

## Job Posting

**Position Title:** Supervisor, Conversion and Maintenance  
**Department:** Facility Operations  
**Status:** Full-time, salary  
**Reports to:** Associate Director, Facility Operations  
**Location:** Langley Events Centre  
**Salary Range:** \$58,000-\$65,000

### Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) manages and operates Langley Events Centre (LEC), a prominent home of participation and spectator opportunities in sports, entertainment, and events in B.C. 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 in one of the most unique and exciting employment environments available.

### 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), 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 Supervisor, Conversion and Maintenance will coordinate and lead the facility conversions for all event types and spaces. This includes the scheduling and supervision of conversion staff.

### Primary Duties and Responsibilities:

- Oversee the installation and dismantling of various conversion equipment, including but not limited to basketball court flooring, lacrosse turf, ice deck, arena glass, staging, event chairs, field boards
- Serve as the Conversion Lead for large facility conversions
- Assist with organizing and executing local, regional, provincial, national, and international events
- Respond to facility alarms, mechanical/electrical systems failures, and building occupant complaints
- Assign daily responsibilities, provide guidance and direction to Conversion staff
- Assist in ongoing recruitment, orientation, training, and development of staff
- Schedule Conversion staff
- Keep accurate records, including but not limited to: daily log of activities, equipment usage reports and material usage reports
- Collaborate with staff to review and evaluate the effectiveness of maintenance routines
- Assist in developing long-range plans and policy recommendations for the maintenance routines
- Resolve issues with equipment that are not operating properly
- Collaborate with other departments to ensure correct set up of applicable event spaces
- Provide excellent customer service to all LEC clients, teams, tenants, and visitors
- Other duties as assigned



SPORTS AND  
ENTERTAINMENT

**Skills and Abilities:**

- Ability to work in a fast-paced environment and prioritize a number of tasks
- Ability to meet tight deadlines
- Moderate skill level with Microsoft Office Suite
- Strong understanding of all elements of arena conversions
- Excellent organizational skills and attention to detail
- Excellent leadership skills
- 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:**

- Willingness to complete a Police Information Check
- Valid First Aid Level 1, CPR, and AED Certification, or equivalent will be required to be maintained during employment
- Forklift ticket required
- Boomlift ticket required
- Minimum three years of arena conversion, maintenance or facility operations experience
- Experience supervising employees required
- Related post-secondary education an asset

**HOW TO APPLY:**

Interested individuals are asked to submit a resume and cover letter detailing your skills and experience via email: [careers@tfse.ca](mailto:careers@tfse.ca).

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