

MILLWRIGHT

EXEMPT STATUS:	Bargaining Unit	DEPARTMENT:	Infrastructure Services
SALARY LEVEL:	Grid 1, Band 16 (Under Review)	DIVISION:	Utility Services - Operations
LOCATION:	Mason Road Works Yard	SUPERVISOR:	SCADA Coordinator
APPROVED BY:	GM, Infrastructure Services	UPDATED:	April 2026
REPLACES:	<i>New</i>		

SUMMARY

Under the general direction of the SCADA Coordinator, the Millwright works within the Utility Services division to conduct preventative, reactive, and emergency maintenance of mechanical equipment and industrial machinery belonging to the Sunshine Coast Regional District to support the efficient operation of the Regional District's water and wastewater systems and associated components.

KEY RESPONSIBILITIES *include:*

1. Develops and maintains the preventative maintenance program for all equipment and machinery.
2. Supports operations by maintaining, repairing, replacing, upgrading, and installing mechanical equipment and industrial machinery, including all utility related industrial equipment such as pumps, compressors, motors, gearboxes, generators, valves, blowers, fans, and piping.
3. Adheres to all applicable safety standards, using industry best practices when maintaining, installing, and selecting all equipment and mechanisms, including regular inspection of resulting work to ensure compliance.
4. Ensures that rigging, hoisting and lifting is conducted according to safety standards and variable worksite conditions, with consideration to the weight and size of a load to be moved.
5. Directs workers who are engaged in rigging, hoisting and lifting, or in assisting with such activities.
6. When necessary, organizes and conducts the purchase of materials, equipment and applicable contracted resources in accordance with the SCRD's purchasing policy and procedures, with consideration and adherence to any regulatory requirements.
7. Develops and maintains Safe Work Procedures, ongoing electronic, data and applicable paper records of work and maintenance, ensuring compliance with current acts and regulations.
8. To assist with the maintenance of the Sunshine Coast Regional District potable water distribution, treatment plants, and supply systems or wastewater systems, complying with the SCRD water and sewer subdivision servicing standards, American Water Works Association (AWWA), and all regulatory requirements.
9. To monitor and ensure that the quality of wastewater effluent discharged and the potable water distributed is consistently within established quality parameters.

TYPICAL ACTIVITIES *include:*

1. Conducts vibration analysis on electric motors, pumps, and all related mechanical equipment or

industrial machinery.

2. Positions and aligns machinery and equipment using cranes, hoists, jacks, hand tools, squares, rules and micrometres.
3. Formulates and implements greasing routines, and reads and interprets schematic drawings, diagrams, and service manuals to determine equipment specifications and work procedures.
4. Assists with capital project planning and design, providing technical advice in the design or review process.
5. Conducts training and development in mechanical maintenance, when time allows.
6. Creates and maintains electronic data and paper records.
7. Develops and maintains Safe Work Procedures (SWPs).
8. Reads flow meters, gauges and other recording instruments to measure water output and consumption levels, and chlorine levels
9. Collects and tests water and wastewater samples for pH, turbidity, chlorine, and prepares samples for external fecal and total coliform analysis.
10. Performs other duties as required.

EDUCATION AND EXPERIENCE

- Grade Twelve (12) or equivalent.
- Completion of a Trades qualification such as Industrial Millwright or Mechanic, with Red Seal or Skilled Trades BC certification from a recognized public institution.
- Minimum 5 years of experience in a related field involved in the maintenance, repair and overhaul of equipment, with increasing responsibility preferred.
- Experience in welding, pipefitting, and fabrication is preferred.
- Valid B.C. Class 5 Driver's license

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Proficient ability in using all hand tools, power tools and shop tools.
- Proficiency in MS Office including Word, Excel, PowerPoint, Outlook, Teams and SharePoint.
- Ability to communicate effectively with internal and external contacts while maintaining a high level of professionalism and ability to build relationships with various stakeholders.
- Ability to remain calm and work professionally during an emergency.
- Ability to organize and prioritize workload to meet operating requirements
- Ability to work effectively in a team environment.
- Physically capable of performing the requirements and duties of the position.
- Required to respond to off-shift emergency calls