

## **POSITION DESCRIPTION**

**Position Title:** Superintendent Mechanical/Welding Services  
Non-Nuclear Power Plant Contractor

**Department:** Mechanical/Welding

### **Position Summary:**

The Superintendent is responsible for all aspects of departments operation; including compliance with all rules/regulations, personnel management and profitability. Particular emphasis involves maintenance and repair activities associated with existing non-nuclear power plants (piping, pressure vessels and boilers).

### **Essential Duties:**

- Manage the departmental activities, such as scheduling, job requirements (manpower, equipment) and coordinating of field, in-house, or subcontractor activity.
- Responsible for the skill development and qualified succession of staff through hiring, training and the performance management process.
- Participate with the welder training school for internal and external training and enhance the materials, program and techniques utilized.
- Insure compliance with the company's Quality Control Manual
- Assist as required and requested with other company activities.
- Responsible for sales, job development, proposal and bidding activities.
- Accountable for the generation of all invoicing information.
- Responsible for the development and content of all client reports.
- Develop, maintain and monitor record keeping systems in compliance with federal, state and local regulations.
- Coordinate technical training programs.
- Coordinate safety training requirements associated with pertinent OSHA standards and so on.
- Develop working relations with sub-contractors and clients.
- Organize and control the work flow for insuring the timely and accurate completion of tasks and projects.

### **Other Duties:**

- Assist, as required, with the management of the company with special projects.
- Perform other duties as required.

### **Qualifications:**

- Extensive experience with non-nuclear power plants and associated equipment.
- Knowledge in ASME codes, the NBIC and compliance with such.
- Familiar with welding processes, equipment and related technical and commercial issues.
- College degree or equivalent experience
- In-depth knowledge of OSHA safety regulations
- Supervisory experience
- Related certifications desirable but not required.

### **Physical & Mental Demands:**

- Reading, writing, calculating, working under pressure.
- Lifting, climbing, stooping,
- Able to obtain a health card.
- Travel as required (local, as well as overnight).
- Ability to deal with people.
- Capability to deal with stressful situations.
- Computer literate

### **Attendance Requirements:**

- Work schedule can vary day to day (dependent on client needs).

Management retains the discretion to add or to change duties of the position at any time.