

Job Description

Job Title:	Chief Stationary Engineer
Department:	Plant Operations
Reports To:	Director Maintenance and Utilities
Jobs Reporting:	13 Stationary Engineers
Salary Grade:	USG 13
Effective Date:	February 14, 2017

Primary Purpose

The Chief Stationary Engineer is responsible for the operation and maintenance of the central district heating and air conditioning plants, the high pressure steam mains, PRV stations and chilled water mains in the distribution tunnels, the heating and cooling systems in all campus buildings not connected to central services including satellite campus locations, and domestic soft water supply to the main campus and all buildings remote from the main campus distribution loops.

Key Accountabilities

Strategic Planning

Assists with and supports the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure and maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.

Operations Planning and Management

Oversees planning, management and delivery of all aspects of heating and cooling of University-wide infrastructure for the University's campus, facilities, fostering a client-focused, service-oriented work environment for operational consistency, effectiveness and compliant with all applicable legislation, regulations, codes and standards related to facilities operations as well as occupational health and environmental safety.

- Coordination of a preventive and predictive maintenance program which includes establishing, in consultation with the Director, the methods and schedule for the regular inspection, testing, and servicing of all heating and cooling generation and distribution systems and servicing of all related support equipment
- Providing input to the Maintenance Supervisors regarding the activities of their staff and ensuring coordination of their activities as they relate to operational requirements as necessary utilizing a computerized maintenance management (work order) system
- Updating capital expenditure forecasts and ensuring the section is performing to budget expectations
- Sourcing and ordering parts and materials required for maintenance and alteration work within a signing authority for purchases up to \$5000.00
- Coordinating and monitoring projects performed by contractors

General Management

Responsible for the workplace health and safety of the section members. This requires the application of safe methods, codes and standards, the creation of job procedures; training, informally during job assignment and formally during safety meetings; the correction of hazards identified through suggestions from the crew; inspection of the work place and the investigation of accidents.

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- Responsible for the productivity, effectiveness and morale of the section members. This is accomplished by effective assignment of the available resources, clear instructions, training as required, evaluation of results, and corrective action as necessary
- Management duties include providing recommendations on the skills makeup and crew size requirements and recruitment of new employees
- Assigns and co-ordinates the resources of 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
- As the first line of supervision, (s)he has the responsibility of supervising unionized employees, answering grievances presented as verbal complaints, handling disciplinary actions and communicating on behalf of the University
- Identification of the need for instruction and training and then providing or obtaining it as required. A monthly safety meeting is held for formal communication and training

Project Management

The managing of special projects is an additional responsibility.

- Consulting with the client, some design responsibility, material procurement, scheduling of construction activity and utility shutdowns, providing jobsite inspection and commissioning
- Contractors and consultants are sourced and recommended to provide resources and skills unavailable in the section. Their work is then coordinated, supervised, and inspected

Required Qualifications

Education

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

Experience

- 5 years + of demonstrated progressive experience in a leadership role in a unionized building or facilities management 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. The incumbent requires the skills of an experienced First Class Stationary Engineer who has proven technical, administrative and supervisory ability. This section is involved in computer technology both in the office and utilizing many micro-processor controlled devices within the plant.
- 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

Nature and Scope

- **Contacts:** Works with team of stationary engineers, Plant Operations leadership, Campus clients and external vendors/contractors
- **Level of Responsibility:** Manages campus-wide functions and processes with direct reports.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, and staffing resources to meet strategic objectives.

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- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within a central plant. Exposure to dirt and dust.
- **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 phoned for advice or called in to supervise emergency repairs at any time.