

March 15, 2018



The University of British Columbia

Standard Job Description: Sub-Head Operating Engineer 3rd Class

JOB SUMMARY

Sub-Head Operating Engineers are responsible for the supervision of Mechanical Operations staff, as delegated by the Head, Mechanical Operations. The position supervises, organizes, directs and participates in the work of Operating Engineers engaged in operations, maintenance and inspection of all mechanical, heating/cooling and related systems and equipment within campus facilities which fall under the Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation (PEBPVRSR).

ORGANIZATIONAL STATUS

Reports to the Head, Mechanical Operations.

WORK PERFORMED

Supervises and participates in duties normally carried out by Operating Engineers and Mechanical Operations staff engaged in the operations, maintenance and inspection of mechanical, heating/cooling and related systems and equipment which falls under the Power Engineer, Boiler, Pressure Vessel and Refrigeration Safety Regulation (PEBPVRSR). Monitors quality of work and takes remedial action as required or recommends solutions to supervisory staff.

Works alongside the Head to motivate employees and proactively resolves any staffing issues that arise.

Openly encourages other team members to voice their ideas and concerns. Utilizes strength 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.

Participates in the training of workers as needed.

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.

Ensures regulatory compliance by performing system and equipment assessments and inspections and maintains records of maintenance to systems and equipment, including operational logbooks for boiler plants, chiller plants and building systems.

Evaluates system operation and performance locally and remotely through the Building Management Systems (BMS) including response and action to critical building system alarm notifications. Utilizes the BMS to identify malfunctions in noted equipment where appropriate and to stop and start remote equipment as directed

Coordinates and audits the assessments and inspections of building mechanical systems and maintains up-to-date service and maintenance instructions for mechanical equipment including updating asset changes in appropriate records and documenting according to policies and procedures

Estimates materials, equipment, tools, worker hours, etc., needed to complete work assigned; initiates action for all requests and/or obtains materials needed.

May be required to maintain a store of equipment and materials and receive and issue items to workers as needed.

Liaises and communicates with the Head and stakeholders, to ensure the efficient delivery of service and, to actively solicit ideas and opinions to assess service, solutions or alternatives to determine ways to improve service.

Co-ordinates the work of and co-operates with other trade groups to achieve a smooth flow of work.

Maintains time keeping records of employees and details of work carried out. Utilizes the Department's computer maintenance management systems to identify and record equipment information and regulatory inspections.

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

CONSEQUENCE OF ERROR

Makes decisions regarding the organization and allocation of mechanical maintenance work and acceptability of work performed. Inappropriate decisions may result in serious safety and financial concerns and/or loss of service to the University.

SUPERVISION RECEIVED

Reports to the Head, Mechanical Operations.

SUPERVISION GIVEN

Organizes the work of Mechanical Operations personnel.

QUALIFICATIONS

- BC 3rd Class Power Engineer Certificate of Competency.
- 5 years experience in a building mechanical systems environment.
- Valid B.C. Class 5 driver's license.
- Knowledge of the safe utilization of power and hand tools
- Knowledge of Computerized Maintenance Management Systems an asset
- Knowledge of building operations including but not limited to BAS, HVAC, mechanical, electrical and plumbing, life safety etc.
- Ability to supervise, allocate and direct the work of Operating Engineers
- Ability to maintain records and write reports
- Ability to adapt to changing workload priorities, effectively reprioritizing or deferring tasks in line with operational and strategic goals.
- Ability to communicate effectively both verbally and in writing
- Ability to provide quality service to customers in a courteous, patient manner and effectively resolve complaints in a calm manner; exercising sound judgment. .
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