

MILLWRIGHT, 3760
MILLWRIGHT SUPERVISOR, 3762

Summary of Duties: Performs field maintenance, overhaul, modification, and repair activities on all types of stationary electrical and mechanical equipment; assembles, installs, adjusts, makes modifications of, and dismantles stationary machinery; or assigns, reviews, and evaluates employees engaged in such work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: Employees of these classes are responsible for performing field maintenance, overhaul, modification, and repair activities on all types of stationary electrical and mechanical equipment. Incumbents are also responsible for installing and erecting machinery for construction projects. Assignments are given in oral or written instructions, blueprints, or working drawings.

A **Millwright** is a skilled journey-level worker who normally dismantles, cleans, inspects, repairs, modifies, assembles, and installs all types of stationary electrical and mechanical equipment.

A **Millwright** is distinguished from a Machinist in that the duties of a Millwright do not involve the operation of precision machining equipment in the fabrication or modification of machine parts.

A **Millwright** is distinguished from an Electrical Repairer in that the duties of a Millwright do not involve making electrical connections or performing electrical wiring. A Millwright does not engage in transformer rewinds, winding coils, electrical circuit testing or any activity which requires a technical knowledge of electricity.

A **Millwright Supervisor** exercises direct, full-time supervision over one or more crews which normally consist of Millwrights, but which may also include other craft workers, toolroom personnel, helpers, laborers, and any other employees that may be assigned to the crew.

Incumbents in the class of Millwright Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties:

Millwright:

Assembles, installs, adjusts, dismantles, cleans, inspects, repairs, and modifies turbines, valves, pumps, fans, blowers, electrical motors, generators, motor-generator sets, exciters, high speed couplings, cranes, synchronous condensers, and compressors;
Sets leveling pads for the placing of equipment such as pumps, motors, generators;
Makes jigs for assembling machines and equipment;
Adjusts and aligns all types of equipment such as high-speed couplings, shafts, and bearings to tolerances as close as .001 inch by use of precision tools such as scales, calipers, micrometers, and dial indicators;
Installs electrical and mechanical equipment such as lathes, milling machines, drill presses, and electrical motors at various shop locations;
Uses all types of hand power tools such as drill motors, hydraulic wrenches, impact wrenches, and grinders;
Uses gas torches to heat parts and equipment;
Drills, reams, scrapes, files, and faces machine parts as required in maintenance and field erection activities;
Moves heavy machinery and equipment by means of block and tackle, chain falls, rollers and jacks;
Operates power hoists, cranes, and forklifts;
Performs rigging incidental to duties;
Provides quality assurance for assigned work;
May be assigned to act as lead person to assist supervisor;

Millwright Supervisor:

Assigns, reviews, and evaluates work of Millwrights, other craft workers, helpers, and laborers involved in the work of dismantling, cleaning, inspecting, repairing, modifying, assembling, and installing all types of electrical and mechanical equipment at various locations;
Estimates cost and time necessary to complete work assignments;
Determines best methods to accomplish the work;
Makes sketches and interprets blueprints for subordinates;
Consults with other supervisors and engineers on work procedures and specifications;
Checks work for progress, procedure, and quality;
Coordinates the fabrication or repair of related parts sent to the shops or outside vendors;
Requisitions materials and equipment;
Prepares activity, work status, and inspection reports;
Prepares records and reports of work done;
Instructs and trains personnel in work procedures and safety practices;
Prepares various personnel reports and keeps time records for crew;

Maintains discipline and enforces safety rules and practices;
 Communicates equal employment/affirmative action information to employees;
 Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
 Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

Employee of these Classes: May be occasionally assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledges of:	Millwright	Millwright Supervisor
The tools, equipment, methods, and practices involved in machinery and equipment assembly, installation, modification, erection, maintenance, overhaul, inspection, and repair.	Good	Good
Rigging and crane hand signaling techniques involved in the moving and hoisting of heavy equipment.	Good	Good
Techniques for the use of scales, dial indicators, calipers, and micrometers.	Good	Good
Principles and practices of safety in field work including safe rigging practices in lifting heavy equipment.	Good	Good
Effective safety principles and practices.	Good	Good
General craft mathematics and the charts and tables commonly used in maintenance work.	Working	Good
Practices, terminology, and tools of the various electrical and mechanical journey-level craft trades as applied to general assembly, installation, modification, construction maintenance, and repair.	Working	General
Supervisory principles and practices, including planning, delegating and controlling the work of subordinates.		Good
Techniques of training, instructing and evaluating subordinate's work performance.		Good
Techniques for counseling, disciplining, and motivating subordinate personnel.		Good
Procedures for grievance handling.		Good
Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.		Good
Memoranda of Understanding as they apply to subordinate personnel.		Working
City personnel rules, regulations, and practices.		Working

Skills:

Use of precision measuring equipment such as vernier calipers, dial indicators, and micrometers.	x	x
Use of various types of power hand tools such as drill motors, grinders, and hydraulic wrenches.	x	x

Ability to:

Dismantle, inspect, repair, assemble, and install a variety of stationary electrical and mechanical equipment.	x	x
Interpret and apply blueprints, drawings, sketches, specifications, and written and verbal instructions.	x	x
Make sketches and working drawings to assist in equipment maintenance and repair.	x	x
Plan, schedule, and supervise the work of one or more crews of employees.		x
Make recommendations on time or cost estimates and purchase specifications.		x
Determine practical methods and procedures for maintenance, repair, inspection, and overhaul of equipment.		x
Inspect work for progress and quality.		x
Keep records and make reports.		x
Establish and maintain a work environment to enhance both employee morale and productivity.		x

Minimum Requirements:**Millwright:**

1. Completion of a recognized apprenticeship as a Millwright; or
2. Six years of full-time paid experience in the field maintenance, overhaul, modification, and repair activities of all types of stationary electrical and mechanical equipment.

Because this class has been designated as safety sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Millwright Supervisor: Four years of experience as a Millwright.

License: Both classes: A valid California driver's license is required.

Physical Requirements:

Millwright: Strength to perform average lifting up to 70 pounds and occasionally over 100 pounds; arm, hand, and finger dexterity with both hands as required to manipulate tools and equipment; body agility and equilibrium involved in such activities as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as bending and stooping; good hearing ability; and good eyesight.

Millwright Supervisor: Strength to perform average lifting up to 25 pounds and occasionally over 40 pounds; body agility and equilibrium involved in such activities as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as bending and stooping;

good hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

Fair Labor Standards Act Status:

Millwright: None of the positions in this class qualify for an exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

Millwright Supervisor: All of the positions in this class qualify for an executive exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.