



Example of Shop Supervisor Job Description

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Our innovative and growing company is looking for a 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

- Review and approve all mechanics weekly time sheets
- Schedule and enter all required OSHA required inspections on equipment
- Perform preventative maintenance on electrical construction and transportation equipment
- Identify parts or machines that need new components or need to be replaced
- Must possess solid written and verbal communication skills and be able to perform basic computer operations
- Proficient with computer systems as they relate to utilization of scheduling of manpower/resources, implementation of preventative maintenance programs, inventory management systems, and general knowledge of MS Office

Qualifications for shop supervisor

- Ability to read a measuring tool such as, calipers and OD micrometers
- Monitor gauges and dials
- May perform various texts and inspections
- General knowledge of machines used and processes
- Ability and willingness to perform light to heavy lifting and constant standing
- Ability to read and comprehend the standards of operating procedures, owner's manuals and product/warning labels