



**Title:** Chief Building & Maintenance Engineer  
**Reports To:** Director of Operations  
**Supervises:** Arena Zamboni Drivers, Ice Crew Personnel, Engineers and Operators, and Contracted Services.  
**Work Schedule:** Monday to Friday 8am to 4pm Plus all events evenings and weekends

#### **SUMMARY:**

The Chief Building & Maintenance Engineer is responsible for the preparation and maintenance of the ice surface, refrigeration system, automated building controls, HVAC, electrical systems, preventative maintenance programs, and general building repairs. Duties include, but are not limited to, the repair of machinery, performing preventive maintenance of HVAC and boiler systems and general equipment such as plumbing, electrical and refrigeration systems. The Chief Building & Maintenance Engineer assists the Director of Operations and provides overall administrative planning, direction, and safety policies and procedures assuring the highest quality service program to ensure rebooking of events. Moreover, the Chief Building & Maintenance Engineer ensures an effective and cost-efficient running of the operations department and provides highly responsible staff assistance to the Director of Operations

#### **QUALIFICATIONS:**

- Minimum Refrigeration Operator, 5<sup>th</sup> class refrigeration endorsement or 4<sup>th</sup> class power engineer certificate or better (BC Regulations) with specialized training in the building maintenance of HVAC or related building systems.
- Minimum of 4 years management experience in general maintenance & repair of HVAC or related building systems, and knowledge of Ice refrigeration.
- Minimum of 3 years experience in ice installation and ice maintenance (RFABC. Certified Ice Technician designation preferred) and operation and maintenance of ice resurfacing machines
- An understanding of supervisory principles associated with training “casual” staff is necessary
- A demonstrated understanding of building control systems and refrigeration systems
- A demonstrated understanding of and the ability to maintain the building’s environmental, mechanical and electrical systems are essential
- Work a flexible schedule, including early mornings, days, evenings, holidays, extended (long) workdays for an extended number of days as needed
- Familiarity with Work Safe BC and Technical Safety BC regulations & requirements.
- Knowledge of boilers, chillers, refrigeration and ice making.

#### **JOB FUNCTIONS:**

- Maintain and repair building equipment in a professional responsible manner
- Perform repairs in-house, when feasible and to avoid contracted services.

- Keep accurate maintenance, inspection and repair records
- Perform ice rink preparation and maintenance to maintain a high quality ice sheet for Team practices and games
- Assume management responsibility for all services and activities involved in the maintenance and operations of the Abbotsford Centre including HVAC, electrical, mechanical, plumbing, chillers, refrigeration, ice making, boilers and associated equipment.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct, coordinate, and review the work plan for facility maintenance and operations; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Operations budget; forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments as necessary.
- Assist with strategic planning for building improvements and upkeep and developing yearly capital improvements and long term 5 year capital budgets.
- Tracking, trending, monitoring utility usage to create efficiencies to ensure fiscal responsibility.
- Assist with the set-up of events; coordinate facility arrangements with concessionaires and vendors; direct and monitor the work of contractors, engineers, and architects on building projects.
- Order supplies and materials for maintenance programs within budget guidelines; receive and maintain supplies.
- Maintain hazardous materials communication program, material safety data sheets and required records and permits; maintain knowledge of changes in pertinent National, Provincial and Local regulations.
- Develop and maintain an accurate record keeping system including inputting all data and PM's into MicroMain.
- Participate in all staff, production and manager meetings.
- Must complete weekly reports.
- Perform all of the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, and Violence in the Workplace policies and W.C.B. Regulations,
- Perform other duties and responsibilities as assigned

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



### **Physical demands:**

While performing the essential functions of this position, employee will frequently stand and walk for long periods of time and climb stairs and/or ladders; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee will occasionally lift and/or move up to 40 pounds. Employee will also use close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.

### **Work environment:**

The essential functions of this position are performed both indoors and outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud.

### **About the Abbotsford Centre**

The Abbotsford Centre is committed to serving as a leading Canadian sports & entertainment venue by consistently providing its guests with outstanding event value, unique experiences and lasting memories. Its vision is the City of Abbotsford as a dynamic hub for western Canadian lifestyle, heritage and culture inspired by sports activity, entertainment diversity and community connectivity. Managed by Spectra Venue Management, the 8,500 seat venue specializes special events such as rodeos, circuses, ice skating and family shows, along with hockey, basketball, lacrosse, wrestling and gymnastics.

### *Highlights:*

#1 venue in Canada with a capacity of 5,001 – 10,000 (2016 – 2018)

#1 venue in the Pacific Northwest with a capacity of 5,001 – 10,000 (2017 – 2018)

Listed in Pollstar Magazine as a Top 200 Venues in the World for three consecutive years (2016 – 2018)

### *Past Performances and Artists*

Cirque du Soleil

Jerry Seinfeld

Thomas Rhett

Carrie Underwood

Joe Rogan ..... and many more.

**This job description is subject to change**