

PLUMBER I

TYPICAL DUTIES

Plans, assembles, installs, repairs and services pipes, fittings, fixtures and other components used for water distribution and waste disposal in buildings and structures in accordance with plans and specifications. Installs appliances and maintains low pressure steam installations and equipment. Implements instructions given in specifications and mechanical or architectural drawings. Performs other duties as required.

QUALIFICATIONS

Valid Alberta Certificate of Proficiency - Journeyman Plumber.

PLUMBER II**TYPICAL DUTIES**

The Plumber II level differs from the Plumber I level in that, in addition to performing skilled tasks in the trade, employees carry out supervisory duties, as described in the specification for the Trades Level II series, over subordinate tradespersons and assistants. Perform other duties as required.

QUALIFICATIONS

Valid Alberta Certificate of Proficiency - Journeyman Plumber and diversified experience at the journeyman level, preferably some in a supervisory capacity, in work related to the position assignment.

POSTAL CLERK II

This is responsible work involving the operation of the Sub Post Office and providing mail service to the SAIT Community and external clients.

TYPICAL DUTIES

- weighs, meters and sorts all outgoing mail including parcels and special deliveries for postage
- assists in the operation of the Sub Post Office by providing services to patrons such as registering mail, preparing special deliveries and money orders
- sorts and counts all incoming mail according to department
- records registered mail
- delivers mail
- ensures mail is ready for pick up at set times
- assists with monthend audit
- reconciles cash to accounts

MAJOR ALLOCATING FACTORSSkills/Expertise

Positions require knowledge of the rules and regulations governing Canada Post as well as the Sub Post Office and applicable departmental procedures. Ability to utilize an automated cost accounting system is necessary. Communication, organizational, interpersonal and arithmetic skills are required.

Independence/Decision Making

Work is performed in accordance with well-established policy and procedures. Positions may make routine decisions within the confines of these policies and procedures; would refer any other decisions. Priorities are established by a supervisor. Work is reviewed upon completion on the basis of accuracy and level of service to clients.

Contacts

Positions have contact mainly with SAIT staff, students, the public and other branches of Canada Post. Contacts are for the purpose of obtaining and providing information and dealing with problems with tact and courtesy.

Supervisory Responsibility

Positions may supervise staff, and may be included in hiring and training employees in work methods and procedures, distributing work, and reviewing completed work.

MINOR ALLOCATING FACTORS

Originality

Positions may have some opportunity to draft standard form letters in response to routine enquiries. Originality and ingenuity are required in special projects relating to workflow, operations and service enhancement for the work unit.

Consequence of Error

Errors may result in inconvenience to clients. Incorrect postage could result in financial loss. Errors in following postage procedures could have negative impact on work unit and affect level of service to clients.

EDUCATION/EXPERIENCE

Grade 12 completion including basic arithmetic plus 2 years previous office experience, one of which must have been in a mailroom or post office; or an equivalent combination of education and experience.

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POSTAL CLERK III

This is advanced administrative and supervisory work responsible for the operation of the Sub Post Office and providing mail service to the SAIT Community and external clients.

TYPICAL DUTIES:

In addition to the duties described at the II level, this position:

- supervises staff engaged in the processing of all incoming and outgoing mail
- assigns work and ensures service is maintained
- prepares and monitors budget for the area
- maintains various postal records
- oversees the Sub Post Office operation

MAJOR ALLOCATING FACTORSSkills/Expertise

Positions require thorough knowledge of the rules and regulations governing Canada Post as well as the Sub Post Office and applicable departmental procedures. Ability in supervision, bookkeeping and the utilization of an automated cost accounting system is essential. Knowledge of SAIT's budgetary process as well as excellent communication, organizational and interpersonal skills are required.

Independence/Decision Making

Work is performed in accordance with policies and procedures; positions seek clarification on matters which conflict with the policies and procedures. Positions organize work according to deadline and priorities. Instructions are usually general in nature. Positions work independently in day to day operational matters including the supervision of staff. Positions may be involved in interpretation of policy/procedure, and establish procedural changes to expedite workflow in the unit.

Contacts

Position has contact with SAIT staff, students, and the public to render postal service and resolve related problems. External contact is ongoing with Canada Post for exchange of information and problem resolution.

Supervisory Responsibility

Positions supervise staff, including hiring and training employees in work methods and procedures, distributing work, and reviewing completed work. Positions carry out performance reviews.

