**Class Summary**

The responsibilities of this classification include skilled maintenance and mechanical repair of the full range of transit base equipment including hoists, compressors, washers, jacks, steam cleaners, fuel pumps, hydraulic, and related equipment.

Distinguishing Characteristics

This is the first level in a two – level classification series. Work involves maintaining and repairing the full range of varied equipment utilized in a transit base fleet maintenance and repair facility. Work includes establishing and maintaining a preventive maintenance schedule; overhauling and repairing the full range of equipment utilized; minimizing equipment downtimes to optimize service availability; assisting with developing specifications and purchasing new equipment; and coordinating and reviewing the work performed by related outside contractors. Work requires incumbents to learn and transfer new and expanded knowledge and skills as equipment and components evolve and are improved, modified and updated. Work is performed under the general supervision of a Transit Facilities Millwright – Lead or supervisor.

Examples of Duties (May vary by position)

1. Establish and maintain a preventive maintenance schedule as recommended by equipment manufacturers.
2. Plan and conduct major overhauls of equipment as recommended by specific manufacturers; plan overhauls, repairs and maintenance activities to minimize service interruptions and workflows; inform and coordinate with supervisory and maintenance staff on planned downtime or unanticipated equipment failures.
3. Install, remove, relocate, align and anchor various types of equipment; disconnect and connect air, oil, water, and electrical systems.
4. Operate lathe, drill press, and other types of machine shop equipment; design and fabricate parts as required; perform occasional light welding on base equipment as required.
5. Determine the types of work, such as electrical, plumbing, and heating that require the skills of others or outside contractors; ensure that such work is performed in compliance with established processes, procedures, and quality standards.
6. Forecast the types and quantity of parts needed to maintain the proper operation of base equipment; maintain an adequate yet cost effective parts inventory.
7. Maintain records of scheduled maintenance, work orders, completed repairs, time worked, and materials used; input and extract data using an automated vehicle maintenance system.
8. Perform other duties as assigned.

Knowledge/Skills

Knowledge of and skill in the principles, practices, techniques, tools, and equipment of the millwright trade

Knowledge of the full range of equipment utilized in a large transit fleet maintenance facility

Knowledge of base equipment overhaul and repair techniques and methods

Knowledge of the performance characteristics and maintenance requirements of the full range of transit base equipment

Knowledge of federal, state, and local environmental requirements

Knowledge of welding and equipment design

Skill in the operation of tools and equipment utilized in plant equipment repairs

Skill in the interpretation and application of schematics, wiring diagrams, technical manuals, and similar materials

Skill in machining and fabricating parts or equipment

Skill in basic mathematics

Skill in verbal and written communication

Skill in providing customer service

Skill in handling multiple competing priorities

Skill in problem solving

Ability to work during adverse weather events and other emergencies

Ability to work nights, weekends, and holidays

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

Licensing, Certification and Other Requirements

Valid Washington State Driver License

Verified completion of a recognized millwright apprenticeship program or equivalent hands-on experience

Confined space certification

Forklift operation certification

Must pass a post-offer, pre-employment physical examination

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **Levels within same series** | Transit Facilities Millwright  Transit Facilities Millwright – Lead |
| **Class History** | Created 11/1996 |
|  | Updated 12/2003 |
|  | Updated 1/2008 Changed font and format |
|  | Updated 10/2010 Updated description; changed title: Millwright  Updated 08/2020 Updated title to Transit Facilities Millwright |