

SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION

Position: Trades - Millwright
Job No: 344

POSITION SUMMARY: Under the supervision of the Maintenance Manager, the incumbent will repair and fabricate parts and equipment as well as perform general labour and maintenance duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Install, repair, overhaul and maintain machinery and equipment, such as shop, gym, playground and bleachers.
- Perform routine and preventative maintenance.
- Prioritize and plan work, select appropriate construction techniques, equipment and materials to achieve the objective of work orders.
- Perform general maintenance duties using a variety of trade skills.
- Liaise with administrators, teachers, managers and supervisors to determine specific needs.
- Liaise with other trades to ensure the projects/work orders are completed safely, accurately and in a timely manner.
- Order supplies and equipment as required to perform duties.
- Perform all work in accordance with applicable statutes, regulations and codes, including District safety procedures.
- Maintain tools, equipment and a clean, safe work environment.
- Coordinate and schedule the day-to-day work of trades helpers occasionally, delegating tasks and monitoring output.

REQUIRED EDUCATION AND EXPERIENCE:

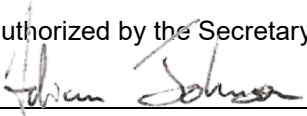
- Grade 12.
- Interprovincial Trade Certification as an industrial mechanic (millwright) which includes in-class training component of 840 hours (28 weeks) and 182 weeks (6360 hours) of apprenticeship training.
- Must possess and maintain a valid B.C. Class 5 Driver's License.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and effectively carry out oral and written instructions.
- Ability to read and interpret drawings and specifications.
- Thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade.
- Ability to perform a variety of skilled tasks in the repair, fabrication and maintenance of parts and equipment.
- Ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information.
- Ability to use judgement and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts.
- Physically capable to perform the job duties of the job.
- Basic working knowledge of computers.
- Ability to work with minimal supervision.
- Welding Level C certification with fabrication experience is an asset.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: May 2, 2022

Revised April 2022