



# Example of Shop Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of shop supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for shop supervisor

- Manage shop operations in compliance with the applicable unionized labor agreement(s)
- Four years' related experience and/or training in equipment maintenance, or equivalent combination of education and experience, required
- Four years' management experience in a unionized environment, preferred
- Ability to work interdependently with minimal supervision
- Must be detail oriented and enjoy fast paced, multi-tasking, customer service minded environment
- Must display sense of urgency, ability to work under pressure, with attention to detail
- If you require accommodation in the application process, please contact [abfhr@abf.com](mailto:abfhr@abf.com) or call us at (479) 785-8717
- Review production schedule, evaluate and prioritize work orders and assign to appropriate personnel
- Supervise, train, counsel and motivate department employees
- Participate in the recruiting, interviewing and disciplinary processes for department employees

## Qualifications for shop supervisor

- Valid Class B CDL with air brakes endorsement preferred
- Investigate, recommend and implement work processes in order to improve efficiency, quality and safety

- Prepare production reports, efficiency reports and other requested reports and distribute to appropriate personnel
- Ensure all employees are trained and compliant with company policies and procedures
- Review, correct and submit hours worked records for payroll processing