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

# Example of Delivery Supervisor Job Description

Our growing company is hiring for a delivery supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for delivery supervisor

* Liaison with Client, members of the public and other key stakeholders including the emergency services where required
* Take an active role be assisting the Road Space Team, Network Control Centre (NCC), Contractors, Local Authorities and Police in the administration of works on the network to alleviate congestion due to road works
* Take an active role for managing performance, training, and development in accordance to business needs
* Assist Area Manager as required to liaison with the Fleet / Transport Manager to ensure maintenance of vehicles and plant is up to date and when required for servicing
* Assessing plant and material needs for work to be carried out, undertaking risk assessments & safety checks, tool box talks and audits, review daily productivity targets to ensure budgets managed effectively
* Make appropriate use of IMS procedures to actively promote health and safety, risk assessments, programming of works, updating asset on the network
* Actively promote Health and Safety in the work place by setting a good example to others by ensuring compliance with the health and safety responsibilities set out in the Health and Safety Management System
* Develop maintenance solutions by reviewing traffic management proposals to ensure delays are minimised and safety not compromised
* Perform other duties from time to time as instructed by the Area Manager
* Supervises drivers with leadership and communication and develops teamwork among the Operations Team

## Qualifications for delivery supervisor

* Prior experience in support of Computing Solutions in an enterprise environment
* Prior accountability for management of operating costs for a service organization
* Working knowledge of cloud concepts and implementation
* Prior leadership and management experience a plus with the ability to effectively lead a group of people
* Must demonstrate good planning techniques and organizational skills
* HS Diploma is required and 4 year degree from an accredited college or university is a plus