

## CHAMPAGNE AND AISHIHIK FIRST NATIONS

<b><u>Identification:</u></b>	Building Engineer
<b><u>Department:</u></b>	Property Services
<b><u>Supervisor:</u></b>	Property Manager
<b><u>Date:</u></b>	November 27, 2019
<b><u>Wage Level:</u></b>	8

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A. **Job Summary:**

Reporting to the Property Manager, the Building Engineer is responsible for the operation, installation, control, monitoring, maintenance, testing and repair of all heating, ventilation, air conditioning (HVAC) and mechanical systems including power generators, chillers, compressors and other auxiliary equipment in the Da Ku Cultural Centre and the Language Hub building in order to provide optimum physical environmental conditions for the occupants and staff.

B. **Main Duties:**

**Facility Operations and Maintenance:**

- Operates, controls, installs, maintains, repairs and monitors a variety of equipment through DDC (Direct Digital Control) such as boilers, HVAC units, chillers, compressors, as well as a variety of auxiliary equipment such as burners, pumps, electronic controllers and related devices, and detectors.
- Maintains boiler systems, cleans, and de-scales boilers as determined through regular inspections and conducts mandatory full load test runs on emergency generators regularly.
- Assists in identifying energy efficiency, solar engineering alternatives, and improvements to lighting and acoustics.
- Identifies specific needs and controls temperature firing capacities of boilers, and repairs and services equipment as necessary, and records all pertinent data on relevant data and log sheets.
- Performs a variety of inspections such as functionality of boiler safety devices.
- Develops procedures and schedules to ensure safe operation of equipment and disposal of volatile or toxic substances and ensures safe operation of automatic start-up motors, pumps, and pulleys within the building automation systems (BAS).
- Monitors and maintains fire protection systems through logs and practical testing of equipment and related electronic monitoring and alarm signal devices as determined by YG Acts and directives from the Building Safety Branch or the office of the Fire Marshal. Conducts planned and unannounced fire alarm drills to familiarize building occupants and test the efficiency of the building evacuation procedures in cooperation with the CAFN Occupational Health and Safety Officer. Determines authenticity of Alarm occurrences as First Responder and in cases of real events initiates firefighting procedures.
- Identifies malfunctioning equipment, follows Lock-Out procedures, prepares and processes work requests.
- Assists trades workers and performs repairs and/or supervises the repair of equipment by contractors.
- Maintains a preventative maintenance schedule and program for entire building mechanical systems and building automation systems (BAS) and is responsible for all maintenance and repairs.

- Performs mechanical, electrical, electronic, and plumbing repairs as required as well as maintaining boiler tubes and fire boxes and refractory and heating line insulation.
- Performs general administrative tasks primarily by recording daily events in the Engineer's log book, and ensures availability of records, reports, and log sheets through maintenance of an efficient filing system. Maintains timely and accurate records, operating reports, letters, notices and instructions.
- Performs general housekeeping such as replacing light tubes and bulbs, cleaning and painting boiler room and mechanical room floors, equipment, and machinery, cleaning brine tanks and chemical tanks, treating sumps, dusting boiler covers, panels and controls, removing accumulated debris such as used chemical pails and bags, fixes/cleans chemical pumps and keeps chemical lines free of residue build up.
- Ensures the building maintenance, repairs and services as outlined in the leases and that museum building standards are adhered to.

### **Exhibits**

- Constructs, maintains and repairs exhibit cabinetry and cases.

### **Programming**

- Assists in programming, outreach services and activities to both citizens and visitors of all ages that celebrate, communicate, share and preserve CAFN heritage and culture in the Da Ku Cultural Centre and Language Hub Daycare centre, as required.

## **C. Job Knowledge and Skills: Education and Experience:**

- Completion of a Certificate or Diploma program, or apprenticeship accreditation program leading to qualification as a Building Services Technician, Building Systems Technician, Facilities Technician, or Heating, Refrigeration, and Air Conditioning Technician, or HVAC Technician. Experience in the operation, maintenance, and repair of Commercial and/or Institutional building systems such as HVAC systems, Boilers, Compressors; and/or commercial coolers and freezers. Experience operating a variety of specialized maintenance tools and equipment, including test equipment required for the operation, maintenance, and repair of building systems and equipment. Experience working with Computer Maintenance Management Systems, Building Automation or Management Control Systems, Programmable Logic Controllers (PLC), and Variable Frequency Drives (VFDs). Possession of a 4th Class Power Engineer's Certificate of Competency or Possession of a Provincial or the Inter-Provincial Standard (Red Seal) Endorsement for Refrigeration and Air Conditioning or Millwrights or College Graduate in the field of HVAC systems or Mechanical systems is required. An acceptable equivalent combination of relevant Building Trade, Technician, Technologist, and/or stationary engineer qualifications and experience will also be considered.

*Experience in the following would be an asset:*

- In inspecting, maintaining, repairing and testing building fire safety systems such as fire alarm and/or sprinkler systems, firefighting equipment, fire separation doors and dampers;
- in operating hot water and/or low pressure steam boilers as per the Boiler and Pressure Vessel regulations.

