



Example of Terminal Supervisor Job Description

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Our company is looking for a terminal supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for terminal supervisor

- Interacts with the National Science Foundation, the armed forces, and other agency officials in a professional and tactful manner
- Conducts and plans daily/weekly safety meetings and provides attendance and subject documentation
- Contributes information to living documents annotating all ATO employee work performances throughout the season, to be used as reference for –post season personnel evaluations
- Helps field and troubleshoot cargo queries presented to the MCC regarding aircraft loading issues, cargo/passenger priorities, and any other ATO-related discrepancies that may arise
- Must be willing to work 12-hour rotating shifts, mostly in an office environment but occasionally outside in inclement weather conditions
- Must be willing to work outdoors and stand for 12-hour shifts during re-supply vessel operations
- Will frequently remain seated working on a computer terminal for multiple hours
- Will frequently need to lift and push 50lbs
- Ensure training is delivered in accordance with the Controller Training Contract CTC requirements
- Communicate directly with FAA designated representatives for the area of responsibility to ensure mutual understanding of training requirements and delivery expectations

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- Should have basic mechanical knowledge and skills and knowledge of 3 phase electrical control, distribution and motors
 - Current AMC Load Planner Certification must be provided prior to deployment
 - This position requires a minimum of two years of logistics leadership or supervisory experience
 - Familiarity with automated data processing programs such as MAXIMO, ICODES, and Microsoft Office 2000 software within the Microsoft Windows Operating System is preferred
 - An understanding of remote site logistics is preferred
 - Recommend to the CTC Academy Program Manager/Deputy Program Manager appropriate staffing levels within their area of responsibility