Downloaded from <https://www.velvetjobs.com/job-descriptions/installation-supervisor>

# Example of Installation Supervisor Job Description

Our growing company is looking to fill the role of installation supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for installation supervisor

* Provide assistance towards the review and approval of customer layouts and facility requirements
* Research products, technologies and methods for potential use on projects and installations
* Perform various administrative tasks such as work order creation, equipment database updates, sales order creation, and document management as directed by Installation Manager and VP Customer Service
* Responsible for maintaining and developing a library of technical documentation, customer drawings, and special requests regarding equipment and automation
* Assist and support the Installation Manager with planning, management and control of project scope, scheduling and follow up
* Develop a technical understanding of all Equipment and product lines
* Support and manage safety recalls from Switzerland
* Collaborate with Director Human Resources and VP Customer Service to create and manage safety requirements for all employees including supporting and updating the Safety Manual as directed
* Ensure that all activities are undertaken in accordance with a Method Statement / Risk Assessment
* Responsible for the implementation of permit systems on each allocation site and the coordination of these with other disciplines to ensure the safety all person engaged on a daily basis

## Qualifications for installation supervisor

* 25 years of mechanical manufacturing experience preferably in BIW (Body-in-White) work
* Understanding of machining, fabrication, pipe, wire and mechanical assembly
* Possessing 20 years as a skilled trade’s person / leader or supervisor
* Planning and executing complex automation machinery assembly, set-up (tune-in or mechanical debug) and tear down / shipping
* Ability to work under pressure while maintaining a professional positive attitude and needs to have a proven track record of at least 20 years of experience in this area
* Educational qualification (college/university)