

## Building Operator

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### **DEFINITION**

Work of this class involves the inspection, operation, maintenance and repair of heating, ventilation, air conditioning (HVAC) systems and related mechanical equipment within various facilities/buildings operated by the City of Edmonton. Building Operators are responsible for ensuring the safe and efficient operation of industrial boilers and auxiliary equipment up to 3000kW. Work is performed with considerable independence in accordance with the Provincial Boilers Act and A.S.M.E regulations.

### **TYPICAL DUTIES \***

Regular daily inspection, monitoring and record keeping on the operation of heating plants as required by the Provincial Boilers Act and A.S.M.E code. Utilize building automation systems to monitor system performance.

Troubleshoot all heating, ventilation and air conditioning (HVAC) system malfunctions.

Assist various tradesmen with the maintenance and repair of heating plant and HVAC systems.

Perform administrative work as required such as completion of work orders and documenting plant operational conditions.

Conduct regular site inspections ensuring the building equipment is operating in a safe and efficient manner.

Carry out minor maintenance requirements on a scheduled or periodic basis, including but not limited to lubrication of fan and pump bearings, compressor maintenance, cooling tower maintenance, filter changes, etc.

Report any major maintenance issues to immediate supervisor and initiate work orders.

Take chemical tests of boiler water and other process samples, interpret them and determine appropriate chemical treatments

Assist trades persons with boiler washout and repairs during seasonal equipment shutdowns.

Provide backup to other members of the crew with trouble and problem investigations and solutions and assist with investigative projects related to other building equipment, systems, and operating parameters as directed.

Performs all tasks in a safe and environmental manner and advises immediate supervisor of any concerns.

Meet and escort contractors and inspectors within City facilities/buildings.

Performs other related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the methods, materials and equipment used in large heating boiler operations and in other HVAC systems.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to operate instruments and equipment and work with mechanical components related to the work assignments.

Ability to work independently and in a team environment with minimal direction.

Ability to troubleshoot and take corrective action to prevent equipment or system failures.

Ability to handle multiple demands and competing priorities.

Ability to respond quickly and appropriately in emergency situations.

Ability to communicate effectively and professionally utilizing computer, oral and written skills.

Ability to learn computer based systems used in the working environment.

Ability to meet requirements for security clearance, if clearance is necessary.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12<sup>th</sup>) school grade. Possession of a 5th Class Power Engineering Certificate. Minimum of three years' experience as a Building Operator with emphasis on operations and maintenance of heating plants and HVAC systems. Possession of a Class 5 Alberta Motor Vehicle Operator's License.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code	2038			
Grade	022			
Last Updated:	2013/11			
Previous Updates:	2011/09, 1990/06			
Originated:	1978/07			