

## **JOB DESCRIPTION**

# **OPERATIONS TECHNICIAN/SET UP STAFF**

**Job Title:** Operations Technician/Set Up Staff  
**Wage:** \$17-19/hourly  
**Department:** Operations  
**Reports To:** Operations Supervisor  
**Hours:** Part-time (Must be able to work flexible shifts/schedules including weekends, nights, and holidays as needed)

**Overview:** Oak View Group is seeking a qualified and dynamic part-time professional to fill the position of Operations Technician for the Penticton Trade and Convention Centre. Reporting to the Operations Supervisor and the Assistant Operations Supervisor, the Operations Technician candidate is responsible for supporting and operating events of all sizes for the local and regional market for the convention centre. This position is also responsible for building maintenance, janitorial services and on site customer service.

**Responsibilities include, but are not limited to the following:**

- Work from general instructions and specifications
- Read and interpret paperwork regarding room set-ups
- Set rooms according to the requested layouts
- Set-up and tear down a variety of equipment, including, but not limited to chairs, tables, staging, risers, trash cans, dance floors, coat racks, table skirting, carpet, pipe & drape, plywood, field covers, tarps
- Sweep, mop, scrub & wax floors, wash walls, windows, stainless steel, counter tops and woodwork
- Clean and maintain restrooms to the highest quality of service while replenishing supplies
- Remove stains, clean and extract carpet
- Responsible to properly clean and maintain a specific area of the facility. Always ensuring the area is hygienic, orderly and ready for public use
- Dusts, polish, arrange and move furniture and equipment
- Remove rubbish and waste
- Use hand tools or small powered equipment applicable to the work being performed
- Provide direction to and oversee assignments to full time and On Call
- Housekeeping/Setup Workers
- Perform facility maintenance tasks as assigned
- Report defective equipment, facility damage, areas of the facility requiring cleaning and incorrect or improper set-ups to supervisors in a timely manner

**Qualifications (educational, experience and basic knowledge requirements):**

- High School diploma or equivalent (GED)
- Ability to work various workdays and hours to meet business needs including early/late hours, long days, weekends and holidays. Must be reliable and punctual.
- The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possession of or ability to obtain the following: CPR, First Aid, Blood Borne Pathogen, AED, Forklift Certification
- Work from general instructions and specifications, with minimal supervision.
- Perform general labor related tasks in a safe and efficient manner.
- Grasp, hold, bend and twist a wide range of tools, equipment and materials.
- Operate a wide variety of equipment including pick-up trucks with attached power washer, forklifts, floor industrial scrubbers, and other vehicles as required.
- Maintain a calm demeanor while providing corrective feedback to team members during stressful and/or time sensitive situations.
- Work effectively in a service-oriented environment subject to frequently changing priorities.

**Physical Demands:**

- While performing duties of this job, the employee will frequently operate a computer and other office devices such as calculators, telephones, copy machines, faxes and printers.
- The employee occasionally lifts and moves a variety of facility equipment and/or tools.
- Employee will constantly move about inside and outside various areas of the facility before/during/after events to interact with internal/external clients and supervise the work of employees; position will require employee to occasionally bend, stoop, or crouch to evaluate and inspect/install utility services; employee will as needed operate forklift or high lift to support the exhibitor requirements for the event.
- Employee will be required to identify or match colors/tones of coded floor plans.
- Employee must constantly communicate via telephone, email and in-person with others and exchange accurate information.
- Employee may frequently lift and/or move up to 50 pounds. As business, maintenance, operations or emergency situations require, employee may occasionally lift/move 100 lbs. or more.

**To apply, please send your resume and a cover letter directly to [Tanner.McConnell@penticton.ca](mailto:Tanner.McConnell@penticton.ca)**



*The South Okanagan Events Centre Complex is an equal opportunity employer.*

*We are committed to developing a culturally diverse workforce.*