

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Millwright

JOB CODE : 035223

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent repairs/maintains in accordance with diagrams, sketches, operations manuals, and manufacturers' specifications for machinery, mechanical equipment, metal doors/thresholds, etc., using hand/power tools and precision measuring/testing equipment.

DIMENSIONS

The incumbent reports to the Millwright Foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Determines extent of repair by examining/observing mechanical devices in operations to locate trouble causes;
2. Dismantles devices to gain access; removes defective parts;
3. Adjusts functional parts of devices/mechanical assemblies using hand tools, levels, and straight edges;
4. Repairs/replaces defective parts using hand/power tools; lubricates/cleans parts;
5. Inspects/records information;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Physical

1. Frequent-to-constant standing/walking throughout shift on all types of surfaces and uneven terrain in shop and outdoors for short distances up to one to two miles/shift, depending on assignment;
2. Occasional sitting while performing shop tasks or administrative duties;
3. Frequent lifting/carrying tools/equipment/materials/metal stock up to 1 to 50 pounds; occasionally lifting up to 100-pound heavy metal stock, etc.; assistive devices available for heavier lifting;
4. Frequent pushing/pulling using both hands/arms while performing installation, fabrication, assembly, and construction and working with heavier materials, exerting up to 30 to 50 pounds of force;
5. Occasional climbing/balancing on stairs/ladders/scaffolding while performing maintenance work;
6. Frequent-to-constant bending/twisting at waist/knees/neck while performing repairs/installations;

Millwright

7. Occasional kneeling/crouching/crawling, depending on task assigned, while performing duties at or near ground level; frequent working in awkward positions and cramped spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering/squeezing while using tools/equipment; extended overhead reaching while working with tools may be required, depending on assignment;
9. Constant use of sight abilities while operating equipment and tools and in maintaining a safe work environment; visual requirements include hand/eye/foot coordination and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with coworkers, customers, and supervisors; constant use of hearing abilities while working around equipment to maintain safe work environment;
11. May be required to work in confined spaces, depending on project.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in fabricating/assembling parts/structures according to specifications and in maintaining a safe work environment;
2. Must be able to plan/organize work, problem-solve, and work independently without constant supervision in order to complete all assignments in a timely manner;
3. Must possess good mechanical aptitude and spatial reasoning abilities in order to develop procedures/determine best method to accomplish desired results;
4. Must possess good mathematical skills in order to make necessary calculations;
5. Must be able to read and understand technical information, manuals, Material Safety Data Sheets, work orders, blueprints, and diagrams;
6. Must be able to deal with pressure of multiple priorities, frequent interruptions, required deadlines, and time constraints;
7. Must be able to read/write/speak English.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in shop environment or outdoors under all types of conditions including elevations up to 6,000 feet, underground in tunnels or mines, on drilling rigs, at heights, etc.

Tools & Equipment Used: Forklift, crane, hoist, hand and power tools, all types of measuring and testing equipment, and other equipment as needed; safety equipment includes gloves, hard hat, safety shoes, safety glasses, hearing protection, and respirator when required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as a Millwright or completion of a recognized apprenticeship program.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be qualified/fitted with respirator.