



POSITION DESCRIPTION

Position Title: **Engineering Services Manager**

Division: Facilities

Classification: Excluded

Supervisor's Title: Director of Facilities

POSITION SUMMARY

Under the direction of Director of Facilities, this position is responsible for the safe and efficient operation of the power plants and all ancillaries for Assiniboine College. The incumbent is also responsible for the supervision of power engineers, oversees all related budgets and expenditures, capital and maintenance management all while ensuring excellent client/customer service relations are maintained. This position, along with the Facility Manager and/or Operations Manager are the main points of contact for service requests. This position will at times fill in for the Director of Facilities on key projects or initiatives.

RESPONSIBILITIES AND ACCOUNTABILITIES

HUMAN RESOURCE MANAGEMENT

- 🕒 Oversees the recruitment and selection of new staff.
- 🕒 Resolves employee relations issues, builds teams.
- 🕒 Provides coaching, counselling and in-house training to enhance employee skills and performance.
- 🕒 Maintains and submits records relative to payroll and benefits.
- 🕒 Ensures adherence to Workplace Safety & Health legislations.
- 🕒 Leads the recruitment process, hires and orientates employees, identifies employee personnel issues, completes employee evaluations, resolves staff concerns/problems and handles performance and disciplinary matters.
- 🕒 Evaluates and manages the performance of direct reports.
- 🕒 Responsible for staff work schedule and managing attendance.

BUDGET MANAGEMENT

- 🕒 Prepares and manages the budget for all power plant operations and auxiliary equipment.
- 🕒 Ensures programs are administered within budget guidelines, and in compliance with purchasing and invoicing procedures.
- 🕒 Responsible for maintenance related projects.

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 power plants 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).

RESPONSIBILITIES AND ACCOUNTABILITIES

- ⌚ Implements energy conservation programs.
- ⌚ Ensures that all building life safety systems are maintained in operable condition.
- ⌚ 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.

OTHER RESPONSIBILITIES AND ACCOUNTABILITIES

- ⌚ This position directly supervises power engineer staff and at times may indirectly supervise other site staff, contractors and trades. This position provides guidance and delegates the work of 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 in this position is expected to resolve most matters from an operational standpoint and would make recommendations to Director of Facilities on changes that would affect operational programs. Other issues that must be referred to Director of Facilities would be expenditures which may be over the normal for this position and/or staffing issues.
- ⌚ Decisions made under the power plant requirements for a safe and efficient operation. Problem solving requires consideration of various competing interests, and may involve the adaptation of procedures, innovation and/or setting precedents.
- ⌚ Establishes and maintains open lines of communication with departments through formal and informal meetings with program staff.
- ⌚ Responds to emergencies and ensures that concerns are addressed in a practical and reasonable manner.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	15
Staff Positions Indirectly Supervised	0

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

- ⌚ A valid minimum 2nd Class Power Engineering Certificate recognized by the Office of the Fire Commissioner.
- ⌚ Extensive experience is required in operating a power plant and in the maintenance of steam plant operations 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 possess a Class 5 Driver's License in good standing, ability to use own vehicle, ability to travel within the Province of MB.
- ⌚ Must have extensive supervisory experience.
- ⌚ Must have experience with computers and software packages related to the position.
- ⌚ Experience with Computerized Maintenance Management System (CMMS) preferred.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- ⌚ Experience with life safety systems, plant and building maintenance while staying within all applicable codes/regulations & acts. WHMIS must be known by the incumbent of this position.
- ⌚ An extensive mechanical background is preferable and an ability to accomplish sophisticated mechanical tasks accurately is mandatory.
- ⌚ Must be physically able to do the job (medium & heavy lifting, crouching, kneeling, climbing, etc.)
- ⌚ Must refer and comply with the Manitoba Workplace Safety and Health Act and College policies.

OTHER COMMENTS

Employee's Signature

Date

Supervisor's Signature

Date