



# *Provincial Job Description*

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**TITLE:**  
**(079) 2<sup>nd</sup> Class Chief Engineer**

**PAY BAND:**  
**17**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises staff and maintains, operates and repairs a 3<sup>rd</sup> 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 3<sup>rd</sup> 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:**

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**SGEU:**

**SAHO:**

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**Date: 2005**

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