

## APPENDIX A

### Logistics Engineering Technology

**Job Description From the Industry  
Compression Planning & Storyboarding  
Session of 02-09-2015**

**Overview**

The job description of a Logistics Engineering Technician is the combination Core Knowledge, Technical Knowledge, General Knowledge, and Workplace Dispositions.

**Core Knowledge**

**Technical Knowledge**

1. Accounting and Finance
2. Communication
3. Information Technology
4. Leadership
5. Logistics

- A. Industrial Engineering Technology
- B. Electro-mechanical Engineering Technology

1. Accounting and Finance Core Competencies

- |             |   |
|-------------|---|
| <b>1.01</b> | Understand basic accounting and finance terminology         |
| <b>1.02</b> | Apply managerial and cost accounting concepts in daily work |
| <b>1.03</b> | Conduct return on investment analysis                       |
| <b>1.04</b> | Employ inventory and inventory controls                     |
| <b>1.05</b> | Formulate and use key performance indicators                |

2. Communication Core Competencies

- |             |   |
|-------------|---|
| <b>2.01</b> | Use appropriate interpersonal communications              |
| <b>2.02</b> | Utilize effective oral and written presentation skills    |
| <b>2.03</b> | Interpret data and translate to co-workers and supervisor |

3. Information Technology Core Competencies

- |             |   |
|-------------|---|
| <b>3.01</b> | Be proficient with the Microsoft Office software suite  |
| <b>3.02</b> | Operate a labor management system   |
| <b>3.03</b> | Operate a warehouse management system   |
| <b>3.04</b> | Conduct data mining and analysis  |
| <b>3.05</b> | Depict results of data mining into a report   |
| <b>3.06</b> | Extract data from a programmable logic controller and analyze results                             |
| <b>3.07</b> | Use data identification systems including barcodes and RFID (radio frequency identification) tags |

4. Leadership Core Competencies	
<b>4.01</b>	Achieve key performance indicators of the employer
<b>4.02</b>	Achieve key performance indicators of immediate customers
<b>4.03</b>	Serve as liaison between the operations team, equipment and space
<b>4.04</b>	Conduct “what if” analyses of multiple scenarios
<b>4.05</b>	Serve as a project manager
5. Logistics Core Competencies	
<b>5.01</b>	Understand the full spectrum of supply chain management
<b>5.02</b>	Manage the deployment of material handling equipment
A. Industrial Engineering Technology Skills	
<b>A-01</b>	Troubleshoot and resolve issues with unfamiliar processes
<b>A-02</b>	Understand basic capabilities and uses of simulations
<b>A-03</b>	Review vendor specifications
<b>A-04</b>	Use basic AutoCAD software functions
<b>A-05</b>	Adhere to safety concepts in operations and materials handling
<b>A-06</b>	Be aware of the regulatory environment (codes, permits, etc.)
<b>A-07</b>	Apply ergonomics concepts within daily work
<b>A-08</b>	Conduct fundamental work measurement and time study
<b>A-09</b>	Adopt continuous process improvement to discover and resolve problems
<b>A-10</b>	Optimize resources (machines, technology, space, funding) within an environment
<b>A-11</b>	Review facility layouts for optimization
<b>A-12</b>	Design the optimal process for moving products
<b>A-13</b>	Understand the impacts of process on operations and equipment
<b>A-14</b>	Assist with the conceptual design and execution of processes
<b>A-15</b>	Exercise effective decision-making
B. Electro-mechanical Engineering Technology Skills	
<b>B-01</b>	Understand the use and programming of programmable logic controllers
<b>B-02</b>	Recognize the fundamentals of machine control

<b>B-03</b>	Use warehouse control systems
<b>B-04</b>	Understand basic IT networking for the location of data drops
<b>B-05</b>	Operate barcode scanners
<b>B-06</b>	Operate industrial electricity controllers
<b>B-07</b>	Be aware of the basics of heating, ventilating, and air conditioning within a warehouse
<b>B-08</b>	Apply basic facilities management principles
<b>General Knowledge</b>	
GN-01 Basic mathematics (including algebra, geometry, and statistics)	GN-07 Manage vendor relationships
GN-02 Customer service	GN-08 Problem-solving
GN-03 Customer focus	GN-09 Project team skills
GN-04 Cultural diversity and respect	GN-10 Read and interpret facility drawings
GN-05 Expectation for continued personal and professional growth and development	GN-11 Time management
GN-06 High ethical standards	GN-12 Work independently but knows when to reach out for direction and assistance
<b>Workplace Dispositions</b>	
WD-01 Common sense	WD-12 Personable
WD-02 Appropriate dress	WD-13 Proactive
WD-03 Attention to detail	WD14 Positive
WD-04 Confident	WD15 Punctual
WD-05 Dedicated	WD-16 Resourceful
WD-06 Efficient	WD17 Team player
WD-07 Energetic	WD18 Thorough
WD08 Flexible	WD19 Trustworthy
WD09 Good hygiene	WD20 Willing to ask questions
WD10 Honest	WD21 Willing to change
WD-11 Motivated	WD22 Work unsupervised
<b>Desired Credentials</b>	
DC01 Six Sigma	
DC02 Lean	
DC03 Project Manager Certification	
DC04 American Production Inventory Control (APICS Certification for personnel in operations):	
A. Certified in Production and Inventory Management (CPIM)	
B. Certified Supply Chain Professional (CSCP)	

DC05 MOST (Maynard Operation Sequence Technique) Work Measurement which is a pre-engineered time standards credential from Maynard—an international consulting, software, and training company	
DC06 SCPro™ a three-level certification that offers global supply chain management professionals offered by the Council of Supply Chain Management Professionals	
<b>Specialized Equipment used by Logistics Engineering Technicians</b>	
SE-01 Storage rack systems	
SE-02 Mobile materials moving equipment	
SE-03 Conveyor systems	
SE-04 Box handling cranes and robots	
SE-05 Mobile computing technology	
<b>Next-Generation Technologies</b>	
NG01 In general, any technology that enables the compression of supply chain timelines	
NG02 Voice Control and voice direction of systems	
NG03 Pick or Pack to Light	
NG04 Use of mobile communications technologies to increase efficiency	
NG05 Real-time system processing of automated systems	
NG06 Automated guided vehicles	
NG07 3D printing	
NG08 Expanded use of robotics	
NG09 Cloud computing	
NG10 Reduction of resource utilization (green focus, energy efficiency, labor efficiency)	
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