

## Job Description

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<b>Job Title:</b>	H.V.A.C and Controls Supervisor
<b>Department:</b>	Plant Operations
<b>Reports To:</b>	Director Maintenance and Utilities
<b>Jobs Reporting:</b>	Controls Technologists, Mechanics, Refrigeration Technicians and Mechanics
<b>Salary Grade:</b>	10 - 12
<b>Effective Date:</b>	March 27, 2017

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### **Primary Purpose**

The HVAC Automation and Controls Supervisor is accountable to the Director of Maintenance and Utilities for managing the operation and maintenance of the physical assets and infrastructure systems of the university related to building heating, ventilation, air-conditioning, automation and environmental control and life safety systems in an efficient, reliable and safe manner.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **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; maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.

#### **Operations Planning and Management**

Oversees the planning, management and delivery of services related to HVAC, building automation and fire / life safety systems, fostering a client-focused, service-oriented work environment. Promotes operational consistency, effectiveness and ensures compliance with all applicable legislation, regulations, codes and standards related to facilities operations, including occupational health and environmental safety. Includes:

- Coordination of a fire alarm system maintenance program, establishing schedules for the regular inspection, testing, and servicing of all systems to maintain code compliance.
- Managing the building automation platforms, ensuring all installed hardware and software for the systems remains current and supportable and correcting operating problems.
- Providing input to the Maintenance Supervisors and Chief Engineer regarding the activities of their staff to assist with coordination of their activities as they relate to overall operational requirements.
- 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.
- Provides recommendations on the skills makeup and crew size requirements and recruits to fill these roles.
- 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.
- Provides technical support for the section; identification of the need for repairs, upgrades or programming revisions and implementing the required changes. Investigates, trouble-shoots and devises solutions to problems either directly or by having resources to call on.

### **Project Management**

The managing of special projects is an additional responsibility of this role.

- Consulting with clients, some design responsibility, material and services 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.
- Provides input on and assists in delivering energy conservation projects.

### **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

#### **Education**

A Certificate of Apprenticeship and Certificate of Qualification in a field related to HVAC automation, operation and maintenance. A College diploma in a construction related field with similar levels of progressive experience or extensive facilities management experience with a broadly recognized designation from a Facilities Management Program are also acceptable.

#### **Experience**

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

#### **Knowledge/Skills/Abilities**

The Supervisor is responsible for the monitoring, operation and maintenance of all the University's building environmental systems, automation components associated with physical plant equipment and fire protection / life safety systems; managing daily scheduling and operations, providing ongoing preventive, predictive and breakdown maintenance services in a cost effective manner, identifying areas for improvements, advising on capital repair priorities and carrying out construction, renovation and capital repair projects related to these systems.

The Supervisor requires advanced skills of a highly technical nature related to Building Automation and Controls, HVAC and life safety systems, with proven administrative, supervisory and problem solving abilities.

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This section is involved in computer technology for the automation platforms, fire supervisory systems, PLCs and other micro-processor devices within the buildings as well as utilizing office applications and asset management systems. Sources and maintains the automation server hardware platforms, ensures building level hardware components remain current, performs software updates and system backups,

- Demonstrated track record of effective leadership and collaboration with various constituents at all levels and ranges of expertise, managing a multidisciplinary group of staff and external contractors to ensure responsive, timely, thorough and cost effective services are provided to meet the needs of the University community.
- Proficient in the development of operational specifications, design standards, control sequences, work practices and procedures. Able to work effectively within the University's unique culture and decentralized environment
- Thorough knowledge of HVAC and BAS systems, building, construction, refrigeration, plumbing, electrical and fire safety codes. The hazards of all materials and processes encountered is required to comply with MOL standards, OSHA, WHMIS and other applicable codes and regulations

### **Nature and Scope**

**Contacts:** Works with a team of skilled trades, Plant Operations leadership, campus clients, external vendors/contractors and regulatory agencies. The supervisor co-manages a section staff of 40 unionized trades' people, and is the first response to labour relations issues within the group. Will routinely interact with members of the general campus community, faculty and staff of academic departments, senior administrative staff as well as outside contractors, consultants and regulatory authorities. Receives numerous requests for services and programming changes related to special events, and responds to customer complaints regarding environmental conditions. Tact and diplomacy are required to respond to sensitive issues, and excellent communication skills are required.

- **Level of Responsibility:** Manages campus-wide functions and processes. Ensures regulatory compliance in the operation and maintenance of building systems. Has a major impact on the overall cost of operation of the University; affecting the reliability and life of the equipment, the safety of the campus and the physical environmental conditions in the buildings.
- **Decision-Making Authority:** Makes decisions on operational strategies, timelines, budget allocation, and staffing resources to meet strategic objectives.

### **Physical and Sensory Demands:**

- Requires excellent attention to detail, the ability to multi task, and the ability to make decisions under the pressures of competing priorities. Moderate physical demands include occasional lifting of materials and components, the ability to comfortably access work at heights and in confined spaces. Sensory abilities consistent with being able to readily assist with diagnosing impending equipment failures are required.
- Occasional exposure to dangerous or unpleasant environmental conditions such as accessing and working in confined spaces, accessing and working at heights, exposure to noise, chemicals, odours, extreme temperatures and adverse weather conditions.

**Working Environment:** Extremely varied; split between office work, machine shop / mechanical equipment rooms which may be noisy, hot and or confined, as well as outdoors during at times extreme conditions to assist with managing breakdowns or other unforeseen events.

Subject to being phoned for advice or called in to supervise emergency repairs at any time.