

MICHIGAN FOOD SYSTEM COMPETENCY PROFILES

Agriculture, Food Processing,
and Distribution Occupations



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Introduction

Methodology

These competency profiles were developed by the Corporation for a Skilled Workforce (CSW) using research on specific Food System occupations and analysis of employer demand data. Employer job postings from Michigan and national datasets were reviewed to identify the job functions and competencies. These profiles focus on the occupational competencies typically required to perform the work, outlining the key functions and skills that workers need to be successful in each role.

These profiles can support curriculum development, career navigation, and employer hiring by providing clear, actionable information about the competencies associated with these occupations. Learners and workers can also use these tools to better understand career opportunities aligned to their existing skills and to identify and communicate competencies they have developed through current or past work experiences.

Competency General Functions

For each occupational profile, relevant 'General Functions' were selected from the functions table (page 4) based on information gathered from the listed sources. This alignment clarifies what a person should know and be able to do to meet job requirements.

The function/competency alignment in the table below can be used in several ways:

1. To provide competency information to a job seeker
2. To build a more robust competency-based job description
3. To assess readiness for the job
4. To assess current training needs/upskilling
5. To align job competencies with learning outcomes found in educational and training programs and with credentials associated with those programs.

General Functions	Related Support Functions (Examples)
Design, Product Development, Reading and Interpretation	Mechanical, Electrical, Software and Industrial, Aesthetics, Ergonomics, User Interfaces, Blueprint, Schematics, Manuals
Customer/Client/Patient/Partner Relationships and or Services	Networking, Customer Service, Customer/Patient Care, Partner Development
Equipment	Acquisition, Handling, Installation, Maintenance and Repair, Operation
Facilities Management	Personnel/Customer Support, Space Utilization, Process Management (e.g. Emergency Protocol), Upkeep and Improvement, Technology Integration
Financial Management	
Information Communication/Data Management	Database Management Systems, Database Development, Hardware and Software Installation, Hardware and Software Maintenance, Web Hosting, Privacy and Data Protection
Marketing/Sales	Prospecting/Networking, Product Knowledge, Data Analysis, Upselling and Cross-selling, Negotiating, Relationship Building
Operations/Organizational Management	Cross Walks with Information Management Systems, Production, Product Design, Quality Control, Supply Chain Management, Operational Management
Production	Automation/Robotics, Product Life Cycle Management, Modeling, Simulation, Virtual Prototyping, Quality Control
Project Management	Activity/Resource Planning, Team Organization, Team Motivation, Time Management, Budget Development, Cost Estimation, Customer Satisfaction, Risk Management, Progress Monitoring, Reports and Records
Quality Management	Policy, Planning, Assurance, Control, Improvement.
Safety	Personal (PPE), Facility, Equipment, Product, Personnel, Customer, Patient
Security	Cyber, Data, Personal, Facility, Personnel
Supply Chain Management/Distribution (Intake, Process, Retrieval)/Logistics	Automation, Transportation, Warehousing, Storage and Retrieval Systems, Programmable Logic Controllers, Radio Frequency Identification, Sensors, Scanners, Robotics
Record Keeping	Collect, Store, Extract, Process and Maintain Information, Search and Retrieve Files, Maintain Privacy
Regulation and Policies, Procedures Protocols	Federal, State, Local, Organizational, Departmental, Licensing, Procedural
Talent Management/Personnel	Staff, HR Systems, Training, Development
Troubleshooting/Analysis/Risk Management	Laboratory, Specimen, Data, Diagnosis

Agricultural Equipment Operators

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

No credentials or experience needed.

Related Titles

Farm Equipment Operators

Pplant Equipment Operators

Equipment Operators



General Function	Competencies
Equipment	Operates agricultural equipment by monitoring the effects of speed, acceleration, cornering, height, attachment configuration, grades/ramps, and load security to prevent accidents and product damage.
	Identifies the main components of the lift truck, with emphasis on the lifting and handling systems and their basic functions, to support safe operation and pre-use inspections.
	Performs pre-operational checks (circle checks) using Manufacturer's Specifications to identify defects or safety concerns before operating equipment.
	Refuels and recharges equipment following established fueling procedures and safety protocols to maintain operational readiness and prevent fuel-related incidents.
	Performs pre-trip and post-trip inspections by systematically checking vehicle and equipment systems before and after each shift to identify defects and confirm readiness for continued use.
	Maintains accessory equipment by inspecting, cleaning, and servicing attachments and tools following established maintenance schedules to ensure they remain in safe and functional working condition.
	Monitors machinery operation by observing and listening for unusual sounds, vibrations, or performance changes to detect malfunctions early and prevent equipment damage or failure.
	Manipulates controls to set, activate, and adjust mechanisms on machinery following equipment-specific operating procedures to achieve required performance and output.
	Operates and tends agricultural production equipment including tractors, combines, and irrigation systems following manufacturer guidelines and operational procedures to complete field tasks efficiently and safely.
	Adjusts, repairs, and services farm machinery and notifies supervisors when malfunctions are detected to minimize downtime and prevent further equipment damage.
	Attaches farm implements including plows, discs, sprayers, and harvesters to tractors using bolts and hand tools following attachment specifications to ensure secure and properly aligned connections.

	Loads hoppers, containers, and conveyors to feed machines with product using forklifts, transfer augers, suction gates, shovels, or pitchforks to maintain continuous and efficient machine operation.
	Operates towed machines including seed drills and manure spreaders to plant, fertilize, dust, and spray crops following application rate specifications and field plans.
	Walks beside or rides on planting machines while inserting plants into planter mechanisms at specified intervals to ensure consistent plant spacing and stand establishment.
	Drives trucks to haul crops, supplies, tools, and farm workers to and from field locations following safe driving and load securement procedures.
	Assembles and adjusts the appropriate combination of farm implements by selecting, attaching, and configuring equipment to match the specific requirements of each field operation.
	Identifies equipment problems in a timely manner by monitoring performance indicators and reporting or addressing issues promptly to minimize downtime and prevent further failure.
	Performs maintenance, repairs, adjustments, and safety inspections on equipment and implements following established schedules and procedures to sustain reliable and safe operation.
	Performs daily preventive maintenance including replenishing grease points and fluid levels on equipment and implements to reduce wear and prevent mechanical failures.
	Adjusts and changes attachments as required to configure equipment for different tasks, following attachment procedures and safety checks to ensure secure and proper fitment.
	Operates tractors and attachments in confined spaces near buildings, infrastructure, and facilities by applying precise control techniques to complete tasks without causing damage to surroundings.
	Uses tractor attachments to fine grade and contour landscape areas by adjusting blade or bucket settings and making precise passes to achieve specified grades and surface profiles.

Production	Loads and unloads crops and material containers manually or using conveyors, hand trucks, forklifts, or transfer augers to move product efficiently between field, storage, and processing locations.
	Mixes specified materials or chemicals and fills planter or sprayer machinery with solutions, powders, or seeds following formulation instructions and safety procedures to achieve accurate application rates.
	Sprays fertilizer or pesticide solutions to control insects, fungal growth, weeds, and disease using hand sprayers following label directions and safety protocols to protect crop health and minimize environmental impact.
	Guides products on conveyors to regulate flow through processing machinery and removes diseased or damaged products to maintain product quality and prevent contamination.
	Positions boxes or attaches bags at discharge ends of machinery to capture output, removing and sealing full containers in a timely manner to maintain production flow and prevent spillage.
	Irrigates soil using portable pipes or ditch systems and maintains ditches, pipes, and pumps to deliver water to crops at required volumes and intervals to support healthy growth.
	Assists work crews with planting, weeding, and harvesting activities by completing assigned tasks to support team output and meet production schedules.
	Performs tillage, planting, cultivation, and harvesting operations effectively by operating equipment and adjusting settings to meet agronomic and production requirements.
	Assists team members with pest treatment and extermination processes in and around crop fields by following prescribed application methods and safety protocols to control pest populations and protect yield.
Project Management	Directs and monitors the activities of work crews engaged in planting, weeding, and harvesting by assigning tasks, overseeing execution, and providing direction to ensure work is completed safely and on schedule.
Record Keeping	Weighs crop-filled containers and records weights and identifying information using designated logs or systems to maintain accurate yield data and support inventory and billing processes.

