

## Advanced Manufacturing - Logistics Technician

<b>Sector:</b> Advanced Manufacturing	<b>Occupation:</b> Logistics	<b>Credential(s):</b> MSSC

CareerWise Colorado (CWC) will introduce and support development of these **Career Ready competencies** throughout the apprenticeship (through boot camp, periodic CWC convening's, and training modules delivered by supervisors/coaches over time).

Career Ready Competencies		
<b>Entrepreneurial</b>	<b>Critical thinking and problem solving</b>	<input type="checkbox"/>
	<b>Creativity and innovation</b>	<input type="checkbox"/>
	<b>Inquiry</b>	<input type="checkbox"/>
	<b>Risk taking</b>	<input type="checkbox"/>
<b>Personal</b>	<b>Self-direction</b>	<input type="checkbox"/>
	<b>Adaptability and flexibility</b>	<input type="checkbox"/>
	<b>Self-management</b>	<input type="checkbox"/>
<b>Civic/Interpersonal</b>	<b>Collaboration and teamwork</b>	<input type="checkbox"/>
	<b>Communication</b>	<input type="checkbox"/>
	<b>Global and cultural awareness</b>	<input type="checkbox"/>
	<b>Ethics and integrity</b>	<input type="checkbox"/>
<b>Professional</b>	<b>Core Academic Foundation</b>	<input type="checkbox"/>
	<b>Time management</b>	<input type="checkbox"/>
	<b>Grit and resilience</b>	<input type="checkbox"/>
	<b>Work ethic</b>	<input type="checkbox"/>
	<b>Self-advocacy</b>	<input type="checkbox"/>

## Technical Competencies

For each competency, use the letter X to indicate whether each competency can be taught and evaluated on the job.

Number	Technical Competencies of the Occupation Pathway
	<b>Shipping, Receiving, and Traffic Clerks</b>
<input type="checkbox"/> 1	Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.
<input type="checkbox"/> 2	Record shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, or recordkeeping purposes.
<input type="checkbox"/> 3	Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
<input type="checkbox"/> 4	Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or non conformance to specifications.
<input type="checkbox"/> 5	Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
<input type="checkbox"/> 6	Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
<input type="checkbox"/> 7	Deliver or route materials to departments using hand truck, conveyor, or sorting bins.
<input type="checkbox"/> 8	Requisition and store shipping materials and supplies to maintain inventory of stock.
<input type="checkbox"/> 9	Determine shipping methods, routes, or rates for materials to be shipped.
<input type="checkbox"/> 10	Compute amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list.
<input type="checkbox"/> 11	Compare shipping routes or methods to determine which have the least environmental impact.

<input type="checkbox"/> 12	Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
<b>Stock Clerks</b>	
<input type="checkbox"/> 13	Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
<input type="checkbox"/> 14	Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
<input type="checkbox"/> 15	Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
<input type="checkbox"/> 16	Receive and count stock items, and record data manually or using computer.
<input type="checkbox"/> 17	Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
<input type="checkbox"/> 18	Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
<input type="checkbox"/> 19	Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
<input type="checkbox"/> 20	Provide assistance or direction to other stockroom, warehouse, or storage yard workers.
<input type="checkbox"/> 21	Dispose of damaged or defective items, or return them to vendors.
<input type="checkbox"/> 22	Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
<input type="checkbox"/> 23	Recommend disposal of excess, defective, or obsolete stock.

<input type="checkbox"/> 24	Keep records on the use or damage of stock or stock-handling equipment.
<input type="checkbox"/> 25	Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
<input type="checkbox"/> 26	Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
<input type="checkbox"/> 27	Compile, review, and maintain data from contracts, purchase orders, requisitions, and other documents to assess supply needs.
<input type="checkbox"/> 28	Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
<input type="checkbox"/> 29	Determine sequence and release of back orders according to stock availability.
<input type="checkbox"/> 30	Confer with engineering and purchasing personnel and vendors regarding stock procurement and availability.
<input type="checkbox"/> 31	Purchase new or additional stock, or prepare documents that provide for such purchases.
<input type="checkbox"/> 32	Advise retail customers or internal users on the appropriateness of parts, supplies, or materials requested.
<b>Procurement Clerks</b>	
<input type="checkbox"/> 33	Perform buying duties when necessary.
<input type="checkbox"/> 34	Prepare purchase orders and send copies to suppliers and to departments originating requests.
<input type="checkbox"/> 35	Compare suppliers' bills with bids and purchase orders to verify accuracy.
<input type="checkbox"/> 36	Prepare, maintain, and review purchasing files, reports and price lists.

<input type="checkbox"/> 37	Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.
<input type="checkbox"/> 38	Review requisition orders to verify accuracy, terminology, and specifications.
<input type="checkbox"/> 39	Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
<input type="checkbox"/> 40	Calculate costs of orders, and charge or forward invoices to appropriate accounts.
<input type="checkbox"/> 41	Maintain knowledge of all organizational and governmental rules affecting purchases and provide information about these rules to organization staff members and to vendors.
<input type="checkbox"/> 42	Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
<input type="checkbox"/> 43	Track the status of requisitions, contracts, and orders.
<input type="checkbox"/> 44	Respond to customer and supplier inquiries about order status, changes, or cancellations.
<input type="checkbox"/> 45	Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
<input type="checkbox"/> 46	Train and supervise subordinates and other staff.
<input type="checkbox"/> 47	Approve and pay bills.
<input type="checkbox"/> 48	Monitor contractor performance, recommending contract modifications when necessary.
<input type="checkbox"/> 49	Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.

<input type="checkbox"/> 50	Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
<b>Production, Planning, and Expediting Clerks</b>	
<input type="checkbox"/> 51	Distribute production schedules or work orders to departments.
<input type="checkbox"/> 52	Review documents, such as production schedules, work orders, or staffing tables, to determine personnel or materials requirements or material priorities.
<input type="checkbox"/> 53	Requisition and maintain inventories of materials or supplies necessary to meet production demands.
<input type="checkbox"/> 54	Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.
<input type="checkbox"/> 55	Confer with department supervisors or other personnel to assess progress and discuss needed changes.
<input type="checkbox"/> 56	Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, or engineering.
<input type="checkbox"/> 57	Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays.
<input type="checkbox"/> 58	Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
<input type="checkbox"/> 59	Record production data, including volume produced, consumption of raw materials, or quality control measures.
<input type="checkbox"/> 60	Calculate figures, such as required amounts of labor or materials, manufacturing costs, or wages, using pricing schedules, adding machines, calculators, or computers.
<input type="checkbox"/> 61	Compile information, such as production rates and progress, materials inventories, materials used, or customer information, so that status reports can be completed.

<input type="checkbox"/> 62	Compile and prepare documentation related to production sequences, transportation, personnel schedules, or purchase, maintenance, or repair orders.
<input type="checkbox"/> 63	Maintain files, such as maintenance records, bills of lading, or cost reports.
<input type="checkbox"/> 64	Contact suppliers to verify shipment details.
<input type="checkbox"/> 65	Plan production commitments or timetables for business units, specific programs, or jobs, using sales forecasts.
<input type="checkbox"/> 66	Establish and prepare product construction directions and locations and information on required tools, materials, equipment, numbers of workers needed, and cost projections.
<input type="checkbox"/> 67	Provide documentation and information to account for delays, difficulties, or changes to cost estimates.
<b>Technology-related Competencies</b>	
<input type="checkbox"/> 68	Use Microsoft Office software products, especially Excel, as needed.
<input type="checkbox"/> 69	Use accounting, scheduling, and database software as needed.