

Job Description

| | |
|------------------------|--|
| Job Title: | Chief Stationary Engineer |
| Department: | Plant Operations |
| Reports To: | Senior Director, Energy & Infrastructure |
| Jobs Reporting: | Stationary Engineers Assistant Chief Operating Engineer |
| Salary Grade: | USG 15 |
| Effective Date: | August 2023 |

Primary Purpose

The Chief Stationary Engineer, reports to the Sr. Director, Energy & Infrastructure, and is responsible for oversight of the operation and maintenance of the central district heating and air conditioning plants that support all University of Waterloo campuses. The incumbent is a key member of the Energy & Utilities team integrating skilled trades, energy professionals, and professional engineers.

University of Waterloo infrastructure comprises of over eight million square feet of space powered by a large 1st Class Central Power plant feeding a sophisticated district energy system connecting over eighty major academic buildings.

Responsibilities will align with the Plant Operations goal of contributing towards providing a safe and accessible, clean and comfortable, functionally enriched and well-maintained campus environment.

Key Accountabilities

Strategic Planning

- Supports the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities, and infrastructure.
- As the main contact and representative for the Plant with the Technical Standards and Safety Authority (TSSA), provides safety compliance, regulatory adherence as it pertains to the steam generation and district energy operating systems.
- Provides operational advice on the management of UW's District Energy System (DES) maximizing opportunities for efficient delivery and optimal investments in infrastructure.
- Provides advice to the Sr. Director of the long-term management of various life safety and fire prevention systems.

Operations Planning and Management

- Oversee management and delivery of all aspects of heating and cooling of a University-wide infrastructure, fostering a client-focused, and service-oriented work environment.
- Ensures operational consistency, effectiveness and compliancy with all applicable legislation, regulations, codes, and standards related to facilities operations.
- Develops and coordinates preventive and predictive maintenance programs for inspections, testing, and servicing of all heating & cooling generation systems, distribution systems, and support equipment.
- Provides input/support to the Maintenance Supervisors regarding service interruptions, impact of planned activities, and resolution of unplanned/critical issues that relate to the plant and DES.
- Participates in the development, implementation, and daily utilization of a computerized maintenance management (work order) system.

Job Description



- Updates capital expenditure forecasts and ensuring the section is performing to budget expectations.
- Sources and orders parts and materials required for maintenance and alteration work within assigned signing authority.
- Manages several service contracts for specialized or highly regulated equipment.

General Management

- Manages daily operation of the Central Plant, campus DES, and all supporting systems.
- Ensures that assigned staff utilize departmental SOPs and comply with codes and standards.
- Updates existing SOPs & develops new SOPs to cover all operational needs of the Central Plant.
- Ensures that all applicable SOPs are closely followed.
- Manages assigned staff to achieve high level of productivity and morale (high utilization of resources, clear instructions, staff training as required, follow up, and corrective action as necessary)
- Continually evaluates team operation and recommends recruitment/shift changes/etc. based on campus needs, TSSA requirements, staff skills, and crew size.
- Co-ordinates deployment of assigned resources (labour, material, and equipment) to meet the demands of maintenance and special project work requests.
- Inspects the workmanship, safety, and productivity of the section and takes the necessary corrective and disciplinary action to maintain the standards of the department.
- Provides supervision and leadership to team responsible for the "first line" 24/7 campus support help line.
- Supervises unionized employees, works or complaint resolution, responds to grievances, and handles disciplinary actions.
- Responds to a wide range of inquiries and complaints raised by UW community ensuring effective and accurate diplomatic communication.
- Identifies educational and training needs of assigned staff and ensures that a monthly safety meeting is held.
- Ensures that all hazards identified are investigated and addressed.

Project Management

- Manages small projects and repairs, as related to the central plant, utilizing external consultants/contractors utilizing UW procurement Policies and BPSD.
- Ensures that contractors and consultants are sourced/recommended to provide resources and skills unavailable in the section. Their work is then coordinated, supervised, and inspected.
- Consults with clients, provides input on design, and considers material procurement, scheduling of construction activity and utility shutdowns supporting large campus-wide projects that impact Central Plant Operation.
- Participates in on-site inspections and commissioning as required.
- Provides leadership in the development of various energy conservation projects and works closely with Energy Manager and the Sustainability office.