	<p>Completes daily and field operation reports accurately and on time by documenting activities, observations, and outcomes to support operational tracking and management decision-making.</p> <p>Maintains daily records of activity progress and completes EPA chemical application sheets by recording product names, rates, and application areas to ensure regulatory compliance and traceability.</p>
<p>Regulations and Policies, Procedures, Protocols</p>	<p>Maintains and adheres to total quality control standards per USDA requirements for inspection, grading, sorting, handling, and shipment to ensure food safety compliance throughout the production process.</p> <p>Follows all applicable environmental health and safety policies, procedures, and work rules to protect the health and safety of self, co-workers, and the general public during all job functions.</p>
	<p>Operates equipment while wearing a seatbelt or approved restraining device at all times to reduce the risk of injury during normal operation and in the event of a tip-over.</p> <p>Operates equipment in restricted-visibility conditions including blind spots, corners, and inspection areas by applying scanning techniques and sounding the horn as required to prevent collisions.</p> <p>Restricts passenger transport to authorized personnel only when an approved passenger seat is present, in compliance with equipment safety regulations.</p> <p>Ensures all body parts remain within the operator's compartment at all times during equipment operation to prevent injury from contact with external surfaces or passing obstructions.</p> <p>Maintains and promotes a safe work environment across all areas of responsibility by identifying hazards, enforcing safety practices, and addressing unsafe conditions promptly.</p> <p>Instructs others in the safe operation of tractors and attachments by demonstrating correct procedures and verifying competency before authorizing independent use.</p> <p>Operates tractors and attachments in accordance with safety rules and regulations by following prescribed procedures and maintaining awareness of surroundings to avoid injury to self, equipment, and others.</p>
<p>Safety</p>	

Troubleshooting/Analysis/Risk Management	Diagnoses complex mechanical problems with diesel and gas engines, hydraulic systems, and attachment components by applying technical knowledge and systematic troubleshooting methods to identify root causes and determine appropriate repairs.
	Identifies soil conditions and adjusts equipment settings and operating techniques to accommodate varying terrain and surface conditions to maintain safe and effective field operations.
	Selects and recommends appropriate fertilizers, soil amendments, seeds, herbicides, and application rates by assessing crop and soil requirements and applying agronomic knowledge to optimize outcomes and minimize input waste.

Agricultural Workers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

No credentials or experience required.

Related Titles

Field Hand

Farm Laborer

Crop Worker



General Function	Competencies
<p>Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Communicates with farm owners, managers, or clients regarding agricultural service progress, findings, and recommendations to support informed decision-making and maintain productive working relationships.</p>
	<p>Advises clients or landowners on best practices for soil management, crop selection, pest control, or specialty agricultural operations based on site conditions and production goals.</p>
<p>Equipment</p>	<p>Operates specialized agricultural equipment including crop dusters, aerial applicators, beekeeping tools, and irrigation systems following manufacturer guidelines and safety procedures to complete tasks efficiently and without injury.</p>
	<p>Inspects and performs pre-operational checks on equipment and vehicles before use by reviewing fluid levels, mechanical condition, and safety features to identify defects and prevent operational failures.</p>
	<p>Maintains and repairs specialized agricultural equipment and tools by performing routine servicing and corrective repairs to minimize downtime and extend operational life.</p>
	<p>Calibrates application equipment such as sprayers, spreaders, and seeding machinery to confirm output rates match prescription specifications and prevent over- or under-application.</p>
<p>Facilities Management</p>	<p>Maintains farm structures, fencing, drainage systems, and access roads by performing routine inspections and repairs to preserve safe and functional agricultural infrastructure.</p>
	<p>Cleans and maintains work areas, storage facilities, and equipment yards following established housekeeping and biosecurity standards to prevent contamination and support operational readiness.</p>
<p>Record Keeping</p>	<p>Records operational data including application rates, acreage covered, weather conditions, and equipment settings using designated logs or digital systems to support traceability, compliance, and billing accuracy.</p>
	<p>Documents observations related to crop conditions, pest activity, hive health, or soil status at regular intervals to track trends and inform management decisions.</p>

	Maintains accurate records of chemical usage, quantities applied, and disposal methods to meet regulatory reporting requirements and support environmental compliance.
Regulations and Policies, Procedures, Protocols	Handles and applies pesticides, herbicides, fumigants, and other agricultural chemicals following label directions, safety data sheets, and regulatory requirements to protect human health and the environment.
	Follows integrated pest management (IPM) protocols by monitoring pest populations, applying threshold-based intervention strategies, and documenting outcomes to minimize chemical use and crop damage.
	Manages beehives by inspecting colonies, monitoring queen health, controlling varroa mite and other pest populations, and harvesting honey following established apiculture practices to maintain productive and healthy colonies.
	Conducts soil sampling and preparation activities by collecting representative samples, submitting them for analysis, and amending soil based on results to optimize growing conditions for target crops.
	Operates aerial or ground-based application equipment to apply fertilizers, pesticides, or seed across fields according to prescription maps and application plans to achieve uniform coverage and desired agronomic outcomes.
	Performs post-harvest field operations including residue management, cover crop seeding, and soil conservation practices to maintain long-term soil health and productivity.
Safety	Wears appropriate personal protective equipment including gloves, respirators, chemical-resistant clothing, and eye protection when handling hazardous materials or operating high-risk equipment to minimize exposure and injury risk.
	Follows safe chemical handling, mixing, and storage procedures by reading labels, using secondary containment, and disposing of containers per regulatory requirements to prevent spills, contamination, and health hazards.
	Identifies and reports unsafe field conditions, equipment defects, or hazardous material incidents to supervisors promptly to enable corrective action and prevent injury or environmental harm.

	Participates in safety training and emergency response drills to maintain preparedness for chemical spills, equipment failures, or weather-related incidents in agricultural settings.
Supply Chain Management/Distribution/Logistics	Loads, transports, and delivers agricultural inputs such as seed, fertilizer, and chemicals to field locations by coordinating with suppliers and following handling and storage requirements to maintain product integrity.
	Prepares harvested or processed agricultural products for transport by sorting, packaging, labeling, and staging according to buyer or regulatory specifications to support accurate and timely delivery.
Troubleshooting/Analysis/Risk Management	Scouts fields and agricultural sites by systematically observing crop condition, soil characteristics, pest presence, and environmental factors to identify problems early and recommend corrective interventions.
	Collects and submits plant, soil, water, or pest samples for laboratory analysis following proper collection and handling protocols to obtain accurate diagnostic results.
	Assesses damage or loss caused by pests, weather, or disease by documenting affected areas and estimating impact to support insurance claims, management decisions, or regulatory reporting.
	Identifies early indicators of crop stress, nutrient deficiency, or infestation by applying agronomic knowledge and field observation skills to determine appropriate and timely management responses.

Animal Breeders

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Associate's or Bachelor's degree in Animal Science

Related Titles

Animal Husbandry Technicians



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Advises clients on breeding program options, animal selection, and genetic improvement strategies by drawing on breed knowledge and production data to support informed purchasing and breeding decisions.
	Communicates breeding outcomes, animal health status, and program progress to owners and clients through regular written or verbal updates to maintain transparency and build long-term relationships.
	Negotiates terms for the sale, purchase, or lease of breeding animals by evaluating market conditions, animal quality, and client requirements to reach mutually beneficial agreements.
Equipment	Operates and maintains equipment used in breeding and reproductive procedures including artificial insemination tools, semen collection and storage equipment, and pregnancy detection devices following manufacturer guidelines and veterinary protocols to ensure accurate and hygienic use.
	Inspects and maintains housing, feeding, and watering systems by conducting regular checks and performing minor repairs to ensure equipment supports animal health and reproductive performance.
Facilities Management	Maintains breeding facilities including pens, stalls, pastures, and isolation areas by cleaning, sanitizing, and repairing infrastructure to meet biosecurity, animal welfare, and regulatory standards.
	Manages environmental conditions in breeding facilities including ventilation, temperature, lighting, and humidity by monitoring and adjusting systems to optimize reproductive performance and animal health outcomes.
Financial Management	Evaluates the financial performance of breeding programs by tracking input costs, sale prices, and production outcomes against budget targets to identify opportunities to improve profitability.
	Prepares cost estimates for breeding operations including feed, veterinary care, housing, and genetic material by analyzing historical data and current market prices to support accurate budgeting and planning.
	Maintains accurate breeding records including pedigrees, reproductive histories, genetic test results, and performance data using herd

Information Communication/Data Management	management software or designated record systems to support selection decisions and regulatory compliance.
	Analyzes production and performance data to evaluate the outcomes of breeding programs by comparing results against genetic and production benchmarks to inform future selection and mating decisions.
Operations/Organizational Management	Plans and manages breeding programs by selecting parent animals based on genetic merit, health status, conformation, and production records to achieve measurable improvement in target traits across successive generations.
	Coordinates breeding schedules by tracking estrus cycles, gestation periods, and expected birth dates to optimize timing of matings and ensure adequate preparation for births and post-natal care.
	Manages the procurement, storage, and handling of genetic materials including semen and embryos by following established protocols for collection, evaluation, cryopreservation, and inventory management to maintain viability and traceability.
Record Keeping	Records breeding activities including mating dates, sire and dam identification, conception rates, and birth outcomes using designated systems to maintain complete and traceable breeding histories.
	Documents animal health treatments, vaccinations, and veterinary interventions by recording product names, dosages, dates, and withdrawal periods to support herd health management and food safety compliance.
	Registers animals with breed associations and maintains pedigree documentation by submitting accurate records and supporting materials to meet registration requirements and preserve genetic traceability.
Regulations and Policies, Procedures, Protocols	Follows animal welfare regulations and industry codes of practice by applying humane handling, housing, and husbandry standards throughout all breeding and production activities to meet legislative requirements and maintain animal well-being.
	Complies with import and export regulations governing the movement of live animals and genetic materials by preparing required documentation, health certificates, and permits to meet border and quarantine requirements.

