



The University of British Columbia

Standard Job Description: Coordinator, Maintenance & Operations

JOB SUMMARY

Coordinator, Maintenance & Operations is a cross functional role and has responsibility for the overall development, planning, scheduling and coordination of maintenance & operational activities within critical facilities across campus ensuring regulatory compliance and operational excellence. This position bridges the Maintenance and Operational teams in the execution and coordination of maintenance work. They will be engaged in the safe, efficient operation, shutdown and maintenance of UBC building mechanical systems and associated equipment which falls under the Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation (PEBPVRSR).

ORGANIZATIONAL STATUS

Reports to the Manager, Mechanical Operations.

WORK PERFORMED

Develop, execute and continuously monitor multiple maintenance and operational programs including steam boiler plant maintenance program, chilled water system maintenance program, campus water treatment program and works to continuously improve and advance various forms of preventative maintenance across both operational and maintenance teams.

Provides technical direction and support to multiple trade Heads and staff engaged in regulatory assessments and repairs of building mechanical systems and equipment within campus facilities. Reports on system and equipment defects with recommendations and solutions. Leads and participates in the planning and scheduling of preventative, predictive and other forms of planned operations and maintenance. Ensures compliance with maintenance schedules.

Ensures compliance with University standards and relevant codes and regulations and that all regulatory permits and documentation including procedures, shutdown requests, guidelines and policies are in place for the appropriate management of physical assets.

Assists with the regulatory auditing processes. Creation and maintenance of process documentation. Implements system or process improvements. Receive and process information so as to communicate effectively across the O&M teams. System performance reporting, production of regulatory reports, analysis and meaningful insight.

Supports the O&M teams in troubleshooting and monitoring plant systems and equipment. Provides oversight, guidance and training to the O&M teams when required. Plan, schedule and participate in start-up, shutdown and normal operations of all plant systems and equipment. Reviews plant, system and equipment performance through trend data analysis and recommends action related to operational efficiency.

Provide operational supervision for significant planned maintenance activities, modifications and small projects, acting as change coordinator for maintenance related plant changes. Provides the O&M teams with data and operational input for maintenance work plan development and feedback.

Ensures appropriate workflow and oversight of EMMS system and monitors current backlog and workload throughout the O&M teams, assigns correct priority to service requests and work orders, and provides operational input into the development of quality maintenance plans while executing maintenance schedules.

Ensures operational and maintenance instructions for mechanical systems and equipment are current. Updates asset changes and documents appropriate records according to policies and procedures.

Ensures all safety (risk control system) plans and documentation are in place for operational and maintenance activities and small projects. Ensures compliance with all Occupational Health and Safety legislation, guidelines, standards, policies, procedures and practices and that personal protective equipment is used at all times where required.

Works with both the Campus Chief Engineer, Manager Maintenance Planning, and multiple trade Heads within various trade teams to provide operational and maintenance support for projects and deputising for O&M supervisors when required.

Coach Heads, Sub Heads and the Maintenance and Operations teams through work cycle, including raising notifications and use of computerised maintenance management system, and acts as the link between operations and maintenance teams.

Attends planning meetings related to on-going maintenance

Reviews preventive maintenance contracts and assists departments in establishing appropriate standards for maintenance of new or renovated equipment or systems. Updates maintenance programs as required.

Procures parts and ensures that work is done on schedule, and in conformity with the requirements of the service request/work order and in compliance with applicable codes, guidelines and safety regulations.

Liaises and communicates with internal/external stakeholders to ensure the efficient delivery of service and actively solicits ideas and opinions to assess service, solutions or alternatives to determine ways to improve service. Assist in managing and monitoring contractor's work to assure quality workmanship, adherence to scope/specifications completion and invoice submission.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

CONSEQUENCE OF ERROR

Close attention is required to plan and schedule mechanical maintenance and operational activities that could result in serious safety and financial concerns and/or loss of service to the University. Makes decisions regarding change of scope to align with maintenance and operational needs, decisions could impact long term operational and maintenance costs. Errors in judgment could result in deficiencies and/or an unsafe work environment, thereby increasing the chance of injuries and downtime to critical systems and equipment

SUPERVISION RECEIVED

Reports to the Manager, Mechanical Operations.

SUPERVISION GIVEN

Will be required to cover supervisory roles within the O&M teams when needed

QUALIFICATIONS

- BC Red Seal Trades Qualification (Millwright or Refrigeration) and
- BC 4th Class Power Engineer Certificate of Competency and
- 7 years of related experience in a building mechanical systems environment.
- Valid B.C. Class 5 driver's license.
- Knowledge and experience in Building Management Systems and related regulatory requirements.
- Knowledge of Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation
- Knowledge of Word, Excel and Outlook
- Knowledge of and experience with Computerized Maintenance Management Systems an asset.
- Ability to plan, schedule and execute the handover of building mechanical systems and related equipment.
- Ability to develop mechanical maintenance Preventative Maintenance programs
- Ability to maintain records and write reports.
- Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively both verbally and in writing
- Ability to adapt to changing workload priorities, effectively reprioritizing or deferring tasks in line with operational and strategic goals
- Demonstrated problem solving and decision making ability