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# Example of Operations Supervisor Job Description

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

## Responsibilities for operations supervisor

* Acts as primary point of contact and escalation for personnel on their shift
* Reports equipment issues
* Generate activity data for site-specific reports and consolidate data as requested by Management
* Coordinates and supports system sampling activities when required for troubleshooting
* Supervises and assigns specific responsibilities to all operations personnel
* Motivates, mentors and empowers team to meet and exceed standards or set goals
* Monitors employee attendance, productivity and other performance markers
* Ensures that the branch provides the finest internal and external customer service
* Builds internal and external relationships
* Provides relief coverage for operational duties when employees utilize time off or are absent

## Qualifications for operations supervisor

* Labor Management experience preferred
* Understanding and aptitude to work with purchasing programs
* Understanding and aptitude to work with Preventative Maintenance programs
* Understanding and aptitude to work with client system
* Strong aptitude with Microsoft Office Tools
* Three (3) to Five (5) years of supervisory experience in a liquid storage, pipeline or related industry