



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Supervisor, Dock Operations

<b>Job ID</b>	<b>88-02-98-27-C5-79</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=88-02-98-27-C5-79">https://careers.indigenous.link/viewjob?jobname=88-02-98-27-C5-79</a>	
<b>Company</b>	Canada Post	
<b>Location</b>	Dieppe, New Brunswick	
<b>Date Posted</b>	From: 2024-05-22	To: 2024-06-15
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	05/31/2024	
<b>Job Salary</b> (14:00-22:00)	\$69,622 Annual Starting Rate 40 Hours Per Week - Evening Shift	
<b>Languages</b>	Bilingual Imperative	

### Description

Reporting to the Superintendent, leads a team of employees engaged in the safe and efficient despatch/receipt of mail on the loading docks of major mail processing plants. As the primary link between plant and transportation operations, works closely with both teams to ensure service commitments are met or exceeded. Acts as the "voice of the company", sharing performance expectations, business updates and results regularly with team members.

#### Job Responsibilities

Below are the main job requirements and responsibilities for the Supervisor, Dock Operations. Supervises the operation of the loading docks and contributes to the efficient processing and transportation of mail. Sets daily priorities to ensure that deadlines and service commitments are met; ensures that all dock staff are aware of available and committed (SIS) mail that are to be loaded and dispatched on the correct services and within the scheduled timeframe. As the primary link between plant operations and transportation operations, responds immediately to emerging problem situations pertaining to overloads, carryovers, missed/late services, incorrect or missed dispatches, etc. Communicates with plant operations or the Area Performance Centre on any quality or service issues related to mail received by Receipt and Dispatch operations. Promotes and implements work place safety and health programs for their work unit. Coaches and directs employees on safe work practices in order to reduce accident frequency and severity; conducts investigations, and reports and follows up on accident incidences. Addresses and resolves health and safety issues in a timely and efficient manner. Conducts safety inspections and takes corrective action to rectify unsafe operating conditions. Oversees the return-to-work and accommodation of employees unable to perform the full range of duties in their job. Ensures that safety policies, procedures and standards related to vehicle and dock operations are respected at all times by Mail Service Couriers, private contractors and dock operating staff (e.g. wheel chocking, key control, ramps, etc.). Ensures the dock areas are maintained in a safe operating condition takes corrective action and identifies deficiencies to the appropriate

management as required. Takes necessary corrective action including discipline in incidents of safety procedure violations.

#### Job Responsibilities (continued)

Supervises, coaches and provides guidance and leadership to employees, promoting a respectful environment in the workplace. Administers human resources processes such as staffing, performance management, disability management and attendance management. Resolves staff issues, including disciplinary action if required. Consults with Labour Relations and/or union representatives on the application of the terms of the collective agreement. Creates learning and knowledge transfer opportunities for assigned staff.

Liaises with plant operations to ensure that all committed mail is brought to the dock on time to be correctly dispatched, and to anticipate abnormal vehicle capacity requirements (i.e. overloads), through direct on-going contact and daily production meetings.

Ensures the optimal utilization of resources and equipment through the efficient and correct loading of vehicles; e.g. efficient loading of vehicle with priority given to committed mails, reducing the requirement for overload vehicles, reduced dispatching errors and carryovers, and reduced return trips and extra trips.

Monitors all services for compliance to scheduled arrival and departure times and takes corrective action in the form of communications with local and National performance centers on any anomalies. Also monitors all services to ensure compliance with corporate policies and procedures with respect to documentation and other dispatch and arrival recording requirements.

Liaises with plant operations to ensure that enough equipment is available for operational needs. Ensures that all shipping containers are properly identified and correctly stored in assigned holding areas through daily Quality reports.

Through daily monitoring and observation, provides feedback and makes recommendations to Area Transportation Network on optimal planning of tours.

Maintains employees' time and leave to ensure the accurate and timely pay for all employees.

Produces reports, resolves related data issues and performs other administrative tasks associated with a team leader role.

#### Qualifications

##### Education

High School diploma or provincial equivalent (GED) (Equivalent Experience may be accepted in lieu of a High School Diploma)

##### Experience

Minimum 1 year experience managing a team OR

Minimum 2 years' experience working within a unionized environment

Working knowledge of Microsoft Office (i.e., understand the major features of each software application)

##### Other Candidate Requirements

Not Applicable

##### Assets

Post-secondary degree/diploma

#### **How to Apply**

Click "Apply Now"