



Example of Transport Supervisor Job Description

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Our company is searching for experienced candidates for the position of transport supervisor. 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 transport supervisor

- Experience managing union-represented employees
- Analyze the daily schedule from Linde National Operations Center to insure continuous product supply by managing daily driver availability and coordination with maintenance staff to provide equipment resources necessary
- Manage third party contractor support for the daily schedule in times of major logistical challenges as directed by regional management
- Local supervision of all logistical activities to insure local inventory does not fall below red line levels on day to day basis
- Provide real time after hours support for all driver and customer activities supporting central team at National Operations Center
- Assist Transport Manager with potential employee recruitment and screening
- Coordinate scheduling of all new hire and ongoing training activities to meet Linde and regulatory compliance requirements
- Oversight of third party contract carrier operations including review and processing of carrier invoices for accuracy and payment
- Assist Transport Manager with local SHEQ plan including development of safety talk/safety meeting material, monthly site inspections, coordination of Non Conforming Customer Site improvement plans and daily walk around Good Catches
- Manage equipment resource availability while working with maintenance team to insure preventative maintenance in accordance with Linde

Qualifications for transport supervisor

- Daily review of driver paperwork, data input and data flow for transport related systems and processes
- Assignment to other Transport locations for the purpose of providing on site management support during vacations or other absences
- Provide on site support for Transport tasks such as LiMMS audit preparation, Responsible Care certifications, ISO certifications and regulatory audits/inquiries
- Daily, weekly and monthly coordination of Driver Performance Index (DPI) and other performance related tools to include data scrubbing when necessary
- Provide support to all local Transport employees through regular formal and informal observations such as LeadSafe engagements, NCCS site visits, driver ride alongs, plant walk around
- Excellent communication skills - requires extensive communication with office staff, drivers and customers