



Example of Mechanical Superintendent Job Description

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Our company is looking to fill the role of mechanical superintendent. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for mechanical superintendent

- Lead the review and approval of the four week schedule and budget control with assistance from Project Controls
- Review and approve contractor forecasts, including summary of construction progress, craft personnel forecasts, and expenditures forecasts
- Review and approve the manpower and equipment required to execute the job
- Provides input for job status reports and approval of subcontractor payment requisitions
- Ensure timely and accurate time writing by Supervisors
- In conjunction with the support services team and supervisors, allocate resources based on the scheduled work plan, reactive work and clashes in priority
- Manage, coordinate and implement contract systems (HSE, Quality, LCP) ensuring governance and compliance across the contract
- Lead, mentor, manage and support all operational employees such that they are fully conversant with their responsibilities and deliverables on the contract
- Through personal leadership ensure that employee performance on the contract is aligned to the outcomes of the Contract objectives emanating out of the Contracts strategic direction
- Liaise with the QA/QC team to ensure work is performed in accordance with the Contract Quality Management Plan and client specifications

- Minimum of 10 years of Mechanical, Process Piping, Civil/Structural experience working with contractors & craft in the field, on Industrial sites
- Prior experience with Managing Contractors or supervising the field operations
- A mechanical trade qualification from college or technical school
- Supervisory experience of work crews conducting shut maintenance work
- Strong technical knowledge around conveyor pulley refurbishments, scraper installations & maintenance, installation of components such as skirting and roller frames and screening media change outs
- Good planning and organisational skills to meet deadlines