### **Job Knowledge:**

- Broad knowledge of construction trades and maintenance of buildings
- Knowledge of Occupational Health and Safety Regulations
- Knowledgeable in all areas of safety, including safety equipment, lock out tag out and hazardous material procedures
- Knowledge of HVAC systems, maintenance, and repair
- Knowledge of National, Territorial, Municipal and First Nation Building codes and safety regulations
- Willingness to acquire knowledge of CAFN culture, heritage, values and traditions
- Knowledge of building controls, fire alarm systems, irrigation and security systems

**Management Skills:**

- Ability to plan, direct, develop, implement and evaluate building and maintenance programs and procedures
- Ability to contract and oversee building trades
- Ability to supervise casual staff
- Ability to work independently, with minimal supervision, and efficiently manage own workload
- Strong problem-solving skills
- Excellent organizational, time management, and planning skills
- Ability to work within strict time frames and deal with changing priorities
- Ability to deal with emergent issues outside of regular working hours
- Ability to communicate effectively in writing to produce building reports and evaluate data sets

**Specific Skills:**

- Ability to communicate and respond to requests by the Parks Canada and YG Tourism staff located in the same building to address building and maintenance concerns
- Ability to work with Computer Maintenance Management Systems, Programmable Logic Controllers (PLC), and adaptable to learning new systems
- Ability to trouble shoot system failures and malfunctions to initiate or propose solutions

**Interpersonal Skills:**

- Ability to manage stress effectively and work well under pressure
- Ability to work effectively as a member of Property Services team and with other departmental staff
- Must have good customer service skills with staff, tenants, vendors and owners, and external Federal and territorial clients
- Good judgement, dependability, and taking initiative

**D. Decision Making:**

The goals, objectives and long-term priorities for the Building Engineer are established by the Property Manager. The Building Engineer is expected to perform the assigned duties, ensuring that they are completed as effectively and efficiently as possible and is expected to advise the supervisor when issues or concerns arise that may adversely impact on departmental services or external clients. The incumbent is responsible for the day-to-day operations of the Da Ku Cultural Centre building and Language Hub day care centre. Decisions regarding maintenance scheduling and methodology are made by the incumbent. Most of the tasks

are carried out without specific direction and this position is expected to work within minimal supervision. The position is expected to work cooperatively with others in the best interests of CAFN.

The incumbent is required to analyze and trouble shoot a complex building environment and be creative and innovative when solving problems. The nature of the problems range from being straight forward to complex with limited or no precedence for guidance.

The incumbent is expected to deal with all manner of client issues, complaints, and concerns pertaining to the building environment in which they are working. The incumbent works to identify the specific issue or concern and determines how it can be resolved and resolves it.

**E. Impact/Accountability:**

The position is responsible for the safe and effective operation of the Da Ku Cultural Centre and Language Hub day care boilers and related equipment such as set points for controls effecting a safe, healthy and efficiently working environment and conditions.

This position has a significant financial impact on building operation costs, and any required emergency responses directly affect the cost of operations of the various building occupants.

The direct impact of decisions is upon the effectiveness of the operation, cost and maintenance of the mechanical systems within assigned buildings which may impact indirectly on the health, safety, and comfort of the building occupants and users and on the availability and accuracy of information concerning building mechanical systems.

**The following Acts, regulations, policies and procedures are well defined and should be followed:**

- Occupational Health and Safety
- Yukon Workers Compensation Health and Safety
- National and Territorial Building and Electrical and Plumbing codes
- Yukon Territorial Boiler and Pressure Vessels Act and Regulations
- Lease Agreements between Parks Canada and Yukon Government at Da Ku
- CAFN Human Resource Policies & Procedures
- CAFN Financial Policies & Procedures

**F. Positions Supervised:**

- Contractors
- Casual staff

**G. Working Conditions:**

*Physical Effort:*

The incumbent will be lifting various plant mechanical equipment, such as but not limited to boiler panels, ladders, 20L chemical pails, feed water equipment, filter medium boxes weighing up to 23 kg.

*Physical Hazards:*

The incumbent will be exposed to one or more of the following risks continually – risk of: gas explosions CO<sub>2</sub>, H<sub>2</sub>O, CO, boiler explosions, high voltage, chemical fumes, steam and air pressure (20 psi to 150 psi), hot water and liquid gas (propane). Exposure to furnace heating fuel.

High risk of back injury, sprains and strains due to awkward and heavy lifts.

Risk of hearing loss due to working in or around noisy mechanical equipment constantly.

*Discomfort:*

The incumbent is exposed to high temperatures in boiler rooms, working in dusty confined working spaces and possible skin and eye irritation due to the use of chemicals and exposure to ash, dust, fumes, and silica particles respiratory.

The incumbent may be required from time to time to work flexible hours including evenings and weekends. The position may occasionally deal with upset or angry individuals who feel their needs are not being met and will require tact, diplomacy and is expected to interact with the RCMP as required.

**H. Conditions of Employment:**

- Willing to respect and maintain confidentiality
- Reliability status security check
- Valid Standard First Aid certificate and CPR (or willingness to obtain within 3 months of hire)
- Valid Yukon Class 5 driver's license
- Willing and able to lift and carry items weighing up to 23 kg.
- Willing to work towards obtaining a 4th Class Building Engineer's Certificate and/or training in field of HVAC systems or Mechanical systems
- Willing to wear Personal Protective Equipment (PPE) and safety gear
- WHMIS Certification (must be obtained within 6 months of hire)
- Able and willing to travel to CAFN Yukon communities and occasional travel outside of Yukon
- Willingness to occasionally work on evenings, weekends, and/or holidays – overtime, call back, or shift work
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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Director of Human Resources

\_\_\_\_\_  
Date

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Director of Property Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date