



# Example of Machine Shop Supervisor Job Description

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Our innovative and growing company is hiring for a machine shop supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for machine shop supervisor

- Responsible for developing operating budget and managing variable cost spend (labor, tooling, and purchases) to meet budget
- Work closely with manufacturing engineering to increase productivity / reduce variable cost by a minimum of 2% per quarter
- Improve machine utilization through setup reduction and enhanced scheduling
- Establish operational strategies by evaluating Production trends
- Produce products that meet customer expectations by formulating and enforcing good production practices
- Ensure that organization activities and Machine Shop operations are in compliance with local, state, and federal regulations and laws OSHA
- Departmental health and safety compliance
- Understand, administer and enforce all corporate and plant safety and compliance rules to employees under direct supervision
- Utilize lockout/tagout as required and ensure employees are following all procedures as specified
- Monitor and ensure employees have a safe work environment

## Qualifications for machine shop supervisor

- Raise the bar on performance to build a culture that values follow through, quality, and commitment

- Planning direct and lead-team members toward common goals and objectives
- Communicate and convey information broadly and in such a manner that it advances team and business goals, strengthens relationships, and transfers business knowledge
- Communicate market trends and conditions and customer activities and strategies on an ongoing basis
- Consistently lead corrective action requests - takes initiative outside direct area of responsibility to drive quality improvements in the organization