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# Example of Area Supervisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of area supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for area supervisor

* Perform administrative supervision over DR, time sheets, TO, overtime request, office forms
* Supervise and maintain manufacturing equipment and processes in a fast-paced union environment
* Establish work expectations, issue instructions and monitor performance for a specific work area
* Monitor environmental systems for a specific area to ensure permit conditions are met
* Monitor trends, process parameters and equipment condition to ensure quality specifications are met
* Work with the area engineer to ensure necessary changes and improvements are made for plant area to improve safety, equipment reliability, efficiency, quality of products and processes
* Train, coach and develop hourly personnel for plant area
* Identify, coordinate and facilitate maintenance needs for specific plant area to ensure safe and reliable operation
* Issue and ensure correct use of LOTO, safe work permits, contractor work authorization permits
* Cleaning Stores to specification

## Qualifications for area supervisor

* Associate’s Degree in business, science or technical discipline and seven (7) years of experience in refinery, petrochemical or chemical role with three (3) years of experience in leadership role or equivalent military experience
* This position is intended to be a talent strategy role with potential for advancement to the next career level for the successful performer
* Bachelor’s degree\* in Engineering with at least 2 years’ experience in manufacturing
* Must be knowledgeable of federal, state, and local environmental and work place standards as they apply to operating areas, including OSHA, EPA, USCG and DOT
* Must have exceptional verbal and written communication skills, presentation skills and interpersonal skills
* Must have the ability to effectively work with multiple departments/teams to troubleshoot and problem solve