



Example of Shift Supervisor Job Description

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Our growing company is looking to fill the role of shift supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for shift supervisor

- Provide direction, training and development counseling or discipline as needed
- Supervise employees, assigning job tasks as necessary for the movement of Petcoke and maintenance of the Petcoke
- Giving primary guidance on situational problems
- Direct and schedule Chemical Operators for the safe and efficient production of chemical products, for the preparation of equipment for maintenance, and for duties to maintain plant cleanliness
- Constant monitoring of plant conditions to ensure safe operation
- Optimize plant operations to meet production requirements
- Prompt notification of proper authorities (internal and external) in case of emergencies
- Assume the role of Incident Commander (as defined in the Emergency Response Plan) during any type of emergency situation
- Chair Satellite Safety Committee meetings weekly
- Be proficient with the SAP computer software for proper work order entry, raw material ordering notification, scheduling of production runs, printing of batch sheets

Qualifications for shift supervisor

- Demonstration of safety, health and environmental awareness
- Education or experience equivalent to a four year degree from an accredited college or university, with emphasis in engineering, business administration,

- Demonstrated knowledge in manufacturing or electrical plant operations preferred
- Demonstrated knowledge of the layout, equipment, and operating requirements of a generating station or manufacturing plant
- Attends all meetings at which their function is required (daily meetings at 1,2,3 or 4 level, as appropriate, weekly / monthly meetings)