



Provincial Job Description

TITLE:
(079) 2nd Class Chief Engineer

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Power Engineering Technology diploma
 - ◆ 2nd Class Power Engineering certificate

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous: Thirty-nine (39) months previous experience which includes fifteen (15) months of operating time to obtain 2nd class certification plus twenty-four (24) months experience working as a 3rd Class Power Engineer to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises, prioritizes workload, schedules plant/energy center staff and deals with staff payroll issues.
- ◆ Coordinates and provides education and training to staff and students.
- ◆ Provides input into and ensures compliance with department policies, procedures and objectives.
- ◆ Provides input into hiring, interviews and performance appraisals and performance reviews.
- ◆ Liaises with suppliers and vendors for pricing.
- ◆ Liaises with inspectors (e.g., elevator, boiler/pressure vessels, fire, electrical).
- ◆ Monitors inventory and maintains computerized database (e.g., orders parts, chemicals, supplies and tools).

B. Preventative Maintenance

- ◆ Maintains computerized maintenance program and enters equipment specifications.
- ◆ Establishes maintenance procedures, creates spreadsheets and maintains maintenance histories.
- ◆ Determines maintenance requirements based on equipment performance.
- ◆ Maintains a manual for emergency, maintenance, operating and safety shutdown procedures.
- ◆ Issues work orders based on above information.
- ◆ Trains employees on emergency, maintenance, operating and safety shutdown procedures.
- ◆ Prepares necessary maintenance logs and reports.

C. Budget Management

- ◆ Creates spreadsheets to track accounts.
- ◆ Trends expenditures.
- ◆ Projects future budget requirements.
- ◆ Tenders project and services agreements.

D. Plant Inspection

- ◆ Inspects the operation of all Energy Centre equipment; notes problems or potential problems.
- ◆ Plans and schedules reports/adjustments for equipment.

E. Related Key Work Activities

- ◆ Provides cost estimates.
- ◆ Researches, evaluates and reviews new equipment.
- ◆ Develops installation plans for new equipment.
- ◆ Participates in renovation projects.
- ◆ Performs minor maintenance activities throughout the facility (e.g., kitchen, laundry, housekeeping, beds, call system).
- ◆ Performs general 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