

February 3, 2016



The University of British Columbia

Standard Job Description: Millwright

JOB SUMMARY

Millwrights are responsible for the installation, maintenance, inspection and repair of UBC machinery and equipment. Millwrights ensure proper functioning of University equipment, minimize downtime, maintain and extend equipment lifespan and ensure safe and efficient operating conditions at all times. Millwrights are expected to work on equipment throughout the University including; material handling, HVAC, pumping systems, laboratory ventilation, steam distribution and plants.

ORGANIZATIONAL STATUS

Reports to the Head Millwright or Sub-Head Millwright.

WORK PERFORMED

Fabricate/Install new University machinery and equipment.

Operate lathes and milling machines and machine shop tools to fabricate parts and components.

Perform inspections and conduct preventative maintenance of equipment.

Diagnose equipment failures and/or malfunctions using the automated Building Management System and repair as needed.

Undertake equipment performance testing and commissioning.

Rebuild compressors, pumps, pneumatic/hydraulic systems and material handling systems.

Weld, braze and solder to repair or fabricate components of HVAC, pumping, materials handling and conveying systems.

Install and commission new HVAC machinery and equipment, such as air handlers.

Read and interpret schematics, blueprints, operating manuals to assist in the installation, diagnostic and repair of equipment.

Interpret and carry out written and/or oral instructions and create written reports as required.

Communicate with customers and other trade groups as required to ensure the efficient delivery of service.

Use precision alignment equipment such as laser alignment tools, dial indicators, calipers and micrometers.

Coordinate rigging and lifting equipment.

Follow safe work practices and procedures as per company policies and procedures and Work Safe regulations.

Adhere to all relevant environmental regulations.

Perform other duties related to the qualifications and requirements of the position.

CONSEQUENCE OF ERROR

Close attention is required to identify and correct equipment problems that could result in serious safety and financial concerns and/or loss of service to the University. Must be able to make quick and accurate assessment of equipment failures to minimize equipment damage.

SUPERVISION RECEIVED

Works under the Supervision of the Head Millwright or Sub-Head Millwright.

SUPERVISION GIVEN

None.

QUALIFICATIONS

Red Seal or BCTQ Industrial Mechanic (Millwright) Certification. 3-5 years of related experience in an industrial setting. Valid B.C. Class 5 driver's license.

- Competency in welding
- Practical knowledge of hydraulic and pneumatic systems
- Knowledge of the safe utilization of power and hand tools
- Demonstrated trouble shooting and problem-solving skills
- Ability to work in a team environment
- Demonstrated ability to prioritize workload and effectively meet deadlines
- Machining experience will be considered an asset
- 4th Class Power Engineer Certificate is desirable