



Example of Machine Shop Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of machine shop 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 machine shop supervisor

- Organising designated manpower under his / her control
- Supporting the machine shop mechanics on ensuring tasks are completed efficiently
- Ensuring all documentation is completed I.A.W
- Maintaining a high quality standard of work for himself/herself and all staff
- Ensuring company procedure, regulations & discipline are adhered to by all staff
- Ensuring the Health & Safety policy and working practices are adhered to by all staff
- Ensuring that good housekeeping is maintained at all times
- Carrying out any other tasks as reasonably required by the Workshop Manager
- Continually upgrade safe workplace practices
- Develop practices to assure parts conform to all quality requirements while not sacrificing overall operating efficiency

Qualifications for machine shop supervisor

- Minimum of 3 years' of experience in supervisory role preferred
- Manufacturing environment supervisory experience is a plus
- Strong computer skills - proficient in Microsoft Office and Oracle R12

- Fully organize, develop and utilize the resources available to achieve business objectives for the PMS and AMSS
- Lead by example to ensure employees work as a cohesive team with a positive, can-do attitude towards goals and objectives policies and procedures of the Corporation