	<p>Follows biosecurity protocols by controlling animal movement, managing visitor access, and implementing sanitation procedures to prevent the introduction and spread of infectious disease within the breeding operation.</p> <p>Administers medications and treatments to animals under veterinary direction by following prescribed dosages, routes of administration, and withdrawal periods to ensure animal health and food safety compliance.</p>
Safety	<p>Handles and restrains animals safely by using species-appropriate techniques and equipment to minimize stress and reduce the risk of injury to animals and handlers during breeding, examination, and treatment procedures.</p> <p>Stores, handles, and disposes of veterinary medicines, biological materials, and hazardous chemicals in accordance with safety data sheets and regulatory requirements to prevent exposure and environmental contamination.</p> <p>Identifies and reports unsafe conditions, animal escape risks, or disease indicators to supervisors or veterinary personnel promptly to enable corrective action and prevent injury or disease transmission.</p>
	<p>Evaluates animal conformation, health indicators, and reproductive performance by conducting physical assessments and reviewing production records to identify animals suitable for inclusion in or removal from the breeding program.</p> <p>Identifies signs of reproductive disorders, nutritional deficiencies, or infectious disease in breeding animals by observing behavior and physical condition and escalating findings to veterinary personnel for diagnosis and treatment.</p> <p>Assesses genetic diversity and inbreeding risk within breeding populations by reviewing pedigree data and genetic test results to make mating decisions that maintain population health and avoid accumulation of deleterious traits.</p> <p>Monitors pregnancy progression and birth outcomes by conducting regular checks and assisting with difficult births to minimize neonatal mortality and support the health of both dam and offspring.</p>
	Troubleshooting/Analysis/Risk Management

Talent Management/Personnel	Trains animal care and breeding staff in husbandry techniques, reproductive procedures, biosecurity protocols, and safety practices to build competency and ensure consistent standards across the breeding operation.
	Directs and monitors the work of farm hands and animal care assistants by assigning tasks, providing guidance, and reviewing outcomes to maintain the quality and welfare standards required for a productive breeding program.

Animal Caretakers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent

Related Titles

Pet Groomers

Pet Sitters



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Communicates with pet owners, clients, and the public regarding animal care, health observations, and service updates by providing clear and accurate information to support informed decision-making and build trust.
	Advises pet owners on animal nutrition, behavior, grooming, and general husbandry practices by drawing on species-specific knowledge to support healthy outcomes and responsible ownership.
	Responds to client inquiries and concerns regarding their animals by listening attentively and addressing issues promptly to maintain high service standards and client satisfaction.
Equipment	Operates and maintains grooming equipment including clippers, dryers, bathing stations, and restraint tools following manufacturer guidelines and safety procedures to deliver quality grooming services without injury to animals or staff.
	Inspects and cleans animal housing, kennels, aquariums, terrariums, and enclosures using appropriate tools and sanitizing agents to maintain hygienic conditions and prevent disease transmission.
	Operates feeding and watering systems including automated dispensers and irrigation lines by monitoring output and adjusting settings to ensure animals receive appropriate volumes on schedule.
Facilities Management	Cleans and sanitizes animal housing areas, kennels, cages, and enclosures on a regular schedule following biosecurity and infection control protocols to prevent the spread of disease and maintain a safe environment for animals and staff.
	Maintains the physical condition of animal care facilities by performing minor repairs, reporting maintenance needs, and ensuring enclosures are structurally sound and escape-proof.
	Manages waste disposal from animal areas by collecting, bagging, and disposing of waste in accordance with health, safety, and environmental requirements.
Record Keeping	Records animal health observations, feeding schedules, medication administration, and behavioral changes using designated logs or animal management software to maintain accurate care histories and support veterinary assessments.

	Documents intake and discharge information for animals in care including owner details, vaccination records, and special care instructions to ensure continuity of care and accurate client communication.
	Maintains inventory records for food, supplies, and medications by tracking usage and flagging replenishment needs to prevent shortages that could disrupt animal care.
Regulations and Policies, Procedures, Protocols	Feeds and waters animals according to species-specific dietary requirements, portion guidelines, and scheduled feeding plans to maintain health, weight, and nutritional balance.
	Administers prescribed medications and treatments to animals under veterinary direction by following dosage instructions and documenting administration to ensure accurate and safe treatment delivery.
	Handles and restrains animals using species-appropriate techniques to minimize stress, prevent injury to the animal, and protect staff during examinations, grooming, or transport.
	Bathes, brushes, clips, and grooms animals following breed standards or owner specifications using appropriate tools and techniques to maintain coat health and appearance.
	Monitors animals for signs of illness, injury, distress, or abnormal behavior by conducting regular visual assessments and reporting concerns to veterinary staff or supervisors promptly.
	Transports animals between enclosures, facilities, or veterinary appointments using appropriate carriers and handling methods to minimize stress and ensure safe arrival.
	Socializes and exercises animals by providing enrichment activities, play sessions, and supervised interaction to support behavioral health and reduce stress during boarding or shelter stays.
	Follows quarantine and isolation protocols for newly arrived or potentially infectious animals by separating them from the general population and monitoring health indicators to prevent disease transmission.
Safety	Handles animals safely by applying low-stress restraint and species-appropriate handling techniques to reduce the risk of bites, scratches, kicks, or other injuries to staff and animals.

	<p>Follows protocols for handling aggressive, fearful, or unpredictable animals by using appropriate protective equipment and de-escalation techniques to manage risk during care interactions.</p> <p>Stores, handles, and disposes of medications, cleaning chemicals, and biological waste in accordance with safety data sheets and regulatory requirements to prevent exposure and environmental harm.</p> <p>Reports unsafe conditions, animal escape risks, equipment failures, or injury incidents promptly to supervisors to enable corrective action and prevent recurrence.</p>
Troubleshooting/Analysis/Risk Management	<p>Identifies signs of illness, parasites, injury, or behavioral abnormalities in animals by conducting regular health checks and comparing observations against baseline norms to determine whether veterinary attention is required.</p>
	<p>Assesses animal temperament and stress indicators upon intake and throughout the care period to adjust handling approaches, housing arrangements, and enrichment activities to meet individual animal needs.</p>
	<p>Recognizes early warning signs of zoonotic disease risk or biosecurity breaches and escalates findings to supervisors or veterinary staff to prevent transmission to other animals or humans.</p>
Talent Management/Personnel	<p>Trains new animal care staff in species-specific handling techniques, feeding protocols, facility sanitation procedures, and safety practices to build competency and ensure consistent care standards.</p>
	<p>Directs and monitors the work of volunteers or junior caretakers by assigning tasks, providing guidance, and reviewing outcomes to maintain quality and safety across all animal care activities.</p>

Bakers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast, Retail Bakers of America, American Society of Baking

Associated Credentials

High school diploma or equivalent; Certified Baker – Retail Bakers of America (RBA); Certified Decorator – RBA

Related Titles

Cake Decorator

Bakery Clerk / Associate



General Function	Competencies
Design, Product Development, Reading and Interpretation	Develops and implements new recipes, menus, nutrient analyses, menu planning guidelines, and preparation standards for baked goods to ensure product consistency and meet customer and dietary requirements.
	Analyzes recipes to assign prices to menu items based on food, labor, and overhead costs to maintain profitability and accurate pricing.
Customer/Client/Patient/Partner Relationships and/or Services	Assists customers in ordering baked goods by providing product knowledge and recommendations to support a positive purchasing experience.
Equipment	Operates slicing and wrapping machines following manufacturer guidelines and production schedules to ensure consistent product presentation and packaging.
	Sets time and speed controls for mixing machines, blending machines, or steam kettles so that ingredients are mixed or cooked according to recipe instructions and quality standards.
	Inspects equipment to ensure it meets health and safety regulations and performs maintenance or cleaning as necessary to prevent contamination and equipment failure.
Facilities Management	Cleans and sanitizes food preparation and storage areas according to food safety standards to prevent contamination and maintain a compliant working environment.
Financial Management	Drafts and implements an operating budget by calculating food costs, fixed expenses, and required profit levels to guide purchasing decisions and maintain financial targets.
Marketing/Sales	Packs ready-to-sell products in appropriate containers and stocks displays following presentation standards to maximize product appeal and sales.
	Analyzes sales data to identify best- and worst-selling items and adjusts sales strategies accordingly to optimize revenue and reduce waste.
Operations/Organizational Management	Coordinates baking schedules for breads, cakes, pastries, pies, cookies, and other goods to meet production targets and ensure timely product availability.
	Directs or coordinates bakery deliveries by scheduling routes and confirming order accuracy to ensure on-time fulfillment.

