



# Industrial Education Millwright/Industrial Mechanic

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## POSITION DESCRIPTION

Responsible to the appropriate Manager and the assigned foreman within the Facilities Department the Industrial Education Millwright / Industrial Mechanic is responsible for inspecting, maintaining and repairing all power tools and equipment used in the delivery of educational programs throughout the Greater Victoria School District.

### **IEMF – 1**

Maintains and repairs Industrial Education power tools and equipment such as drills, saws, band saws, lathes, planers, milling machines, hoists, overhead doors, gym dividing doors, gym equipment, retractable basketball hoop apparatus, dust extractor systems, etc.

### **IEMF – 2**

Works independently and, when required, travels from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

### **IEMF – 3**

Operates machines to produce parts or tools by turning, boring, milling, planning, shaping, slotting, grinding or drilling metal stock or components.

### **IEMF – 4**

Sets up, adjusts and aligns machines, equipment and I. E. hand tools.

### **IEMF – 5**

Inspects, assembles, positions and installs new I.E. equipment as requested.

### **IEMF – 6**

Ensures a preventative maintenance routine is active for all equipment. Troubleshoots and performs corrective action or minor repairs as required.

**IEMF – 7**

Operates and maintains hand and power tools necessary to carry out the above noted duties.

**IEMF – 8**

Reports promptly to the appropriate foreman or supervisor any mechanical failures or damage to District-owned vehicles, equipment and tools.

**IEMF - 9**

Other tasks as required related to machining, maintenance and repair of shop equipment.

**IEMF– 10**

Performs duties in compliance with all safety regulations.

**IEMF– 11**

Performs other duties as required.

**QUALIFICATIONS**

<b>EDUCATION</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Grade 12 certificate or an equivalent combination of education, training and experience.  Valid Class 5 British Columbia Drivers License.  Millwright (Industrial Mechanic) Trade Certification or a recognized trade certification in a related field as issued or recognized by the Province of B.C. that requires proficiency working according to very precise specifications; operating and maintaining precision metal cutting and grinding machines such as lathes, planers, milling machines, saws, drills, shapers, shop ventilation systems, boring mills and grinders.
<b>EXPERIENCE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Must have a minimum of four (4) years demonstrated work experience in a related field.

<p><b>KNOWLEDGE</b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></b></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job related safety regulations and techniques as outlined in the WorkSafeBC regulations.</p> <p>School District #61 Policies and Regulations, municipal, provincial and federal regulations relevant to his/her department.</p> <p>Digital technology; including email, online databases and facilities management software used by School District #61.</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></b></p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.</p> <p>Demonstrated ability to read and interpret engineered drawings, blueprints, maintenance instructions and procedure manuals.</p> <p>Understand and carry out written and oral instructions.</p> <p>Perform duties in compliance with safety regulations.</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>