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# Example of Operations Superintendent Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of operations superintendent. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations superintendent

* Manage employee and labor relations within area of responsibility
* Prepares, files and maintains reports and records relating to the production of water
* Develops a sound organization staffed with able and motivated employees and provides for or trains suitable replacements
* Assures that policies, procedures, programs, standards of performance and approved objectives are adhered to and/or achieved including those involving safety, affirmative action, community and labor relations
* Responsible for all material flow activities within the plant including all forklift activities, line feed, coil and blank movement, , the flow of parts to the customer
* Assist in colleague development and implementation of related training and team building (forklift, training)
* Support plant activities towards achieving customer awards and quality registrations (ex
* Input data into the project commissioning database including scoping design lists from engineering schedule dates for system turnovers
* Oversee subordinates and verify improvement in CO2 and Water Injection Operations
* Provides technical leadership in the Injection Operations group

## Qualifications for operations superintendent

* Ability to lead by holding self and others accountable
* Bachelor’s Degree in operational discipline, management, or related technical discipline or equivalent experience
* Three (3) years managing operational areas and operating units, and managing and meeting performance targets
* Responsible for directing the day-to-day management, development and operation of the production department
* Four (4) to Six (6) years supervisory experience in water works or related field, three (3) of which are in distribution
* Bachelor's degree in operational discipline, management or related discipline, or equivalent experience