Production	Rolls, kneads, cuts, or shapes dough to form sweet rolls, pie crusts, tarts, cookies, or other products following recipe and portion specifications.
	Decorates baked goods such as cakes and pastries using piping, fondant, or other finishing techniques to meet presentation standards and customer expectations.
	Applies glazes, icings, or other toppings to baked goods using spatulas or brushes to achieve consistent finish and flavor profile.
	Scales ingredient quantities to match required batch sizes, ensuring recipe ratios are maintained to produce consistent results.
	Combines measured ingredients in mixing, blending, or cooking machinery following recipe instructions to achieve the correct texture, consistency, and flavor.
	Places dough in pans, molds, or on sheets and bakes in production ovens or on grills according to time and temperature specifications to achieve proper doneness and quality.
	Measures or weighs flour and other ingredients to prepare batters, doughs, fillings, or icings using scales or graduated containers to ensure recipe accuracy.
	Monitors the color of products being baked and adjusts oven temperatures, humidity, or conveyor speeds accordingly to prevent under- or over-baking.
Quality Management	Monitors prepared orders for accuracy and consistency against production standards to ensure customer expectations are met before products are released.
	Inspects raw materials against established standards and specifications to verify quality and suitability for use before production begins.
	Checks finished products for quality and identifies damaged or expired goods to prevent substandard items from reaching customers.
Safety	Monitors time and temperature conditions during food handling and storage to minimize bacterial growth and maintain a safe food supply.
	Prevents food contamination from environmental sources, personnel, and surroundings by following established hygiene and handling protocols during receiving, storage, preparation, and service.

Record Keeping	Prepares and maintains inventory and production records using designated tracking systems to support accurate ordering, planning, and compliance reporting.
	Records purchases, maintains the inventory database, performs physical stock counts, and reconciles actual inventory against computer-generated reports to ensure accuracy and prevent discrepancies.
Regulation and Policies, Procedures, Protocols	Monitors and enforces adherence to the Occupational Safety and Health Act, local health and safety codes, and company safety and security policies to maintain a compliant and safe working environment.

Farm & Ranch Managers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Bachelor's degree in Agriculture; Certified Agricultural Irrigation Specialist: Irrigation Association; Accredited Farm Manager (AFM): American Society of Farm Managers and Rural Appraisers

Related Titles

Activtion Managers

Dairy Managers

Farm Managers



General Function	Competencies
<p>Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Advises customers on the care of trees, shrubs, flowers, plants, and lawns by drawing on horticultural expertise and site-specific knowledge to support healthy growth and customer satisfaction.</p>
	<p>Develops collaborations with partners, agencies, and industry contacts by maintaining open communication and jointly reviewing outcomes to verify successes and resolve operational challenges.</p>
<p>Equipment</p>	<p>Directs or assists with the adjustment and repair of farm equipment and machinery by diagnosing issues and coordinating corrective work to restore functionality and minimize production downtime.</p>
	<p>Operates farm machinery including trucks, tractors, and self-propelled harvesters to transport workers and supplies and to cultivate or harvest fields safely and efficiently.</p>
	<p>Performs hardscape activities including installation and repair of irrigation systems, resurfacing or grading of paths, rockwork, and erosion control structures to maintain safe and functional farm infrastructure.</p>
	<p>Inspects facilities and equipment for signs of disrepair and performs necessary maintenance work to prevent equipment failure and preserve safe operating conditions.</p>
	<p>Manages precision agriculture equipment including GPS-guided machinery, variable rate applicators, and yield monitors to optimize input use and improve agronomic decision-making.</p>
	<p>Operates farm equipment including tillage, nutrient application, sprayers, tender trucks, and harvesting machinery as well as onboard computing systems to execute field operations accurately and on schedule.</p>
	<p>Operates tractor-trailers for the logistics of grain and agricultural inputs by following load securement, weight compliance, and routing requirements to support efficient on-farm supply chain movement.</p>
	<p>Installs and manages irrigation systems by setting up sprinklers and tubes to direct water to target areas and establishing new ditches or infrastructure to extend water access as production needs evolve.</p>
<p>Financial Management</p>	<p>Assesses farm profitability on a whole-farm and crop-by-crop basis by analyzing revenue, input costs, and overhead to identify opportunities to improve margins and inform production decisions.</p>

Information Communication/Data Management	Programs and regulates environmental and irrigation control computers and positions plant irrigation systems to automate water delivery and maintain optimal growing conditions.
	Integrates technology into farming practices by adopting precision agriculture tools, farm management software, and data collection systems to improve operational efficiency and decision-making.
Marketing/Sales	Negotiates with buyers for the sale, storage, or shipment of crops or livestock by evaluating market conditions and contract terms to secure favorable prices and reliable distribution channels.
	Evaluates marketing and sales alternatives for agricultural products by comparing pricing, timing, and channel options to maximize return on production investments.
	Investigates new market opportunities by researching buyer trends, emerging commodities, and value-added product options to diversify revenue streams and reduce market dependency.
Operations/Organizational Management	Determines production requirements, equipment and supply conditions, and work schedules by assessing operational capacity and seasonal demands to maintain efficient farm operations.
	Manages nurseries that grow horticultural plants for trade, retail, display, exhibition, or research by overseeing propagation, growing, and quality standards to meet market and organizational requirements.
	Allocates resources and responds to unanticipated problems such as insect infestation, drought, or fire by making timely decisions and adjusting plans to minimize crop or livestock losses.
	Determines plant growing conditions including greenhouses, hydroponics, or natural field settings and establishes planting and care schedules to optimize growth outcomes for each crop or variety.
	Coordinates clerical, record-keeping, inventory, requisitioning, and marketing activities across the operation to ensure administrative functions support production goals efficiently.
	Supervises the construction of farm and ranch structures including buildings, fences, drainage systems, wells, and roads to maintain safe and functional agricultural infrastructure.

	Directs crop production operations including planning, tilling, planting, fertilizing, cultivating, spraying, and harvesting by assigning tasks and overseeing execution to meet production targets.
	Reviews overall farm operations on a regular basis by evaluating performance against production, financial, and environmental goals to identify areas requiring adjustment or improvement.
	Manages the farm as an integrated system by coordinating land, labor, equipment, and inputs to achieve sustainable productivity and long-term operational viability.
	Builds and repairs fences to separate pastures and secure livestock using appropriate materials and construction techniques to maintain herd management and boundary integrity.
	Constructs and maintains all buildings on the property by scheduling upkeep and repairs to preserve structural safety and operational functionality.
	Maintains grounds and operates machinery including mowers and balers to manage hay fields, remove hazardous vegetation and fallen trees, and eliminate dangerous plants or animals that could harm livestock.
Record Keeping	Collects and records growth, production, and environmental data using farm management systems or logs to support traceability, compliance reporting, and agronomic decision-making.
	Maintains financial, operational, production, and employment records for farms or ranches using designated record-keeping systems to meet regulatory requirements and support business planning.
Regulations and Policies, Procedures, Protocols	Determines planting, cultivating, feeding, and harvesting times and locations for crops, fish, or shellfish based on biological cycles, environmental conditions, and production schedules.
	Evaluates weather and soil conditions to develop plans and procedures, and discusses adjustments to fertilizers, herbicides, or cultivating techniques with agronomists or farm staff to optimize outcomes.
	Prepares reports required by state and federal laws by compiling accurate operational and environmental data and submitting documentation by required deadlines.

	Directs the breeding and raising of livestock including cattle, poultry, and honeybees using recognized breeding practices to achieve measurable improvements in herd or colony performance.
	Determines types and quantities of crops, plants, or livestock to be grown or raised by evaluating budgets, federal incentives, market conditions, and soil suitability to maximize productivity and profitability.
	Determines, administers, and executes policies relating to operations, facility maintenance, and safety to ensure consistent standards are upheld across all areas of the farm or ranch.
	Monitors activities including irrigation, chemical application, harvesting, milking, breeding, and grading to verify adherence to safety regulations and operational standards.
	Prepares soils as soon as weather conditions permit by completing tillage, amendment, and conditioning work to achieve optimal seedbed preparation and timely planting.
	Maintains healthy soil by managing chemical balance, drainage, organic matter, nutrient cycling, biological health, and erosion controls to preserve long-term soil productivity and environmental compliance.
	Controls soilborne and crop diseases by applying integrated management practices including cultural controls, biological agents, and approved chemical treatments to minimize yield loss.
	Applies nitrogen and other nutrients using environmentally responsible methods and rates in compliance with agronomic recommendations and applicable regulations to support crop health without environmental harm.
	Cares for ranch animals including horses, cattle, poultry, pigs, and sheep by feeding, watering, grooming, birthing, branding, shearing, sorting, and maintaining clean stalls to support animal welfare and productivity.
	Tracks breeding and calving seasons by maintaining detailed records of breeding dates, expected calving times, and outcomes to optimize herd reproduction and management decisions.
	Assists heifers during calving and provides initial treatment to animals injured during the birthing process to minimize mortality and support herd health.

Safety	Enforces farm and ranch safety rules and regulations by conducting regular briefings, posting hazard signage, and taking corrective action when unsafe practices are observed to protect workers, animals, and property.
	Ensures workers handling pesticides, herbicides, fumigants, and fertilizers follow label directions, safety data sheets, and applicable regulations by providing training and monitoring application practices to prevent chemical exposure and environmental contamination.
	Requires and verifies the use of appropriate personal protective equipment including gloves, respirators, hearing protection, and eye protection when workers operate machinery or handle hazardous materials to minimize injury risk.
	Implements safe machinery operation protocols by training workers on equipment guarding, PTO safety, rollover protection, and lockout/tagout procedures to prevent machinery-related injuries and fatalities.
	Develops and enforces heat illness prevention plans by scheduling rest breaks, providing access to water and shade, and monitoring workers during high-temperature field operations to comply with occupational health requirements.
	Inspects work areas, structures, equipment, and field conditions on a regular basis to identify hazards such as unstable ground, faulty wiring, confined space risks, or chemical spills and initiates corrective action before incidents occur.
	Establishes and communicates emergency response procedures for incidents such as chemical spills, fires, severe weather, or equipment accidents to ensure all workers know how to respond safely and effectively.
	Ensures safe handling, restraint, and movement of livestock by training workers in animal behavior awareness and low-stress handling techniques to reduce the risk of injury from kicks, bites, or crush incidents.
	Maintains compliance with applicable occupational health and safety legislation, agricultural safety codes, and environmental regulations by conducting periodic audits and addressing deficiencies promptly.

