

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

PRODUCTION SUPERINTENDENT (any industry)

DOT: 183.117-014 SVP 8

Job Description: Directs and coordinates through subordinate supervisory personnel, activities concerned with production of company product(s), utilizing knowledge of product technology, production methods and procedures, and capabilities of machines and equipment. *Physical Demands* - Light lifting, carrying, or moving (up to 20 lbs); *General Educational Development* - R5 M4 L4; *Aptitudes* - Above average General Learning Ability, Verbal - Average Numerical, Spatial, Form Perception and Clerical Perception.

1. Can demonstrate a thorough understanding of the basic principles of sales and marketing, economics and accounting, and administration and management. (R, IN, I, S)
2. Can demonstrate thorough knowledge of company specific product technology, production methods and procedures, and capabilities of machines and equipment on site. (R, IN, S, T) .
3. Can demonstrate ability to establish appropriate production and quality control standards. (R, IN, I, S)
4. Can demonstrate ability to develop appropriate budgets and approve expenditures for supplies, materials, and human resources. (R, IN, S)
5. Can demonstrate ability to initiate and coordinate appropriate inventory and cost control programs. (R, IN S)
6. Can demonstrate ability to establish appropriate production priorities for products using cost factors. (R, IN, I, S)
7. Can demonstrate ability to accurately review processing schedules and production orders to determine staffing requirements, work procedures, and duty assignments. (R, IN, I, S)
8. Can demonstrate ability to plan, organize, direct, control, and coordinate activities of production staff. (R, IN, I, S)
9. Can demonstrate ability to appropriately monitor production run to make sure that it stays on schedule, and can correct any problems that may arise. (R, IN, S, T)
10. Can demonstrate ability to examine samples of raw products or direct testing during processing to ensure finished product(s) conform to prescribed quality standards. (R, IN, S, T)
11. Can demonstrate ability to appropriately review and analyze production, quality control, maintenance, and other operational reports to detect production problems and determine causes of nonconformity with product specifications. (R, IN, S, T)
12. Can demonstrate ability to develop and recommend operating methods and procedures to eliminate operating problems and improve quality. (R, IN, S, T)
13. Can demonstrate ability to coordinate and recommend appropriate procedures for facility and equipment maintenance or modification. (R, IN, S, T)
14. Can demonstrate ability to direct preparation of directives outlining policy, program, or operation changes to be implemented. (R, IN, S, T)
15. Can demonstrate ability to prepare and maintain accurate production reports and personnel records. (R, IN, S)
16. Can demonstrate ability to review organizational plans and confer with research and support staff to develop new products and processes or improve quality of existing products. (R, IN, I, S, T)
17. Can demonstrate ability to plan and develop sales or promotional programs for products in new and existing markets. (R, IN, I, S)
18. Can demonstrate ability to direct and coordinate distribution of products manufactured. (R, IN, I, S)

19. **Can demonstrate ability to appropriately promote organization in industry, manufacturing, or trade associations. (R, IN, I, S)**
20. **Can demonstrate ability to interpret and oversee directives for plant health and safety specifications. (IN, T)**
21. **Can demonstrate ability to appropriately analyze and implement activities related to environmental compliance standards. (IN, T)**
22. **Can demonstrate ability to use a computer for scheduling, planning, and coordination, or for other company specific purposes. (R, IN, S, T)**
23. **Can demonstrate ability to appropriately hire and discharge staff. (R, I, S)**
24. **Can demonstrate ability to appropriately inspect personnel performance for quality and quantity. (R, I)**
25. **Can demonstrate ability to implement staff training programs. (R, I, S)**
26. **Can demonstrate ability to appropriately resolve personnel grievances. (R, I, S)**
27. **Can demonstrate ability to coordinate activities of divisions or departments in large organizational structure. (R, IN, I, IN)**
28. **Can demonstrate ability to coordinate customer relations. (R, I)**
29. **Can demonstrate excellent oral and written communication skills. (R, I)**
30. **Can demonstrate ability to deal with people beyond giving and receiving instructions. (I)**
31. **Can demonstrate ability to work under pressure to meet schedule deadlines or handle emergency situations. (R, I)**