



POSITION DESCRIPTION

Position Title: **Deputy Chief Power Engineer**

Division: Facilities

Classification: Chief Power Engineer 3 (C3E)

Supervisor's Title: Engineering Services Manager

POSITION SUMMARY

Under the direction of the Engineering Services Manager, this position is responsible for the safe and efficient maintenance and operation of the Steam Plants and all ancillaries at the Victoria Ave East (Brandon) & Parkland (Dauphin) campuses. The incumbent is responsible for planning and supervising work schedules, repairs and preventative maintenance performed by power engineers and/or contractors. The incumbent is also responsible for Human Resource Management of Power Plant Staff, Budget, and Maintenance Management all the while ensuring excellent client relations are maintained.

RESPONSIBILITIES AND ACCOUNTABILITIES

HUMAN RESOURCE MANAGEMENT

- Assists Engineering Services Manager in the recruitment and selection of new staff.
- Resolves employee relation issues, builds teams.
- Provides coaching, counselling and in-house training to enhance employee skills and performance, utilizing the Learning Organization Principles.
- Maintains and submits records relative to payroll and benefits.
- Manages employee performance through the use of counselling, coaching and through regular interviews.
- Ensures adherence to Workplace Safety & Health legislations

BUDGET MANAGEMENT

- Prepares long and short-term plans for building maintenance and operation.
- Ensures programs are administered within budget guidelines, and in compliance with divisional purchasing and invoicing procedures.
- May be assigned to maintenance related projects at Victoria Avenue East and Dauphin campus.

CAPITAL ASSETS MANAGEMENT

- Collaborate with the campus development team based on their project requirements.
- Develops and contributes to maintenance replacement plan utilizing life cycle management techniques and prioritizes projects identified.
- Inspects the work of contractors and/or trades staff to ensure compliance with specs and codes

MAINTENANCE MANAGEMENT

- Ensures safe and efficient operation of the plant in compliance with all applicable codes, regulations and acts.
- Plans and implements preventative maintenance programs to ensure that an effective maintenance program is carried out and records are maintained.
- Identifies missing Maintenance plans and add them to Computerized Maintenance Management System (CMMS).
- Implements energy conservation programs.
- Ensures that all building life safety systems are maintained in operable condition.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Ensures work is performed in accordance with the applicable Provincial Standards, Departmental Regulations & Policies.
- Be part of the sustainability initiatives by providing feedback and sharing your ideas.

CLIENT RELATIONS

- Establishes and maintains open lines of communication with departments through formal and informal meetings with program staff.
- Ensures that concerns are addressed in a practical and reasonable manner.
- Documents complaints.
- Delegates problem resolution to supervisors and follows up. Responds to emergencies.
- Other Related Duties as assigned

OTHER RESPONSIBILITIES AND ACCOUNTABILITIES

- This position directly supervises Power Engineers and Casual employees, and at times may indirectly supervise contractors, and students. This position provides guidance and delegates the work of Operating Power Engineers. This position may show other employees how to do a particular task, ensure safety, quality and quantity standards are met, and give advice and guidance on work procedures
- The incumbent receives minimal supervision with respect to the power plant operation and is expected to resolve issues under their own initiative. Supervision or direction from the Engineering Services Manager is expected to be required on only the most complex of matters and/or expenditures
- The incumbent in this position is expected to resolve most matters from an operational standpoint and would make recommendations to the Engineering Services Manager on changes that would affect operational programs. Other issues that must be referred to the Engineering Services Manager would be expenditures which may be over the normal for this position and/or staffing issues.
- Problem solving requires consideration of various competing interests, and may involve the adaptation of procedures, innovation and/or setting precedents.
- This position will require on-call duties, require shift work, and occasional travel.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	4
Staff Positions Indirectly Supervised	1

The incumbent may work with the following:
Assiniboine College Staff & Students, Contractors, Government Services and other positions in which the job entails.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

QUALIFICATIONS REQUIRED

- A valid minimum 4th Class Power Engineering Certificate (3rd Class preferred) recognized by the Inspection and Technical Services
- Valid 5th Class Drivers Licence in good standing
- Extensive experience is required in operating and maintenance of Guarded Status Steam Plant and Ancillaries.
- Extensive experience in Heating Ventilation and Air Conditioning (HVAC), Direct Digital Controls (DDC), Pneumatic Controls, Chemical testing of water, Water Softeners, standby automatic power units, chillers, air compressors, heat exchangers, steam traps, mechanical seals, plumbing, piping, pumps, electrical and fire alarm systems while staying within all confines of all applicable codes/regulations & acts.
- Must have extensive supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Experience with life safety systems and a very good understanding of all Workplace Safety and Health Regulations.
- The physical demands of the position at times require working in confined spaces, medium or heavy lifting, climbing of stairs or ladders, walking, sitting at computer stations, working outdoors, exposure to noise levels, chemicals or dusty air, and this position is expected to wear appropriate PPE
- Workplace Health and Safety, and the Work Alone policy must be known by the incumbent of this position.
- Must have experience with computers and software packages related to the position.
- Experience with Computerized Maintenance Management System (CMMS) preferred.
- Must refer and comply with the Manitoba Workplace Safety and Health Act and College policies. A basic mechanical background is preferable and an ability to accomplish sophisticated mechanical tasks accurately is mandatory. Must be physically able to do the job (heavy lifting, crouching, kneeling, climbing, etc.)

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date