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# Example of Electrical / Mechanical Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of electrical / mechanical. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for electrical / mechanical

* Create and manage the preventative maintenance programme for the repair and modification of machines and facilities as appropriate or required providing reports on a monthly basis
* Methodically troubleshoot equipment in order
* Liaising on an on-going basis with Supervisors, Managers and team members
* To be available on a call out basis to provide maintenance and breakdown cover over a 24-hour period
* Ensure compliance to all general site Rules, Regulations, Policies & Procedures
* Maintain compliance to all Health and Safety Regulations and Standards
* Familiar with PPM programs
* Executes technical investigations, engineering economic studies, operating studies, design, tests, long range plans, forecasts, cost estimates, computations, inspections, inventories and reports as may be required for the completion of assignments
* Oversees projects through successful completion utilizing cost-effective measures
* Coordinates the work of engineering and clerical personnel assigned who assist in specific projects

## Qualifications for electrical / mechanical

* Coordination to maintain the billing cycle as per Cost plan/verification of same
* Budgeting/QS
* Rate Analysis of material
* Preparation of BOQ
* Estimation & Costing
* Coordination with Client on timely delivery of direct procurement materials