

Work Process Schedule

WORK PROCESS SCHEDULE ¹		O*NET-SOC Code: 17-3029.09	
Industrial Manufacturing Technician (Alternate Title: Manufacturing Production Technician)		RAPIDS Code: 2031CB	
Job Title			
Level:		Specialization:	
Stackable Program ___yes ___no			
Base Occupation Name:			
Company Contact:			
Address:		Phone:	Email:
Apprenticeship Type: ___Competency-Based ___Time-Based ___Hybrid		Prerequisites:	
JOB FUNCTION 1: Protect self and other workers from accidents and injuries			
Competencies	Core or Optional	OJT	RTI
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		

¹ See full framework for certifications and occupational pathways, cross-cutting competencies, and detailed job functions at <https://www.dol.gov/cgi-bin/leave-dol.asp?exiturl=https://www.urban.org/policy-centers/center-labor-human-services-and-population/projects/competency-based-occupational-frameworks-registered-apprenticeships&exitTitle=www.urban.org>.

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 hazardous situations and troubleshoot any issues that may arise	Core		
F. Use lock-out/tag-out procedures when working with appropriate tools and equipment	Core		

JOB FUNCTION 2: Accurately and properly interpret production specifications in order to set up/plan for production run

Competencies	Core or Optional	OJT	RTI
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 or Optional	OJT	RTI
A. Maintain a neat and orderly workspace, 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	Core		

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

Competencies	Core or Optional	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, underproduction, 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 or Optional	OJT	RTI
A. Shut down equipment according to manufacturer's instructions or employer's protocols	Core		
B. Engage emergency shutdown 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 or Optional	OJT	RTI
A. Determine the impact of production time, material supply, and 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. Make constructive suggestions regarding ways to improve the production process, workplace efficiencies, or cost control	Core		

D. Participate in cross training activities to expand knowledge and skill set	Core		
E. Help others learn about the business, the specifics of production and the connection between production and business goals	Core		
F. Participate in the calculation of costs and revenue, as related to production and business goals	Core		