



## WAGE DATA

Rate Type / Statistical Type	Entry level	Mean	Experienced
Annual wage or salary	\$46,681	\$60,778	\$67,826
Hourly wage	\$22.44	\$29.22	\$32.61

## JOB DESCRIPTION

**First-Line Supervisors of Mechanics, Installers, and Repairers** - Directly supervise and coordinate mechanics, installers, and repairers.

## DUTIES

- Determine schedules, sequences, and assignments for work activities based on work priority, quantity of equipment, and skill of personnel.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Investigate accidents or injuries and prepare reports of findings.
- Monitor employees' work levels and review work performance.
- Requisition materials and supplies, such as tools, equipment, or replacement parts.
- Inspect, test, and measure completed work, using hand tools or gauges to verify conformance to standards or repair requirements.
- Conduct or arrange for worker training in safety, repair, or maintenance techniques, operational procedures, or equipment use.
- Develop, implement, or evaluate maintenance policies and procedures.
- Compute estimates and actual costs of factors such as materials, labor, or outside contractors.
- Examine objects, systems, or facilities and analyze information to determine needed installations, services, or repairs.

## TOOLS and TECHNOLOGY

Tools used in this occupation:

**Liquid penetrant examination equipment** — Dye penetrant equipment

**Plasma arc welding machine** — Plasma cutters

**Power drills** — Portable drills

**Spot welding machine** — Portable welding equipment

**Tape measures** — Measuring tapes

Technology used in this occupation:

**Database user interface and query software** — Database software, Microsoft Access, Recordkeeping software, Vehicle management software

**Electronic mail software** — Email software, Microsoft Outlook

**Enterprise resource planning ERP software** — Infor ERP SyteLine, SAP software, WorkTech MAXIMO

**Project management software** — ComputerEase software, HCSS HeavyBid, HCSS HeavyJob

**Spreadsheet software** — Microsoft Excel

## KNOWLEDGE

**Mechanical** — Knowledge of machines and tools including their designs, uses, repair, and maintenance.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security protection of people, data, property, and institutions.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software including applications and programming.

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

## SKILLS

**Management of Personnel Resources** — Motivating, developing, and directing people as they work - identifying the best people for the job.

**Monitoring** — Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

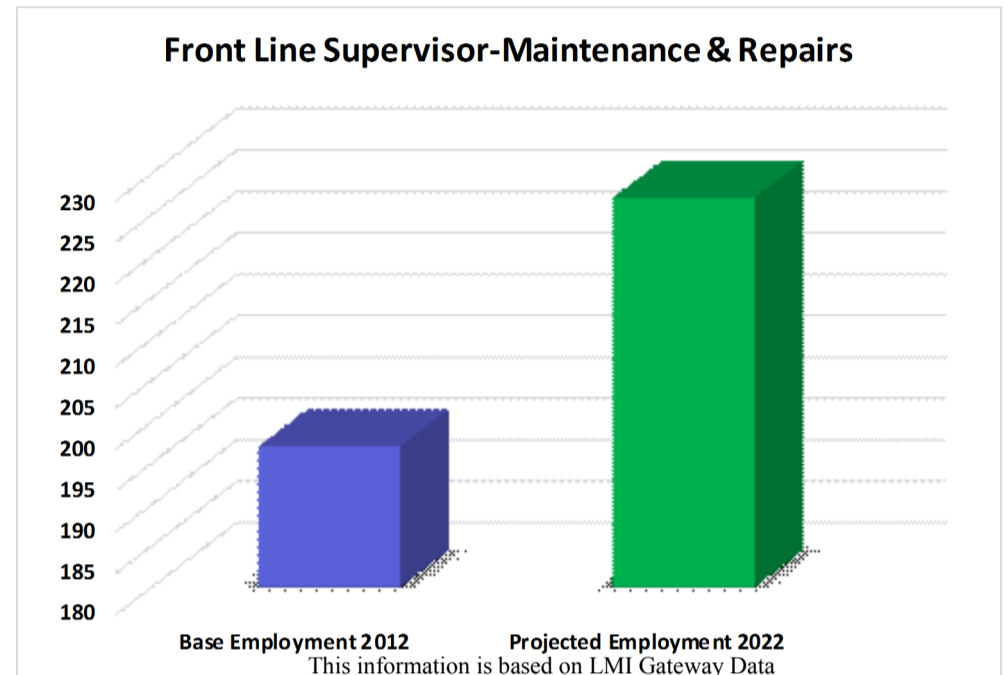
**Coordination** — Adjusting actions in relation to others' actions.

**Speaking** — Talking to others to convey information effectively.

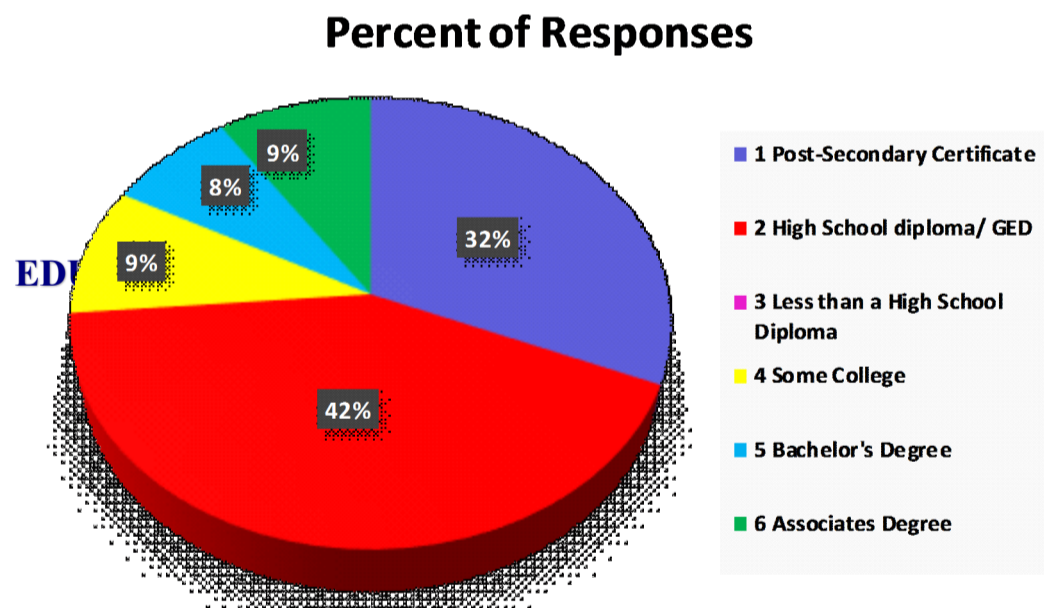
**Time Management** — Managing one's own time and the time of others.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

## EMPLOYMENT PROJECTION



The graph below shows the results of a national survey listing the most common required level of education for Front Line Supervisors.



## EDUCATION FOR THIS JOB

- 2014 Catalogue of Colorado Advanced Manufacturing Program and Skill Resources  
<http://www.coloradomanufacturingcareers.com/>
- Approved Colorado Community College Manufacturing Cluster education programs  
<http://www.coloradocommunitycolleges.com/go/programs/skilled-trades-technical-sciences/>  
<http://www.coloradocommunitycolleges.com/go/>
- Colorado Four Year Colleges and Universities  
<http://higher.ed.colorado.gov/academics/colleges/public4year.asp>
- Locations to Get Manufacturing Certificates  
<http://www.coloradomanufacturingcareers.com/>

