



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

- Cross training and creating/maintaining a flexible workforce
- Conduct team Meetings with all direct reports reviewing safety and productivity goals
- Machine Shop Purchases
- Scrap & Waste Management
- Improve Employee Accountability, Product Quality, and Employee/Equipment Utilization
- Managing in a Union Environment
- Allotting Enough Time to Provide Necessary Training
- Shop Floor Cleanliness
- Scrap Material Management
- Expedite Jobs Through the Machine Shop

Qualifications for machine shop supervisor

- Drive continuous improvement in organization structure and performance
- Bachelor's degree in Technical\Management discipline and 5-8 years of relevant operations experience
- Strong leadership skills at all levels, good work ethic
- High school degree (with vocational training in mechanics or electronics), or equivalent work experience, is required
- Ability to write CNC programs and have a functional knowledge of CNC

