

COMPRESSED LIST OF TEAM SUPERVISOR DUTIES

The following is a compressed list of core Team Supervisor lists. It is provided as guidance to the members as to what duties should be performed as a follow-up to the Resolution of Team Supervisor Job Description Grievance. With the advent of an increasing number of off-site managers and some NCMs passing along managerial duties to their TSs, many members requested clarification. These are less descriptive than the duties stated in the Nav Canada Position Profile-Team Supervisor. Team Supervisors have no responsibility or authority with regard to discipline, insubordination or attendance as it relates to normal Labour Relations. Once again, if you have any questions about a particular duty being assigned to you, consult your regional Vice President

Shift supervision (Day to day functions, workload coordination, etc.)

Provide basic FSS job functions (AAS, FIC, IFSS)

Daily statistical recording (day end stats, 2322, 2320)

Recommend Leave

Provide meal and relief breaks (or ensure provision for)

Client liaison

Outside agency liaison

Coordinate and conduct site visits

Coordinate periodic medicals

Prepare shift schedules

EDR/Schedules administration duties

Maintain equipment customizations (MIDS, FWGS)

Proficiency Checks

Provide OJI guidance/coaching/help to staff

Maintain Training/Proficiency Files

Joel Fournier
Director, Labour Relations
ATS 2245 CAW