MINOR ALLOCATING FACTORS

Originality

Positions compose correspondence, research information requests, prepare reports where interpretation of the content is required. They may recommend new office equipment and establish administrative procedures for the work unit.

Consequence of Error

Errors could result in inefficiency of the work unit. Incorrect postage could result in financial loss. Errors in following postage procedures could have negative impact on work unit and affect level of service to clients.

EDUCATION/EXPERIENCE

Grade 12 completion including basic arithmetic plus a minimum 3 years related experience including supervision; or an equivalent combination of education and experience.

NOV '90

CS-026

POWER PLANT ENGINEER (4th CLASS)**KIND AND LEVEL OF WORK**

This is skilled work in the operation and maintenance of high and low pressure gas-fired boilers.

The plant operated by employees of this class produces steam for heating, cooking, sterilizing and laundry needs. An employee of this class takes charge of a shift and is responsible for the safe and efficient operation of boilers and auxiliary equipment. Although standard operating procedures are followed, this engineer must be alert to notice and report unusual or irregular conditions affecting plant operation. Instructions on equipment maintenance and plant problems are received from the engineer in charge. The work is reviewed to ensure adherence to instructions and operating regulations.

TYPICAL DUTIES

Checks water levels, steam pressures and gauge readings.

Operates water pumps, circulating and vacuum pumps and auxiliary equipment.

Tests and controls the chemical content of feed and boiler water.

Regenerates water softeners; services pumps, packing glands and motors.

Repairs valves, steam traps, pumps, motors, compressors and fans.

Performs routine maintenance on steam lines, plumbing and institutional service lines.

Washes and cleans boilers, floors and equipment.

Reports irregularities in the function of equipment and auxiliary machines.

Tests emergency equipment and fuel supply.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the equipment and machinery in a steam plant and of the principles upon which they operate.

Knowledge of the approved procedures of operating gas-fired steam boilers and auxiliary equipment.

Knowledge of plumbing, steamfitting and mechanical practices.

Ability to maintain the steam pressures and water levels required for normal plant operation.

Ability to detect irregularities in boiler and equipment operation and correct or report these conditions promptly.

Ability to perform semiskilled maintenance and repair work.

EXPERIENCE AND EDUCATION

Experience in the operation of high and low pressure steam boilers; completion of the tenth school grade and technical training in steam plant operation and maintenance; fulfillment of the requirements for granting a Fourth Class Engineer's Certificate.

POWER PLANT ENGINEER (3rd CLASS) -5261
POWER PLANT ENGINEER (2nd) CLASS -5262

KIND AND LEVEL OF WORK

This is skilled work in the operation, maintenance and control of a power plant providing essential services to government buildings and institutions.

The power plant operated by employees of this class produces steam for heating, cooking, sterilizing and laundry needs and electricity for light and power requirements of government institutions and buildings through the operation of gas-fired boilers. An employee of this class has the responsibility for maintaining the efficiency and safety of high pressure boilers, electrical generating equipment and auxiliary equipment, as well as other services essential to institutions and buildings. These services include electrical distribution, fire alarm, water supply, compressed air and sewage disposal. Operating procedures are well established but require such adaptation to specific operation conditions as sound practice dictates. The output of a power plant is essential on an around-the-clock basis, thus leaving an employee of this class in control of the plant on certain shifts; he is responsible at all times for the safe, economical and efficient operation of all equipment and supervision of the work of the fireman on shift. Employees of this class work under the supervision of a senior engineer and at all times plant operation must meet the requirements of "The Boilers and Pressure Vessels Act".

TYPICAL DUTIES

Maintains correct water levels, steam pressures, gauge readings and electrical output.

Checks operation of water pumps, circulating and vacuum pumps and auxiliary equipment.

Tests and controls chemical content of feed and boiler water.

Directs and assists in the repair and maintenance of steam traps, gauges, water and steam lines, valves and radiators.

Operates welder, lathe and machinist tools.

Records meter readings, fire calls, orders for maintenance and log reports.

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-5262

Maintains cleanliness, appearance and safety of plant and institution.

Tests emergency equipment and fuel supply.

Recognizes and reports weakness or failure of machinery and equipment.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the equipment and machinery found in a plant generating steam and electric current and the principles upon which they operate.

Considerable knowledge of the approved procedures for the care and operation of gas-fired boilers, generators and auxiliary equipment.

Considerable knowledge of standard plumbing, gas fitting, steam fitting, electrical and mechanical practices and codes.

