



# Example of Shift Supervisor Job Description

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

## Responsibilities for shift supervisor

- Provide an accurate daily production report and updated production projection
- Issue hot work permits and vessel entry permits as required
- Initiate, review, and complete MOC documentation as needed to maintain cGMP and OSHA compliance at the plant site
- Oversee EDAS Staff and support functions for off-campus Emergency Department and urgent care sites including facilities, equipment and supplies
- Ensure adequate staffing levels at all times
- Meet quality metrics developed by Operations Manager, such as co-pay collection targets, registration accuracy
- Function as ED Access Specialist if needed to meet staffing levels
- Follow and support manufacturing or departmental activities of the site business plan with minimal guidance, deploy and communicate goals, objectives and performance measures related to area of responsibility
- Supervise employees within a mill department or production team
- May participate in cross-functional teams, such as production meetings, safety committee and site business teams

## Qualifications for shift supervisor

- Bachelor's degree or a minimum two years of college
- Previous supervisory experience in a union shop environment
- Five years of experience in a supervisory or management position in a

- Working knowledge of Federal and State safety regulations
- Recognize hazardous substances and to know basic employee responsibilities for chemical safety