Supply Chain Management/Distribution/Logistics	Hauls livestock to market or shipping terminals by planning transport logistics, ensuring animal welfare during transit, and coordinating with buyers or processors to complete sale or butchering arrangements.
	Moves and herds cattle between pastures and to market by coordinating transport, protecting the herd from wildlife and unauthorized access, and providing basic veterinary care to sick or injured animals as required.
Troubleshooting/Analysis/Risk Management	Analyzes soil composition and fertility levels to determine appropriate fertilizer types and quantities required to achieve target crop yields while minimizing input costs and environmental impact.
	Analyzes market conditions including commodity prices, demand trends, and competitive dynamics to determine acreage allocations and crop mix decisions for the upcoming season.
	Conducts field inspections to assess crop maturity, physical condition, and the presence of disease or insect infestation to inform timely harvest or treatment decisions.
	Conducts or supervises livestock examinations to identify signs of disease or parasites and initiates appropriate veterinary or management responses to protect herd health.
	Walks fields regularly to observe crop development, soil conditions, and emerging threats, enabling early identification of issues before they escalate into significant losses.
	Assesses pest, disease, and weed pressure levels against established thresholds to determine whether intervention is required and select the most appropriate and cost-effective management response.
	Analyzes weather probabilities and forecasts by reviewing meteorological data to inform planting, harvesting, chemical application, and risk management decisions.
	Evaluates whether production successes or failures resulted from on-farm management decisions or regional environmental factors to improve future planning and identify actionable changes.

Talent Management/Personnel	Contracts with seasonal workers and farmers to provide employment by establishing terms, verifying qualifications, and completing required documentation to meet labor and legal requirements.
	Trains workers in planting, harvesting, weeding, and insect identification techniques and in the safe use of equipment and chemicals to build competency and reduce the risk of injury or crop damage.
	Trains workers in animal care procedures, facility maintenance duties, and safety precautions to ensure livestock are handled humanely and farm operations remain compliant with regulations.
	Trains workers in tree felling, bucking, tractor and loader operation, yarding and loading techniques, and safety regulations to ensure forestry and land clearing tasks are performed safely and efficiently.
	Trains workers in spawning, rearing, cultivating, and harvesting methods and in the operation of aquaculture equipment to build technical skills and support safe and productive operations.

Farmworkers and Laborers (Crop, Nursery, and Greenhouse)

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

No credentials or experience needed.

Related Titles

Nursery Workers
Agriculture Workers
Farm Assistants
Greenhouse Workers



General Function	Competencies
<p>Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Informs farmers or farm managers of crop progress, pest findings, and growth status by providing regular verbal or written updates to support timely decision-making.</p>
	<p>Advises customers on gardening practices, tool selection, and the care of trees, shrubs, flowers, plants, and lawns by drawing on product knowledge and horticultural expertise to support successful outcomes.</p>
	<p>Serves nursery and greenhouse customers by responding to inquiries, recommending appropriate plants and products, and processing transactions to ensure a positive customer experience.</p>
<p>Equipment</p>	<p>Operates lift truck equipment by monitoring the effects of speed, acceleration, cornering, height, attachment configuration, grades/ramps, and load security to prevent accidents and product damage.</p>
	<p>Identifies the main components of the lift truck, with emphasis on the lifting and handling systems and their basic functions, to support safe operation and pre-use inspections.</p>
	<p>Performs a pre-operational check (circle check) using the Manufacturer's Specifications to identify defects or safety concerns before operating the lift truck.</p>
	<p>Operates tractors, tractor-drawn machinery, and self-propelled equipment to plow, harrow, fertilize, plant, cultivate, spray, and harvest crops, following established field and safety procedures.</p>
	<p>Sets up and operates irrigation equipment by configuring lines, timers, and flow controls per crop and field requirements to ensure consistent and efficient water delivery.</p>
	<p>Repairs and maintains farm vehicles, implements, and mechanical equipment by performing routine servicing and corrective repairs to minimize downtime and extend equipment life.</p>
	<p>Maintains, repairs, and operates irrigation and climate control systems by inspecting components, adjusting settings, and addressing faults to sustain optimal growing conditions.</p>
	<p>Operates machinery including tractors, forklifts, skid steer loaders, and specialized horticulture equipment safely and efficiently in accordance with site procedures and manufacturer guidelines.</p>

Facilities Management	Maintains grounds and landscaping by mowing, trimming, raking, edging, weeding, and removing trash to preserve a safe, clean, and professional site appearance.
	Cleans work areas and maintains surrounding grounds following established housekeeping standards to support a safe and organized working environment.
Marketing/Sales	Sells and delivers plants and flowers to customers by processing orders, preparing product for transport, and completing deliveries to meet customer expectations and sales targets.
	Sells plants and related products in a garden center by engaging customers, providing product knowledge, and completing transactions to support revenue goals.
Record Keeping	Records crop-related information including pesticide use, yields, and production costs using designated tracking tools to support regulatory compliance and operational decision-making.
	Maintains inventory records and places material orders as required to ensure adequate supply levels and prevent production delays.
	Documents plant and plant growth data by recording observations at regular intervals to track progress and inform cultural practice adjustments.
Regulations and Policies, Procedures, Protocols	Plans and executes planting and crop management tasks by referencing growing season calendars and planting schedules to meet production targets.
	Waters plants according to assessed need by monitoring soil moisture and plant condition to prevent over- or under-watering and support healthy growth.
	Fertilizes plants according to assessed need by applying appropriate products and rates to promote plant health and optimize yield.
	Transplants, grafts, or propagates plants from seed using established horticultural techniques to produce healthy stock and meet production targets.
	Harvests plants and transplants or pots, labels, and stages them for sale or distribution following standard handling procedures.

	Harvests fruits and vegetables by hand using proper picking techniques to minimize damage and maintain product quality.
	Installs turf by sowing grass seed or planting plugs according to site preparation and seeding rate specifications to ensure uniform coverage and growth.
	Regulates greenhouse conditions and indoor and outdoor irrigation systems by adjusting environmental controls to maintain optimal growing parameters.
	Cuts, rolls, and stacks sod following production schedules and quality standards to ensure product integrity during handling and transport.
	Digs, cuts, and transplants seedlings, cuttings, trees, and shrubs using appropriate tools and techniques to minimize root disturbance and support plant survival.
	Repairs farm buildings, fences, and other structures by assessing damage and completing corrective work to maintain safe and functional site infrastructure.
	Prepares growing media by digging, raking, and screening soil and filling cold frames and hot beds to create appropriate conditions for germination and early plant development.
	Controls vertebrate pests such as moles, gophers, and mice by applying approved pesticides and trapping methods in accordance with safety and regulatory requirements.
	Conditions soil by hauling and spreading topsoil, fertilizer, peat moss, and other amendments using wheelbarrows, carts, and shovels to improve soil structure and fertility.
	Performs plant care tasks including planting, spraying, weeding, fertilizing, watering, and pruning of plants, shrubs, and trees using appropriate gardening tools and techniques.
	Propagates plants through seeding, cuttings, or division using established protocols to produce healthy transplants and meet production volume targets.
	Monitors and adjusts temperature, light, and humidity levels in growing environments using climate control systems to maintain conditions within crop-specific parameters.

	Prepares growing media by combining soil types, mixes, and amendment materials to meet the specific growth requirements of target plant species.
	Prepares soil and establishes crops by planting bulbs, seeds, and cuttings; grafting and budding plants; and transplanting seedlings and rooted cuttings following production schedules.
	Sprays trees, shrubs, flowers, and plants with approved pesticides and fungicides following label directions and safety protocols to prevent disease and pest damage.
	Positions and regulates greenhouse and outdoor irrigation systems to deliver water to plants and fields at appropriate volumes and intervals to support crop health.
	Prepares soil mixes and composts by combining and processing organic and inorganic materials to produce growing media suited to specific crop requirements.
	Grows plants from seeds and cuttings by following germination and propagation protocols to produce healthy, saleable stock.
Safety	Operates lift truck equipment while wearing a seatbelt or approved restraining device at all times to reduce risk of injury during normal operation and in the event of tip-over.
	Operates equipment in restricted-visibility conditions, including blind spots, corners, and inspection areas, by applying scanning techniques and sounding the horn as required to prevent collisions.
	Restricts passenger transport to authorized personnel only when an approved passenger seat is present, in compliance with equipment safety regulations.
	Ensures all body parts remain within the operator's compartment at all times during equipment operation to prevent injury from contact with external surfaces or passing obstructions.
Supply Chain Management/Distribution/Logistics	Loads agricultural products into trucks and transports them to market or storage facilities following load securement and safe driving procedures to protect product integrity.
	Organizes stock and coordinates dispatch of plants by staging, labeling, and sequencing orders to support accurate and timely fulfillment.

