JOB DESCRIPTION

Commercial Construction Services Mechanic III (Lead Mechanic)

Department: Commercial Construction Services; Electrical or Mechanical

Supervisor: Job-Site Foreman

Date Written: 06/2019

Job Description Classification: Non-Exempt [Hourly]

Moore’s Commercial Construction Services Department handles the installation of new trade specific systems in all types of commercial buildings. We provide lighting, heating, air conditioning, and plumbing to our commercial construction customers to provide the end user a comfortable working space. The purpose of mechanics is to assist the foreman with all job site activities during construction. This includes installations, safety, and supervision of helpers. Mechanics may, at times be required to communicate with their project manager, general contractor, and the owner. A Mechanic III should also be learning and working towards becoming a Foreman.

Scope of Authority: Works with all members of their construction team. Has authority for helpers, Mechanic I’s and Mechanic II’s on their jobsite.

Working Conditions: The majority of a mechanic’s time will be spent on Moore’s jobsites. The climates of these sites vary depending on the season.

As a CCS Mechanic III, your responsibilities include, but are not limited to:

* Sufficient knowledge of their trade is key
* Able to read and interpret construction drawings, job contract and specifications with no supervision; complete all required paperwork on jobsite and submit to the proper individuals
* Ensure that installations are done per direction of your Foreman
* Help to ensure your team has checked all jobsite deliveries for accuracy and damages
* Provide a safe jobsite for you and your crew to work.  This includes but is not limited to:
	+ Update Haz-Com manual as needed
	+ Make sure first aid kit is available and equipped regularly
	+ Make sure you have the right tool available for the job at hand
	+ Keep jobsite clean of debris
	+ Report all injuries or accidents to your Foreman immediately
	+ Conduct daily and weekly jobsite safety meetings with your team
* Perform material takeoffs as requested; confirm materials ready for release as well as schedule equipment and tools for mobilization
* Be a training supervisor and mentor for helpers/apprentices, Mechanic I’s and Mechanic II’s
* Must be willing to travel; expected to drive up to 40 miles from home to jobsite or meeting location. Must have reliable transportation and valid driver’s license.
* Perform other related duties when requested by your Foreman or Project Manager

A CCS Mechanic III should also be able to do the following:

* Lifting as much as 85 pounds
* Usage of hands to handle or control tools or equipment
* Work outdoors, exposed to weather
* Exposure to loud sounds and high noise levels
* Work in high locations; ability to climb ladders and/or scaffolding
* Work in cramped, awkward and/or confined spaces; Ability to kneel, bend, crouch, or stoop for prolonged periods of time
* Repetitive overhead tasks
* Understand software that is used on jobsites including BlueBeam, Navisworks, Smartsheet and email

Name: Date