

# TOURISM ABBOTSFORD

## POSITION DESCRIPTION

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Position: **Tradex Operations Support**  
Department: Events & Facility  
Reports to: Director, Events & Building Services

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### **Position Summary**

The Tradex Operations Support is responsible for supporting a variety of operations duties. In this capacity, the Tradex Operations Support will work collaboratively with the Managing Director, Events and Building Services, front line team members, suppliers, contracted services, and the general public to ensure the successful implementation of events and services.

The Tradex Operations Support will function as the General Labor Supervisor when required and will provide support in completing the building services and maintenance plan as needed.

### **Specific Duties & Responsibilities**

***Building Services*** - provide support to the Director of Event and Building Services in the implementation of the building service and maintenance plan. Activities include, but are not limited to, the following:

- Assist with building maintenance and repair, including operational equipment,
- Assist with annual maintenance and repair plans,
- Assist with the efficient use of storage areas, and determine appropriate materials to be stored,
- Help ensure that all applicable bylaws, fire regulations, building codes, WCB, WHMIS and other health and safety regulations are adhered to
- Provide minor facility repairs and general light maintenance including, but not limited to, snow removal, power washing and basic landscaping
- Supervise suppliers of snow removal, landscaping and general maintenance as required
- Monitor inventory and maintain appropriate supplies
- Help facilitate recycling, waste management and related activities

***General Labor Supervisor***- lead and supervise general labor operations during move-in and move out of various events. Activities include, but are not limited to:

- Help ensure that staging, chairs, tables and other equipment are set up properly for events,
- Assis with take down of equipment before and after events,
- Use forklift when needed to assist Show Staff and Event Managers,
- Use safe working practices throughout all labor and know the mechanics of safe working practices.

### **Desired Skills**

- Outstanding service skills and a desire to help others... 'what's best for the rest'
- Excellent interpersonal-skills and a positive, can-do attitude
- Ability to create and maintain effective working relationships with a variety of stakeholders
- Ability to meet tight deadlines and juggle numerous tasks
- Ability to make sound decisions and anticipate needs and appropriate timing for communication needs
- Self-motivated with consistently good energy

### **Experience & Qualifications**

- Grade 12 completion or equivalent
- Relevant labor and facility services experience considered an asset
- Familiarity with bylaws, regulations and codes relevant to the building services functions described above
- Demonstrated experience with safe use of power tools
- Possess Fall Protection and Aerial Lift certifications, or be willing and able to attain
- Possess valid Fork Lift certificate, or be willing and able to obtain
- Basic building services experience and ability to read, understand and make decisions based on drawings and blueprints
- The ability to work a flexible schedule, extensive evening and weekend work required
- Valid BC driver's license
- Functional computer skills, specifically with respect to Microsoft Office
- Bondable

### **Hours:**

This is a part-time position with the possibility of more work throughout the summer months. There will be guaranteed work 2 days per week on a consistent basis.

### **Pay:**

Starting at \$17.00 hourly (based on experience), with a review in 6 months.

*If this position is of interest to you, please email your resume and cover letter to:*

*[ktielmann@fvtradex.com](mailto:ktielmann@fvtradex.com)*

*Addressed to Kayla Tielmann, HR Manager*