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# Example of Associate Supervisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate 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 associate supervisor

* Interface with local Public Service Commission staff
* Coordinate with other Company Departments necessary to support Damage Prevention activities
* Manages the CSA area
* Performs functions of a CSA
* Schedules and coordinates the daily and weekly workflow and CSA staff
* Monitors the CSA's performance and makes decisions relating to hiring, performance evaluations, promotions, transfers, corrective action and separation of CSA staff
* Conducts regular CSA staff meetings to insure compliance with all Bank policies and procedures
* Provides technical support to the CSA area, additions and deletions to systems, software updates and off-line
* Researches, reports and tracks CSA differences
* Performs branch audits of CSA's and consignment items

## Qualifications for associate supervisor

* 2 year degree in electrical or mechanical engineering, civil engineering, construction management or equivalent
* Must have expert knowledge in underground facility locating, gas construction and T&D construction
* Strong verbal and communication skills including the ability to work in a team atmosphere
* Ability to read and interpret construction prints, drawings, including GIS prints, and work orders
* Demonstrated strong commitment to worker safety
* Maintain a non-restricted driver’s license