

# **LLOYDMINSTER AGRICULTURAL EXHIBITION ASSOCIATION**

## **FACILITIES/OPERATIONS MANAGER JOB DESCRIPTION**

The Lloydminster Agricultural Exhibition Association is a volunteer supported organization that promotes agriculture, trade, tourism, entertainment, and recreational events within and for the benefit of the community it serves.

Reporting directly to the General Manager, this position is responsible for maintenance and operation of the facilities of the Association and as such, supervises all staff involved in these activities. The Operations Manager is an integral part of the Management Team which, led by the General Manager, over sees all the activities of the Association. This is a hands on position working mainly with the maintenance team to accomplish tasks for LAEA events as well as rental events.

### **GENERAL**

The Operations and Facilities Manager performs all operational and facility functions to provide an efficient and effective facility that meets customer needs. The Facilities/Operation Manager reports directly to the General Manager. It shall be his or her responsibility to ensure the Grounds and Buildings are presented in a positive manner to the public.

### **QUALIFICATIONS**

#### **Organizational:**

- Responsible for assisting all committees, management team and facility renters to coordinate the event in a manner that meets the customer needs.
- Work with the General Manager and other management to ensure LAEA remains a viable operation.
- In absence of the General Manager the management group will act in the best interest of the Association.
- Attend weekly staff meetings, and other meetings as required.
- Maintain an ongoing inventory on equipment.

#### **Financial:**

- Work with the General Manager and Finance Manager to develop a budget for the department.
- Report to the General Manager and Finance Manager on financial concerns within the department.
- Negotiate operational contracts in a fair and reasonable manner for the Association.

- Recommend capital expenditures to General Manager and Finance Manager with final presentation to the Board.

**Operational:**

- Develop and implement an operational plan for all buildings within LAEA.
- Oversee the operation and maintenance of all mechanical equipment.
- Maintain up-to-date plans of grounds and buildings.
- Work with onsite contractors.
- Ensure Lloyd Ex's building and property are maintained in a safe, environmentally friendly and energy efficient manner.
- Direct the day-to-day operations including personnel and equipment.

**Personnel:**

- Responsible for Operational Employees including their supervision, scheduling, hiring, promoting and job performance evaluations.
- Plan and implement staff training programs which ensure the safe working environment within the industry standards. (Worker's Compensation and Occupational Health and Safety)
- Evaluate position descriptions and recommend any changes.

**Other:**

- Ensure that information flow within the department is efficient and effective and make suggestions/implement change as required.
- Maintain clean and orderly work area.
- Always promote good customer relations.
- Maintain confidentiality in handling sensitive information in preparation of reports and other documentation.
- Communicate problems to the appropriate level as required.
- Perform other duties as required.

Email your resume to: [reception@lloydex.com](mailto:reception@lloydex.com)  
Attention: Jackie Tomayer  
Or drop off at 5521-49<sup>th</sup> Ave, Lloydminster, SK  
No Phone Calls Please



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Association**