

Career Opportunity

The Calgary TELUS Convention Centre hosts conventions, tradeshow and meetings for national, international and local groups. We are currently looking to fill a full time position of Maintenance Crew Member.

Reporting to the Manager, Maintenance Services, the Maintenance Crew Member is responsible for performing general maintenance in the CTCC and assisting clients with requirements for tradeshow, conventions and other client functions.

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 floor boxes, air wall panels and tracks, scissor lifts, fork lifts and snow machines, repairing of doors, moldings and windows which will involve cleanup of broken glass and ensuring replacement windows are ordered and installed, and removing graffiti from exterior and interior walls;
- Repair furniture and equipment (i.e. tables, chairs, risers, podiums, etc.) as required;
- 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 back to the loading dock;
- Transport internal freight as required;
- Maintain shop equipment (saws, routers, drills, etc.) to ensure good working condition;
- Operate the forklift to unload trailers and transport freight within the facility;
- Move, install, maintain office furniture, desk systems, keyboard trays etc;
- Operate the scissor-lift to hang rigging, pin spots, banners, decorations, signage and flags;
- Utilize EBMS to ensure the client is invoiced accordingly for labor, riser, banner hanging, fork and scissor lift charges, check traces and work orders daily;
- Remove snow (using a shovel &/or snow removal machine) 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;
- Attend pre-convention and other meetings as required;
- Assist the Building Operators as required;
- Assist other departments as required; and
- Other duties as assigned.

Experience and Assets

- 3-5 years of building maintenance experience;
- Knowledge of WHMIS/GHS, occupational health and safety, rigging regulations, asbestos awareness guidelines, and fall protection equipment procedures is required;
- Knowledge and experience working with carpentry tools and equipment;
- Strong mechanical aptitude;
- Forklift and scissor lift operation experience and certification is required;
- Previous experience working with rigging equipment specifications is preferred;
- Team player who is comfortable working in a fast paced changing environment under tight time deadlines;
- Customer service focused with strong interpersonal, communication, planning and organizational skills;
- Awareness of safety regulations and requirements and proven ability to work safely;
- Physically fit to have the ability to lift heavy weight and be comfortable working with heights from ladders and on the scissor-lift;
- Computer experience using Microsoft Office

- Availability to work shift work and weekends is a must.

The Convention Centre offers a comprehensive salary and benefits program which 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, 3 weeks' vacation, wellness programs, educational opportunities and access to a fitness center.

Interested applicants can submit a resume and cover letter to careers@calgary-convention.com. We thank all who have responded. Those we wish to interview will be contacted.