

JOB TITLE: Shipping Supervisor

EMPLOYER: Power Lift

DEPARTMENT: Shipping

REPORTS TO: Shipping Manager

SUMMARY: The Shipping Supervisor is responsible for planning, laying out, and supervising the work of employees in the shipping department. They are responsible for loading semi-trailers for delivery, as well as building crates and pallets to fill equipment with for delivery.

DUTIES AND RESPONSIBILITIES:

- Supervise the work of employees
- Load and unload semi-trailers.
- Operate power tools.
- Read and use tape measures.
- Perform basic construction daily.
- Builds crates and pallets to fill equipment.
- Operates a forklift or ladder-cart to get at parts or pallets stored high-above.
- Ensure a safe and clean work environment by keeping shelves, packing area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Willing to work overtime and some weekends when on a deadline.
- Continually improve utilizing 5-S principles on an independent & collaborative basis.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 4-5 employees within the respective department.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience.
- Self-motivated, organized, and detail oriented.
- Ability to maintain a positive and professional attitude at all times in a dynamic work environment.

COMPETENCIES:

- **Managing People** - Includes staff in planning, takes responsibility for subordinates' activities; Makes oneself available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others;

Improves processes, products and services.; Continually works to improve supervisory skills.

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Frequently work near moving mechanical parts
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move more than 70 pounds / frequently lift and/or move up to 50 pounds / continually lift and/or move up to 40 pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed