March 15, 2018

# The University of British Columbia
## Standard Job Description: Head Mechanical Operations

### JOB SUMMARY

Heads, Mechanical Operations have overall responsibility for the supervision, organization and direction of the work of the Mechanical Operations Team including Operating Engineers engaged in the safe, efficient operation and maintenance of UBC building mechanical systems and associated equipment which falls under the Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation (PEBPVRSR).The position also provides input to planning and scheduling preventive and predictive maintenance and ongoing training needs of workers and apprentices.

### ORGANIZATIONAL STATUS

Reports to the Manager, Mechanical Operations.

### WORK PERFORMED

Provides overall supervision, organization and allocation of the work of Operating Engineers and Mechanical Operations staff engaged in the operation, maintenance and inspection of mechanical, heating/cooling and related systems and equipment. Sets work priorities, and organizes work force to meet target completion dates.

Motivates employees and proactively initiates resolution of any staffing issues that arise. Openly encourages team members to voice their ideas and concerns. Utilizes strengths of team members to ensure optimal performance.

Develops and maintains cooperative and productive working relationships with team members and leads by example, fostering a cooperative and respectful work environment for their crew.

Conducts and documents crew talks to review and implement new procedures and revisit existing procedures, policies and safety talks.

Participates in training workers and apprentices; and may assist in the selection of applicants to fill vacancies.

Supervises and ensures for regulatory inspections and repair of building mechanical systems and equipment within campus facilities including critical steam boiler plants, chilled water systems, complex laboratory ventilation systems, compressors, fans, various pumps, and all pressure vessels within UBC’s major research facilities; ensures all assets are operated and maintained safely and efficiently.

Oversees the audit of the assessment and inspection of building mechanical systems and ensures the maintenance of up-to-date service and maintenance instructions for mechanical equipment including updating asset changes and documenting appropriate records according to policies and procedures.

Reports on system and equipment defects with recommendations and solutions. Participates in the planning and scheduling of preventative, predictive and other forms of planned operations and maintenance. Ensures compliance with maintenance schedules.

Utilizes the Building Management System to analyze and identify malfunctions in regulatory systems and equipment and stops and starts remote equipment as appropriate.

Ensures that work is done on schedule and in conformity with the requirements of the work order and in compliance with applicable codes, guidelines and safety regulations.

Prepares cost estimates and orders parts/material as required. Maintains, approves and submits time records.

Reviews operational specifications, drawings, and maintenance manuals.

Acts as lead trade head on assigned projects.

Liaises and communicates with 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.

Coordinates work with other trade groups and assists other University staff, contractors and suppliers as needed.

Maintains up-to-date service and maintenance instructions for mechanical equipment including appropriate records and documentation according to regulatory requirements.

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 identify and correct mechanical problems that could result in serious safety and financial concerns and/or loss of service to the University. Makes decisions regarding the organization and allocation of trades work and labouring work and acceptability of work performed. Errors in judgement could result in damage to University assets and/or an unsafe work environment, thereby increasing the chance of injuries.

## SUPERVISION RECIVED

Reports to the Manager, Mechanical Operations.

## SUPERVISION GIVEN

Supervises and organizes the work of Mechanical Operations personnel.

## QUALIFICATIONS

- BC 3rd Class Power Engineer Certificate of Competency.
- 7 years of related experience in a building mechanical systems environment including some at a supervisory level.
- Valid B.C. Class 5 driver’s license
- Knowledge of Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation

- Knowledge of Computerized Maintenance Management Systems an asset.
- Ability to prepare cost estimates, 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 adapt to changing workload priorities, effectively reprioritizing or deferring tasks in line with operational and strategic goals.
- Ability to effectively train, supervise, and motivate employees.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide quality service to customers and effectively resolve complaints in a courteous, calm, and patient manner; exercising sound judgment.
- Ability to develop and maintain cooperative and productive working relationships with team members and to lead by example; fostering a cooperative and respectful work environment for their crew.