

JOB DESCRIPTION (JD) No.: MM-02
REVISION 0 DATE 5/13/13

TITLE: Millwright
REPORTS TO: Maintenance Manager

A. SCOPE and PURPOSE

- Performs maintenance on all company machinery including repair of machinery, installation and testing of new machinery, perform scheduled maintenance, maintain and repair building equipment, etc.
- Applies to all activities and guidelines for operations performed by this position.
- This job description shall be reviewed on a regular basis.

B. RESPONSIBILITIES

- Responsible for operating plant air compressors.
- Performs scheduled maintenance such as filter changes for machines.
- Installs and maintains wiring for machines.
- Repairs and/or replaces hoses and directional valves of machines.
- Installs and maintains air control valves of machines.
- Repairs parts and/or fabricates new parts for machines.
- Maintains and repairs building equipment as needed.
- Installs and implements new machinery and repairs/adjusts as necessary.
- Performs various types of maintenance projects.
- Performs the maintenance of the company facilities.
- May communicate with external maintenance shops, and manufacturers of machinery and equipment as needed for repairs/maintenances that are not done on-site.
- May perform welding to repair machines as required.
- Performs special projects and other miscellaneous duties as assigned by supervisors.

C. ORGANIZATION RELATIONSHIPS

- Maintains high ethical standards in the work place.
- Maintains good communication with supervisors and co-workers.
- Helps other employees and work sections as required.
- Responsible for maintaining a clean and safe working area.
- Regardless of other duties, has a responsibility to follow Maruichi Leavitt Pipe & Tube, LLC production, safety, and quality procedures.

D. REQUIREMENTS

- Education and Training – High school diploma or general education degree (GED) or equivalent; safety training, certifications such as welding, crane, and forklift training. Complete millwright apprenticeship program.
- Technical Requirements – Mechanical Aptitude, Accuracy, Attention to Detail, Initiative/Follow Through, Listening & Understanding, Problem Solving, Product Knowledge, Technical Communication, Team Participation
- Experience – Journeyman level experience in mechanical maintenance in rolling mill or heavy industrial maintenance environment.