



**RIDLEY TERMINALS INC.**

**JOB DESCRIPTION**

**Journeyman Millwright  
(Bargaining Unit Position)**

**FUNCTION**

Reporting to the Mechanical Coordinator, or designate, the Millwright will be responsible to participate in a team environment and undertake the tasks associated with maintenance, troubleshooting, fabricating and the installation of mechanical equipment.

**RESPONSIBILITIES**

As a Millwright you will:

1. Apply your skills to perform assigned tasks and maintain high quality workmanship.
2. Complete training courses as specified in the Millwright profile or other department specific training identified by the Coordinator.
3. Assist in the training of other millwrights, apprentices and site personnel based on your skills and abilities.
4. Respond to health, safety or environmental hazards by correcting them immediately if possible, or by advising the appropriate site personnel of these hazards.

5. Support and ensure adherence to the Health, Safety, Environment and Quality procedures as outlined in the Ridley Business System manual (RBS).
6. Assist the Joint Health & Safety Committee representatives by bringing health, safety or environmental concerns to their attention.
7. Install mechanical equipment in accordance with all appropriate regulations.
8. On a routine basis, inspect mechanical equipment, confirm correct operation, and take remedial action as necessary.
9. Respond to the needs of other team members regarding site operation of mechanical equipment.
10. Identify mechanical problems and within your scope of training and experience, systematically isolate and correct these problems.
11. Assist the Maintenance Coordinator in meeting company and team goals and objectives.
12. Maintain a clean, safe work environment and report all incidents/accidents.
13. Follow established procedures, and ensure proper records and checks are maintained.
14. Assist in other site operations, for which you are qualified, as required.
15. Be able to work effectively with minimum or no supervision.

## **HIRING CRITERIA**

### **Education and Knowledge:**

1. A minimum grade 12.
2. Inter- Provincial ticket/BCTQ
3. Past experience in an industrial environment would be an asset.
4. Other Tradesman ticket(s) would be an asset.

### **Experience:**

1. Five years recent experience on an industrial site as a journeyman.
2. Good welding and cutting skills.
3. Demonstrated evidence of trouble shooting experience in mechanical, hydraulics and pneumatics.
4. Must have a valid class 5 driver's license.
5. Excellent health, safety and environmental record.
6. Experience working in a team environment.
7. Experience using personal computers in a Microsoft Windows environment would be considered an asset.

### **Skills:**

1. Good communication skills, both verbal and written.
2. Good interpersonal skills and a demonstrated ability to work in a team environment.

## **RELATIONSHIP AND ACCOUNTABILITY**

1. Accountable to the Mechanical Coordinator and the Mechanical Team.
2. Assists in developmental work when changes or additions are made to mechanical equipment.
3. Solves interpersonal problems at the lowest possible level.
4. Is courteous and polite when dealing with other team members.
5. Maintains a clean shop and work area.
6. Is willing to learn new processes and procedures.
7. Will work in a safe manner to protect the health and safety of self and other team members.
8. Willing to work with other trades within the Mechanical Department.

## **STANDARDS AND EXPECTATIONS FOR PERFORMANCE**

1. High quality work carried out in a timely manner.
2. May assist with developmental work when changes or additions are made to mechanical equipment.
3. Ensures that after completion of a job, the job site or shop is left clean.
4. Quality workmanship.
5. Willingness to learn.
6. Ability to work safely and follow the health, safety and environmental procedures.
7. Must be willing to work shift.
8. Must be willing to work at heights.
9. Be in good physical shape and capable of completing all tasks which require the ability to lift heavy objects.

**Revised:** July 16, 2018

**Approved:** \_\_\_\_\_  
Senior Manager

**Date:** \_\_\_\_\_