



## POSITION DESCRIPTION

Position Title: **Assistant Operating Engineer**

Division: Facilities

Classification: Assistant Power Engineer (A2E)

Supervisor's Title: Chief Power Engineer

### POSITION SUMMARY

The Assistant Operating Engineer will assist in the operation and maintenance of a Steam Plant at Assiniboine College in compliance with the Power Engineers Act/Regulations, Provincial Codes and acceptable best trade practices. The Assistant Operating Engineer may be initial contact in service requests under the guidance of the Shift Power Engineer and/or Chief Power Engineer and/or Facility Manager.

### RESPONSIBILITIES AND ACCOUNTABILITIES

- Assist in the operating and safe care and control of a Steam Plant in accordance with the Power Engineers Act
- Assist in operating and maintaining the annual responsibilities for the Boilers, Chillers, and all other Complex Ancillaries in order that they operate in a safe and efficient manner.
- Records all readings from meters and gauges for steam production, fuel consumption, water consumption and power conservation in the daily engineers log sheet and reacts to (any abnormalities) and enters detailed daily activities into the complex Log Book
- Makes initial contact with service requests and performs daily inspection rounds of the campus which include although not limited to; domestic hot water temperatures, loop pressures and temperatures, circulating pumps, air compressors, air handling units, humidifiers, sprinkler systems, eye wash/shower stations, condensate return systems and pressure regulating valves. They will identify problems, perform maintenance tasks in all buildings within the realm of their capabilities or pass information to Shift Power Engineer who will then inform the Chief Power Engineer/Facility Manager of the issue(s)
- Assist in water testing and treatment of the heating and cooling system loops throughout the complex
- Under the direction of the Shift Power Engineer will monitor, record and make the necessary program changes to the Direct Digital Control Building Automation Systems and or Boiler Management System in regards to energy conservation and client comfort.
- Responds to Fire Alarms, locate source of alarm and take the necessary action needed to reset the system. Also, assists in the performance of regular preventative maintenance to the Fire Alarm Systems on the campus.
- Familiar with and comprehends the Manitoba Fire and Building Codes that include but not limited to testing of Fire Alarm Systems, Emergency Lighting and Suppression Equipment. Performs the required inspections that are within their scope of expertise and will be responsible for entering reports complete with trouble shooting advice
- Ensures Preventative Maintenance tasks are taken care of as set out by the Chief Power Engineer, Facility Manager, Operations Manager or designates.
- Provides assistance to Shift Power Engineer, security and staff in the case of an emergency.
- Provides guidance to Apprentices, Maintenance Assistants, Trades Helpers, contractors and any others to provide a service to those on campus.
- May be required to be on call as Standby Engineer and perform all related duties as assigned on a rotating basis.
- Assists and ensures the safety, cleanliness and general appearance of the powerhouse and related spaces are maintained.
- Other Related Duties as assigned

