

JOB TITLE: Shag/Shuttle Supervisor

FLSA STATUS: Exempt – Executive

PREPARED: 04/18/07

SUMMARY

Supervises shag/shuttle drivers. Insures and maximizes safe equipment utilization and personnel productivity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Directly carries out supervisory responsibilities to effectively manage personnel in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develops, implements and refines department policies and procedures to ensure overall effective departmental performance.
- Facilitates rapid solutions to driver questions and problems and serves as the primary channel of communication for drivers.
- Works with the customer to resolve problems affecting equipment utilization and shipment schedules.
- Provides training and instruction to drivers on various topics.
- Assigns equipment to shag/shuttle drivers in accordance with customer instruction.
- Coordinates delivery of loads to offsite locations.
- Handles payables and receivables and insures they are properly submitted.
- Ensures all shag/shuttle trucks are serviced in a timely and accurate manner according to company expectations.
- Keeps informed of policies and procedures for specific customer location.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and/or move up to 50 lbs. as required.
- General knowledge and proficient use of a computer and computer programs.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

