Job Posting – Millwright

Job Identification

Name: 
Category: Millwright
Department: Maintenance
Job Title: Millwright
Division: Bailey West Inc.
Reports to: Lead Hand - Millwright

Job Purpose Summary

The Millwright will carry out repair and preventive maintenance activities on all equipment belonging to the manufacturing plant. This includes troubleshooting and repairing flat roll steel slitting lines, packaging equipment, banding tools and hydraulic, pneumatic and mechanical systems, etc.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include, but are not limited to, the following:

- Ensure compliance with Plant and Legislated safety guidelines
- Report in a timely manner any safety non-conformances
- Perform Daily Forklift / Machine Inspections as required
- Perform all tasks in a safe manner, using good judgement
- Report quality concerns and non-conformances immediately to Lead Hand
- Fabricate parts when required/requested
- Welding repairs and fabrication as required/requested
- Assemble, rebuild, install and commission machinery and equipment using machining tools, hand tools, power tool, and welding equipment
- Inspect and examine machinery and equipment to detect and investigate irregularities and malfunctions
- Consistently look for opportunities to improve process efficiency
- Ensure the maintenance and repair of Bailey West’s machinery, equipment, hydraulic, electrical, pneumatic and mechanical systems
- Maintain building services
- Record equipment repairs and maintain maintenance logs / documents
- Report on a daily basis an update on equipment requiring preventive maintenance, repair, or replacement of parts to the Lead Hand
- Work closely with machine operators
- Continually improve maintenance work methods, systems, productivity, safety, and quality of service
- Operate mobile equipment, hoists, etc. safely to position machinery components and parts during repair, assembly installation and commissioning of machinery
- Clean, lubricate and perform other routine maintenance work on machinery
- Perform preventive maintenance to equipment
Job Posting – Millwright

- Complete any other work and provide any other assistance as assigned by Lead Hands / Production Supervisor / Plant Manager
- Work as a Team Member in all situations.

Qualifications

- High school graduate
- Proficient in speaking and writing English
- 5 years of experience in a steel processing or heavy equipment environment is an asset
- Industrial Millwright Red Seal Certification is a requirement
- Hydraulic systems and overhead crane experience an asset
- Experience welding and operating MIG and TIG welders
- Experience with Microsoft Outlook, Word and Excel an asset
- Personal attributes include ethical, open-minded, observant, and tenacious
- Quick learner, Team Player with initiative and capable of meeting deadlines
- Possessing a valid lift truck training certification is a requirement
- Knowledge and experience with tools

Working Conditions

- Able to work in a fast-paced plant and warehouse environment
- Able to work in a team environment
- Perform tasks in multi-temperature environment/conditions
- Able to work overtime as required
- Meet all safety requirements
- Work as a Team Member in all situations
- Must be able to complete correctly, with a high quality standard and in a timely manner all work assigned
- Able to work rotating shifts
- Able to lift products weighing up to 50lbs

Safety Requirements

- Maintain working knowledge of all Health and Safety policies
- Using a respirator and being fit tested is a requirement of this position
- Correct and communicate any unsafe acts and conditions to Production Supervisor and Plant Manager
- Support and promote all aspects of the corporate Health and Safety program
- PPE (Personal Protective Equipment) must be worn as recommended. (This includes CSA approved steel toe safety shoes, safety glasses, hearing protection, high visibility clothing, arm guards/long sleeved shirts & full length pants)
- No equipment, tools, machinery will be used without authorization and training
• Workers must be alert to all forklift and crane traffic and movement in the plant areas. They have the right of way at all times
• At no time will an employee walk under a raised lift of materials
• All manual handling and lifting will be performed using proper safe techniques
• Report all hazards, accidents, incidents and near misses promptly to the Lead Hand
• Comply with all Bailey West safety program requirements including ESRTW (Early and Safe Return to Work), Lockout, Pre-use inspection, etc. as delineated in Health and Safety Manual and Employee Handbook
• Contribute to workplace safety inspections, both scheduled and unscheduled