Ability to maintain efficiently the required steam pressures and output of high and low pressure boilers and generating equipment.

Ability to detect irregularities in the operation of power plant machinery and equipment through inspection and review of operating records and reports.

Ability to analyze emergency situations and adopt effective remedial action.

Skill in the use of tools employed in the operation, maintenance and repair of a power plant and its equipment.

EXPERIENCE AND EDUCATION

Experience in the operation of a power plant; completion of the eleventh school grade and fulfillment of the requirements for granting of a second or third class engineer's certificate, depending upon the requirements of the plant.

06/82

POWER PLANT ENGINEER TRAINEE**KIND AND LEVEL OF WORK**

This is semiskilled work involving the operation of a small power plant or assisting a power plant engineer in the operation of a large power plant.

In a small plant an employee of this class has charge of a shift, or all shifts according to established regulations pertaining to the output of the plant. In large plants the work is at beginning or learning level under the supervision of a superior. The responsibility of the work extends to maintenance of plant and institutional equipment and maintenance of essential services such as water supply, heating of buildings and sewage disposal. Any equipment failure requiring more than minor adjustments are called to the attention of a superior who determines how the problem should be met. Plant operation must at all times meet the requirements of "The Boilers and Pressure Vessels Act".

TYPICAL DUTIES

Checks water levels, steam pressures and gauge readings.

Tests and controls chemical content of feed and boiler water.

Lubricates and cleans pumps, motors, compressors and fans.

Washes and cleans boilers, floors, washrooms and equipment.

Assists engineers or tradesmen in performing varied plant and institutional maintenance.

Reports all irregularities in equipment and auxiliary machines.

Acts as watchman and relieves others as directed.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the equipment and machinery in a power plant and the principles upon which they operate.

Some knowledge of the approved procedures for the care and operation of a fired steam boiler and their auxiliary equipment.

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Some knowledge of plumbing, steam fitting and mechanical practices.

Ability to perform manual work involved in the repair and maintenance of power plant equipment.

Ability to assume responsibility and react calmly in emergency situations.

Ability to keep records and report irregularities.

EXPERIENCE AND EDUCATION

Experience as a fireman of a power plant; completion of the eleventh school grade and technical training related to power plant operation and maintenance; fulfillment of the requirements for granting a Fireman's Certificate; or an equivalent combination of experience and education.

06/82

CLASSIFICATION DESCRIPTION:PROGRAMMERKIND AND LEVEL OF WORK

This is the entry level of computer programmer classification that works in an Information Systems (Data Processing) operation.

Assignments are clearly defined, relatively routine in nature and are scrutinized closely for conformance to standards. Work assignments are performed within the rigid guidelines established by the programmer/analysts or systems analysts to which they have been assigned.

After receiving assignments, work is performed with relative independence in the more routine programs but assistance is received from the systems analysts on those of greater difficulty. Individual judgement is required in the technical and mechanical aspects of their assignments. This class accommodates those employees who have limited or no application development experience and who require controlled training and supervision to execute assigned tasks.

Work involves acquiring and strengthening competency in computer programming techniques and program logic.

This work includes:

- o computer program development
- o design of small computer applications
- o work on project teams as a junior member developing programs
- o maintaining and upgrading existing computer programs

TYPICAL DUTIES

- o Program development in COBOL, FORTRAN, PASCAL, C, or SQL
- o Participates in data base design
- o Programming and program development
- o Assists in the training of user personnel

Date: June 19, 1989

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TYPICAL DUTIES (cont'd)

- o Writes or assists in writing user and systems documentation
- o Participates in designing and developing application systems according to SAIT's System Development Methodology

SKILLS/EXPERTISE

- o Minimum of one programming language
- o Familiar with relational data base design techniques
- o Familiar with fourth generation development technology
- o Ability to write clear and concise reports

FACTORS

The factors in allocating positions to this classification are: skills and expertise, supervision received and consequence of error. Supervisory/Administrative skills and independence of action/decision making are not a factor at this level.

SUPERVISION REQUIRED

Position receives assignments in written and/or verbal form from senior analysts. Steps to complete the tasks are normally outlined in detail. Work is completed under the direct supervision of Senior Analysts.

CONSEQUENCE OF ERROR

Errors may have some impact on user area operation with delays in program delivery and may affect costs of operation.

EXPERIENCE AND EDUCATION

Completion of a University degree related to computer science; or completion of a two year computer technology diploma. An equivalent combination of education and experience may be considered.

