



JOB DESCRIPTION

APPRENTICE MILLWRIGHT – 3rd Year (Bargaining Unit Position)

ELIGIBILITY

Trigon is looking for a 3rd year Millwright Apprentice. To be eligible, completion of 1st and 2nd year of school must be completed.

FUNCTION

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

RESPONSIBILITIES

1. As a millwright apprentice you will be shown, by a journeyman, the application of tasks related to the trade and be expected to gain practical experience by applying those skills to demonstrate your ability to perform the tasks while working in an industrial bulk terminal environment.
2. As a millwright apprentice you will study the materials as specified for each year of training.
3. As a millwright apprentice you will become skilled in all areas of the trade identified in the training guide for each year of apprenticeship.
4. You will respond to health, safety or environmental hazards by correcting them immediately if possible or advising the appropriate site personnel of these hazards.

5. You will review work orders, identify mechanical needs and plan installation of mechanical equipment within the limits of your training.
6. You will install mechanical equipment in accordance with the directions of a journeyman millwright, and with all appropriate regulations.
7. On a routine basis, you will inspect mechanical equipment in accordance with the directions of a journeyman millwright to confirm correct operation and take remedial action as necessary.
8. You will respond to the needs of other teams regarding site operation of mechanical problems when directed by the Mechanical Coordinator or the designate.
9. You will identify mechanical problems and within your scope of training, systematically isolate and correct these problems.
10. Assist the Maintenance Coordinator in meeting company and team goals and objectives.
11. Support and ensure adherence to the Health, Safety, Environment and Quality procedures as outlined in the ISO manual.
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. The apprentice millwright will assist in other site operations, for which he/she is qualified, as required.

HIRING CRITERIA

Education and Knowledge:

1. A minimum grade 12.
2. Past experience in an industrial environment would be an asset.
3. Completion of 1st and 2nd year Millwright apprenticeship

Experience:

1. Excellent health, safety and environmental record.
2. Experience working in a team environment.

Skills:

1. Excellent communication skills, both verbal and written.
2. Motivation and ability to successfully complete the millwright apprenticeship process.

RELATIONSHIP AND ACCOUNTABILITY

1. Accountable to the Mechanical Coordinator and the Mechanical Team.
2. Will be a member of the Mechanical Dept.
3. Continued successful progress in the apprenticeship program will be reviewed on a regular basis by the Mechanical Coordinator. Failure to meet the minimum requirements will be grounds for removal from the apprenticeship program.

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 and be in good physical condition.

Prepared: December 9, 2022

Approved: _____
Maintenance Manager

Date: _____