

UPS Supervisor Job Description

- Ensure that the entire UPS operation in a plant complies with all applicable laws, rules, and regulations
- Monitor customer complaints and resolve customer problems or disputes without committing a violation of state or federal laws for goods delivery (other than by a requirement of good manners)
- Ensure that the operation of the UPS System meets proper safety standards, including use of proper identification tags, accountability for package contents, accountable for reliability and security of transactions
- Provide appropriate training to employees designated as “UPS Supervisors” in regard to their specific job duties and responsibilities
- Ensure that all state, federal, and company rules are enforced with fidelity to its mission statement, including the HR Policy Manual”
- Assign duties and responsibilities to other employees and monitor their performance
- Maintain automobile with all required accessories, including wipers, lamps, horns, fuses, oil, and gas
- Supervise the operation of UPS System in his/her area of responsibility by administering policies, rules, regulations and procedures that has been established by the company
- Maintain vehicle logs, including entries on gasoline purchased out-of-route and miles driven for the purpose of showing compliance with state, federal, and company regulations on the use of automobiles for business purposes
- Provide daily reports on the activities of all terminal operations in accordance with company policy
- Comply with personal appearance standards established by the company, including wearing of UPS uniform, grooming, and safety shoes

- Maintain proper control over all supplies, including linens, tools, and equipment, and secure them from loss or misappropriation when not actually in use.