



# Example of Machine Shop Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role 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

- Ensure work area is kept clean and organized during shift, in accordance with 6S standards
- Monitor and ensure that all employees are following all applicable food safety policies and procedures
- Supervise Machinists and their work, and assign duties as necessary, making sure their work runs on schedule and meets company standards for safety, quality, production, waste, housekeeping and cost
- Ensure that work is done correctly and in a timely fashion, minimizing breakdown time
- Plan and schedule work to be done in the most cost efficient manner possible
- Troubleshoot in plant in order to discover potential hazards or breakdowns
- Enforce Company Rules and Regulations, which apply to this department
- Ensure compliance with PPE and Safety procedures
- ESH and ISO record keeping and representation
- Improve workplace 6S through daily observations and improvements

## Qualifications for machine shop supervisor

- Must be physically capable of performing manual labor tasks ( Able to lift 50 lbs
- Must be able to stand for extended periods – 8 hours min
- Must be able to work overtime and available for weekends as needed

- Manual turning experience essential