

## COMPETENCY-BASED OCCUPATIONAL FRAMEWORK FOR REGISTERED APPRENTICESHIP

# Industrial Manufacturing Technician

ONET Code: [17-3029.09](#)

RAPIDS Code: [2031 HY](#)

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*Updated:*

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# Work Process Schedule

## Job Functions and Competencies

WORK PROCESS SCHEDULE		ONET Code: 17-3029.09	
Industrial Manufacturing Technician		RAPIDS Code: 2031 HY	
<b>JOB TITLE:</b>			
<b>LEVEL:</b>		<b>SPECIALIZATION:</b>	
STACKABLE PROGRAM <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>BASE OCCUPATION NAME:</b>			
<b>Company Contact: Name</b>			
<b>Address:</b>		<b>Phone</b>	<b>Email</b>
<b>Apprenticeship Type:</b> <input type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid		<b>Prerequisites</b>	
<b>JOB FUNCTION 1: Protect self and other workers from accidents and injuries</b>			
Competencies	Core or Optional	RTI	OJT
A. Follow employer safety requirements, including the consistent and proper use of protective clothing and personal safety devices	Core		
B. Maintain a clean and orderly workplace, storing chemicals and corrosive or combustible materials properly and disposing of waste products according to company policies and local/federal laws and regulations	Core		
C. Use, store and maintain hand-tools properly to eliminate trip hazards, injury, electrocution or damage	Core		
D. Lift supplies and materials using proper body mechanics and assistive devices, such as hoists, lifts, forklifts and straps	Core		

E. Report and respond promptly, safely and appropriately to emergency or hazard situation and troubleshoot any issues that may arise	Core		
F. Use lock-out/tag-out procedures when working with appropriate tools and equipment	Core		
<b>JOB FUNCTION 2: Accurately and properly interpret production specifications in order to set up/plan for production run</b>			
<b>Competencies</b>	<b>Core or Optional</b>	<b>OJT</b>	<b>RTI</b>
A. Outline operational sequence and steps in production process; identify points of transition between different employees or machines in the production area and impact on downstream production	Core		
B. Identify and obtain the appropriate raw materials for use in production	Core		
C. Obtain the necessary tools for performing the production run (such as tools to set up or modify equipment or to prepare or finish production materials)	Core		
D. Set up or program machine according to manufacturer's and/or employer's specifications, seeking support of a qualified programmer or maintenance technician when utilizing appropriate notification procedures	Core		
E. Set up production run based on recommended run time, production intervals, inspection intervals or production requirements	Core		
F. Coordinate production run with others based on supply requirements, product transition and inspection needs, or employer priorities	Core		
G. Notify appropriate individual of concerns regarding production plans, access to raw materials, run time or potential delays in production timing or production quantity/quality	Core		

**JOB FUNCTION 3: Set up, inspect and adjust production equipment prior to the full production run**

Competencies	Core or Optional	OJT	RTI
A. Set up production equipment to meet production specifications	Core		
B. Inspect production equipment and surrounding work area	Core		
C. Adjust production equipment to meet and maintain production specifications	Core		
D. Notify appropriate individual of potential problems with equipment or machine function, need for routine maintenance, or concerns about unusual sounds, vibrations, smells or production errors	Core		

**JOB FUNCTION 4: Operate production equipment according to production schedule and protocols and meeting all safety requirements**

Competencies	Core	OJT	RTI
A. Maintain a neat and orderly work-space ensuring that work area is properly marked or cordoned off and eliminating or flagging potential trip hazards created by production materials or products	Core		
B. Plan an appropriate production schedule taking into account availability of raw materials and production capacity of equipment/machines	Core		
C. Utilize raw materials properly, using protective gear and lifting devices as necessary	Core		
D. Use personal protection devices as necessary and maintain proper ergonomic positioning relative to equipment or machines, raw materials and production products	Core		
E. Document run specifications, adjustments, output and quality assurance checks	Core		
F. Apply emergency stop procedures when necessary to avoid personal injury, damage to machinery or facilities, or spoilage of production run	Core		
G. If emergency stop procedures are employed, begin troubleshooting procedures to fix the equipment, including documenting issues with equipment and the production run			

**JOB FUNCTION 5: Produce products that meet or exceed quality, volume and cost requirements**

Competencies	Core	OJT	RTI
A. Observe production rate as compared to scheduled or projected rate, quantity or volume, and modify as necessary; notify appropriate individual of potential delays, under-production or potential additional capacity	Core		
B. Monitor production quality, including the inspection of parts and products, and troubleshoot if necessary to improve quality and accuracy	Core		
C. Perform product finishing according to production protocols	Core		
D. Document appropriate information, such as product quality parameters, lot numbers or other relevant information	Core		
E. Clearly and openly communicate concerns about quality or quantity of production with appropriate individual and colleagues in the production chain	Core		
F. Adjust to changes in production requirements of schedule	Core		

**JOB FUNCTION 6: Shut down, disassemble, and maintain equipment according to manufacturer's and employer's recommendations and protocols**

Competencies	Core	OJT	RTI
A. Shut down equipment according to manufacturer's instructions or employer's protocols	Core		
B. Engage emergency shut-down procedures when necessary	Core		
C. Disassemble equipment and components	Core		
D. Clean up tooling, equipment and work spaces	Core		
E. Sanitize equipment according to applicable standards	Core		
F. Note and troubleshoot needed maintenance or repair services and inform appropriate individual or department, if necessary	Core		
G. Follow preventive maintenance schedule and document	Core		

**JOB FUNCTION 7: Contribute to the business goals of the organization through continuous improvement and professional development**

Competencies	Core	OJT	RTI
A. Determine the impact of production time, material supply, quality and quantity on the business goals of the employer, its supply chain and its customers	Core		
B. Understand the proprietary nature of materials and how it relates to the business goals and functions	Core		
C. Makes constructive suggestions regarding ways to improve the production process, workplace efficiencies or cost control	Core		
D. Participates in cross training activities to expand knowledge and skill set	Core		
E. Helps others learn about the business, the specifics of production and the connection between production and business goals	Core		
F. Participates in the calculation of costs and revenue, as related to production and business goals	Core		