

**Job Identification**

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**Job Title:** Maintenance Millwright  
**Division:** Bailey Metal Processing Limited  
**Reports to:** Plant Manager

**Job Purpose Summary**

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The main purpose of this position is to ensure that all Bailey equipment and facilities are repaired and well maintained while meeting scheduling priorities, safety, quality, productivity and reliability requirements.

This requires coordination and reporting; troubleshooting; preventive maintenance; addressing safety issues; equipment mobilization planning and installation.

This position significantly contributes to the overall production function of Bailey Metal Processing. If the equipment is not operating safely, effectively and efficiently, it may result in loss of production or distribution of products there by impacting on customer satisfaction. It may also result in costly workplace accident, impacting employee relationship. This will have a significant impact on Bailey business and profits.

**Responsibilities and Accountabilities**

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**Operational:**

- Ensure the continuous operation through 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.
- Co-ordinate and schedule the maintenance activities to ensure orders can be completed meeting customers & inter departmental requirements.
- Maintain schedules & procedures for preventive maintenance programs in coordination with necessary departments and maintain logs/documents.
- Record equipment downtime and repair done in a systematic way through the Maintenance System.
- Plan, organize, transfer and install machineries and equipment as per manufacturer's instructions without compromising safety.
- Update required reporting forms and the Maintenance System.
- 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 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.

- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey's safety programs, confidentiality and legal requirements.
- PPE (Personal Protective Equipment) must be worn as recommended. This includes wearing CSA approved steel toe safety shoes at all times. Will also include Safety Glasses, Hearing Protection; arm guards/long sleeved shirt & full length pants. Do not wear loose clothing while operating any machinery. No loose jewellery.
- Ensure that co-workers work safely and report all unsafe practices.
- No equipment, tools, machinery will be used without authorization and training.
- Do not place hands or fingers near rolls during jogging operation to avoid pinch points.
- Workers must be alert to all forklift and crane traffic and movement in the plant areas.
- At no time will an employee walk under a raised lift of materials.
- All manual handling will be performed using proper safe techniques.
- Report all hazards, accidents, incidents and near misses promptly to the supervisor.
- Comply with all Bailey's safety program requirements including ESRTW (Early & Safe Return to Work), Lockout, Pre-use inspection, etc. as delineated in Health and Safety Manual & Employee Handbook.
- Comply with all safety rules, cardinal safety rules, and equipment specific safety rules.
- Comply with radiation safety program and procedures.

### **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.
- 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.
- 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.