



# *Provincial Job Description*

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**TITLE:**  
**(013) 3<sup>rd</sup> Class Chief Engineer**

**PAY BAND:**  
**16**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ Power Engineering Technology completed Semester 1, 2 and 3
  - ◆ 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 3<sup>rd</sup> 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:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

*Education component of the qualifications updated August 31, 2017*