

## Greater Vancouver Regional District

June 2014

### Position Description: Building Operations Superintendent–Wastewater Research Facility (G606)

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#### **PURPOSE OF POSITION:**

Reporting to the Utility Research and Opportunity Projects Division Manager, the Building Operations Superintendent (or designate), Wastewater Research Facility (WRF) is primarily responsible for the operation and maintenance of the building and its supporting role for facilitating research, conferences and training and education. The incumbent brings a current applied knowledge of LEED building management including its automated systems such as HVAC, fire and security systems, and the maintenance of mechanical and electrical systems. Additionally, the role facilitates the development of research projects by providing information to researchers on various stages of wastewater access for related research projects and provides general support in the establishment of those projects. The incumbent works as part of a small team insuring that the Wastewater Research Facility is available as an effective convening centre and insures that the needs of groups/individuals and acts as a key liaison with the public and contractors, consistent with the policies and procedures of Metro Vancouver.

**DUTIES:** *(Duties described are intended to be representative of the position and are not to be considered as all-inclusive.)*

#### **Building Operations and Maintenance Activities and Improvements:**

The incumbent plans, schedules and oversees the operation and maintenance of the LEED certified Wastewater Research Facility including but not limited to building automation systems, HVAC, fire, safety and security systems, mechanical and electrical systems, roofing landscaping, key and lock systems and building envelope. Develops operation strategies to optimize facility performance. The role directs contractors and includes such tasks as obtaining quotes (in co-ordination with the purchasing department as appropriate), acting as the key liaison with contractors, and inspecting and approving work performed.

The incumbent develops and maintains annual and routine property inspections in order to identify required maintenance. Develops operational practise and procedures. Analyses operating problems, recommends and implements solutions. Maintains facility consumables as required.

#### **Provides support to Researchers:**

Provides technical information on research hall capacity and infrastructure to potential research clients. Acts as primary liaison for researchers including determination of and establishment of required additional infrastructure, often involved directly in set up. Co-ordinates and maintains commodity stream supplies from the AIWWTP for research projects and provides guidance to researchers on project setup and tear down, including final cleanup and removal of test facilities upon completion. Develops building specific site practises for research clients and communicates these guidelines through site orientation and the safety co-ordinators designed by the research parties.

Administration tasks include participating in preparation of the budget, managing costs within budget restrictions, obtaining quotes from contractors for building improvements/maintenance, writing related reports on building issues: inventory control, maintaining other records as required. Co-ordinates purchases with purchasing and or accounting as required.

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Works in close co-operation with the Marketing Liaison to insure that public event commitments are facilitated effectively and that the needs of groups renting/utilizing the WRF have the services which will ensure effective meetings. This includes providing, storing equipment for events (such as tables and chairs). This may involve direct communication with groups and or building orientation/familiarization activities.

**REQUIREMENTS:**

Candidates must possess a minimum certification of 5<sup>th</sup> class Power Engineer with a valid/current refrigeration ticket and a current license. Candidate must maintain this designation in the performance of this role.

Must possess a minimum of 3 years' experience in building management in which experience directly relates to: the operation and maintenance of automated building energy management systems including automated lighting systems, HVAC systems and DDC systems have been successfully applied.

Requires the ability to investigate and evaluate problems and to determine and recommend appropriate solutions/course of action.

Experience managing LEED certified buildings would be an asset.

This role requires the incumbent to operate a fixed crane including rigging. A selected candidate must confirm their willingness to take and successfully complete this training, as a condition of employment.

Must possess the ability to deal effectively and courteously with staff, tenants, and members of the public.

Must have the experience and the ability to interpret technical specifications for application in installation and/or calibration of building operating systems.

Must have sound knowledge of the Occupiers Liability Act, the Building Codes, the Fire Codes and other related municipal or provincial legislation. Other legislation related to property, maintenance and tenant management would be an asset.

Ability to communicate effectively and professionally both verbally and in writing. Able to operate a PC in a Windows environment with emphasis on the preparation of reports/spreadsheets.

May be required to provide First Aid support consistent with the requirements/compensation identified within the collective agreement.

Must be physically fit, have current and valid BC driver's license.