PUBLIC AFFAIRS SUPERVISORKIND AND LEVEL OF WORK

This is advanced professional work in the field of internal and external communications of a public information nature.

Employees of this class undertake major projects, programs, and activities to develop an effective cost-efficient communication network. The primary emphasis involves planning, co-ordinating, organizing, and preparing information used to educate, inform, and promote the image of the Institute to the public, governments, media, community, students, employees, and business associates of S.A.I.T. Considerable independence is exercised at this level to achieve the objectives of the public relations operations for the Institute. Work of this class involves extensive media contact and providing direction to appointed advertising agencies and/or free lance specialists. This work may also entail addressing sensitive and/or confidential issues which requires the preparation of accurate communication for public disclosure while maintaining the positive image of the Institute. Employees of this class may also provide direction to and exercise general supervision over incumbents of positions involved in public relations activities or services as delegated by senior management. In turn, supervision and direction is received from senior management particularly on matters requiring decisions on complex problems, or disseminating sensitive information which requires prior approval.

TYPICAL DUTIES

- Counsel and assist management in the preparation and implementation of policy, when such policy impinges on public relations activities.
- Develop and recommend policies, programs, projects, or activities that promote public understanding of the Institute.
- Advise management on any matter of a public relations nature when assistance is needed or requested.
- Anticipate public concerns to avoid situations that could threaten the Institute's goodwill and its operations, and recommend mechanisms to deal promptly and effectively with such problems as they arise.

- Provide information, advice, staffing assistance on all public relations matters.
- Provide public relations material and services necessary to promote the Institute's education programs and benefits.
- Prepare, edit, and disseminate information which promotes the Institute through internal and external communications.
- Develop and maintain credible rapport with governments, media, business associates of the Institute.
- Develop and maintain the production services necessary to satisfy the public information requirements of the Institute.
- Evaluate public relation reactions to the Institute's policies, operating practises, activities and services, and recommend changes to improve the favourable acceptance of the Institute by the public.
- Performs other related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS

Comprehension and expression of language skills of a professional level to report, write, or edit information for publication, press releases, newspapers or magazines.

Excellent interpersonal skills for communication involving counselling, advising, or disseminating information received from senior management and/or Institute committees to the media, government, public, community, students, employees, and business associates of the Institute.

An understanding and/or technical expertise of media to evaluate communication systems, networks, and mechanisms.

EDUCATION/EXPERIENCE

University graduation in English, Journalism, or Public Relations disciplines followed by extensive work experience, including supervisory responsibilities or an equivalent combination of experience and education

PURCHASING OFFICER

KIND and LEVEL of WORK

This is technical work purchasing goods and services within assigned commodity groupings. Due to the nature of goods purchased, a range of procurement tools are utilized including requests for quotations, tenders and proposals. Following receipt of electronic requisitions, positions are responsible for obtaining competitive quotations or developing specifications to permit competitive bidding. Responses are reviewed with respect to quality, suitability, delivery and pricing. Positions develop, award and administer contracts within established guidelines and oversee the business relationship between the user departments and the external supply community.

FACTORS

Skills/Expertise

Working level knowledge of purchasing methods and procurement systems combined with good knowledge of the sources of supply, market conditions and price trends relative to the assigned commodities. Requires knowledge of SAIT guidelines and procedures related to purchasing activities. Good interpersonal, communication and conflict resolution skills are essential to promote good business relationships and partnerships.

Independence of Decision Making

Review requisitions related to assigned commodity groupings for accuracy, completeness and proper authorization. Determines appropriate procurement tool to utilize (quotation, tender, proposal) in order to ensure cost effective procurement of quality goods. Analyzes data received and makes comparisons for price, quality, description and delivery dates in order to determine the best and most economic purchase. Recommends most suitable supplier to client and following consensus with client, awards contract if purchase is within signing authority. Purchases beyond limits of authority are referred to next level of authorization for review and approval.

Originality

Prepares and develops bid documents as well as supplier bid lists to obtain competitive quotations on commodities. In consultation with client develops specifications for tenders and bids and is responsible for analyzing responses with respect to quality, suitability, delivery and pricing. Assists senior purchasing staff with analysis of responses to major proposals.

