



Position Description

People Soft Job Title: Millwright
Business Title: Millwright
Supervisor Title: Manager Engineering
Department: Engineering
Functional Area: Operations

Job Code #: P11516
Career Level: potential to 4-3
FLSA [US only]: Hourly
EEO Job Group: 6
Evaluation Date: 12-17-10

Position Summary:

The primary function of this position is to perform daily scheduled Millwright tasks assigned by the Millwright Lead including but not limited: to provide installation, mechanical support and preventative maintenance for the production machines, tools and related equipment according to a set schedule and in proprietary situations, as well as fabricate and construct parts and structures from blueprints, drawing and plans.

Position Responsibilities:

- ☐ Check the work schedule, obtain supplies required to perform the work put on all of the required Personal Protective Equipment and Safety Gear and prepare for operations.
- ☐ Troubleshoot production and delivery systems, pneumatic and hydraulic line problems, correct problems or notify the appropriate company personnel as required.
- ☐ Perform scheduled preventative maintenance projects as assigned.
- ☐ Perform basic welding tasks, as well as, fabricate and construct parts and structures from blueprints, drawing and plans.
- ☐ Maintain, rebuild and repair machines and equipment.
- ☐ Order parts and supplies for repairs as needed.
- ☐ Assist with repairs, replacements, adjustments, modifications to equipment, machinery, wiring, piping etc. as directed.
- ☐ Assist Mechanics and other craftsmen with installations, repairs and special projects as assigned.
- ☐ Assist outside contractors with repairs, installations and preventative maintenance projects as required.
- ☐ Perform general housekeeping duties in work area as needed and perform other duties as assigned by the Lead or Manager
- ☐ At the end of the shift secure all equipment and complete all necessary paperwork.
- ☐ Be versatile with SAP (CMMS) PM/Corrective system
- ☐ Other work as assigned by Lead or Maintenance Manager

Qualifications/ Education/Experience/Skills:

Experience:

- Minimum of 5 years experience in a millwright factory setting or equivalent military service
- Must have completed course work in welding instruction or equivalent military service
- Must have experience with arc and tig welding (sanitary pipe welding is a plus)
- Must have machining experience with mill, lathe and fabrication

- Must have experience with machinery erection, sheet metal fabrication
- Must be able to provide routine maintenance on a variety of machinery and equipment
- Experience with SAP, TPM (Total Predictive Maintenance) and 5S activities would be a plus

Skills:

- Proficient with computer programs including Microsoft Office
- Must have good math skills
- Be highly organized and detail oriented to keep schedules, set time lines and meet deadlines
- Must be experienced with reading and interpreting job specifications, schematic drawings and blue prints
- Possess ability to set up and operate welding, brazing and soldering equipment
- Must possess great communication skills
- Excellent analytical and decision-making ability
- Positive team player
- Ability to easily relate & communicate with all departments at all levels of management
- Ability to prioritize and juggle multiple tasks in a fast paced environment
- Ability to plan and follow through with daily work activities with little or no supervision
- Ability to work overtime (including weekends) and adjust work schedules on an as needed basis

Disclaimer

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.

Written By: Dan Dusek

Date: 2-5-08

Approved By:

Physical And Mental Requirements Of Job Duties And Responsibilities******FOR ADMINISTRATIVE USE****Not intended for applicant********Physical Demands:**

How much on-the-job work time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand			x	
Walk			x	
Sit		x		
Use hand to finger, handle or touch				x
Reach above shoulders			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell		x		
Use foot/feet to operate machine		x		

Does this job require that weight be lifted or force exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds			x	
Up to 100 pounds	x			
More than 100 pounds	x			

Describe the specific job duties that require the physical demands selected above. Example: the distance material is carried, how high is material lifted.

Does this job have any special vision requirements? Check all that apply.

- x Close Vision (clear vision at 20 inches or less)
- x Distance Vision (clear vision at 20 feet or less)
- x Color Vision (ability to identify and distinguish colors)
- x Peripheral Vision (ability to observe an area that can be seen up and down or left to right while eyes are fixed on a given point)
- x Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)
- x Ability to adjust Focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No Special Vision Requirements

Tools/Equipment Used:

	Amount of Time		
	Up to 1/3	1/3 to 2/3	2/3 and more
Hand Tools		x	

Work Environment: How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)		x		
Work near moving mechanical parts				x
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals		x		
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration			x	
Work/job related travel	x			

How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very Quiet (Examples: forest trail, isolation booth for hearing test)
☐ Quiet (Examples: library, private office)
☐ Moderate Noise (Examples: business office with typewriters and/or computer printers, light traffic)
☒ Loud Noise (Example: normal shop conditions)
☐ Very Loud Noise (Examples: jack hammer work, metal can manufacturing department)

Describe the specific job duties that are affected by the environmental conditions selected above: All duties

Protective clothing or equipment required: PPE