



The University of British Columbia

Standard Job Description: Sub-Head Millwright

JOB SUMMARY

Sub-Head Millwrights are responsible for the supervision of Mechanical Maintenance staff, as delegated by the Head Millwright. The position supervises, organizes, directs and participates in the work of Millwrights engaged in installation, maintenance, inspection and repair of UBC machinery and equipment.

ORGANIZATIONAL STATUS

Reports to the Head Millwright

WORK PERFORMED

Supervises and participates in the work of Millwrights and Mechanical Maintenance staff engaged in the 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, heating, ventilating, and air conditioning equipment, laboratory ventilation systems, air handling unit fans, air compressors, motors and various pumps. Lays out assignment for workers, instructs them in all aspects of the work, and deals with on-site problems.

Works alongside the Head to motivate employees and proactively resolves any staffing issues that arise. Openly encourages other team members to voice their ideas and concerns. Utilizes strength 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.

Participates in the training of workers as needed.

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.

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

Diagnoses defects in plant or equipment and carries out inspections and tests as needed, recommends solution to the Head, Millwright. Creates reports as needed.

Estimates materials, equipment, tools, worker hours, etc., needed to complete work assigned; initiates action for all requests and/or obtains materials needed.

May be required to maintain a store of equipment and materials and receive and issue items to workers as needed.

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

Co-ordinates the work of and co-operates with other trade groups to achieve a smooth flow of work.

Maintains time keeping records of employees and details of work carried out. Utilizes the Department's computer maintenance management systems to identify and record equipment information and regulatory inspections.

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

CONSEQUENCE OF ERROR

Makes decisions regarding the organization and allocation of mechanical maintenance work and acceptability of work performed. Inappropriate decisions may result in serious safety and financial concerns and/or loss of service to the University.

SUPERVISION RECEIVED

Reports to the Head Millwright.

SUPERVISION GIVEN

Organizes the work of Mechanical Maintenance personnel.

QUALIFICATIONS

- Red Seal or BCTQ Industrial Mechanic (Millwright) Certification.
- 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
- Knowledge of Computerized Maintenance Management Systems an asset
- BC 4th Class Power Engineer Certificate of Competency is desirable.
- Machining experience will be considered an asset.
- Ability to supervise, allocate and direct the work of Millwrights, Apprentices and Mechanical Maintenance Assistants
- Ability to maintain records and write reports
- Ability to adapt to changing workload priorities, effectively reprioritizing or deferring tasks in line with operational and strategic goals.
- Ability to communicate effectively both verbally and in writing
- Ability to provide quality service to customers in a courteous, patient manner and effectively resolve complaints in a calm 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.