



Example of Shop Supervisor Job Description

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Our innovative and growing company is looking to fill the role of 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 shop supervisor

- Inform and communicate suggestions and errors to relevant departments for continuous improvement of the production processes
- Must comply with the company's safety policies and clean initiative standards
- Ensure all maintenance objectives are achieved in an economical, safe, and environmentally responsible manner
- Assign daily job tasks to maintenance employees, contractor personnel, when required
- Supervise and coordinate the day-to-day duties of maintenance
- Generate maintenance work orders
- Attend meetings and training sessions, some of which may be on scheduled days off
- Work closely with the maintenance planners and the warehouse personnel for needed repair components
- Conduct safety meetings and inspections
- Responsible for selecting team members and ensuring they receive the required training

Qualifications for shop supervisor

- Have a minimum of five (5) years of related experience in the area of maintenance
- Have previous supervisor experience (considered an asset)

- Provide effective daily communication in order to keep all team members working toward the same goals
- Associates or B.S
- Prior leadership experience in a service-focused industry preferred