



## Job Posting

**Position Title:** Manager, Facilities and Maintenance  
**Department:** Facility Operations  
**Status:** Full-time, salary  
**Reports to:** Associate Director, Facility Operations  
**Location:** Langley Events Centre  
**Salary Range:** \$95,000 - \$105,000

### Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) proudly manages and operates all facilities at Langley Events Centre (LEC), The Redwoods Golf Course, and Triple O's at Aldergrove Community Centre. As our portfolio continues to expand, we are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization.

### LEC Overview:

Located within the Township of Langley's developing Arts, Sports, and Entertainment District, LEC features an arena bowl (5,276 seats for hockey), stadium (6,197 seats for soccer/rugby), banquet hall, triple gymnasium (2,000 seats), double gymnasium (1,000 seats), fieldhouse, meeting rooms, dedicated gymnastics facility, retail, sport medicine, and sport organization offices, all next to the adjoining Willoughby Community Park. This unique multi-purpose and simultaneous event facility proudly hosts International, National, Provincial, Regional, and local community championships and events. Inspired by World Class facilities throughout North America, the LEC strives to provide a first-class experience for amateur and professional participants and spectators alike.

### Position Overview:

Reporting to the Associate Director, Facility Operations, the Manager, Facilities and Maintenance is responsible for ensuring the overall day-to-day condition, cleanliness, and functionality of all facilities and assets across Langley Events Centre, through the delivery of proactive maintenance and scheduled upkeep programs.

### Primary Duties and Responsibilities:

- Conduct regular facility walkthroughs to proactively identify wear, damage, and maintenance needs, ensuring timely resolution before issues escalate
- Plan and execute scheduled refresh and upkeep activities, including painting, flooring repairs, minor carpentry, and general facility presentation standards
- Coordinate and oversee minor repair and routine maintenance and service work projects internally or with contractors, ensuring work is completed efficiently and to standard
- Establish and uphold facility presentation and maintenance standards across all spaces, ensuring consistency with organizational expectations and event requirements
- Respond to facility alarms, mechanical/electrical systems failures, and building occupant concerns in a timely and effective manner
- Provide daily leadership, direction, and technical guidance to Supervisors and Operations Workers, including developing and managing staff schedules
- Coordinate and schedule Custodial contractors to ensure facility cleanliness and presentation standards are consistently maintained
- Diagnose, troubleshoot, and resolve equipment and system issues, identifying root causes and preventing recurrence where possible



**SPORTS AND  
ENTERTAINMENT**

- Support the development of maintenance-related plans, processes and operational policies in collaboration with senior leadership
- Ensure ongoing compliance with Technical Safety BC and all applicable regulatory requirements through regular inspections, safe operation of related systems, and proper documentation and recordkeeping
- Other duties as assigned

**Skills and Abilities:**

- Ability to work in a fast-paced environment and prioritize a number of tasks
- Intermediate skill level with Microsoft Office 365 and Building Management Systems
- Sound knowledge of all aspects of ice making and building maintenance equipment
- Excellent leadership skills
- Knowledge in operating and maintaining DDC systems for HVAC and Refrigeration
- Strong consensus building and conflict resolution skills
- Ability to work a varied schedule, which includes overnight/holidays/weekends as required
- Physically able to carry out the duties of the position
- Fully proficient in spoken and written English with a second language considered an asset

**Qualifications:**

- Minimum five years of Facility Operations or Maintenance experience
- Minimum three years of supervisory or leadership experience
- Refrigeration Operator certification required and must be maintained during employment
- Forklift certification required and must be maintained during employment
- Boom Lift certification required and must be maintained during employment
- Willingness to complete a Police Information Check required
- Valid Intermediate First Aid, CPR, and AED Certification, or equivalent will be required to be maintained during employment

**HOW TO APPLY:**

Interested individuals are asked to submit via email: [careers@tfse.ca](mailto:careers@tfse.ca):

- A) A cover letter;
- B) A resume detailing your skills, experience; and
- C) Any additional information outlining your specific interests and abilities that attracts you to this specific opportunity with TFSE and LEC.

This posting will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.