



Example of Installation Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of installation supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for installation supervisor

- Train assigned employees in maintenance and repair methods, procedures and techniques
- Ensure that as-built records of the works are accurately maintained through the marking up of documentation on a daily basis
- Assist the MEICA Site Manager in the closure of Defect Notifications, including the collation of relevant documentation, updating of O&M information, that have been accepted by the SPM and CM
- Assist the Project Manager / MEICA Site Manager in the clearance of Defect Notifications, including the collation of relevant documentation, updating of O&M information, that have been previously accepted
- Participate in proposal activities by assisting the district sales efforts, with such activities as time and cost estimating, and installation requirements
- Offer value-engineering options to the sales force to provide best value to customer
- Ensure a well-defined scope of work is agreed upon prior to the start of work
- Coordinate project reviews with project teams and maintain a thorough understanding of contractual requirements including contract conditions, specifications, scope of work, and schedule requirements
- Conduct Work in Process Meetings with PM's/Field PM's/Foreman/Lead installers weekly
- Work with design department to establish operating standards, which increase field productivity

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- Potential Candidate will have formal electrical qualifications and extensive site experience in electrical/mechanical installation
 - Work is performed primarily in an office environment with some limited exposure to dust and loud noise within the furniture warehouse
 - Requires significant use of computer/keyboard, telephone, fax, and photocopier
 - Physical demands of this position may be classified as primarily sedentary
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body
 - Effective communication skills, including negotiation, conflict resolution and interpersonal skills