



# Example of Mechanical Foreman Job Description

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Our company is growing rapidly and is hiring for a mechanical foreman. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mechanical foreman

- All supervisors are directly responsible for the safety of their teams
- Conduct pre-start (Toolbox) meetings each shift
- Ensure that copies of the Safety Management Plan, MSDS, and HR Policy Manuals are available to all team members
- Direct the activities of the coatings team of shop employees in accordance with Trinity's quality and safety standards
- Strategically plan and organize daily duties of coatings team in accordance with production schedules
- Develop an efficient process that allows production goals to be met
- Develop, supervise and train general hourly coatings employees, welders, painter, plant clerks
- Work under the general direction of a plant superintendent, plant manager or facilities management
- Responsible for maintaining safe and reliable underground mobile mining equipment for the Mining Department, by the application and monitoring of maintenance systems
- Support site-wide and corporate systems to ensure underground mobile and mechanical equipment is serviced according to schedule and meet agreed service delivery levels

## Qualifications for mechanical foreman

- Must be Locomotive qualified inspector, STOC & Track mobile certified, Qualifications and seniority to govern

- Typically 8 years relevant experience (preferably in petrochemical environment)
- Preferred 5 years Extrusion plant experience
- Preferred if applicant has some leadership experience
- Advise superintendents and/or project management of potential problems, work interference, and schedule difficulties