

Job Description

Job Title:	Supervisor, HVAC and Controls
Department:	Plant Operations
Reports To:	Associate Director, Utilities
Jobs Reporting:	Controls Technologists, Mechanics and Refrigeration Technicians
Salary Grade:	USG 10-12
Effective Date:	January 2023

Primary Purpose

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

University of Waterloo infrastructure comprises of over eight million square feet, eighty major academic buildings, and three campuses supporting state of the art teaching and ground-breaking research.

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

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; maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.
- Works closely with the Energy team to support University of Waterloo "Shift: Neutral" energy reduction and sustainability goals.

Operations Planning and Management

This section is involved in computer technology for the automation platforms, programmable logic controllers (PLC), and other micro-processor devices within the buildings as well as utilizing office applications and asset management systems.

- Oversees the planning, management and delivery of services related to HVAC, and building automation, fostering a client-focused, service-oriented work environment.
- Sources and maintains the automation server hardware platforms, ensures building level hardware components remain current, performs software updates and system backups,
- 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.
- Manages the operation of building automation platforms, ensuring all installed hardware and software for the systems remains current and supportable and correcting operating problems.

- Provides input to the Maintenance Supervisors and Chief Stationary Engineer regarding the activities of their staff to assist with coordination of their activities as they relate to overall operational requirements and goals.
- 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 a signing authority for purchases up to \$5000.00.
- Coordinates and monitors 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 workplace and the investigation of accidents.

- 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.
- Liaise and collaborate with Energy team to optimize building comfort and support energy conservation goals in response to on demand work orders.
- Supports Central Plant Engineers with onboarding and or ongoing education to support building automation systems after hours.
- Provides and ensure that assign staff provide high level of customer service to campus wide stakeholders.
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Project Management

Manages special projects:

- Provides project support to clients across the University campus.
- Supports implementation of projects of the Design and Construction team.
- Utilizes specialized technical knowledge in the assigned area to develop scope of work and to support project design & implementation.
- Procures material and services as per University's internal Procurement guidelines.
- Responsible for scheduling of construction activities and utility shutdowns.
- Oversee job site inspections and commissioning of internal projects.
- Procures contractors and consultants to provide resources and skills unavailable in the section. Coordinates, supervises, and inspects their work.
- Provides input on and assists in delivering energy conservation projects.

Human Resources

- Provides leadership and management to staff within assigned portfolio.
- Fosters responsiveness, collegiality, continuous improvement, and high level of customer service throughout the entire Facilities/Plant Operations group.
- Develops and implements metrics to ensure the organization is operating efficiently and effectively, servicing client needs within budget.
- Ensures that effective health and safety processes are in place: incident prevention by establishing, adhering, and ensuring assigned support staff are following departmental policy, procedures and safe work practices required by the University health, safety, and environmental management system (HSEMS), and in accordance with relevant health and safety legislation, developing and enhancing a safety culture among staff.

**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

- 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 technical and staff management experience in a leadership role in a major institutional sector(s).
- Experience working in a unionized environment is a strong asset.

Knowledge/Skills/Abilities

- Excellent communication skills with a deep commitment to customer service.
- Innovative approach to problem solving and a track record for leading high performance delivery teams defined by a culture of excellence and responsiveness.
- Demonstrated ability to take initiative, incorporate innovation and independent thinking.
- Exemplary organizational and analytical skills and attention to detail is essential.
- Ability to exercise prudent judgement and high level of confidentiality is essential
- Sound working knowledge of property and facilities management principles, services, and operations.
- 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.
- Able to work effectively within the University's unique culture and decentralized environment.
- Advanced skills of a highly technical nature related to Building Automation and Controls and HVAC with proven problem-solving abilities.
- Proficient in the development of operational specifications, design standards, control sequences, work practices and procedures.

Job Description



- Thorough knowledge of programming & operation of Johnson Controls or Siemens Building Automation Systems an asset.
- Thorough knowledge of all applicable codes and regulations (HVAC, BAS, construction, refrigeration, plumbing, electrical and fire).
- Knowledge and ability to lead assigned section in compliance 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.
- **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:** 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.