

Career Opportunity

The Calgary TELUS Convention Centre is looking to hire a full-time **Maintenance Services Worker** reporting to the Senior Manager, Building Operations. The Maintenance Services Worker is responsible for performing general maintenance in the CTCC and assisting clients with requirements for tradeshow, conventions, and upholding CTCC standards for quality and OH&S protocols.

Duties and Responsibilities

- Maintain the interior and exterior of the CTCC buildings, which would include, but is not limited to, repairing damage to meeting rooms, public areas and offices including patching walls, re-staining woodwork, replacing and repairing wallpaper, painting, repairing and replacement of floor and ceiling tiles, maintenance of electrical floor boxes, operable wall panels & tracks, aerial work platforms, forklifts and snow removal equipment, repairing of doors, moldings and windows, and removing graffiti from exteriors walls;
- Repair furniture and equipment as required.
- Setup and teardown risers and steps attached to the risers.
- Perform and/or assist contractors with internal renovations.
- Deliver client freight from the loading dock to the appropriate meeting rooms and pick up any freight remaining in the meeting rooms at the end of the function and deliver it back to the loading dock.
- Transport internal freight as required.
- Maintain shop and equipment to ensure good working conditions.
- Operate the forklift to move freight within the facility.
- Oversee and enforce company standards on contractors for quality, conduct, occupational health and safety protocols.
- Operating aerial work platform and ensuring rigging is installed according to regulations.
- Utilize EBMS to ensure required work orders and tasks are identified, actioned and the client is invoiced accordingly for respective services and materials.
- Snow removal (using a shovel &/or snow removal equipment) from the loading docks, sidewalks around both buildings and the patio in the south building.
- Work on the loading dock performing shipping and receiving services and maintaining the loading docks as required.
- Assist with move-in and move-out of bands and tradeshow companies.
- Perform pin spotlight adjustments.

- Attend pre-convention and other meetings as required.
- Work flexible and overtime hours as required.
- Assist other departments as required.
- Other duties as assigned.

Job-Related Skills

- Strong mechanical aptitude.
- Team player who is comfortable working in a fast-paced changing environment under tight timelines.
- Customer service focused with strong interpersonal, communication, planning and organizational skills.
- Awareness of safety regulations and requirements and proven ability to work safely.

Education

- High School Diploma.
- Post-Secondary Trade (Asset).
- 3-5 years of building maintenance experience.
- Shipping and receiving experience (Asset).

Experience

- Knowledge of GHS, occupational health and safety, rigging regulations, asbestos awareness guidelines, fall protection equipment procedures.
- Knowledge and experience working with carpentry tools and equipment.
- Forklift and Aerial Work Platform Certification and operational experience.
- Experience working with rigging equipment specifications is preferred.

Training

- Microsoft Office
- EBMS (event management booking system)
- First Aid, CPR, AED Certification

Physical Requirements

- Physically fit to have the ability to lift up to 60lbs (equipment) and push/pull a maximum of 444lbs.
- Comfortable working at heights.
- To be able to discern colours.

Core Company Success Traits

The Calgary TELUS Convention Centre:

- Is Calgary's meeting place, bringing the community together in a central hub to connect, learn, innovate, celebrate, support, and grow.
- Connects Calgary with the global community; leveraging our assets to create opportunities that impact the lives of Calgarians and Canadians.
- Takes pride in our city and in delivering Calgary's message of hospitality, prosperity, and enlightened growth to countless visitors.
- Is honoured to promote Calgary to the world and to host hundreds of events each year.
- Is responsible for promoting Calgary by working with partners to build Calgary's reputation as the destination of choice.
- Is committed to providing a productive, comfortable, sustainable environment to our guests and employees.

The Convention Centre offers a comprehensive salary and benefits program that includes life and dependent life insurance, short and long-term disability, health, and dental benefits, travel medical emergency insurance, flexible spending account, employee assistance program, pension plan, flex and bonus hours, wellness programs, and educational opportunities.

Individuals interested in applying for this position can submit a resume and cover letter to careers@calgary-convention.com by **April 15, 2022**. We thank all applicants for their interest however, only those qualified will be contacted. Our organization has a COVID-19 employee vaccination policy in place.