



Example of Supervisor, Shift Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of supervisor, shift. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for supervisor, shift

- Proper documentation of Chemical Operators work time using the Kronos computer software
- Investigate and document root cause of any "out of specification" batches, safety incidents, process or equipment failure
- Provide training for Chemical Operators
- Discipline as necessary to ensure compliance with plant policies
- Call in and supervise mechanics when needed
- Ensure proper and adequate training for transferred or newly hired chemical operators
- Schedule overtime and vacation coverage for Chemical Operators
- Conduct formal performance reviews for Chemical Operators, giving positive and negative feedback
- Review production batch sheets daily for accuracy
- Monitor inventories to ensure that an adequate supply of raw materials is on-hand for production requirements

Qualifications for supervisor, shift

- Demonstrated knowledge of computer hardware
- Experience with Innovative Interfaces
- 5 years in a manufacturing setting, experience in a union environment
- Prefer a 4 year degree in an engineering discipline, but other areas of study

- Experience in supervision of associates in a production environment, preferably drug and/or cosmetic
- Knowledge of production equipment, especially safe operating techniques, product capabilities and troubleshooting methods