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Excellence in Everything We Do

Essential Skills and Apprenticeship

# Essential Skills for Success as an Industrial Mechanic (Millwright)

Industrial Mechanics (Millwrights) use Essential Skills to complete trade-related tasks. Use this fact sheet to:

- learn how Essential Skills are used on the job;
- find out the skills you need to succeed in your trade; and
- help prepare yourself for your career.



Industrial Mechanic (Millwright)

## Reading



- Read notes from co-workers, such as descriptions of work completed.
- Read directions on product labels for safe handling, usage and first aid procedures.
- Read memos and notices from supervisors, co-workers and suppliers, such as notices about scheduled power shutdowns.
- Read bulletins from regulatory organizations about changes to standards, regulations and code requirements.
- Read manuals for operating, troubleshooting and repairing tools and equipment.

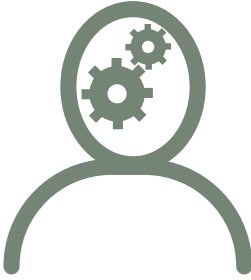
## Document Use



- Look for caution and warning signs to identify hazards in work areas.
- Scan labels for information, such as part, model and serial numbers.
- Locate data in lists, tables and schedules, such as to find out what tools and parts are needed to assemble machinery.
- Fill in forms, such as purchase orders.
- Interpret schematic drawings.
- Retrieve data from scale drawings, such as to identify the locations of machinery to be installed and serviced.

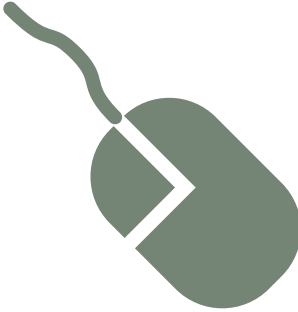


# Thinking



- Determine whether to refurbish, repair or replace worn and defective parts.
- Assess whether designs meet technical specifications, performance requirements and regulations.
- Plan job tasks based on work assignments and follow planned work schedules to coordinate work with co-workers and contractors.
- Take necessary steps when parts needed for maintenance and repairs are unavailable, such as fabricating replacement parts or obtaining approvals to use non-standard parts.
- Select materials and methods to maintain, repair and improve industrial equipment and systems.
- Evaluate the safety of work environments.
- Use a number of sources to find technical information needed to troubleshoot faults with machinery and systems.

# Computer Use



- Use databases, such as maintenance and financial systems databases.
- Use computer-assisted design, manufacturing and machining programs.
- Use email to communicate with supervisors, clients and suppliers.
- Use handheld devices such as vibration data collectors and analyzers.

# Continuous Learning



- Read manuals and bulletins to stay aware of new developments in the industry.
- Learn informally by exchanging information with co-workers and suppliers.
- Attend training workshops on new equipment and safety procedures.
- Take courses to learn and improve technical skills.

**For more information on Essential Skills  
and related resources, visit**

[hrsdc.gc.ca/essentialskills](http://hrsdc.gc.ca/essentialskills)

**For more information on the Interprovincial  
Standards Red Seal Program, visit**

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