
JOB DESCRIPTION

JOB TITLE: PLANTS MAINTENANCE MILLWRIGHT **SCHEDULE:** A
DIVISION: UTILITIES
DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

The Plants Maintenance Millwright is responsible for skilled work at the journeyman level in the shop and field involving set up, maintenance and repair of machinery and equipment. An employee of this class performs skilled mechanical and related tasks in accordance with established trade practices and exercises considerable independence of judgment and action in completing assignments. The Plants Maintenance Millwright provides technical expertise in the repair, replacement and installation of a wide variety of pumps, blowers, engines, compressors and related machinery, and is required to employ a high degree of accuracy and precision when setting up and aligning equipment. This position primarily works at water pump stations, sanitary sewer pump stations, wastewater treatment plant, and District Energy sites.

This position exercises considerable independent judgment and action, and has limited supervisory responsibility. The ability to read sketches, blueprints, and diagrams is required, as is the ability to facilitate problem resolution. The incumbent is responsible for ensuring that work conforms to required standards and objectives. Performs other related duties as assigned.

MAJOR RESPONSIBILITIES:

Under the supervision of the Utilities Maintenance Foreman:

Performs trade related tasks by:

- reviewing equipment installation manuals and specifications to determine the correct installation methods;
- estimating and requisitioning materials required for projects from layouts, sketches, diagrams and blueprints;
- updating and verifying drawings, blueprints and manuals;
- providing technical expertise and assisting operators in the installation, maintenance, repair and rebuilding of air blowers, various types of pumps, compressors, engines and related machinery;
- assembling, installing and repairing pipes, pipe fittings and valves for maintenance and construction projects;
- aligning machinery with driving units to within manufacturer's tolerances;
- troubleshooting defective equipment;
- collecting and recording system information and entering into the City's asset management software, CityWorks;

- manufacturing custom parts and fittings using a variety of tools and equipment;
- performing routine tasks such as lubrication, vibration analysis, pump re-alignment, cleaning and maintenance on equipment;
- attending call-outs or after-hours stand-by rotation when required;
- monitoring work flow and setting priorities;
- providing orientation and training as directed by the Supervisor/Foreman;
- developing recommendations for improved procedures, employee training and work efficiencies; and
- ensuring that safe work practices are followed and rectifying unsafe or potentially unsafe situations.

QUALIFICATIONS:

Education: Grade 12. Valid Inter-Provincial Industrial Mechanic (Millwright) Qualification or a B.C Trades Qualification for Industrial Mechanic (Millwright). Certification or endorsements in power engineering, electrical, refrigeration, gas fitting, plumbing and/or HVAC systems are considered assets.

Experience: At least five (5) years of experience as a Journeyperson Industrial Mechanic (Millwright). Experience with vibration analysis and equipment alignment. Knowledge of sewer Lift Station and water pump station operations and equipment would be an asset. Experience in the maintenance and installation of deep-well vertical turbine pumps would also be an asset.

Knowledge and Skills: Considerable knowledge of the standard methods, practices, materials, tools and equipment used in the Industrial Mechanic (Millwright) trade. Considerable knowledge of the hazards and necessary safety precautions involved in mechanical work. Considerable knowledge of the applicable bylaws, rules, and regulations governing heating/cooling systems and plumbing work. Demonstrated ability and competence in the use of measuring instruments such as dial indicators and micrometers. Thorough knowledge of the equipment and machinery under the Industrial Mechanic's (Millwright's) care and ability to strip down and rebuild it. Demonstrated ability to use and operate the tools and equipment used of the trade in a safe and efficient manner. Ability to work in a wide variety of environments, including Waste Water Treatment Plants, Sewer Lift Stations, and Water Pumping Stations. Ability to understand and carry out oral and written instructions. Ability to work from sketches, blueprints, and diagrams. Ability to estimate the time, equipment, materials, and personnel needed to complete specific tasks and projects. Ability to maintain records and requisition parts and materials as required. Exceptional ability to self-motivate and to function effectively with minimal direction and supervision. Demonstrated judgment and problem-solving abilities. The ability to train staff. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully, and diplomatically with members of the general public as well as with internal and external customers. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Sufficient physical strength and stamina to perform the required duties. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes. Valid BC driver's license, unrestricted Class 5.
Vehicle Usage:	Yes. City-owned vehicles.
Police Information Check:	No.

Prepared by: C. Smith
Date prepared: December 2020
Date revised:
Revised by: