



# Example of Scheduling Supervisor Job Description

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Our company is searching for experienced candidates for the position of scheduling 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 scheduling supervisor

- Demonstrates Share Behaviors/Core Values of Florida Hospital Waterman
- Must be able to interact with the public and staff at all levels
- Identifies and analyzes schedule variances and recommends associated corrective actions
- Leads baseline schedule development and maintenance effort
- Facilitate the building and/or development of the refinery Routine Maintenance planning and scheduling processes
- The Planning and Scheduling Supervisor has direct functional contact and oversight of all of the Routine Maintenance Planners and Schedulers
- Responsible for the effective and efficient planning and scheduling of all Routine Maintenance Zone and Central Maintenance work performed by P66 or Contract Planners and Schedulers
- Responsible for the quality and the accuracy of the plans and schedules produced by the P66 and Contract Routine Maintenance Planners and Schedulers
- Responsible for the supervision, development and training of the refinery Planners and Schedulers
- Ensure efficient and seamless flow of information to the Maintenance Front Line Supervisors such that the maintenance schedule can be implemented

## Qualifications for scheduling supervisor

- Proficiency with MS Word, Excel, Power Point a plus
- Ability to handle multiple issues under stressful conditions
- Ability to engage management, decision makers and influencers at any level
- Displayed ability to communicate to group in meetings and by formal presentation