	Prepares plant and floral orders for shipment by tying, bunching, wrapping roots, and packing into boxes following order specifications to ensure product arrives in good condition.
	Digs, cuts, and transplants trees, shrubs, flowers, and plants and prepares them for sale by inspecting, labeling, and staging product to meet quality and presentation standards.
Talent Management/Personnel	Directs and monitors the work of casual and seasonal help during planting and harvesting by assigning tasks, providing instruction, and overseeing performance to ensure work is completed safely and to standard.
Troubleshooting/Analysis/Risk Management	Detects the presence of insects or disease by inspecting plant leaves, noting coloration changes and physical abnormalities, and escalating findings for treatment as required.
	Inspects plants and bud ties to assess quality against established standards, identifying defects or irregularities that require corrective action.
	Inspects plants for signs of disease, pests, and other health concerns and applies appropriate treatments to prevent spread and minimize crop loss.
	Monitors greenhouse crops for healthy growth and early indicators of weed pressure, insect activity, disease, and nutritional deficiencies to enable timely corrective intervention.
	Identifies plant species, common diseases, and insect pests by applying knowledge of plant biology to assess crop health and inform cultural or chemical treatment decisions.
	Identifies plants, pests, and weeds by applying taxonomic and biological knowledge to determine appropriate pesticide and fertilizer selection and application methods.
	Participates in the inspection, grading, sorting, storage, and post-harvest treatment of crops following established quality and food safety protocols to preserve product value and marketability.

First-Line Supervisors of Farming, Fishing, and Forestry Workers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent

Related Titles

Harvest supervisors

Fish and Wildlife Technicians

Logging Supervisors



General Function	Competencies
Equipment	Directs or assists with the adjustment and repair of farm equipment and machinery by diagnosing issues and coordinating corrective work to restore functionality and minimize production downtime.
	Operates farm machinery including trucks, tractors, and self-propelled harvesters to transport workers and supplies and to cultivate or harvest fields safely and in accordance with operational requirements.
	Performs hardscape activities including installation and repair of irrigation systems, resurfacing or grading of paths, rockwork, and erosion control structures to maintain safe and functional farm infrastructure.
	Coordinates the dismantling, moving, and setup of equipment at new work sites by planning logistics and directing workers to ensure efficient transitions with minimal operational disruption.
	Issues equipment including farm implements, machinery, ladders, and containers to workers at the start of assignments and collects equipment upon completion to maintain accountability and prevent loss or damage.
	Installs, maintains, and regularly monitors irrigation systems by inspecting components, adjusting settings, and addressing faults to ensure consistent and efficient water delivery to crops.
	Directs the repair and maintenance of farm buildings and equipment by scheduling work, assigning tasks, and verifying completion to preserve safe and functional agricultural infrastructure.
	Performs repair and maintenance work on farm machinery and equipment as required by applying mechanical knowledge and using appropriate tools to restore equipment to proper working condition.
Facilities Management	Supervises the maintenance of infrastructure, equipment, and supplies by scheduling inspections, assigning maintenance tasks, and verifying completion to ensure farm assets remain in safe and operational condition.
	Oversees the operation of farm machinery, equipment, and buildings by monitoring performance and coordinating servicing to support continuous and efficient farm operations.
Financial Management	Calculates and monitors budgets for the maintenance or development of collections, grounds, or infrastructure by tracking expenditures against approved allocations to ensure spending remains within financial parameters.

	Maintains financial and production records for the farm using designated record-keeping systems to support accurate reporting, cost control, and compliance with regulatory requirements.
Marketing/Sales	Markets and sells farm products including fruit, vegetables, dairy, and grain by identifying buyers, negotiating terms, and coordinating delivery to maximize revenue and build reliable sales relationships.
Operations/Organizational Management	Performs supervisory and management functions including accounting, marketing, and personnel administration to support the overall operational and financial performance of the farm.
	Ensures seeds, fertilizers, pesticides, and other supplies are restocked on a regular basis by monitoring inventory levels and initiating procurement in advance of need to prevent production disruptions.
	Supervises and oversees crop growing operations by monitoring planting, cultivation, spraying, and harvesting activities and directing workers to ensure tasks are completed on schedule and to standard.
Project Management	Determines logging operation methods, crew sizes, and equipment requirements by assessing site conditions and production targets, conferring with mill, company, or forestry officials as necessary to plan and resource operations effectively.
	Determines production requirements, equipment and supply conditions, and work schedules by assessing operational capacity and seasonal demands to maintain efficient and timely farm operations.
	Assigns tasks including animal feeding, treatment, and quarters cleaning and maintenance by matching worker skills to task requirements and communicating expectations clearly to ensure work is completed to standard.
	Schedules work crews, equipment, and transportation across multiple work locations by coordinating availability and sequencing activities to meet operational and delivery timelines.
	Confers with managers to determine production requirements, equipment and supply conditions, and work schedules to align supervisory activities with broader farm management objectives.
	Requisitions or purchases supplies including insecticides, machine parts, lubricants, and tools through established procurement processes to ensure workers have the resources needed to complete assigned tasks.

	Monitors and oversees construction projects such as horticultural buildings and irrigation systems by reviewing progress, inspecting workmanship, and coordinating trades to ensure projects are completed on time and to specification.
	Plans work schedules based on personnel and equipment availability to optimize resource utilization and ensure critical farm activities are adequately staffed and supported.
	Ensures deadlines for time-sensitive activities such as seeding and harvesting are met by monitoring progress, adjusting assignments, and escalating resource needs to management as required.
	Confers with managers to coordinate farm unit activities with other divisions or operational areas to ensure aligned scheduling and efficient use of shared resources.
	Oversees farm unit performance and recommends improvements and changes to management based on operational observations and production data to drive continuous improvement.
	Coordinates with administrators and research project leaders on work plans and programs and recommends improvements to land preparation, fertilizing, planting, cultivation, and harvesting of experimental feed plots.
	Plans and supervises the planting, cultivating, harvesting, and storing of field and garden crops on large and complex institutional farms to meet production targets and quality standards.
	Prepares reports on time, equipment, materials, and production and maintains records and estimates of operational needs to support management decision-making and regulatory compliance.
	Coordinates, assigns, and supervises the work of general farm workers and harvesting laborers to ensure tasks are completed safely, efficiently, and in accordance with production schedules.
	Supervises and oversees livestock breeding programs and related operations by monitoring animal health, reproduction records, and worker performance to support herd improvement objectives.
	Supervises, monitors, and enforces procedures to maintain animal and crop health and welfare by conducting regular inspections and taking corrective action when standards are not met.

	<p>Develops planting and harvesting plans and schedules and communicates expectations clearly to staff to ensure all workers understand their roles and critical timelines before operations begin.</p> <p>Supervises a wide range of farm operations including cultivation, sowing, spraying, and harvesting by directing workers, monitoring progress, and intervening when deviations from plan are identified.</p>
Record Keeping	<p>Records the numbers and types of fish or shellfish reared, harvested, released, sold, and shipped using designated logs or aquaculture management systems to maintain accurate production and inventory data.</p>
Regulations and Policies, Procedures, Protocols	<p>Determines times and locations for seed planting, cultivating, feeding, and harvesting of fish or shellfish based on biological cycles, environmental conditions, and production schedules to optimize yield outcomes.</p> <p>Evaluates weather and soil conditions to develop operational plans and procedures and discusses adjustments to fertilizers, herbicides, or cultivation techniques with managers or agronomists to optimize production outcomes.</p> <p>Treats animal illnesses and injuries by following veterinary instructions or established protocols to provide timely care and minimize animal suffering and productivity loss.</p> <p>Communicates with forestry personnel regarding harvesting and forest management plans, procedures, and schedules to ensure coordinated and compliant operations across forestry work sites.</p> <p>Monitors operations to identify and resolve problems, improve work methods, and ensure compliance with safety, company, and government regulations by conducting regular site inspections and reviewing worker performance.</p> <p>Enforces compliance with government regulations and health and safety standards by monitoring worker practices, conducting audits, and addressing non-conformances through coaching or disciplinary action.</p> <p>Determines soil use and crop rotation schedules based on soil health data, production goals, and agronomic recommendations to maintain soil fertility and optimize long-term yield potential.</p> <p>Ensures farm safety, food safety, biosecurity, and security procedures are followed by all workers by providing training, posting procedures, and conducting regular compliance checks.</p>

	Ensures farm activities comply with applicable government regulations by staying current on legislative requirements and directing workers to follow approved practices and documentation standards.
	Monitors workers to verify safety regulations are followed and warns or disciplines those who violate safety requirements to maintain a safe and compliant working environment.
	Develops contingency plans for weather-related disruptions by assessing forecast conditions and their implications for planting, harvesting, or livestock operations to minimize production losses.
	Maintains current knowledge of pests and diseases affecting crops and livestock, including transmission pathways and treatment options, to enable timely identification and effective management responses.
Safety	Plans and implements farm, fishing, and forestry safety programs by establishing site-specific protocols, conducting worker training, and monitoring compliance to meet occupational health and safety legislative requirements.
	Enforces the use of appropriate personal protective equipment including gloves, respirators, hearing protection, chainsaw-resistant clothing, and eye protection by verifying correct usage during site inspections and taking corrective action when violations are observed.
	Ensures safe operation of tractors, harvesters, chainsaws, and other powered equipment by verifying rollover protection, guarding, and operator competency before authorizing use to prevent machinery-related injuries and fatalities.
	Implements safe chemical handling procedures for pesticides, herbicides, and fertilizers by ensuring workers are trained on safety data sheets, label requirements, and spill response protocols to prevent exposure and environmental harm.
	Identifies and mitigates hazards associated with working near water, on unstable terrain, or in remote locations by conducting risk assessments and implementing controls such as buddy systems, flotation devices, and emergency communication plans.
	Investigates workplace incidents, near misses, and unsafe conditions by gathering facts, identifying root causes, and implementing corrective actions to prevent recurrence and meet regulatory reporting obligations.