Health & Safety

- In consideration of the University's commitment to the safety and well-being of all faculty, support staff, students, and visitors, responsible for ensuring University facilities and departmental activities are compliant with all applicable legislation, regulations, codes, and standards related to facilities operations as well as occupational health and environmental safety.
- Active in health and safety and incident prevention by establishing, adhering to, and ensuring assigned support staff are following departmental policy, procedures and safe work practices required by the University health, safety, and environmental management system, and in

Job Description



accordance with relevant health and safety legislation, developing and enhancing a safety culture among support staff.

- Ensures contractor safety performance in compliance with established department standards.
- Leads the development and delivery of risk management programs for assigned portfolio (hot work, service impairment, etc.).
- Works with the Safety Office, JHSC and department representatives to assist with campus wide safety initiatives and policy compliance.
- Manages the development and delivery of risk management programs (hot work, service impairment, smudging protocols, etc.) for assigned division.
- Ensures that the documentation required for all TSSA safety audits and permits applications is up to date, accurate and available for audit.
- Oversee the development and implementation of various life safety and fire prevention processes as well as setup of contracts with external vendors to provide required services.

Other

- Performs other related duties and responsibilities as assigned and supports departmental activities.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- 1st Class Stationary Engineer certification registered with the Province of Ontario.

Experience

- Ten years of demonstrated progressive experience in a leadership role in a unionized building or facilities management preferably within a major institutional sector(s), such as education, post-secondary education, medical/hospital or service industry

Knowledge/Skills/Abilities

- Thorough knowledge of Boiler and Pressure Vessel codes, the Operating Engineers Act and the Occupational Health and Safety Act and WHMIS.
- Familiarity with the operation and maintenance of district heating and cooling systems is essential.
- Proven technical, administrative, and supervisory ability to operate a large first-class plant and related DES.
- Proven ability to work cohesively to encourage change management while communicating broadly with key stakeholders.
- Familiarity with a wide range of technologies utilized in the DES.
- Demonstrated track record of effective leadership and collaboration with various constituents at all levels and ranges of expertise
- Proficient in the development of operational specifications, standards, work practices and procedures. Able to work effectively within the University's unique culture and decentralized environment.
- Demonstrated track record of effective leadership and collaboration with colleagues and direct reports.
- Excellent judgment and strong problem-solving skills, including the ability to understand the financial impact of relevant options

Job Description



- Excellent communication and interpersonal skills, with a deep commitment to customer service, proven innovative approach to problem solving and an aptitude towards service excellence and responsiveness.
- Outstanding analytical and time management abilities.
- Strong ethics and diplomacy.
- Ability to supervise & review design to ensure safety, code compliance, and operational efficiency.
- Proficient in using MSOffice.
- Valid G driver's license.

Nature and Scope

- **Contacts:** Works with team of stationary engineers, Plant Operations leadership, Campus clients and external vendors/contractors. Will be required to provide reports to senior leadership on any institutional risk associated with
- **Level of Responsibility:** Serves as institutional representative for the TSSA. The position provides leadership, supervision and technical guidance to direct reports to ensure safe 24/7 operation and compliance with regulatory requirements. Consequences of error may include, but are not limited to disrupted operations, reputational risk, undue financial hardship, and lack of compliance with TSSA.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, and staffing resources to meet strategic objectives. Influences campus wide decisions made by senior leadership.
- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within a central plant. Exposure to noise, dirt, and dust. Potential for stressful situations given 24/7 operation and nature of work.
- **Working Environment:** The engineers operate the facility on a 24 hour a day, 7 day a week basis, responding to emergency calls, fire alarms and monitoring the campus utilizing a computerized energy management system. During nights, weekends and holidays these staff receive all maintenance calls which would normally be handled by staff within other sections. They respond and take action, rendering the problem safe and directing the necessary information to the appropriate work group for subsequent follow up. The Chief Engineer is subject to being the escalation point during emergency situations that may occur outside of general working hours. Flexible schedule [Evening or weekend shifts will be required].