

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**TITLE:**                   **Millwright**

**DATE:**                May 1998  
**REVISED:**       **March 2015**

**PAY GRADE:**

**LOCATION:**       Facilities

**SUMMARY:**       Completes millwright tasks to ensure the safety and full use of buildings and facilities.

**DUTIES:**

1.    Maintains, installs, repairs and tests stationery and mobile mechanical equipment and structures.
2.    Lays out, reads and interprets plans, drawings and specifications of district buildings and facilities in accordance with appropriate by-laws and codes.
3.    Fabricates metalworks and performs machining tasks.
4.    Assesses time, materials and equipment needed to complete work orders.
5.    Orders supplies and equipment as authorized.
6.    Inspects equipment on a regular basis for the purpose of preventative maintenance.
7.    Repairs and maintains equipment.
8.    Performs capital works projects as assigned.
9.    Reports unsafe conditions and faulty equipment to the Supervisor.
10.   Maintains records related to work performed.
11.   Shows subordinate workers how to use tools in a safe manner.
12.   Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Appropriate Trades Qualification (TQ) Certificate (Millwright, Machinist or Welding) plus two (2) years' experience in a maintenance environment after completion of the TQ.
2. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
3. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
5. A valid B.C. driver's license.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**