	Conducts or coordinates regular safety inspections of work sites, equipment, and facilities to identify hazards and verify that controls are in place and functioning before work begins.
Supply Chain Management/Distribution/Logistics	Transports or arranges for the transport of animals, equipment, food, feed, and other supplies to and from work sites by coordinating logistics and confirming scheduling to support uninterrupted farm operations.
	Reads inventory records, customer orders, and shipping schedules to determine required activities and prioritize tasks to meet fulfillment and delivery commitments.
	Organizes transportation for livestock and crops by booking carriers, preparing documentation, and confirming handling requirements to ensure product arrives in good condition and on time.
	Tracks inventory of stored materials by conducting regular counts and updating records to prevent shortfalls and support accurate production planning.
	Coordinates the selection and movement of logs from storage areas to transport or processing locations in accordance with transportation schedules and production requirements to maintain mill supply continuity.
Troubleshooting/Analysis/Risk Management	Observes animals for signs of illness, injury, or unusual behavior and notifies veterinarians or managers promptly to enable timely diagnosis and treatment and prevent spread within the herd or flock.
	Observes fish and aquaculture beds or ponds to detect diseases, monitor growth rates, assess quality, and confirm harvest completeness to support accurate production decisions and maintain stock health.
	Inspects crops, fields, and plant stock to assess conditions and determine the need for cultivating, spraying, weeding, or harvesting, informing task scheduling and resource allocation decisions.
	Inspects buildings, fences, fields, ranges, supplies, and equipment to identify work to be performed and prioritizes maintenance and repair tasks to preserve safe and functional farm operations.
	Inspects farm buildings and equipment to identify maintenance needs and ensures routine servicing is carried out and repairs are completed promptly to prevent deterioration and safety hazards.

	<p>Inspects dairy, garden, poultry, orchard, and other operational units and confers with project leaders to advise on emerging problems and recommend corrective actions.</p>
	<p>Analyzes current operations including crops, livestock, staffing, and financial documents to identify inefficiencies and makes recommendations for operational improvements to management.</p>
	<p>Visits farm divisions to inspect crops and livestock and conducts soil and water tests to gather data supporting agronomic decisions and compliance with environmental standards.</p>
<p>Talent Management/Personnel</p>	<p>Recruits, hires, and discharges workers by following established HR and labor relations procedures to maintain an appropriately sized and skilled workforce aligned with operational requirements.</p>
	<p>Contracts with seasonal workers and farmers to provide employment by establishing terms, verifying qualifications, and completing required documentation to meet labor and legal requirements.</p>
	<p>Trains workers in planting, harvesting, weeding, and insect identification techniques and in the safe use of equipment and chemicals to build competency and reduce the risk of injury or crop damage.</p>
	<p>Trains workers in animal care procedures, facility maintenance duties, and safety precautions to ensure livestock are handled humanely and farm operations remain compliant with regulations.</p>
	<p>Trains workers in tree felling, bucking, tractor and loader operation, yarding and loading techniques, and safety regulations to ensure forestry and land clearing tasks are performed safely and efficiently.</p>
	<p>Trains workers in spawning, rearing, cultivating, and harvesting methods and in the operation of aquaculture equipment to build technical skills and support safe and productive operations.</p>
	<p>Prepares and maintains time and payroll reports and records personnel actions including performance evaluations, hires, promotions, and disciplinary actions to support accurate HR administration and compliance.</p>
	<p>Recruits, trains, and supervises farm workers by coordinating and directing their activities to ensure tasks are completed safely, on schedule, and to established quality standards.</p>

First-Line Supervisors of Production and Operating Workers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Certified Production Technician - Manufacturing Skill Standards Council

Related Titles

Production Supervisors

Manufacturing Supervisors

Production Managers



General Function	Competencies
<p>Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Conducts product briefings with customers, vendors, and company representatives to communicate production status, specifications, and issue resolution in support of strong business relationships.</p>
	<p>Maintains high standards of customer service by ensuring production outputs consistently meet quality, delivery, and specification requirements.</p>
<p>Operations/Organizational Management</p>	<p>Plans and establishes work schedules, assignments, and production sequences based on workload, capacity, and priorities to meet production goals on time and within budget.</p>
	<p>Determines production standards, budgets, goals, and rates by evaluating company policies, equipment and labor availability, and workload demands to set realistic and achievable targets.</p>
	<p>Plans and develops new products and production processes by collaborating with relevant teams and applying operational knowledge to support innovation and continuous improvement.</p>
	<p>Reads and analyzes charts, work orders, production schedules, and other records to determine production requirements and evaluate current output against targets, identifying gaps requiring corrective action.</p>
	<p>Recommends or implements measures to motivate employees and improve production methods, equipment performance, product quality, or efficiency to drive operational performance.</p>
	<p>Executes manufacturing operations strategy using available control systems, tools, and metrics to accurately measure progress and ensure alignment with organizational objectives.</p>
	<p>Champions continuous improvement methodologies by identifying opportunities to improve productivity, increase efficiency, and eliminate waste across production operations.</p>
	<p>Identifies and investigates variances from material cost and labor standards, manages operating budgets, and implements corrective actions to restore performance within approved financial parameters.</p>
	<p>Ensures compliance with ISO 9001 standards by conducting required training and monitoring adherence to quality management system requirements.</p>

	Creates work and production schedules using established production goals, monitors quality, and ensures products are manufactured efficiently to meet customer and operational requirements.
	Determines resource availability for the production process by assessing labor, equipment, and material capacity to inform scheduling and planning decisions.
Talent Management/Personnel	Conducts employee training in equipment operations, work procedures, and safety protocols to build competency and ensure safe and consistent task execution.
	Interprets specifications, blueprints, job orders, and company policies and procedures for workers to ensure clear understanding of expectations and technical requirements before work begins.
	Hires workers, delivers onboarding and job training, and maintains records of employee performance and attendance to support workforce development and accountability.
	Delivers safety orientation for new employees by reviewing hazard awareness, emergency procedures, and PPE requirements to establish a safe foundation before independent work begins.
	Trains personnel to operate equipment safely by demonstrating proper techniques and verifying competency before authorizing independent use.
	Plans and implements programs to engage all employees in continuous improvement by soliciting suggestions and fostering a culture of participation and innovation.
	Coordinates work activities by scheduling assignments, setting priorities, and directing employee efforts to maintain workflow and meet production targets.
	Evaluates and verifies employee performance by reviewing completed work assignments and observing techniques to assess competency and identify development opportunities.
	Identifies staff development and training needs and ensures appropriate training is obtained to close skill gaps and maintain a capable workforce.
	Ensures proper labor relations and conditions of employment are maintained by following applicable legislation, agreements, and company policy.

	Directs building custodial services by assigning tasks and overseeing execution to maintain clean, safe, and compliant facilities.
	Plans, develops, and implements ongoing skills training and preventive maintenance programs to build workforce capability and reduce unplanned downtime.
Supply Chain Management/Distribution/Logistics	Requisitions materials, supplies, equipment parts, and repair services by assessing operational needs and submitting requests through established procurement processes to prevent production disruptions.
Project Management	Ensures all products meet contractual quality, cost, and schedule requirements by planning, organizing, and directing production flow while maintaining a safe work environment.
	Identifies root causes of failure modes and assesses production capacity to inform corrective action planning and support operational reliability.
	Resolves quality and staffing issues by developing and implementing corrective action plans to restore performance and prevent recurrence.
	Establishes and communicates goals and performance measurements to direct reports to align team efforts with production targets and organizational expectations.
	Ensures efficient execution of the production plan by minimizing downtime and meeting schedule goals to best serve customer delivery requirements.
	Monitors operational indicators to verify correct process execution and identify deviations requiring intervention before they affect output or quality.
	Maintains production areas through regular housekeeping activities to support schedule adherence, safety, and a compliant working environment.
	Communicates production and material requirements and product specifications to relevant teams and stakeholders to ensure alignment and prevent errors or delays.
	Prepares drawings and specifications for proposed projects, estimates material, time, and labor costs, and submits funding requests to support project planning and approval.

