



City of Brandon Job Description			
Job Title:	Millwright		
Division:	Operational Services Division		
Department:	Utilities		
Section:	Utility Maintenance	Affiliation:	CUPE
Reports To:	Chargehand	Status:	Permanent
Job Class:	Journey person - ICI	Level Cap:	1

PURPOSE OF POSITION

To perform a variety of duties related to the Millwright trade as part of a journey person team that performs skilled maintenance work within the water and wastewater treatment facilities, lift and booster stations, lagoons, and groundwater wells of Development Services.

TYPICAL DUTIES AND RESPONSIBILITIES

- Performs and assists other trades in overhauls, installation, and repairing of various mechanical equipment, such as pumps, motors, solids contact units, chemical feeders, chemical handling systems, and gear boxes;
- Reads and interprets blueprints, engineered drawings, schematics, and operating manuals to assist in the installation, diagnosis, and repair of mechanical equipment;
- Fabricates mechanical equipment, including but not limited to shafts, housings, conveyors, piping, brackets, and rollers;
- Performs work with ferrous and non-ferrous materials;
- Rebuilds mechanical machinery, including pumps (centrifugal, split case horizontal, vertical turbine, progressive cavity, peristaltic, etc.);
- Performs and installs upgrades of mechanical equipment;
- Installs valves, actuators, compressors, bearings, conveyors, blowers, mixers, etc.;
- Installs and maintains natural gas and diesel operating gensets ranging from (250-900kW, 600-2400 V). Completes monthly load testing to ensure emergency supply power is adequate for the essential facility services;
- Performs all required, emergency, and preventative maintenance related to the Millwright trade at the City's Water Treatment, Wastewater Treatment, Booster Stations, Lift Stations, Lagoons and Groundwater Well Facilities, acting as the expert in the field for the Millwright trade and assists other trade areas as required;
- Assists in the preparation of job cost estimates for mechanical projects;
- Requisitions parts and materials in compliance with corporate policy;
- Communicates with suppliers, purchases supplies and equipment, and maintains and completes relevant documents related to purchasing card transactions;
- Develops and maintains an appropriate maintenance and recording system, including necessary log books and journals;
- Enters work order data into Computerized Maintenance Management System (CMMS);
- Manages enquiries and requests for service and acts as a resource person in a prompt and

- professional manner;
- Liaises with Operators to arrange and coordinate maintenance activities while minimizing disruption to treatment processes;
- Performs all work assignments in accordance with safe work practices and procedures to ensure own safety and the safety of others within the facilities;
- Performs other duties as assigned.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Demonstrated ability to effectively apply technical knowledge and skills associated with the Millwright trade;
- Proficient use of tools and equipment such as hand and power tools; measurement and layout tools; shop tools and equipment; welding and cutting equipment; testing equipment; and rigging, hoisting and lifting equipment; testing equipment such as laser aligner and vibration/balancing equipment.
- Demonstrated skill in reading and interpreting blueprints, engineered drawings, schematics, and operating manuals;
- Proficiency in mathematical calculations in order to quickly and accurately perform required calculations;
- Demonstrated oral and written communication skills;
- Demonstrated investigative, analytical, and evaluation skills;
- Strong independent organizational and planning skills in order to prioritize workload taking into consideration conflicting deadlines and multiple unrelated projects;
- Proficient use of computer equipment, operating systems, and software.

KNOWLEDGE

- Working knowledge of the methods, materials, tools and practices of the Millwright trade;
- Working knowledge of hydraulic, pneumatic and material handling systems;
- Working knowledge of alignment tools such as dial indicators and laser aligners;
- Working knowledge of pump and engine repair, pipe fitting and general maintenance of equipment;
- Working knowledge and familiarity with the tasks and duties of various associated journeyman trades;
- Applied knowledge of Workplace Safety and Health legislation, policies, and procedures.

ABILITIES

- Ability to work in confined spaces with the use of personal protective equipment;
- Ability to work in extreme temperatures, confined spaces, potentially unpleasant conditions and perform the physical requirements of the job;
- Ability to apply experience, judgement and knowledge of concepts, practices and procedures to independently create, plan and accomplish duties;
- Ability to perform exacting work to close tolerances around moving mechanical equipment;

- Ability to focus on team goals, quality orientation, high work standards, and results;
- Ability to work independently and as part of a team;
- Willingness to adapt to new technological changes and improvements;
- Willingness to participate in continuous upgrading, training, and self-development programs;
- Ability to hold a valid and subsisting Class 5 Province of Manitoba driver's licence.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., or Mature High School Diploma;
- Inter-provincial (Red Seal) Journeyman Millwright certification;
- Valid and subsisting Class 5 Province of Manitoba driver's licence;
- Must possess the ability to work in heights, confined spaces, and lift up to 50lbs.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Minimum three (3) to five (5) years' experience in the Millwright trade;
- Previous experience in the Millwright trade working in an industrial setting;
- Previous experience operating forklifts, telehandlers, skid steers, and other motorized equipment.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Millwright are carried out in all water and wastewater treatment and distribution facilities of the City of Brandon in an industrial environment.

- Uses hands, arms, shoulders to lift and work with the appropriate tools of the trade (daily);
- Lift and/or move up to 50 lbs (daily);
- Work in a variety of environments, indoors and outdoors, in all temperature extremes and with a wide range of adverse conditions including obnoxious odours, loud noises or high humidity (frequently);
- Services equipment in confined spaces or locations with accessibility that may require climbing, crawling, balancing, stooping or confined spaces (frequently);
- Exposure to potentially hazardous chemicals (frequently) and biological matter (occasionally).

PSYCHOLOGICAL/STRESS CONDITIONS

The Millwright's work load and environment does not generally increase the employee's emotional or stress levels.

- Interruptions and requests from multiple areas (daily);
- Changing priorities and continuous demands (daily);
- Short periods of intense concentration while researching projects (frequently);

- Upset employees or suppliers on phone or in person (occasionally).

WORK CONDITIONS

The Millwright works independently and as part of a team providing repairs or new installs to equipment on a daily basis.

- Wide variety of tasks requiring ability to manage multiple unrelated projects and make independent decisions (daily);
- Self-motivated and quality driven to perform independent projects (daily);
- Work in a shared and consultative manner with other employees (daily);
- Overtime and call-ins required to complete emergency repairs (occasionally);
- Responsible to the Chargehand of Utility Maintenance.

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____