

The University of Winnipeg

Class Specification

Revision Date: January 15, 2024
Classification: Engineer – ‘5th Class’
Unit: I.U.O.E.

CHARACTER OF THIS CLASSIFICATION LEVEL

The Facilities Management Department is responsible for the entire physical facilities of the University, including the building and grounds, furnishings, and fixed equipment.

In positions at this level, incumbents perform all general maintenance duties, assist in all duties involved in the operation the HVAC systems in the Building Infrastructure department, and assists in the servicing of all related heating, cooling and environmental conditioning equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs preventative maintenance, assists in the operation and repairs of all heating systems and related equipment including closed loop radiation systems, steam boilers, hot water boilers, biomass boilers, and electric boilers.
2. Performs preventative maintenance, assists in the operation and repairs of all cooling systems and related equipment including air conditioners, chillers and cooling towers.
3. Performs preventative maintenance, assists with the operation and repairs of air conditioning equipment including heat pumps, ERV/HRV's, ductless split units and air handling units.
4. Performs preventative maintenance, assists in the operation of emergency protection systems and ensuring equipment is in good working order, including: fire extinguishers, sprinkler systems, emergency generators, and emergency lighting systems.
5. Performs preventative maintenance, assists in the operation and repairs of other mechanical related equipment including air compressors, reverse osmosis systems, and humidifiers.
6. Performs regular inspections and lubrication on all Air Handling Units to ensure efficient operation.
7. Performs regular checks of filters and belts and replaces them as necessary to ensure efficient operation. Maintains inventory of all belts and filters.
8. Maintains mechanical rooms and associated equipment in a clean/orderly condition. Conduct a weekly safety inspection of the mechanical rooms. During these inspections, pay special attention to identifying and removing any items or materials that do not belong in that area.
9. Assists in evacuations, according to procedures, in a safe and responsible manner, whenever necessary.
10. Assists in the operation of snow removal equipment during the winter months, and grounds keeping equipment during the summer months to maintain the safety, appearance, and cleanliness of buildings, entrances, steps, walkways, parking lots and grounds.
11. Assists with directing outside contractors to equipment and work areas.
12. Other duties as assigned.

QUALIFICATIONS REQUIRED

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

Level of Formal Education

- Must hold a valid Manitoba 5th Class Power Engineers Certificate
- Must have a valid Manitoba Driver's License – Class 5.
- Must possess or be able to obtain a MOPIA (Manitoba Ozone Protection Industry Association) certificate.

Experience

- Several years of directly related experience in the operation and maintenance of mechanical equipment in large buildings.
- Several years of directly related experience in general maintenance including: snow removal.

Skills & Abilities

- Must be able to follow written and verbal instructions in English and communicate effectively to promote cooperation and goodwill with all staff, students, and the public.
- Must be able to handle and operate all tools and equipment necessary for the performance of duties.
- Must be alert and able to react quickly in emergency situations.
- Must be able to work alone without direct supervision.

Physical Requirements

- Capable of performing the duties as assigned.