



Provincial Job Description

TITLE:
(013) 3rd Class Chief Engineer

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and maintains, operates and repairs a 4th Class plant/energy centre system in accordance with the Boiler and Pressure Vessels Safety Act and Regulations.

QUALIFICATIONS:

- ◆ Power Engineering Technology diploma
 - ◆ 3rd Class Power Engineer certificate

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months experience as a 3rd Class 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.**
- ◆ **Supervises maintenance staff, where required by the job.**
- ◆ **Provides input into and ensures compliance with department policies, procedures and objectives.**
- ◆ **Provides input into hiring, interviews and performance appraisals and performance reviews.**
- ◆ **Ensures staff receives orientation and training.**
- ◆ **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.**
- ◆ **Performs daily boiler chemical tests, calculates impurities, adds chemicals as necessary.**
- ◆ **Maintains and repairs boilers (e.g., shut-down, boiler inspection, replace parts).**
- ◆ **Maintains and services hot water systems (e.g., pumps, converters, heat reclamation system, piping).**
- ◆ **Monitors and maintains pneumatic control system.**
- ◆ **Monitors and responds to plant alarms.**
- ◆ **Liaises with outside contractors.**
- ◆ **Repairs electrical equipment and wiring.**
- ◆ **Maintains ventilation units.**

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.

D. Related Key Work Activities

- ◆ 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, where required by the job.
- ◆ Maintains medical gas systems, where required by the job.
- ◆ 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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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