

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

POSITION TITLE: Millwright Foreman

JOB CODE : 035222

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises other Millwrights and may perform the same tasks as the Millwright.

DIMENSIONS

The incumbent reports to a Maintenance Superintendent and supervises a crew of craftspeople.

NATURE AND SCOPE

1. Plans, issues, reviews work, and provides directions to assigned craft team; may perform same duties as craftspeople being supervised;
2. Establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Interprets specifications, drawings, and job orders as needed for area of supervision; tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes;
7. May study schedules and estimate work hour requirements for completion of job;
8. Conducts weekly safety meetings to promote safety consciousness;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<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>

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;

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3. Frequent lifting/carrying tools/equipment/materials/metal stock up to 1 to 50 pounds; assistive devices available for lifting/carrying up to 100-pound heavy metal stock, etc.;
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;
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.

Mental

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft-workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors in shop environment or outdoors under all types of conditions including elevations up to 6,700 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.

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REQUIRED TRAINING AND WORK EXPERIENCE

Four years of actual experience as a journeyman millwright or completion of a recognized apprenticeship program required. Previous supervisory experience or assignment to a lead role is desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. May be required to be fitted with respirator.