



The University of British Columbia

Standard Job Description: Head Millwright

JOB SUMMARY

Head Millwrights have overall responsibility for the organization and direction of the work of the Millwright Mechanical Maintenance Team including Millwrights, Millwright Apprentices and Mechanical Maintenance Assistants engaged in the installation, maintenance, inspection and repair of UBC machinery and equipment. The position also provides input to planning and scheduling preventive and predictive maintenance and ongoing training needs of workers and apprentices.

ORGANIZATIONAL STATUS

Reports to the Manager, Mechanical Maintenance

WORK PERFORMED

Provides overall supervision, organization and allocation of the work of Mechanical Maintenance staff engaged in the installation, maintenance, inspection and repair of mechanical, heating/cooling and related systems and equipment. Sets work priorities, and organizes work force to meet target completion dates.

Motivates employees and proactively initiates resolution of any staffing issues that arise. Openly encourages team members to voice their ideas and concerns. Utilizes strengths of team members to ensure optimal performance.

Develops and maintains cooperative and productive working relationships with team members and leads by example, fostering a cooperative and respectful work environment for their crew.

Conducts and documents crew talks to review and implement new procedures and revisit existing procedures, policies and safety talks.

Participates in training workers and apprentices; and may assist in the selection of applicants to fill vacancies.

Supervises and ensures for preventative maintenance and repairs within campus facilities including cogeneration plant, steam boiler plants, chiller plants, district energy systems, and associated mechanical equipment including material handling systems, automated storage retrieval systems, heating, ventilating, and air conditioning equipment, laboratory ventilation systems, air handling unit fans, air compressors, motors and various pumps.

Reports on system and equipment defects with recommendations and solutions Participates in the planning and scheduling of preventative, predictive and other forms of planned operations and maintenance. Ensures compliance with maintenance schedules.

Utilizes the Building Management System to identify malfunctions in noted equipment where appropriate and stops and starts remote equipment as appropriate

Ensures that work is done on schedule and in conformity with the requirements of the work order and in compliance with applicable codes, guidelines and safety regulations.

Prepares cost estimates and orders parts/material as required. Maintains, approves and submits time records.

Reviews operational specifications, drawings, and maintenance manuals.

Acts as lead trade head on assigned projects.

Liaises and communicates with stakeholders to ensure the efficient delivery of service and actively solicits ideas and opinions to assess service, solutions or alternatives to determine ways to improve service.

Coordinates work with other trade groups and assists other University staff, contractors and suppliers as needed.

Maintains up-to-date service and maintenance instructions for mechanical equipment including appropriate records and documentation according to regulatory requirements.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

CONSEQUENCE OF ERROR

Close attention is required to identify and correct mechanical problems that could result in serious safety and financial concerns and/or loss of service to the University. Makes decisions regarding the organization and allocation of trades and labouring work and acceptability of work performed. Errors in judgement could result in damage to University assets and/or an unsafe work environment, thereby increasing the chance of injuries.

SUPERVISION RECEIVED

Reports to the Manager, Mechanical Maintenance

SUPERVISION GIVEN

Supervises and organizes the work of Mechanical Maintenance personnel.

QUALIFICATIONS

- Red Seal or BCTQ Industrial Mechanic (Millwright) Certification.
- 7 years of related experience in a building mechanical systems environment including some at a supervisory level.
- Valid B.C. Class 5 driver's license.
- Knowledge of Computerized Maintenance Management Systems an asset
- BC 4th Class Power Engineer Certificate of Competency an asset
- Ability to prepare cost estimates, maintain records and write reports
- Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to adapt to changing workload priorities, effectively reprioritizing or deferring tasks in line with operational and strategic goals.

- Ability to effectively train, supervise, and motivate employees.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide quality service to customers and effectively resolve complaints in a courteous, calm, and patient manner; exercising sound judgment.
- Ability to develop and maintain cooperative and productive working relationships with team members and to lead by example; fostering a cooperative and respectful work environment for their crew.