Contacts

Contacts are with client departments to obtain additional information regarding goods and services to be purchased. Positions may clarify specifications regarding goods being purchased, suggested suppliers, delivery dates, compatibility with existing products and to suggest substitutes if requested goods not available. Contacts are with suppliers to obtain competitive quotations as well as to debrief unsuccessful bidders. Conducts supplier development interviews to develop and establish new sources of supply.

Supervision Received

Purchases which exceed signing authority are reviewed and approved by the required level of signing authority and the appropriate supervisor prior to contract being awarded. Work is reviewed for reasonableness of cost, timeliness and effectiveness of support to the learning environment.

Supervision Exercised

May supervise a small group of clerical staff performing the more routine aspects of the purchasing operation.

Consequence of Error

Learning environment disrupted if materials, supplies and equipment are not available in a timely fashion. Economical purchasing supports the effective expenditure of department budgets.

EDUCATION and EXPERIENCE

Completion of Level II of PMAC as well as experience in purchasing and supply management or equivalent combination of education and experience.

PURCHASING SUPERVISOR

KIND and LEVEL of WORK

This is supervisory work, which involves overseeing the day to day operation of the Purchasing Section at SAIT. The work involves the supervision of subordinate purchasing **staff** as well as being responsible for implementing effective, cost efficient **strategic supply initiatives through innovative and effective** procurement and evaluation **decision making** processes. The Purchasing Supervisor is responsible for taking the lead on a wide range of complex campus-wide **supply management** initiatives. The work also involves the promotion and development of key strategic supplier alliances.

FACTORS

Skills/Expertise

Extensive knowledge of **supply and** purchasing methods and practices in including leading edge **technology** processes and methodologies as well as a strong knowledge of supply and market conditions. A good understanding of applicable federal and provincial legislation is required in order to ensure that SAIT procurement systems and methodologies are compliant. Strong knowledge of contract administration and development of strategic supplier alliances. Ability to supervise subordinate purchasing officers and provide leadership and direction on a wide range of projects and initiatives is required.

Independence of Decision Making

Independently supervises the day to day operation of the Purchasing Section including responsibility for recruiting, training and evaluating subordinate staff. Ensures cost effective and efficient techniques and evaluation processes are implemented in the section by reviewing completed **major proposals, supply initiatives and projects**, purchase orders, tenders, bids, and documentation. Awards contracts within signing authority. **Often the position chairs major evaluation committees where the position oversees the business relationship and ensures Institute goals, objectives, ethics and sound business and commercial practices are adopted, maintained and accepted.** Recommendations to the Director would include major changes to policy or procedures as well as contract awards beyond authorized signing authority.

Originality

Develops and modifies procurement processes and methodologies for the section. Is responsible for the development and evaluation of complex proposals and large dollar value bid packages in conjunction with end user selection committees. **The position is required to undertake and develop new and creative proposals and break new ground for supply and strategic supply management initiatives with a campus wide perspective.**

Contacts

Contacts are with selection committees to develop and evaluate proposals/bid documents for major campus wide procurement initiatives. Contacts are also with existing suppliers to improve levels of service or to develop new sources of supply. The Purchasing Supervisor also works extensively with suppliers to facilitate the development of key supplier strategic alliances. The Purchasing Supervisor also acts as a member of cross-campus committees and provides purchasing expertise to meet the mandate of various committees. The work also involves resolving problems/difficulties referred by subordinate purchasing officers regarding suppliers and client departments. **The position requires excellent interpersonal skills and conflict resolution management skills.**

Supervision Received

Supervision is received from the Director of Materials Management who reviews the work for **strategic direction and value** to ensure an appropriate balance of control and balance of authority is maintained. The Purchasing Supervisor refers major proposed policy of procedural changes to Director for approval. Purchases beyond the expenditure limit established for the position must also be referred to the Director for approval. **The supervision provided is only on new initiatives and projects.**

Supervision Exercised

Supervises subordinate purchasing officers to ensure that **comprehensive, timely, effective and cost efficient techniques and evaluation processes** are used to procure materials and services at SAIT. This includes responsibility for hiring, training, and performance evaluation. May also supervise a small group of clerical staff responsible for performing the more routine aspects of the purchasing operation.

Consequence of Error

Sensitivity to the client and learner environment, budgets, client satisfaction, financial loss to the institute/client, budget ineffectiveness. Inability of SAIT to respond to new and innovative supply management initiatives in a timely and effective manner.

EDUCATION and EXPERIENCE

Completion of CPP or equivalent of PMAC as well as considerable experience in **public** purchasing and supply management. **Business degree is desirable.**