

**The University of Winnipeg
Class Specification**

Classification: Assistant Chief Engineer

Revision Date: February 1, 2006

Unit: I.U.O.E.

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CHARACTER OF THIS CLASSIFICATION LEVEL

The Physical Plant Department is responsible for the entire physical facilities of the University, including all buildings and grounds, furnishings and fixed equipment.

In positions at this level, incumbents oversee the engineers on a shift, participate in operating the Powerhouse of the University's Physical Plant and service all related heating, cooling and environmental conditioning equipment, under direction from the Chief Engineer.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Operates, maintains and repairs all heating and related equipment including steam boilers and natural gas air handling systems
2. Takes water tests and adds appropriate chemicals to maintain clean and efficient pressurized systems of boilers, water towers, chilled and hot water systems
3. Maintains emergency protection systems and equipment in good running order, including: generators, sprinklers, lighting and extinguishers
4. Operates, maintains and repairs all air conditioning systems and related equipment including: chillers, towers, air handling systems, closed circuit water to water heat pump systems and their pneumatic and electrical components
5. Services compressors, dual duct air flow systems, face and bypass air flow systems, exhaust fans, pumps, motors, electronics, pneumatic controls, filters; lab equipment including: cage washers, controlled environment chambers and autoclaves; kitchen, canteen and Buffeteria equipment including refrigeration equipment
6. Controls chemical tests and orders chemicals for boilers, water towers, chillers and hot water systems
7. Assesses equipment needs of the department and develops proposals to justify the need
8. Prepares alternative courses of action by requesting and reviewing the specific data and information, service inspections, reports and the consultation of staff members to make well informed decisions on action to be taken
9. Reviews and appraises contractor's performance on periodic and scheduled basis
10. Uses a computerized system to monitor the performance of heating, cooling and other environmental control equipment, re-programs the system to make adjustments, and directs repairs to be made to establish and maintain a workable balance between equipment efficiency and environmental quality
11. Determines, recommends and justifies purchase and oversees the installation and operation of environmental control systems and equipment
12. Ensures compliance of operating systems and equipment with City, Provincial and Federal codes and requirements, initiating upgrades when appropriate

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13. Establishes and monitors scheduled replacement of equipment when obsolete or when repair is ineffective and ensures repairs are made in accordance with appropriate standards
14. Controls inventory of parts in stock and reorders when necessary
15. In coordination with the Chief Engineer, sets up maintenance programs, realigns electrical listings, maintains filing systems and assists with organization of staff
16. Assists in the development of programs for facilities management
17. Is responsible for security, maintenance and repair of all tools and equipment
18. Participates in planning for the Engineering repairs and maintenance budget (approx. \$200,000 per year) and provides input into the Engineering operating budget
19. Participates in hiring, training, developing, motivating, and upgrading Engineering staff as appropriate not responsible for disciplinary measures
20. Supervises all Engineering staff and plans, organizes, sets priorities, allocates responsibilities, schedules shifts and vacations
21. When necessary, the electrician and plumber may be assigned work by this position
22. Pre-authorizes overtime and its manner of distribution, banked time and leaves of absence
23. May be required to respond to emergencies occurring during a shift including: electrical, plumbing and repairs to entrances and exits
24. Assists in evacuations, according to procedures, in a safe and responsible manner, whenever necessary
25. Acts as Chief Engineer in the absence of the Chief Engineer, guides the staff, finances and resources of the Engineering area
26. Performs other related duties as required or assigned

The minimum qualifications necessary for acceptable (satisfactory) performance are:

Level of Formal Education

- High school completion or acceptable alternative
- Must possess a valid 3rd Class Government Interprovincial Power Engineer's Certificate
- Must have a good knowledge of heating, refrigeration, electrical, electronics, instrumentation, pneumatic controls, building design, plumbing and some carpentry

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Level of Formal Education (Continued)

- Must possess or be able to obtain a MOPIA (Manitoba Ozone Protection Industry Association) Certificate
- Must be able to obtain a Level 2 Fire Inspector accreditation
- Must be willing to undertake and complete continuing education, as required and arranged by the employer

Experience

- At least five years of directly related experience in a similar campus-like environment, supervisory experience highly desirable
OR
- An acceptable equivalent combination of education and experience may be considered

Skills and Abilities

- Must be able to train, motivate and supervise Engineering Staff
- Must be alert and able to react quickly in emergencies
- Must be willing and able to work shift work and holidays
- Must be able to communicate effectively to promote cooperation and goodwill with all staff, students and the public
- Must be able to communicate effectively orally, in writing and by using computer software, Internet, email, and other technological means
- Must be able to handle and operate all tools and equipment necessary for the performance of duties

Physical Requirements

- Must be able to lift and transport heavy items without accident or injury (up to 50 lb.) using appropriate equipment/assists
- Must be capable of performing the duties as assigned

This class specification is intended to illustrate the characteristics of this level and should not be interpreted as describing any individual position within this classification level.