

Job Description

Job Title:	Assistant Chief Stationary Engineer
Department:	Plant Operations
Reports To:	Chief Stationary Engineer
Jobs Reporting:	Stationary Engineers
Salary Grade:	USG 12
Effective Date:	November 2022

Primary Purpose

The Assistant Chief Stationary Engineer, reports to the Chief Stationary Engineer, and is responsible for the day-to-day operations and maintenance of the central district heating and air conditioning plants that support all University of Waterloo campuses. This includes high pressure steam mains, pressure release valve stations, chilled water mains in the distribution tunnels, heating, and cooling systems in all campus buildings as well as domestic soft water supply.

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, invitingly clean and comfortable, functionally-enriched and well-maintained campus environment through service excellence.

Key Accountabilities

Strategic Planning

- Assists the Chief Engineer with and supports the department's strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure.

General Management

- In coordination with the Chief Stationary engineer oversee the 24/7 operation of the central plant and all UW district energy distribution systems as well as local heating/cooling plans supporting all University campuses and facilities fostering a client-focused service-oriented work environment.
- Organizes onboarding of new staff and ensures safety training is completed. Advises Chief Engineer of delays to planned onboarding schedule, training, or safety concerns.
- Schedules staff in accordance with the collective agreement including vacations & absence coverage.
- Assists with troubleshooting of issues and operating challenges in the plant and across all three campuses as requested & required by the CUPE members.
- Works closely with the Tool Room on sourcing and ordering parts and materials required for maintenance and alteration work.
- Provides input to the Maintenance Supervisors regarding the activities of CUPE members to assist with coordination of their activities as they relate to overall operational requirements.

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- 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.
- Coordinates preventive and predictive maintenance programs.
- Works closely with the Chief to develop and implement re-current schedules for the regular inspections, testing, and servicing of all heating & cooling generation equipment as well as all related energy distribution systems.
- Monitors productivity, effectiveness, and efficiency of assigned CUPE staff to ensure effective assignment of the available resources. Issues clear instructions, training as required, evaluation of results, and corrective action as necessary.
- Provides recommendations to the Chief on the skills makeup and crew size required for safe and efficient operation of assigned systems.
- Assigns and co-ordinates resource allocation (CUPE schedules, material procurement, and equipment availability) to meet the demands of maintenance work and to support special projects.
- Works closely with the Chief, Office of Indigenous relations to support smudging requests.
- Works closely with the Chief and drafts departmental guidelines and standard operating procedures in support of Plant Ops initiatives.
- Inspects the workmanship, safety and productivity of the section
- Reviews completed work orders in computerized work order system to ensure compliance, consistency and high level of customer services.
- Liaise with Plant Operation IT team to review service level agreements and recommend changes if as required.

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.

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 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.
- 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 CUPE members ; inspection of the work place and the investigation of accidents.

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- Assists the Chief Stationary Engineer with the development and delivery of risk management programs (hot work, service impairment, smudging protocols, etc.).
- Maintains the documentation required for all TSSA safety audits and permits applications.

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, or 2nd Class Stationary Engineer certification actively working towards 1st Class certification within two years.

Experience

- Three years experience working as a Chief Engineer or Assistant Chief in a 1st or 2nd class steam plant within a unionized environment.

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.
- 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
- 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.

Nature and Scope

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- **Contacts:** Works with a team of Stationary Engineers, Plant Operations staff, campus clients, external vendors/contractors and regulatory agencies.
- **Level of Responsibility:** Assumes the role and responsibilities of the Chief Operating Engineer during their absence, which includes management of campus-wide functions and processes. Ensures regulatory compliance of Plant Ops systems and supporting District Energy.
- **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:** 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. Flexible schedule [Evening or weekend shifts will be required].