



Provincial Job Description

TITLE:
(013) 3rd Class Chief Engineer

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and maintains, operates and repairs a high-pressure boiler and plant/energy centre systems.

QUALIFICATIONS:

- ◆ Power Engineering Technology Diploma completed Semester 1, 2, 3 and 4
 - ◆ 3rd Class Power Engineer certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate knowledge of mechanical and electrical trades
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Ability to read blueprints and schematics

EXPERIENCE:

- ◆ **Previous: Thirty (30) months previous experience which includes six (6) months operating time to obtain 3rd class certification and twenty-four (24) months experience as a 4th class engineer to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes workload, schedules plant/energy centre staff and deals with staff payroll issues.
- ◆ Supervises maintenance staff.
- ◆ Coordinates and provides education and training to staff and students.
- ◆ Provides input into and ensures compliance with department policies, procedures and objectives.
- ◆ Liaises with suppliers and vendors for pricing.
- ◆ Liaises with inspectors (e.g., elevator, boiler/pressure vessels, fire, electrical).
- ◆ Maintains and monitors inventory (e.g., orders parts and chemicals).

B. Plant / Energy Centre Operation

- ◆ Operates and services building/plant (e.g., boilers, water softeners, chillers, HVAC, automation systems, fire systems, call systems, emergency power) within code requirements.
- ◆ Analyzes and troubleshoots equipment.
- ◆ Maintains and services water systems (e.g., tests, analyzes and logs pumps, converters, heat reclamation system, piping).
- ◆ Mixes chemicals.
- ◆ Removes and replaces parts (e.g., pipes, valves, sight glasses, safety valves, pumps, packing and mechanical seals).
- ◆ Prepares shift reports.
- ◆ Performs inspections, commissions, verifies and calibrates equipment.
- ◆ Performs daily boiler chemical tests, calculates impurities, adds chemicals as necessary.
- ◆ Performs daily equipment checks.
- ◆ Maintains and repairs boilers (e.g., shut-down, boiler inspection, replace parts).
- ◆ Monitors and maintains pneumatic control system.
- ◆ Monitors and responds to plant alarms.
- ◆ Liaises with outside contractors.
- ◆ Repairs electrical equipment and wiring.

C. Preventative Maintenance

- ◆ Ensures and schedules preventative maintenance tasks for all plant/energy centre equipment and systems.
- ◆ Ensures and schedules preventative maintenance tasks for other equipment throughout the facility as per preventative maintenance program, where required by the job.
- ◆ Maintains maintenance logs and records.
- ◆ Prepares necessary reports.

D. Related Key Work Activities

- ◆ Provides cost estimates.
- ◆ Researches, evaluates and reviews new equipment.
- ◆ Develops installation plans for new equipment.
- ◆ Participates in renovation projects.
- ◆ Locks / unlocks doors and performs security checks, where required by the job.
- ◆ Performs general maintenance activities throughout the facility (e.g., kitchen, laundry, housekeeping, beds, call system), where required by the job.
- ◆ Performs minor plumbing, mechanical, carpentry and welding duties.
- ◆ Maintains medical gas systems.
- ◆ Maintains a clean work area.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 12, 2019