## Skill Sets by Job Category

For each listed skill, check the first box for preferred &/or required skills at this level and check the second box if that particular skill is a lacking or problem skill area at this level.

### Education Required

**Job Category**

<table>
<thead>
<tr>
<th>Education Required</th>
<th>Preferred</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL: (Circle One)</td>
<td></td>
<td></td>
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<tr>
<td>BASIC</td>
<td></td>
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<tr>
<td>INTERMEDIATE</td>
<td></td>
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<tr>
<td>ADVANCED</td>
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</tbody>
</table>

**Process Control/Improvement**

- **Awareness of:**
  - Contribution to profit/loss
  - Impact to customer satisfaction

- **Ability to:**
  - Interpret & use production flow charts
  - Interpret test data per stated specifications
  - Commit to continuous improvement
  - Perform SPC
  - Conduct safety audits or inspections
  - Determine root causes of problems

**Manufacturing Skills**

- **Ability to:**
  - Identify & know use of basic hand tools
  - Identify & know use of power tools
  - Identify & know use of basic manual machine tools (i.e. drill press, band saw)
  - Identify & know use of advanced manual machine tools (i.e. mill, lathe, surface grinder)
  - Understand production materials
  - Understand manufacturing process flow
  - Use & interpret blueprints
  - Read & interpret equipment or process gauges
  - Use production fixtureing devices
  - Design production fixtureing devices
  - Operate, start & stop production equipment
  - Perform equipment calibration & inspection
  - Diagnose & describe equipment malfunctions
  - Trouble shoot & repair equipment
  - Understand & use production delivery/ scheduling requirements
  - Operate manual mtrl handling equipment (manual hi-lift, crane, pulley)
  - Operate automated/fuel powered mtrl handling equipment (powered hi-lift)

**Management/Supervision**

- **Ability to:**
  - Perform employee evaluations
  - Manage multiple mfg functions or operations
  - Manage multiple mfg personnel
  - Maintain budget control
  - Perform cost-benefit analysis
  - Understand industrial ergonomics

**Math/Measurement**

- **Ability to perform:**
  - Graph interpretation
  - Selection of measurement tools
  - Precise measurement
  - Calculation with calculator
  - Calculation without calculator
  - US metric conversions/calculation
  - Fractional & decimal conversions/calculations

**Computer Skills**

- **Ability to use:**
  - Windows XP, 2000, etc...
  - Word-processing software (i.e. Word)
  - Spreadsheet software (i.e. Excel)
  - Database software (i.e. Access)
  - Computer network design software (i.e. Visio, etc.)
  - Company specific software/programs (i.e. Inventory, Maint. scheduling, etc...)

**Communication/Teamwork**

- **Skill with:**
  - Verbal communication internally
  - Verbal communication with customers
  - Written communication internally
  - Written communication with customers

**Workplace Skills**

**Must be:**

- Punctual/Reliable (attendance)
- Appropriately dressed and practice good hygiene
- Polite & respectful
- Able to complete tasks on time & accurately
- Able to follow directions & procedures
- Able to accept constructive criticism
- Truthful & honest
- Able to plan & organize w/o supervision
- Capable of learning new skills
- Enthusiastic in attitude toward work
- Capable of moderate lifting (25# or ↓)
- Capable of heavy lifting (↑ 25#)
- Manually dexterous
- Able to keep accurate time & job accounting records

**Special Notes:**

- Perform advanced manufacturing functions using:
  - CAM systems
  - CNC mill or lathe for interfacing
  - CNC mill or lathe for programming
  - PLC’s for interfacing
  - PLC’s for programming
  - Lasers
  - Welders
  - Robotics (production or mtrl. handling)
  - Electronic gauges, meters or instruments
  - Instrumentation installation
  - Instrumentation troubleshooting
  - Computer Networking
  - Computer Programming

**WFD Questions:**

- Do you need more employees at this level? **yes** **no**
- If yes, describe type, number, and time:
  - Replacement No. __________, by when? __________ (months)
  - New No. __________, by when? __________ (months)
  - Difficult to find people at this level? **yes** **no**
  - Difficult to find training for this level? **yes** **no**
  - Do you promote internally into this position? **yes** **no**
  - Sometimes interested in co-ops or student internships at this level? **yes** **no**

**Last Modified:** June 18, 2007

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