



NEW WESTMINSTER

Great City, Great Work, Great Future!

Building Conversions/Security

DEPARTMENT:	Office of the CAO – Anvil Centre	STATUS:	Auxiliary
NO. OF POSITIONS:	2 – 3 positions	UNION:	CUPE, Local 387
HOURS OF WORK:	*See Below	SALARY:	Starting rate is \$21.66 per hour + 12% in lieu of all benefits

Anvil Centre, the showpiece civic facility located in the heart of the downtown New Westminster, encompasses 84,000-square feet of interior space and includes: conference and meeting facilities, a theatre, arts studios, the New Media Art Gallery, the City's Museum and Archives, the Canadian Lacrosse Hall of Fame and Tourism New Westminster's visitor information centre.

We are looking for dynamic and customer service-focused building conversions set-up/tear down staff and security roles. You will be responsible for creating an enjoyable experience for our guests attending the many events at Anvil Centre, providing information regarding events and answering general enquiries; patrolling the facility in a routine manner and checking for individuals who are in unauthorized areas; ensuring interior and exterior doors are locked or unlocked and functioning; performing incidental cleaning tasks and setting up furniture and other related event equipment.

If many of the following characteristics and skills describe you, we want to meet you!

- You have completed Grade 12 or equivalent.
- You have a positive, energetic approach to work.
- You have the ability to pass and maintain a clear Police Information Check.

Building Conversions:

- You have knowledge of reading room set up maps, able to work at times unsupervised.
- You have the ability to operate a two-way radio, scissor lift, step ladder and operate small hand tools.
- You have the ability to lift or move heavy and bulky apparatus and equipment.
- You have the ability to do light custodial work.
- It would be a bonus if you have previous experience in a Conference Centre, other event venues and hotels.
- It would be a bonus if you have a Scissor Lift Ticket.

Security/Conversions:

- You hold Basic Security Training Certification (BST) Level 1.
- You have basic security training and some experience working in a similar facility, or an equivalent combination of training and experience.
- You have an Occupational First Aid Level 1 Certificate.
- You have sound knowledge of the rules and regulations pertaining to admissions, facility exits, and parking.
- You have the ability to walk long hours alone, limited outdoor work under varying weather.
- You have the ability to operate a two-way radio, scissor lift, step ladder and operate small hand tools.
- It would be a bonus if you have working knowledge of fire panels.

***Candidates must have the ability to work non-standard hours of work as operationally required, which include days, evenings, weekends, or statutory holidays. Shifts will be scheduled based on availability and events booked.**

Apply by sending your cover letter and resume quoting **competition #19-112, by September 6, 2019** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: 604-527-4619 or e-mail to hr@newwestcity.ca.

The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.