



Example of Machine Shop Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of machine shop supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for machine shop supervisor

- Assign work daily and move labor to operations necessary to support customer requirements
- Attend and participate in daily production meetings
- Track Labor and Optimize use of straight and overtime hours
- Manage department spending within budget
- Develop/follow a daily production plan that supports customer needs
- Ensure employees are properly trained and submit all training records
- Maintain and utilize department communication boards
- Address underperformance/workmanship issues with coaching, counseling, and/or progressive discipline, utilizing Human Resources
- Assist in make-up of schedule
- Support/Assist/Lead Lean initiatives

Qualifications for machine shop supervisor

- Grinding experience essential
- Must be fully conversant with the use of AutoCAD or similar
- Time served machinist is essential
- Previous experience of supervising / managing manpower essential
- Ability and willingness to train non-skilled personnel
- All applicants must have an unrestricted right to work in the UK