

**Support Position Description**

<b>Section I Position Information</b>	Update Only <input checked="" type="checkbox"/> Classification Review <input type="checkbox"/>
<b>Position Title</b>	Senior Building Operator
<b>Position #</b>	999561, 999566
<b>Department</b>	Facilities and Services
<b>Classification Level</b>	Range 1
<b>Reports to</b>	Coordinator, Building Maintenance and Projects
<b>Effective Date</b>	June 30, 2021
<b>Position Summary</b>  Briefly describe the main purpose(s) of the position	This position will serve as a team member working with the Coordinator, Building Maintenance & Projects. The primary function of this position will focus on the operation and maintenance functions of the physical plant and infrastructure of AU buildings located in Athabasca. Records maintenance, daily logs, daily systems checks, inventory documentation, maintenance of physical inventories are all integral to this job. Utilization of the Work Order and Reporting systems, Auto Cad, and physical hard copy drawings are required to perform the tasks of this position.

<p><b>Duties and Responsibilities</b></p> <p>Organize by key responsibility area and include % of time spent where possible</p>	<p>Provides direct hands on assistance in the operation and maintenance of all building electrical, heating, cooling, plumbing, fire protection systems, HVAC control , security system controls, which includes, but is not limited to, boilers, hot water, chilled water , electrical distribution systems, chiller, , air handling equipment, roof top units, HVAC systems, and ability to read and understand blueprints, and drawings. This includes</p> <ul style="list-style-type: none"> <li>a) responsible for maintenance of all electrical components associated with all buildings.</li> <li>b) provides direct monitoring of the building automation and security systems</li> <li>c) all fire protection consisting of sprinklers, standpipes and specialized suppression systems and their controls.</li> <li>d) all cabinet unit heaters, overhead heaters, exhaust fans, and all air handing units</li> <li>e) replacement of air filters and stock maintenance of same</li> <li>f) all plumbing components and fixtures, domestic water supply and drainage piping, all water closet components</li> <li>g) maintenance of inventory lists, history logs, daily check lists and logs of equipment maintenance.</li> <li>h) reviews specifications and documentation related to air/water flow for operations.</li> <li>i) working with the existing work order system to ensure work order is received, work is completed in a timely, scheduled manner with completed paperwork for complete and accurate documentation</li> <li>j) be an integral part of the 24/7 standby system for after hours response on a prescheduled and equal basis with other team members</li> </ul> <p>Directly assist with renovation projects, with widely varying scope and complexity, as part of a team to ensure a quality product completed on time, in scope and on budget. These projects will require some practical knowledge of and applied skills in the construction industry. General maintenance duties as assigned to meet changing needs and priorities. This may include providing support to other areas in Facilities and Services, including but not limited to, Grounds, Fleet, Mail Services, Room Support, and Furniture Setup.</p>
<p><b>Occupational Health and Safety</b></p>	<p><b>Employees:</b> Responsible for awareness of one's OHS related responsibilities as an AU employee and for participating in the AU OHS Program as required.</p>

## Classification Factors

### Context and Complexity

Must clearly understand the building operations and the computer system to ensure operations are within established parameters and adjust according to maintain operations within these parameters.

Must be able to read, understand, interpret and apply mechanical, electrical and architectural drawings within both the operations/maintenance context and the construction context.

Must be able to work independently within broadly defined objectives to provide efficient and timely maintenance of operating systems, equipment and infrastructure that supports building operations.

Must be familiar with the operation, maintenance and repair of operating equipment to ensure prompt diagnosis and rectification of minor problems before they become major failures.

Must be able to respond to sudden changes in priority, after hours calls and emergencies in a professional and courteous manner.

Must be able to follow orders and procedures for electrical safety, fire evacuation, lock out , lock down procedures and Code compliance in all areas of work.

### Work Problems

Proper chemical treatment of all feed water stock for both the heating and cooling systems is essential to ensure proper delivery of these products and protect all pumps, equipment and piping from premature corrosion induced failure or plugging due to chemical scale buildup and to ensure maximum heat or cooling transfer to maximize energy efficiency.

Must respond to and address issues and complaints on building temperature in a professional and courteous manner while maintaining objectivity in problem identification and resolution.

Must perform hands varied on maintenance work, such as fan bearing changes, seal replacements or snaking a plugged toilet in a safe, professional and timely manner.

<b>Authority</b>	<p>Generally works within broadly defined objectives to ensure safe and continuous operations of all building support systems, including but not limited to heating, cooling, power, water and drainage.</p> <p>Will liaison directly with external and internal contractors, inspection authorities and utility companies.</p> <p>Required to be part of the building operations on call schedule rotation.</p> <p>Within pre-established limits, purchases goods and services as required to fulfill broadly defined objectives.</p> <p>On a limited basis may guide, train and supervise casual or temporary staff as required.</p>
<b>Contacts and Communication</b>	<p>Daily and continuous contacts with a broad cross section of the campus community in Athabasca and satellite locations to provide and receive information on timing, costs, problems and solutions.</p> <p>Must be able to deal with staff in a courteous professional manner.</p> <p>Regular and continuous communication between the operations team and all other Facilities and Services staff in regards to problems, solutions, resource issues and timing</p> <p>Regular contact as required with contractors, inspectors, and outside suppliers on costs, schedules, problems and solutions.</p>

### Signatures for Section I

Incumbent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Section II Qualifications**

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent

### **Minimum requirements:**

Grade XII graduate with a Journeyman Electrician Certificate and 7 to 10 years' of directly related experience in operations within a commercial facility.

Experience and demonstrated skills related to Building Automations System (BMS) is desirable.

Experience in the operation of equipment such as scissor lift, portable pressure washer, skid steer, etc. are considered assets.

Must have a demonstrable mechanical aptitude.

Must be able to lift 60lbs.

Must possess a valid Alberta Driver's License and provide a Driver's Abstract.

## **Signatures for Sections I and II**

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Review \_\_\_\_\_ Date \_\_\_\_\_