



OPERATIONS SUPERVISOR

Position Description
Uncontrolled Copy
01/29/2024

OPERATIONS SUPERVISOR

Reports To: Operations Superintendent

Direct Reports: Lead Hand

Indirect Reports: CCR and Hourly

Position Summary:

The Operation Supervisor assumes a crucial role in overseeing and guiding unionized operations and control room staff within a marine bulk handling terminal. Tasked with the continuous unloading of coal, pet coke, and LPG railcars, as well as managing product storage and vessel loading services.

Responsibilities encompass crafting and maintaining comprehensive operational plans, managing stock yard operations, and identifying training needs for the department. This role extends vital support to the Accident and Loss Prevention Program and Committee, ensuring strict adherence to safe work procedures. The work schedule entails a structured 12-hour shift, with four days on and four days off, including night shifts.

Key Responsibilities:

- Responsible for the safety of hourly employees, leads observations, audits, investigations.
- Communicate daily with customers and stakeholders regarding unloading and loading required.
- Create and foster a work environment based upon cooperation, team effort and respect.
- Audit and report on operations activities and results, and system performance, daily.
- Ensure unionized employees work to the Collective Bargaining Agreements, for ILWU Local 523. Participate in the grievance process as required.
- Develop and improve skills for the Lead Hands and workforce.
- The Operations Supervisor – will be assigned other duties as required.



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Skills and Abilities:

- Strong organization skills, with the ability to manage multiple, conflicting priorities.
- Demonstrated ability to lead in a unionized environment.
- Strong communication skills (written and verbal).
- Ability to maintain compliance to all standards for safe, efficient and effective operations.
- Ability to manage safety, environmental and operating costs, to provide the shareholder with the maximum benefit.
- Proficient with MS Office Suite, including Outlook.

Education and Experience:

	Minimum	Preferred
Education	University or Technical School graduate, or an equivalent combination of education, training and experience.	
Experience	Minimum of five (5) years supervisory experience in material bulk loading/unloading in a waterfront, mining, rail or similar operation.	