



WAGE DATA

Rate Type / Statistical Type	Entry level	Mean	Experienced
Annual wage or salary	\$57,477	\$60,159	\$65,900
Hourly wage	\$28.70	\$29.91	\$31.25

JOB DESCRIPTION

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.

DUTIES

- Enforce safety and sanitation regulations.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Inspect materials, products, or equipment to detect defects or malfunctions.
- Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.
- Keep records of employees' attendance and hours worked.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.

TOOLS and TECHNOLOGY

Tools used in this occupation:

Hard hats

Hazardous material protective apparel — Personal protective clothing

Notebook computers

Scanners — Laser scanners

Touch screen monitors — Operator terminals

Technology used in this occupation:

Electronic mail software — Email software, IBM Lotus Notes, Microsoft Outlook

Enterprise resource planning ERP software — Bowen & Groves M1 ERP, Retain Resource Planning, SAP software, Technology Group International Enterprise 21 ERP

Materials requirements planning logistics and supply chain software — Integrated materials management systems, Materials management software, QA Software QMS Materials Management

Project management software — HCSS HeavyJob, Total quality management TQM software

Time accounting software — Kronos Workforce Timekeeper, Timekeeping software, Work Technology WorkTech Time

KNOWLEDGE

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

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

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.

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.

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.

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

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

SKILLS

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.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

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

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

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

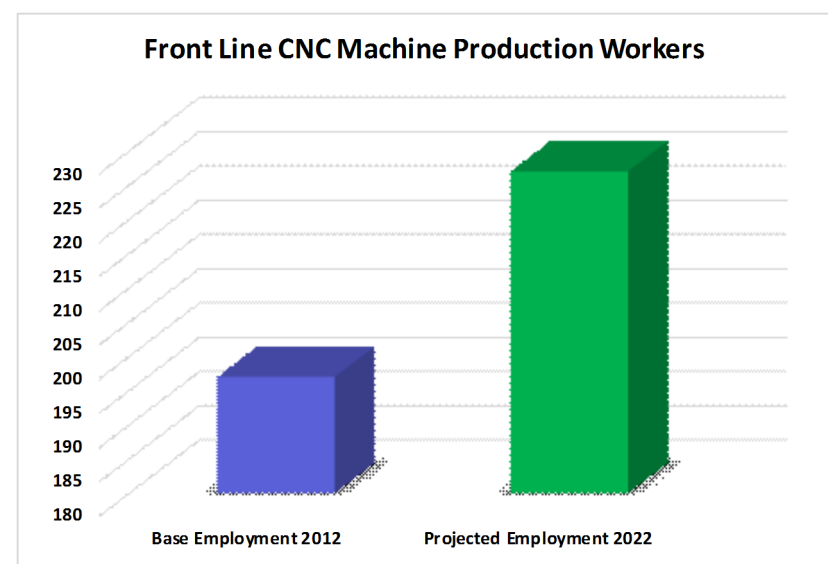
Time Management — Managing one's own time and the time of others.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

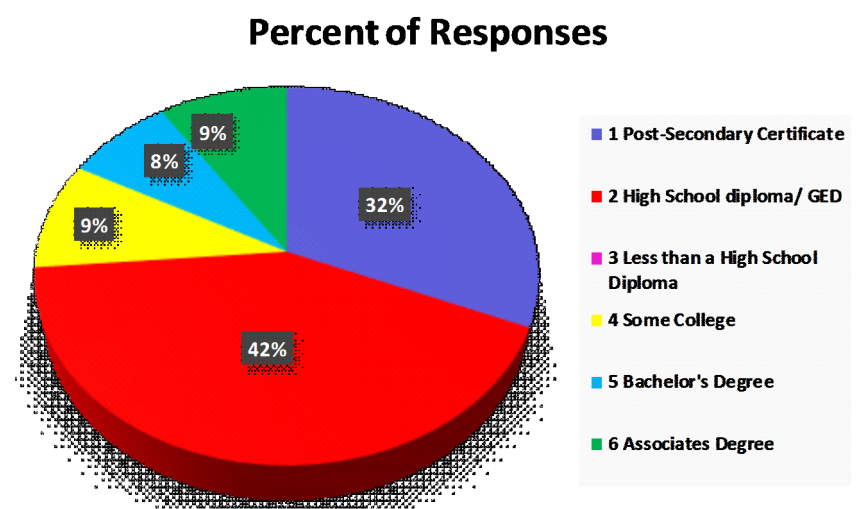
EMPLOYMENT PROJECTION



This information is based on LMI Gateway Data

EDUCATION

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/>

