



Provincial Job Description

TITLE:
(079) 2nd Class Chief Engineer

PAY BAND:
17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises staff and maintains, operates and repairs a 3rd Class plant/energy centre system in accordance with the Boiler and Pressure Vessels Safety Act and Regulations.

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Leadership and organizational skills**
- ◆ **Ability to work independently**
- ◆ **Intermediate computer skills**
- ◆ **Communication and interpersonal skills**
- ◆ **Intermediate knowledge of mechanical and electrical trades**

EXPERIENCE:

- ◆ **Previous: 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.**
- ◆ **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).**
- ◆ **Monitors inventory and maintains computerized data base (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.**

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 Center equipment; notes problems or potential problems.**
- ◆ **Plans and schedules reports/adjustments for equipment.**

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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