



Job Description Example
Second Level Transportation Supervisor

Transportation Supervisor

Responsibilities:

- Supervise the maintenance and repair of automotive and construction equipment.
- Prepare and analyze reports, diagnose operating problems and plan employee work assignments.
- Coordinate the ordering of material, parts, tools and shop equipment. Maintain contact with internal customers on automotive problems.
- Perform other supervisory duties as assigned. Maintain and apply working knowledge of Company standards for Business Controls and meet management's expectations for effective internal business controls.

Required:

- Extensive experience in the repair / maintenance of automotive and construction equipment.
- Extensive experience in transportation administrative procedures.
- Demonstrated oral and written communication skills.
- Must have obtained an acceptable score on the First Line Supervisor's test within the last two years or must obtain an acceptable score on the First Line Supervisor's test.
- Must possess and maintain a valid driver's license.
- Must possess a high school diploma or equivalent.

Desired:

- Minimum of 2 years experience supervising bargaining unit associates in the automotive repair and maintenance area. ASE Certifications, computer knowledge of the Work Management system.
- The successful candidate is expected to participate in Distribution's Supervisory Academy. This is a safety sensitive position. D.O.T. testing is required.