



Example of Department Supervisor Job Description

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Our company is hiring for a department supervisor. 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 department supervisor

- Coordinates operator based maintenance needs for area, initiating work orders for PM and project needs
 - Performs technical troubleshooting on System Sacmi selection lines
 - Works in close collaboration with the Maintenance Supervisors to ensure that an effective maintenance spares management plan is in place to ensure world class equipment availability and reliability
 - Performs diagnostic testing electrical and electronic troubleshooting on body prep spray driers continuous mills
 - To manage day-to-day organization of staff to ensure that tests are performed accurately and effectively and results are reported in a timely manner
 - To supervise laboratory staff with respect to goal setting and performance evaluation
 - To ensure that medical technologists are appropriately trained to support on-going routine production
 - To provide day-to-day support to medical technologists to identify and resolve problems to be able to run and interpret assays as needed
 - To ensure that all procedures are accurate and that laboratory activities comply with laboratory standards and procedures (GCP and GLP)
 - To ensure that laboratory personnel comply with CAP and ISO15189 quality management systems and safety practices
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- Must be flexible in hours and days worked - weekends required
- Associates degree or equivalent related experience of 2-5 years may be considered in lieu of degree
- Experience working with a range of employee levels from hourly workforce through executive
- Ability to plan cost efficient work procedures that meet quality requirements
- Ability to develop, lead and function on a team and maintain effective working relationships
- May require the ability to operate various types of powered material handling equipment