



# Example of Shop Supervisor Job Description

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Our innovative and growing company is looking to fill the role of shop supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for shop supervisor

- Must be able to operate equipment such as boom lifts, forklifts, compressors, portable and stationary generators, hydraulics, pumps and assorted tools and equipment
- Must be able to communicate effectively and professionally with our customers
- Satisfy and audit, in a timely manner, all required documentation, timesheets, checklists, receiving records and repair order and maintenance logs
- Manage and order various parts for the equipment
- Supervise the work area into a clean and organized workspace
- Assist mechanics with other duties
- Assist with general service and maintenance record keeping
- Supervise multiple mechanics in different states
- Understand and be accountable financials at the shop location
- Code and approve all invoices

## Qualifications for shop supervisor

- Must have a proven record of strong operations management
- Experience managing P&L responsibility preferred
- Willingness to accept additional tasks, duties and/or direction from management
- High school diploma or a GED equivalent or equivalent work experience
- 3-5 years machining experience preferred but not required

