

Job Posting

Position Title: Supervisor, Operations
Department: Facility Operations
Status: Full-time, salary
Reports to: Associate Director, Facility Operations
Location: Langley Events Centre
Salary Range: \$67,000 - \$76,000

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 Supervisor, Operations will oversee the daily operations of their assigned Langley Events Centre facility. The Supervisor, Operations will play a key role in delegating daily task lists, ensuring facility standards are maintained, and completing minor maintenance of equipment and facilities.

Primary Duties and Responsibilities:

- Assign daily responsibilities, provide technical guidance and direction to Operations Workers and Facility Attendants
- Assist with onboarding and training new hires within the department
- Keep accurate records, including but not limited to: daily log of activities, equipment usage reports and material usage reports
- Respond to facility alarms, mechanical/electrical systems failures, and building occupant concerns in a timely and effective manner
- Uphold facility presentation and maintenance standards across all spaces, ensuring consistency with organizational expectations and event requirements
- Assist with executing local, regional, provincial, national, and international events
- Operate refrigeration and ice making equipment in a safe manner
- Resolve equipment issues and prevent recurrence where possible
- Perform regular checks to ensure that the facility is compliant with Technical Safety BC
- Monitor and adjust building equipment, using DDC systems
- Provide excellent customer service to all LEC clients, teams, tenants, and guests
- Other duties as assigned



SPORTS AND
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Skills and Abilities:

- Ability to work independently in a fast-paced environment, and prioritize several tasks
- Knowledge of all aspects of ice making and building maintenance equipment
- Knowledge in operating and maintaining DDC systems for HVAC and Refrigeration
- Knowledge of plumbing, electrical systems, and carpentry
- Intermediate skill level with Microsoft Office 365
- Ability to work a varied schedule, which includes overnight/holidays/weekends as required
- Physically able to carry out the duties of the position
- Excellent customer service skills
- Fully proficient in spoken and written English with a second language considered an asset

Qualifications:

- Minimum three years of Facility Operations or Maintenance experience
- Minimum one year of supervisory or leadership experience
- Ice Facility 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
- Valid Intermediate First Aid, CPR, and AED Certification, or equivalent will be required to be maintained during employment
- Willingness to complete a Police Information Check

HOW TO APPLY:

Interested individuals are asked to submit via email: 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.