

## **JOB TITLE: Sub-Head Engineer - Student Housing and Community Services**

### **JOB DESCRIPTION**

Under the direction of Management, the Sub-Head Engineer supervises, organizes, directs and participates in the work of personnel engaged in the operation, maintenance, service and repair of boilers, pressure vessels, heat exchangers, expansion tanks and auxiliary equipment in Student Housing and Community Services (SHCS). Is required to exercise supervisory functions in regard to others working in connection with maintenance and service in Student Housing and Community Services. Will be required to relay trouble calls and expedite service to minimize interruptions. Required to acknowledge building alarms using the Building Management System.

### **TYPICAL JOB DUTIES**

1. Participates with, supervises, directs and assigns work to Student Housing and Community services staff.
2. Maintains up-to-date service and maintenance instructions for equipment. Prepares, updates and maintains the Standard Operating Procedures Manual and Standard Operating Procedures for approval.
3. Ensures regulatory compliance by performing system and equipment assessments, inspections and preventative maintenance and maintains records of maintenance for systems and equipment, including operational log books.
4. Evaluates systems operating and performance locally and remotely through the Building Management Systems (BMS) including response and action to critical building systems alarm notifications.
5. Responsible for maintenance of safe working conditions and safety standards of equipment and installations.
6. Supervision and training of personnel in the operation and maintenance of equipment.
7. Prepares cost estimates, orders material and supervises the installation of equipment.
8. Approves and submits time records for Student Housing and Community Services personnel.
9. Is responsible for reviewing operational specifications, drawings and maintenance manuals. Utilized SHCS computer maintenance systems to inquire, log and record equipment information.
10. Maintains a good and continuous liaison with other trade groups, to work effectively with

and, where necessary, to give assistance and direction to other trades personnel.

11. Reports on system and equipment defects with recommendations and solutions to Management.
12. May be required to perform additional duties related to the qualifications and requirements of the classification.

## QUALIFICATIONS

The minimum qualifications require the applicant to possess a certificate of competency as a BC Third Class Power Engineer. Demonstrated training in areas directly relevant/applicable to the above duties. Ability to organize, allocate and supervise the work of operating engineers. Ability to co-ordinate the work of contractors and other trades and co-ordinate with the Head and Sub-Head Tradesperson. Ability to maintain records and write reports. Ability to communicate effectively, both verbally and in writing. Ability to effectively use standard office software packages (Microsoft Office). Knowledge of Student Housing and Community Services operations, procedures and processes is an asset.