

**Job Identification**

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**Employee Name**

**Job Title:** Millwright  
**Division:** Bailey Metal Products Limited - Montreal  
**Reports to:** Plant Manager  
**Revision Date:** August 2, 2023

**Job Purpose Summary**

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The Millwright will carry out repair and preventive maintenance activities. This includes promptly diagnosing, troubleshooting, repairing and replacing parts for flat roll steel slitting lines, packaging equipment, banding tools and, hydraulic, pneumatic and mechanical systems.

**Responsibilities and Accountabilities**

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**Operational:**

- Ensure the maintenance and repair of Bailey’s machinery, equipment, hydraulic, electrical, pneumatic and mechanical systems while meeting scheduling priorities, safety, quality productivity and reliability requirements.
- Supervise, co-ordinate and daily schedule the activities of maintenance workers to ensure orders can be completed meeting customers & inter departmental requirements.
- Develop, implement & maintain schedules & procedures for preventive maintenance programs in coordination with necessary departments and maintain logs / documents.
- Advise daily the required repair time to scheduling, and production department if it takes more than 24 hours; Record equipment downtime and repair done in a systematic way.
- Assist in the sourcing, negotiation and administration of contracts for the provision of supplies, parts and services for maintenance including annual inspection of material handling equipment.
- Plan, organize, transfer, and install machineries and equipment as per manufacturer’s instructions without compromising safety.
- Report on a daily basis and update on equipment requiring preventive maintenance, repair, or replacement of parts. Develop required reporting forms, and documentation.
- Help plan, monitor and manage maintenance budget.
- Identify and implement work measures to continually improve maintenance work methods, systems, productivity, safety, and quality of service.
- Provide any other assistance as requested by the management.
- Able to work shift schedules according to accommodate production demands as required.

**Health and Safety:**

- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to plant/ safety manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Perform regular workplace inspections, both scheduled and unscheduled.
- Monitor accident frequency and history and analysis injury data.
- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey’s safety programs, confidentiality and legal requirements.

**Other:**

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Participate in the company's quarterly inventory count.
- Other responsibilities and accountabilities as assigned by the Plant Manager.

**Qualifications**

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- 5-7 years' experience in a steel processing or steel making plant environment is preferred.
- Electronic/Instrumentation maintenance experience is essential.
- Hydraulic systems and heavy equipment experience is essential.
- Welding skills operating mig and tig welders is an asset.
- Forklift & overhead crane repair knowledge is an asset.
- Sound knowledge of Health and Safety Act and regulations & Bailey products.
- Must be proficient in speaking, writing & reading English and French.
- Personal attributes include co-operative, ethical, open-minded, observant, and tenacious.
- Quick learner, team player with initiatives and capable of meeting deadlines.
- Computer skills, including knowledge of MS Outlook and Excel are required.

**Working Conditions**

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- Work in a fast-paced environment.
- Able to physically lift material up to 50 pounds.
- Able to work overtime as required.

**Declaration**

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I, \_\_\_\_\_ understand and accept the responsibilities and accountabilities stated in this job description.

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Signature

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Date