



# Example of Mechanical Foreman Job Description

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

- Prepares and monitors budget or provides budget information
- Demonstrated ability to use personal computer and associated software
- Assist mechanics with diagnosing problems with engine, hydraulic, electrical and pneumatic issues
- Work with contractors on field repairs needed on KCS machines
- Contact local vendors for bids on major equipment repairs
- Assist mechanics with locating parts needed in the field
- Ship needed material to job sites timely
- Schedule equipment and material movement with truck drivers
- Monitor track panel locations and availability, in case of emergency derailments
- Schedule trucking of panels to derailment sights via KCS trucks or contract trucks

## Qualifications for mechanical foreman

- Safety equipment as required by the client (hard hat, safety glasses, gloves, respirator, hearing protection, safety harness with lanyard)
- Applicant/employee must not pose a direct threat to the health or safety of such individual or others in the work place
- Grade 12 with Maths, Science, English AND NQF 4 Occupational Trade Qualification

- Years experience necessary will depend on the complexity of the plant and technology
- Considerable knowledge of plant operations, with particular emphasis on techniques and equipment for the paint and coatings area involved