Downloaded from <https://www.velvetjobs.com/job-descriptions/area-supervisor>

# Example of Area Supervisor Job Description

Our company is looking for an area supervisor. 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 area supervisor

* Routinely participate in management observation program and conduct operational self-assessments as necessary
* Serve as plant interface on environmental, safety and quality assurance compliance issues in support of operations
* Make timely notifications when required by plant events and procedures
* Identify and document issues utilizing the condition reporting system and promote usage of the system with operations personnel to close out items assigned to them
* Plan and schedule work assignment for day-to-day operations
* Ensure all operating activities are performed safely and according to approved standard operating procedures within the requirements of limited condition of operations
* Responsible for maintaining plant configuration to support established limited conditions of operations mode
* Evaluate heat stress requirements and stay times
* Review and analyze data regarding operations, test plans, and procedures
* Responsible for maintaining accurate records (eg logbooks, datasheets, munitions accountability, magazine data cards, plan-o-graphs)

## Qualifications for area supervisor

* Five years of experience in pipeline/gas field operations, two years of which must have been in a supervisory capacity
* Possess good communication and interpersonal skills in relationships with Company employees, customers, landowners, providers of outside services and government officials
* Requires strong analytical, supervisory, and excellent written and oral communication skills
* Must be able to manage multiple priorities, solve problems expediently
* Energetic and creative individual with solutions for growth and opportunities
* Must be familiar with Company and industry standards, policies, procedures and applicable regulations and practices