



POSITION TITLE:	Chief Engineer
REVISION DATE:	July 2024
REPORTS TO:	Facility Operations Coordinator
DIRECT REPORTS:	Facility Operators
POSITION SUMMARY:	Responsible for managing the day-to-day maintenance activities related to the East Hants Sportsplex and the ice plant as per the Technical Safety Act and Power Engineer Regulations of Nova Scotia. Responsible for oversight of building systems, including but not limited to the preventative maintenance software, ice plant/refrigeration, building automation, HVAC, electrical, security and fire suppression. This position schedules and supervises Facility Operators.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Facility Maintenance & Safety Operations (50%)

- 1.1. **Staff Supervision & Scheduling**- Develop operational schedule, and provide supervision and direction to Sportsplex facility operations staff to ensure smooth operations within the facility including ice surface and artificial turf configuration.
- 1.2. **Maintenance & Plant Operations** - Responsible for the operation of the Sportsplex Ice Plant, coordination of daily maintenance tasks and activities required to ensure safe operation of the Sportsplex facility, including but not limited to installation and maintenance of ice surfaces and field house. Monitor preventative maintenance software and building maintenance requests from staff and tenants.
- 1.3. **Building Systems** - Oversee building automation systems for refrigeration plant, mechanical, and other building systems (Security, Fire, Lighting, etc.)
- 1.4. **Emergency Preparedness** - responsible for monitoring weather systems and plant alarms that could affect the field house and working with Manager of Facilities when the emergency infrastructure needs need to be addressed (plant and dome).
- 1.5. **Systems Monitoring & Preventative Maintenance** - Monitoring and troubleshooting of arena and dome systems, electrical, heat and ventilation-related systems for the purpose of ensuring the effective operation of these systems through proper maintenance and repair, including making arrangements for maintenance and repairs.

- 1.6. **Supervise & Coordinate Contractors** - Facilitate building maintenance-related activities that require external contractors including, but not limited to, refrigeration, plumbing, electrical, HVAC and elevator maintenance technicians.
- 1.7. **Occupational Health & Safety** - Adhere to the Technical Safety Act and Power Engineer Regulations. Ensure hazard assessments, SDS, safe work procedures and other standard operating procedures are current and being followed by staff remain compliant with policies and procedures.
- 1.8. **On Call** - Prepared to be on-call after hours for unanticipated maintenance and/or security requirements, as well as during evening and weekend events and activities.
- 1.9. **Perform Maintenance Duties** - Perform maintenance tasks and assist facilities operations team with daily maintenance activities.
- 1.10. **Other Duties** - Perform other duties as assigned by the Facility Operations Coordinator and Manager of Recreation and Facilities.

2. Capital Maintenance and Lifecycle Planning (25%)

- 2.1. **Capital Project Work** - Under the direction of and assisting the Facility Operations Coordinator and Manager of Recreation and Facilities, undertake capital and maintenance project work related to the facility, including coordinating the required information for Procurement and all project management items from start to finish.
- 2.2. **Asset Management** - Collaborate and provide building related information to support the Asset Management program.

3. Other (25%)

- 3.1. **Manage and maintain records** - Coordinate the documentation of inspection and log sheets for the facility through the Building Operators, as well as preventative maintenance record keeping.
- 3.2. **Inventory** - Coordinate the inventory of tools, chemicals and other necessary supplies required for effective and efficient operations of the facility.
- 3.3. **Budget Input** - In collaboration with the Facility Operations Coordinator and Manager of Recreation and Facilities, provide input during operating and capital budget preparation regarding the items that will need to be addressed in the upcoming year and the funding likely required to cover the necessary expenditures.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- High school diploma or equivalent plus a one (1) year certificate in a related field such as mechanical, facilities management, building systems or electronics is required.
- Must have valid 4th Class Power Engineer Certification with 2nd class refrigeration ticket.
- Knowledge in ammonia refrigeration systems.
- Experience operating automated or computerized control systems.
- Arena Operator Level 1 or willingness to obtain
- A minimum of five (5) years' relevant technical experience in ice plant operations is required
- Experience in building maintenance, heating, ventilations or air conditioning (HVAC) is considered an asset.

- Related OH&S courses such as WHMIS, First Aid, Confined Space Entry and Fall Protection is preferred.
- Must be able to obtain RCMP security clearance.
- An equivalent combination of education and experience will be given consideration.

Knowledge, Skills, Abilities

- Basic skills in Microsoft Office Suite
- Must be mechanically inclined and able to operate equipment such as a Zamboni.
- Must be a self-starter in order to determine priorities and to be able to work alone.
- Must be physically able to lift 30 lbs. and work outside under extreme weather conditions.
- Must have a valid Class V driver's license.
- Physical ability to perform duties, climb ladders and work at heights or in confined spaces.

Working Environment

- The workload of this position is frequently unpredictable with urgent maintenance priorities and will require some overtime outside of office hours on an unpredictable, without notice basis. ***This position works on-call on a rotational schedule for emergency maintenance as required.***

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>