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# Example of Terminal Supervisor Job Description

Our growing company is hiring for a terminal 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 terminal supervisor

* Coordinates the resources required to support all aspects of multiple airfields’ passenger and cargo operations in support of the USAP
* Maintains operational control over the Movement Control Center (MCC) cargo yards, cargo bay, airfields, and vehicles
* Provides direct operational direction to ATO cargo and airfield personnel, and indirect operational direction for passenger services and shuttle personnel
* Responsible for training all Load Planners, and oversees training schedules of all cargo and passenger services personnel
* Responsible for the Quality Assurance of aircraft pallets, proper restraint, aircraft load plans, and final hazardous material documentation
* Maintains detailed documentation for all aspects of the MCC operations, related to departmental metrics
* Assists the MCC Supervisor with final flight manifests on all cargo and passenger flights
* Implements standard operating procedures and assists in the revision of operating procedures as required
* Assists with establishing priorities for passenger and cargo movements among all agencies on each outgoing flight
* Interfaces with USAP Cargo staff, Science Personnel, and grantees to coordinate cargo priorities for all outgoing flights

## Qualifications for terminal supervisor

* Minimum of 2 year Load Planning experience (certification does not need to be current)
* Hazardous material inspector/preparer qualified
* Must possess a Secret security clearance, or the ability to obtain a clearance through the OPM adjudication process
* Assists with the proper handling and monitoring of call-forward or priority passenger/cargo requests from Terminal Operations, Christchurch
* Serves as the ATO Point-of-Contact (POC) for passenger and cargo issues in the absence of the Senior Passenger Services Representative, the Vehicle Operations Supervisor, the MCC Supervisor and/or the USAP Cargo Supervisor
* Assists the MCC Supervisor with providing departmental training and completing safety/accident/incident reports