Central Okanagan Public Schools
Together We Learn

**Position:** Millwright
**Reports to:** Operations Maintenance Manager or designate

## Position Summary

Under the supervision of the Operations Maintenance Manager or designate, this position will repair and fabricate parts and equipment and perform general labour and maintenance duties.

## Duties & Responsibilities

Repair & Fabricate

- repair and fabricate parts and equipment;
- estimate material requirements;
- purchase supplies and materials;
- receive and verify the delivery of goods;
- ensure WHMIS regulations are followed;
- direct helpers, assign, schedule and check work, explain work procedures and establish work priorities;
- maintain records.

Maintenance

- perform general maintenance duties, utilizing a variety of trade skills;
- perform general labour duties.

Communication

- communicate with students, staff and others.

## Qualifications

Applicants must have:

- completed Grade 12;
- Interprovincial or B.C. Trades Qualification as a Machinist or Millwright
- an understanding of mechanical theory and construction pertaining to stationary shop and light industrial equipment
- demonstrated training and work experience in current BC construction/maintenance safety requirements and WCB Regulation relating to the trade and industry
- valid Class 5 B.C. Drivers License
- completed required Health & Safety training

Applicants must be:

- able to work with minimum supervision
- able to work alone and within a team environment

- a self starter

Applicants will be expected to:

- possess the physical condition and health to carry out the required duties of this position
- maintain good interpersonal skills
- have good verbal and written communication skills

The following would be considered an asset:

- two (2) years experience at a journeyman level
- First Aid Level 2 Certificate
- experience in the electrical trade with hand tools and control circuitry using various types of equipment
- computer skills/literacy
- welding experience

Qualified applicants are invited to apply on Make a Future at https://buff.ly/XHl77OB.