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

# Example of Mechanical Supervisor Job Description

Our company is growing rapidly and is hiring for a mechanical supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mechanical supervisor

* Assist superintendents in planning and coordinating mechanical work orders
* Involved in the installation of piping, pumps, valves and other associated mechanical equipment in support of plant modifications and repairs
* Brief management daily conerning administrative, mechanical and operation related issues
* Direct emergency repairs to systems, equipment, and components
* Interpret designs, drawings, and O & M manuals in locating and diagnosing trouble in mechanical equipment, components, and systems
* Direct the replacement of worn, damaged, or failed equipment and components in support of facility operations
* Demonstrate and conduct any required inspection and testing of equipment and components as necessary to complete work packages and ensure systems are returned to operational conditions
* Ensure Mechanical Technicians follow predetermined checklist in performance of preventative maintenance of facility mechanical equipment and systems
* Direct mechanical trade functions towards the installation of new equipment or modification of existing systems in support of changes to plant system configuration
* Utilize designs and drawings to plan and layout installations to minimize waste of materials, provide access for future maintenance, and ensure applicable project specifications and industry standards are adequately satisfied

## Qualifications for mechanical supervisor

* Must develop a strong working knowledge of company policies, procedures and union labor agreements
* Normal daily activities may include twisting, reaching, balancing, repetitive hand use, grasping objects, and finger dexterity
* Prioritize, plan, schedule, and coordinate all maintenance activities/programs/procedures
* Responsible for driving Environmental Excellence
* Responsible for developing, updating and effectively communicate execution plans and maintenance procedures
* Responsible for developing plan, schedule, and resource strategy to allow execution of applicable environmental-related mechanical work to be completed by scheduled compliance date