



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: CERTIFIED MILLWRIGHT (Wastewater) **SCHEDULE:** A
DIVISION: UTILITIES
DEPARTMENT: CIVIC OPERATIONS

JOB SUMMARY:

The Certified Millwright (Wastewater) is responsible for millwright related operations at sanitary sewer pump stations, wastewater treatment plants and lagoons, storm sewer pump stations, and District Renewable Energy sites. This position is responsible for maintenance, repair, alteration, and installation tasks at these sites, and will also be required to assist at other City facilities. The Certified Millwright (Wastewater) provides technical expertise in the repair, replacement and installation of a wide variety of pumps, blowers, engines, compressors and related machinery, and is required to employ a high degree of accuracy and precision when setting up and aligning equipment.

This position exercises considerable independent judgment and action, and some supervisory responsibility. The ability to read sketches, blueprints, and diagrams is required, as is the ability to facilitate problem resolution. The incumbent is responsible for ensuring that work conforms to required standards and objectives. Performs other related duties as assigned.

MAJOR RESPONSIBILITIES:

Under the supervision of the Foreman or Supervisor:

Performs trade related tasks by:

- reviewing equipment installation manuals and specifications to determine the correct installation methods;
- estimating and requisitioning materials required for projects from layouts, sketches, diagrams and blueprints;
- updating and verifying drawings, blueprints and manuals;
- providing technical expertise and assisting operators in the installation, maintenance, repair and rebuilding of air blowers, various types of pumps, compressors, engines and related machinery;
- assembling, installing and repairing pipes, pipe fittings and valves for maintenance and construction projects;
- aligning machinery with driving units to within manufacturer's tolerances;
- troubleshooting defective equipment;
- collecting and recording system information and entering into the City's asset management software, CityWorks;
- manufacturing custom parts and fittings using a variety of tools and equipment;

- performing routine tasks such as lubrication, vibration analysis, pump re-alignment, cleaning and maintenance on equipment;
- attending call-outs when required;
- monitoring work flow and setting priorities;
- providing orientation and training as directed by the Supervisor/Foreman;
- fostering a positive relationship with internal staff, and external stakeholders (contractors, consultants, suppliers, the public, etc.);
- maintaining the security of each facility and its alarm systems;
- developing recommendations for improved procedures, employee training and work efficiencies;
- ensuring that safe work practices are followed and rectifying unsafe or potentially unsafe situations;
- performs other related duties as assigned.

QUALIFICATIONS:

Education: Grade 12. Valid Inter-Provincial Industrial Mechanic (Millwright) Qualification or a B.C Trades Qualification for Industrial Mechanic (Millwright). Endorsements in power engineering, electrical, refrigeration, gas fitting, plumbing, HVAC systems and/or EOCP certifications are considered assets.

Experience: At least five (5) years of experience as a Journeyperson Industrial Mechanic (Millwright). In depth knowledge of pumps, blowers, electrical motors, compressors and other related equipment is required. Experience with vibration analysis and equipment alignment would be an asset.

Knowledge and Skills: Considerable knowledge of the standard methods, practices, materials, tools and equipment used in the Industrial Mechanic (Millwright) trade. Considerable knowledge of the hazards and necessary safety precautions involved in mechanical work. Considerable knowledge of the applicable bylaws, rules, and regulations governing heating/cooling systems and plumbing work. Demonstrated ability and competence in the use of measuring instruments such as dial indicators and micrometers. Thorough knowledge of the equipment and machinery under the Industrial Mechanic's (Millwright's) care and ability to strip down and rebuild it. Demonstrated ability to use and operate the tools and equipment used of the trade in a safe and efficient manner. Ability to understand and carry out oral and written instructions. Ability to work from sketches, blueprints, and diagrams. Ability to estimate the time, equipment, materials, and personnel needed to complete specific tasks and projects. Ability to maintain records and requisition parts and materials as required. Exceptional ability to self-motivate and to function effectively with minimal direction and supervision. Demonstrated judgment and problem-solving abilities. The ability to train staff. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully, and diplomatically with members of the general public as well as with internal and external customers. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Sufficient physical strength and stamina to perform the required duties. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes. Valid BC driver's license, unrestricted Class 5.
Vehicle Usage:	Yes. City-owned vehicles.
Police Information Check:	No.
Baseline Hearing Test:	Yes.

Prepared by: C. Smith

Date prepared: December 2020

Date revised: March 2023

Revised by: Lafontaine/McLeod/Mathison/Young