



Example of Mechanical Foreman Job Description

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Our company is growing rapidly and is hiring for a mechanical foreman. 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 mechanical foreman

- Ensure all employees receive appropriate training to enable them to undertake their roles as diligently, efficiently and safely as possible
- Liaise with Administrative Coordinator in updating job descriptions and ensuring each worker is aware and well informed of their job description
- Liaise with senior management to get information flow to the maintenance workforce and vice visa
- Identify and eliminate or report any wasteful practices
- Understand the objectives of the mill production personnel and refer any disagreement to Maintenance Superintendent
- Ensure any training or skill deficiencies the team may have are discussed with and addressed with maintenance management
- Fair allocation of tasks whenever possible
- Participate in call out roster
- Manage the Management Operating System (MOS) on the processing plant
- Is accountable for achieving and maintaining level 3 maturity for MOS elements identified as 'Accountable' in MOS RACI chart

Qualifications for mechanical foreman

- Manage the Management Operating System (MOS) for Processing Maintenance at the processing plant
- Have the ability to instruct Crafts in all aspects of locomotive repair

- Must be available to fill vacancies for the position as required
- Willing to perform efficiency tests on all crafts related to safety & quality
- Strong leadership skills an asset