant may need to clear the rink between the afternoon and evening sessions. For light snow on the attendant's days off, judgment can be used to put off maintenance until a workday.
- If it snows heavily, the attendant must use judgment to decide on the frequency of returning to the rink to manage snow build-up. For heavy snow fall during the attendant's days off, the Town will attempt to clear ice but cannot guarantee this since heavy snow means every available employee may already be plowing or shoveling. Attendant may wish to get over-time to clear and assist in managing the ice; permission for O.T. must be obtained from P&R Department Head.
- Hockey Program Hours: If practice is scheduled on the attendant's days off, he/she is not required to do the ice maintenance. However, he/she can elect to do the work using overtime: coordinate with Parks and Rec staff. If hockey is scheduled during the Th - M workweek, attendant should adjust hours to accommodate both hockey and public usage.
- Attendant must do basic maintenance on equipment such as the snow-blower, and etc.. He/she is responsible for noting problems and reporting them to the Department Head ASAP. Attendant is responsible for keeping the fluid levels topped off or arranging for it.
- Since the attendant is expected to provide the best ice conditions possible, it is understood that job will require dedication and flexible hours.
- All over-time must be pre-approved.



# TOWN OF LONG LAKE

## EMPLOYMENT APPLICATION

### TOWN USE ONLY

Applicant Name \_\_\_\_\_

Civil Service Job Title: \_\_\_\_\_

Civil Service Job Classification

Competitive

Non-Competitive

Exempt

Labor

*This application is for internal use only by the Town of Long Lake and should not be filed with the Hamilton County Personnel Department.*

# TOWN OF LONG LAKE Employment Application

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate such. We appreciate your interest in employment with the Town of Long Lake.

We are an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Town Supervisor's Office. This application for employment will be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should reapply by completing another employment application.

BIOGRAPHICAL DATA	Name (First, Middle, Last)		E-mail Address		
	Address		Phone Number		
	City		State	Zip	
	Position Applied For		Salary Desired		
	Are You Available For		Date Available For Work		
	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary				
	How were you referred to the Town of Long Lake? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Civil Service Job Posting <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____				
	Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, may we contact your employer to obtain employment information?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever filed an application or interviewed for employment with the Town of Long Lake?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, give month and year ____/____/____				
	Have you ever been employed with the Town of Long Lake before?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give dates From ____/____/____ To ____/____/____					
Are you legally eligible for employment in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Employment eligibility verification will be required upon employment.</i>					
If you are under 18 years of age, can you provide required proof of your eligibility to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

EDUCATIONAL BACKGROUND	Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
	High School				
	College				
	Other				

<b>SKILLS</b>	Typing Speed: _____ WPM	Data Entry: _____ # Numeric Keystrokes/Hour	_____ # Alpha Keystrokes/Hour
	Computer Skills:		
	List certificates, licenses ( <i>including driver license or CDL endorsement</i> ) or professional achievements that would support your qualifications for employment:	List any additional skills, technical or professional knowledge that you feel would support your application:	
If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here: _____			

List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.

<b>Present or Last Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
_____			
Reason for leaving			

<b>Next Previous Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
_____			
Reason for leaving			

<b>Next Previous Employer</b>			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
_____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)			
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

U.S. MILITARY HISTORY			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (Other than relatives or previous employers; list three)			
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known

Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. <b>Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Town.</b> The nature of the violation and all other appropriate circumstances will be considered. The Town reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired, and that the filing of a false instrument can be punished as a crime. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that as a part of the hiring process an independent background check may be conducted. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations. I understand that as a condition for employment with the Town of Long Lake, a pre-employment physical examination will be required, and that for those positions which require a possession of a commercial drivers license (CDL), a controlled substance test will be required and must be passed.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_