

1. IDENTIFICATION

Position No. 14-11199	Job Title Plant Operations Engineer	Supervisor's Position Settlement Maintenance Supervisor	
Department CGS	Division/Region Maintenance & Projects	Community Cambridge Bay	Location Kitikmeot
Fin. Code: 14715 01 4 410 1406000 01 1000			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Under the direction the Settlement Maintenance Supervisor in Cambridge Bay the incumbent will have primary maintenance responsibility for the Kitikmeot Regional Health Centre. Secondary duties involve maintenance of all government owned operated buildings, works and equipment in the community of Cambridge Bay.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p> <p>The incumbent has primary responsibility for the operation of a complex multi-million dollar 15,000sq foot facility, providing 24 hour a day medical. This position involves responsibility for the operation of complex and highly technical heating, ventilation, air handling systems, including 4 industrialized boilers, steam generators, Heppa filtration systems, medical incinerator and a medical morgue.</p> <p>The secondary responsibility to provide the technical and maintenance support for major GN facilities such as Cambridge Bay Water line, Kitikmeot Health Facility, Schools and other major GN assets in Cambridge Bay.</p> <p>The position impacts on the efficiency and in turn the services to the Regional Health Centre and other departments and to the public. Failure to identify and repair deficiencies properly can lead to safety hazards to the GN and the Public or become very timely and costly repairs.</p>
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4. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p> <p>Operates and maintains the Kitikmeot Health Centre by carrying out daily routine inspections of all operations and reports the status on log sheets and log books and:</p> <ul style="list-style-type: none"> • Monitors daily the DDC controls by computer to determine problem areas; • implementing the preventative maintenance program for the buildings heating plant systems, refrigeration/air conditioning, ventilation, sprinkler system/fire systems, domestic
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- water/sewage systems;
- Servicing and testing the operation and maintenance of the emergency generators, the low pressure hot water boilers and stem and systems;
 - Carries out required treatment for the steam boiler and checks and test the glycol levels/concentrations and condition for the domestic hot water boilers;
 - Cleaning plugged lines, cleaning heating plant vessels, removing for servicing and reinstalling pumps, valves;
 - Replacing electrical outlets, cover plates, switches, appliance cords and light fixtures;
 - Monitors the room temperatures and air handling system by monitoring the DDC controls and readouts from the computer;
 - Checks for leaks and repairs leaks on piping systems, plumbing fixtures and making repairs;
 - Recommends work to be carried out by Contractors then inspecting work done by Contractors to ensure satisfactory performance of work completed and compliance with codes and with the terms of the contract;
 - Performing preventative maintenance work as per schedules;
 - Maintains proper housekeeping practices in the work area;

Assist supervisor in developing annual budget for preventative maintenance and repairs to ensure all Government property remains in good state of operation.

- Compiling and updating all inventories.
- Inspecting government assets when requested by the supervisor, Electrical, Health, Boiler/Gas Inspectors and Fire Marshall.
- Cleaning shop machinery and sharpening tools.

Perform other duties such as:

- Supervise and train apprentices and casuals.
- Follow safety rules and procedures as established for the work place.
- Provides input to the departments safety committee.
- Related duties assigned.

SECONDARY RESPONSIBILITY (AS TIME PERMITS)

Maintains Government owned and operated buildings and works in good state of repair.

- Completing minor carpentry, plumbing, electrical, heating repairs and painting.
- Conducting routine preventative maintenance inspections as outlined in the Maintenance Management Systems manual.
- Conducts daily water treatment testing at the Water Pump house and ensures that the water is safe for the Public. (Chlorine and fluoride)
- Completes the log book and check sheets for the Pump house operation every day.
- Takes water samples and sends them out monthly.
- Monitors DDC systems in the school buildings and completes log books and checks sheets for major buildings.
- Inspects and exercises valves in the manholes. Repairs and Rebuilds equipment (i.e. Submersible pumps etc.). As required or as directed by the M.M.S. Schedule.
- Works with other trades staff and supervises casual staff and contractors in the cleaning access vaults, replacement of damaged water mains, repairing of water mains due to dips etc.. Installing new HDPE mains using butt fusion machines to weld pipes together.

Completes records for all maintenance and repairs to buildings and works.

- Identifying supplies required for completing jobs and compiling material lists.
- Completing work orders for all assignments indicating materials used, work accomplished and time required completing jobs.
- Completing weekly work order registers as outline in the Maintenance Management Systems.
- Conducts inspections on work performed by contractors to ensure work conforms to governing codes, contract plans and specifications. Identifies any deficiencies including workmanship and completes an inspection report and attaches a work order.

Assists supervisor in developing annual budget for preventative maintenance and repairs to ensure all Government property remains in good state of operations.

- Compiling and updating all inventories.
- Inspecting all government assets when requested by the supervisor, Electrical and Health Inspectors and Fire Marshall.
- Identifying major repairs.
- Assisting other Trades Personnel in emergency situations.

5. KNOWLEDGE, SKILLS AND ABILITIES**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- Must be able to work with minimal supervision.
- Must be familiar with WHMIS and confined Space Entry Safety procedures.
- Experience working with DCC controls.
- Basic Computer skills (Microsoft word, excel and Outlook).
- Working knowledge of building and mechanical trades.
- Ability to troubleshoot problems with the heating system and work on large ventilation systems.
- Knowledge of Northern building practises.
- Ability to work with metric systems.
- Must possess a valid class 5 Drivers License.

These skills are normally acquired through:

- Registered tradesman as an Oil Burner Mechanic (OBM) with certification in Interprovincial Red Seal.
- Must possess a 5th Class Stationary Engineer Certificate to meet the minimum regulatory requirement for a heating system over 750 kWatt.

Equivalencies between experience and education/certifications may be considered.

The ability to speak Inuktitut/Inuinnaqtun is considered an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two

or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Incumbent will work in tight dirty places.
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Duties may require performing emergency repairs at any hour and in any weather conditions.
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Dexterity to be able to find and tighten screws and nuts in awkward positions and locations.
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Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.
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May work in extreme heat or cold and in dirty conditions.

Incumbent will be working with water treatment chemicals that are hazardous.
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Incumbent will work in loud noise environment.
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Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Must have good hearing to determine if there is a change in noise in the mechanical rooms means that something is different and could be the early signs that there is a problem developing. Good balance for walking, climbing into trenches (for water mains) that may be ice covered in the winter.
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Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.
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Working in hot, cold, wet, windy, smelly, noisy, tight environments doing urgent repairs and customer/clients demanding other problems to be repaired immediately, can lead to high anxiety and tension for the incumbent.
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7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.