

Millwright "A"

Nature and Scope of Position:

Perform diagnosis, repair, preventative maintenance, and other assigned duties associated with this position. Assigned to and works for the Facilities Department. Works independently or under the direction of a Facilities Supervisor. May be required to direct, instruct, or assist employees in the Facilities Department.

Typical Duties:

Perform all types of preventative maintenance and repairs as required for facilities, buildings, grounds, tools and equipment.

Identify and report potential problems related to facilities, buildings, grounds, tools and equipment to Facilities supervision.

Use various testing devices to troubleshoot mechanical and electrical systems.

Diagnose and troubleshoot a variety of equipment and systems at Company facilities using blueprints, drawings, schematics, specifications, codes, and handbooks. Perform necessary repairs as needed.

Prepare and maintain maintenance and repair logs and records.

Use a personal computer to communicate via email and input data.

Respond to and complete customer or tenant requests for Facilities related services.

Respond to act upon any conditions requiring repairs, preventative maintenance, diagnosis, and/or emergency repairs.

Assigned duties are performed both inside and outside in all weather conditions.

Some assigned duties require the use of a ladder at various heights.

Communicate professionally with customers, contractors, supervisors, and other employees.

Safely use and maintain various hand tools as required.

May be required to operate various types of equipment.

Attend Company and manufactured sponsored training and refresher courses on specialized equipment as required.

Required Qualifications:

Must be proficient in the maintenance and repair of all buildings, grounds, and mechanical and electrical systems.

Must be available for overtime and callout when needed.

Must be proficient in the use of diagnostic equipment.

Must be able to read and interpret manuals, blueprints, schematics, and circuit diagrams.

Must have good personal computer skills.

Must have good oral and written communication skills.

Must have an acceptable attendance and work record.

Must have and maintain a valid driver's license.

Must have good math skills and be able to perform basic math functions.

Must have spent a minimum of twelve (12) months in the Millwright "B" position and be recommended by local management.

Must have successfully completed at least one (1) of the following through formal training in a Company sponsored or external course in addition to the course that was completed to qualify for Millwright "B":

Electrical training

Plumbing training

HVAC training

Millwright "B"

Nature and Scope of Position:

Perform diagnosis, repair, preventative maintenance, and other assigned duties associated with this position. Assigned to and works for the Facilities Department. Works independently or under the direction of a Facilities Supervisor. May be required to direct, assist or work with other employees in the Facilities Department.

Typical Duties:

Perform preventative maintenance as required for facilities, buildings, grounds, tools and equipment.
Identify and report potential problems related to facilities, buildings, grounds, tools and equipment to Facilities supervision.
Use various testing devices to troubleshoot mechanical and electrical systems.
Troubleshoot and make repairs to a variety of equipment and systems at Company facilities using blueprints, drawings, schematics, specifications, codes, and handbooks
Prepare and maintain maintenance and repair logs and records.
Use a personal computer to communicate via email and input data.
Respond to and complete customer or tenant requests for Facilities related services.
Respond to act upon any conditions requiring repairs, preventative maintenance, diagnosis, and/or emergency repairs.
Assigned duties are performed both inside and outside in all weather conditions.
Some assigned duties require the use of a ladder at various heights.
Communicate professionally with customers, contractors, supervisors, and other employees.
Safely use and maintain various hand tools as required.
May be required to operate various types of equipment.
Attend Company and manufacture sponsored training and refresher courses on specialized equipment as required.

Required Qualifications:

Must have a demonstrated knowledge of all building maintenance activities related to buildings, grounds, and mechanical and electrical systems.
Must be available for overtime and callout when needed.
Must be able to use diagnostic equipment.
Must be able to read and interpret manuals, blueprints, schematics, and circuit diagrams.
Must have good personal computer skills.
Must have good oral and written communication skills.
Must have an acceptable attendance and work record.
Must have and maintain a valid driver's license.
Must have good math skills and be able to perform basic math functions.
Must have demonstrated the ability to perform all duties associated with the Millwright C classification for 12 months or less and be recommended by local management.

Must have successfully completed at least one (1) of the following through formal training in a Company sponsored or external course:

Electrical training

plumbing training

HVAC training

REVISED 9/29/17

Millwright "C"

Nature and Scope of Position:

Learns to perform repair, preventative maintenance, and other assigned duties associated with this position. Assigned to and works for the Facilities Department. Works independently or under the direction of a Facilities Supervisor. May be required to assist or work with other employees in the Facilities Department.

Typical Duties:

Learns to perform preventative maintenance as required for facilities, buildings, grounds, tools and equipment.

Identify and report potential problems related to facilities, buildings, grounds, tools and equipment to Facilities supervision.

Learns to identify and report problems with mechanical and electrical systems to Facilities supervision.

Must be able to use, or learn to use, various testing devices

Prepare and maintain maintenance and repair logs and records.

Use a personal computer to communicate via email and input data.

Respond to and complete customer or tenant requests for Facilities related services.

Respond to act upon any conditions requiring repairs, preventative maintenance, diagnosis, and/or emergency repairs.

Assigned duties are performed both inside and outside in all weather conditions.

Some assigned duties require the use of a ladder at various heights.

Communicate professionally with customers, contractors, supervisors, and other employees.

Safely use and maintain various hand tools as required.

May be required to operate various types of equipment.

Attend Company and manufacturer sponsored training and refresher courses on specialized equipment as required.

May also be required to perform the duties of the Building Maintenance Person.

Required Qualifications:

Must be available for overtime and callout when needed.

Must have basic mechanical skills and a basic understanding of electrical systems.

Must be familiar with diagnostic equipment.

Must be familiar with manuals, blueprints, schematics, and circuit diagrams.

Must have good personal computer skills.

Must have good oral and written communication skills.

Must have an acceptable attendance and work record.


Must have and maintain a valid driver's license.

Must have good math skills and be able to perform basic math functions.

Desired Qualifications:

Experience in plumbing, HVAC, or electrical systems.

4-16-10
Date


Michael A. Coleman
Executive President, Gas
Workers Union, Local G-555,
UWUA, AFL-CIO

4/16/10
Date


Alex J. Soja
Labor Relations Advisor