

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Power Plant Engineer		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
Present Class	Power Plant Super	Properties, Property Management Edmonton Law Courts	Infrastructure
Requested Class		Requested Class	
Power Plant Engineer 4 th Class		Power Plant Engineer 4 th Class	
Cost Centre			

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

This position performs work essential to the efficient and effective operation and maintenance of large heating and/or cooling plant(s) and auxiliary equipment for the assigned facility, with services provided being critical to the health and comfort of facility users, clients, and visitors.

Equipment operated, maintained, and repaired by the Power Plant Engineer 4th Class may include:

- high and low pressure water tube boilers
- absorption chiller
- centrifugal chiller, cooling tower, and ancillary equipment
- diesel engine operated emergency power generators,
- natural gas fired cogeneration plant, heat exchangers and air handling units
- water softeners
- reverse osmosis / de-mineralized water treatment system
- chemical waste water treatment plant

This position may be required to operate a building management control system, as well as automated card access and computerized maintenance management systems. Reporting to the Power Plant Supervisor, the Power Plant Engineer 4th Class functions within applicable legislation, regulations, policies, guidelines, and standards.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Heating and cooling plant components and other mechanical and auxiliary equipment within the assigned facility are operated and maintained in accordance with established policies, guidelines, and standards.
 - Reads, interprets, and adjusts meters and gauges.
 - Tests and controls chemical content of heating and cooling systems and auxiliary equipment.
 - Ensures boilers and other equipment are operated safely and within specifications.
 - Checks operations of and maintains air handling systems, stand-by boilers, and emergency generator sets and related equipment.
 - Takes appropriate actions to assure heating and cooling requirements are met.
 - Responds to air quality and other complaints and concerns from facility users.
 - Orders and receives required parts, chemicals, and supplies.
 - Identifies and records items requiring maintenance and repair.
 - Prepares reports and maintains accurate records of heating and cooling plant operations.

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2. Routine maintenance of boilers and other mechanical and auxiliary equipment within the assigned facility is performed in accordance with established policies, guidelines, and standards.
 - Performs plant duties in accordance with Alberta Boiler Safety Association (ABSA) regulations and provides routine maintenance and repair in accordance with the Act.
 - Works with other staff members and contractors to perform major servicing and repair work.
 - Identifies need for parts and materials associated with maintenance, researches options and supply sources, and participates in ordering, receiving, and installing new parts and equipment.
3. Preventative maintenance is performed on mechanical and auxiliary equipment within the assigned facility in accordance with established policies, guidelines, and standards.
 - Inspects equipment and performs quality assurance checks on scheduled basis to detect operational problems and maintenance issues.
 - Changes filters, lubricate equipment, cleans coils, and replaces belts, bearings, motors, and other components.
 - Performs general housekeeping in mechanical rooms.
 - Keeps records of inspections, services, and repairs.
 - Assists with repair of utility lines and related components.
4. Administrative and other services are provided in support of facility operations and maintenance.
 - Provides assistance with identifying projects, preparing tenders, performing site tours, and inspecting and verifying work of contractors.
 - Performs special projects assigned by the supervisor.
5. Develops and maintains positive client relations by being responsive to client needs to ensure a high level of client satisfaction.
 - Respond to client requests in a timely and positive manner.
 - Maintains on-going communications to understand functional program needs and address specific concerns.
 - Able to complete work while being around high-profile clients with minimal disruption to clients.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Working within a team environment, this position independently operates and maintains building systems and equipment that are critical to the functionality of the assigned facility, the comfort and safety of staff and facility users, and the delivery of client programs. The Power Plant Engineer 4th Class operates complex and diverse equipment and systems with minimal or no assistance (e.g., when working alone on weekends and holidays). Equipment operated and maintained can include air, heat and cooling systems, water and wastewater treatment systems, diesel powered emergency power generators, and natural gas cogeneration plants.

This position displays initiative, judgement, and personal direction when carrying out responsibilities. The Power Plant Engineer 4th Class must be able to coordinate work with other staff members and contractors as necessary, prioritize and respond to work orders appropriately, anticipate potential issues, and provide solutions within established standards and procedures to avoid problems and delays in relation to services provided.

This position collaborates with the supervisor, managers, and consultants to support client operations by ensuring the effective completion of projects and provision of maintenance requirements within the assigned facility. Issues or situations outside established policies, directives, and guidelines or without clear precedent are discussed with the supervisor. Recommendations for changes to operational policies and processes or with major resource allocation or financial implications are also referred to the supervisor.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Power Plant Engineer 4th Class requires comprehensive knowledge of:

- government business plans, goals, strategies, and priorities as they relate to the Ministry and work area
- operations and maintenance procedures for heating and cooling systems and related auxiliary equipment
- building mechanical maintenance practices and approaches
- safe operation and maintenance of relevant tools and test equipment
- relevant provisions of legislation, regulations, directives, policies, and codes (e.g., *ABSA regulations, mechanical system and equipment standards, Site Maintenance Manuals, Occupational Health and Safety Act and WHMIS regulations, First Aid and CPR standards, Code of Conduct and Ethics, Freedom of Information and Protection of Privacy Act*)
- relevant information, building management control, and maintenance management systems and business productivity tools (e.g., Microsoft Office, internet)

The Power Plant Engineer 4th Class must have well developed and demonstrated:

- written and verbal communication skills, including ability to articulate technical issues and solutions
- interpersonal skills to interact positively with facility users, clients, contractors, and co-workers
- organizational and time management skills, including ability to prioritize multiple and competing requests for action
- problem solving skills

The Power Plant Engineer 4th Class must be able to:

- plan and prioritize work, multitask, and function effectively within a dynamic work environment
- maintain focus on maintaining asset value while coordinating delivery of results at the operational level
- functional independently as well as contribute within a team environment
- demonstrate initiative, sound judgment, flexibility, creativity, and attention to detail and accuracy
- demonstrate commitment to confidentiality, diplomacy, client service, and continuous improvement

Requires a 4th Class Power Plant Engineer Certificate.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Power Plant Supervisor, direct supervisor - receive instructions, clarify requirements, and provide reports as to maintenance and repair requirements.
- Facilities Coordinator – to receive instructions and clarify requirements.
- Justices, Judges, Judicial staff – maintain positive client relations, ensure adequate service level.
- Coworkers and Courthouse Staff – respond to work requests and issues relating to facility conditions, exchange information, organize service delivery, and communicate during interruption of services.
- Contractors and Suppliers – clarify requests, monitor work, and exchange information.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (See Writing Guide [Page 15](#)).

Not applicable.