Equipment	Observes work and monitors gauges, dials, and other indicators to ensure operators conform to production and processing standards and to detect deviations requiring correction.
	Performs preventive maintenance and routine repairs on production equipment following scheduled maintenance plans to minimize unplanned downtime and extend equipment life.
	Sets up equipment for production runs and coordinates workflow with team members to ensure readiness and a smooth transition into operations.
	Checks calibration of gauges and data collection equipment against established standards to verify measurement accuracy and support quality and compliance requirements.
	Oversees the operation and maintenance of engines, boilers, and other mechanical equipment used to generate steam or electrical power to ensure reliable and safe energy supply to production operations.
Facilities Management	Oversees the installation, maintenance, and repair of electrical, steam, water, sewerage, fire safety, and building security systems to ensure reliable and code-compliant facility infrastructure.
	Interprets and maintains the physical plant in compliance with applicable building, health, safety, fire, and environmental codes by monitoring conditions and initiating required corrective actions.
	Inspects in-house and contracted work projects for conformance with job specifications, applicable building codes, and standards to verify quality and regulatory compliance before sign-off.
	Oversees fire safety and building security measures by ensuring systems are maintained, tested, and compliant with applicable codes and organizational requirements.
	Inspects buildings, grounds, and facilities for maintenance needs, required repairs, and improvement opportunities to sustain safe and functional operational environments.
	Participates in the planning of building remodeling, alteration, or maintenance projects with agency management and develops physical plant budgets to support informed decision-making and resource allocation.

	Oversees grounds maintenance and landscaping activities by directing contracted or in-house crews to maintain safe, clean, and professional facility exteriors.
Troubleshooting/Analysis/Risk Management	Troubleshoots production problems and determines solutions in accordance with customer specifications and company policies and procedures to restore operations with minimal disruption.
	Recommends corrective actions to company or customer representatives based on root cause analysis and product assessment to resolve quality or performance issues.
	Assesses product needs against customer requirements to identify gaps and ensure production outputs align with contractual and quality specifications.
	Provides technical expertise and applies structured problem-solving techniques to resolve business and manufacturing issues, reducing recurrence and supporting continuous improvement.
	Identifies potential maintenance issues with production systems and notifies maintenance personnel promptly to enable proactive intervention and prevent equipment failure.
Safety	Plans and implements programs to maintain a safe and productive work environment by establishing safety protocols, conducting training, and monitoring compliance across the production area.
	Ensures the production department meets company safety goals by developing and delivering worker training on hazard awareness, safe practices, and emergency response procedures.
	Performs safety and environmental inspections of work areas, equipment, and processes to identify non-conformances and initiate corrective actions before incidents occur.
	Conducts emergency drills and participates in emergency response teams to ensure worker preparedness and compliance with emergency management requirements.
	Identifies unsafe conditions and takes prompt corrective action to eliminate hazards and prevent injuries or regulatory violations.

	<p>Recommends processes and procedures that enhance workplace safety by drawing on operational knowledge and risk assessment to support a culture of safe work practices.</p> <p>Fulfills safety and health requirements for maintenance, installation, and repair activities by ensuring work is planned and executed in compliance with applicable regulations and company standards.</p> <p>Monitors equipment condition and operator performance to verify safe operating practices and identify risks before they result in injury or damage.</p>
Quality Management	<p>Interfaces with functional departments as needed to discuss and resolve production problems, ensuring cross-functional alignment on root cause and corrective action.</p> <p>Communicates new processes or procedures related to quality issues to Quality Control Technicians and team members to ensure consistent understanding and implementation.</p> <p>Inspects materials and products at all stages of production to verify conformance with specifications and identify non-conformances requiring corrective action.</p> <p>Takes corrective actions to restore or maintain product quality by identifying the source of deviation, implementing fixes, and verifying effectiveness.</p>
Record Keeping	<p>Documents product and process compliance with customer requirements using established recording systems to support traceability, audits, and contractual obligations.</p> <p>Documents the results of quality tests by recording findings against specification limits to maintain an accurate quality history and support trend analysis.</p> <p>Records process outcomes and trends to identify recurring deviations and inform continuous improvement and preventive action initiatives.</p>
Regulations and Policies, Procedures, Protocols	<p>Ensures compliance with all applicable state and federal regulations and company policies by monitoring adherence, conducting audits, and initiating corrective actions as required.</p>

First-Line Supervisors of Transportation and Material Moving Workers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent;

Related Titles

Warehouse Supervisors

Warehouse Leads

Distribution Supervisors



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Coordinates driver movements during loading, unloading, and equipment operations using standardized signals to prevent collisions and ensure safe execution.
	Communicates clearly and promptly with dispatch operators and/or supervisors to relay operational status, instructions, and priorities to support workflow continuity.
	Reports equipment malfunctions, breakdowns, or maintenance needs accurately and promptly to the appropriate personnel to minimize downtime and prevent safety hazards.
	Confers with customers, supervisors, contractors, and other personnel to exchange operational information and resolve problems in a timely manner to maintain service continuity and stakeholder satisfaction.
	Resolves worker problems by collaborating with employees to identify root causes and implement solutions that restore productivity and maintain a positive work environment.
	Assesses customer needs, monitors service quality standards, and evaluates customer satisfaction to identify gaps and implement improvements in service delivery.
	Provides operational information to supervisors, co-workers, and subordinates via telephone, email, written reports, or in-person communication to ensure alignment and informed decision-making.
	Dispatches personnel and vehicles in response to telephone or radio reports of emergencies by coordinating resources and directing response efforts to ensure rapid and effective incident management.
Talent Management/Personnel	Recruits, selects, and onboards personnel by applying established HR procedures and evaluating candidates against role requirements to build a capable and compliant workforce.
	Motivates, develops, and directs workers by identifying individual strengths, assigning appropriate tasks, and providing coaching to optimize team performance and engagement.
	Explains and demonstrates work tasks to new workers or assigns training responsibilities to experienced personnel to ensure competency is developed before independent work begins.

	<p>Recommends and implements measures to improve worker motivation, equipment performance, work methods, or customer service outcomes to drive continuous operational improvement.</p>
	<p>Monitors field work to verify proper task execution and correct use of materials, identifying deviations and providing direction to maintain standards.</p>
	<p>Calculates or estimates cash, payroll, transportation, personnel, or storage requirements by analyzing operational data to support accurate budgeting and resource planning.</p>
<p style="text-align: center;">Supply Chain Management/Distribution/Logistics</p>	<p>Assists operators with route navigation by applying knowledge of transportation networks, road conditions, and delivery requirements to optimize efficiency and on-time performance.</p>
	<p>Plans cargo loading by assessing load dimensions, weight limits, and delivery sequencing to maximize vehicle capacity and protect cargo integrity during transport.</p>
	<p>Examines, measures, or weighs cargo and materials to determine specific handling, storage, or transport requirements and ensure compliance with carrier and regulatory specifications.</p>
	<p>Prepares, loads, packs, secures, and unloads cargo following established handling procedures and load securement standards to prevent damage or loss during transit.</p>
	<p>Maintains inventory of cargo by tracking inbound and outbound movements using inventory management systems to ensure accurate stock records and prevent discrepancies.</p>
	<p>Delivers cargo to designated routes by coordinating driver assignments and monitoring progress to meet customer delivery commitments.</p>
	<p>Reports on delivery activities by compiling and submitting status updates to supervisors and stakeholders to support operational visibility and customer communication.</p>
	<p>Maintains cargo receipt and inspection records by documenting condition, quantity, and discrepancies at time of receipt to support claims processing and inventory accuracy.</p>

	Manages cold chain operations by monitoring temperature-controlled storage and transport conditions throughout the supply chain to preserve product integrity and meet regulatory requirements.
	Coordinates time-sensitive cargo delivery by prioritizing scheduling, routing, and resource allocation to meet critical delivery windows and minimize service failures.
	Manages livestock cargo operations by coordinating handling, welfare checks, documentation, and transport scheduling in accordance with animal welfare regulations and carrier requirements.
	Tracks cargo movements using logistics and cargo tracking systems to maintain real-time visibility, identify delays, and proactively communicate status to relevant stakeholders.
	Prepares and manages import and export documentation including customs declarations, bills of lading, and certificates of origin in compliance with international trade requirements.
	Administers freight and cargo claims by documenting damage or loss, gathering supporting evidence, and coordinating with carriers and insurers to resolve claims accurately and efficiently.
	Ensures compliance with international trade legislation by reviewing shipment documentation, tariff classifications, and regulatory requirements to prevent delays, penalties, or seizures.
	Loads and unloads vehicles using appropriate equipment and manual handling techniques to prevent product damage and maintain throughput targets.
	Transports loads using elevators or mechanical lifting equipment following safe operating procedures to move materials between levels without damage or injury.
	Manages the deployment of material handling equipment by assessing load requirements and assigning appropriate equipment to support safe and efficient operations.
	Confirms cargo and logistics details by verifying shipment contents, documentation, and routing against orders and manifests to prevent errors before departure.

	Inspects motor vehicles for roadworthiness, safety compliance, and condition by conducting systematic checks and documenting findings to prevent unsafe vehicles from entering service.
	Plans, revises, and finalizes trip plans by incorporating route conditions, delivery priorities, and regulatory requirements to optimize driver efficiency and on-time performance.
	Maintains transportation route and scheduling planners by updating records to reflect current assignments, changes, and completed deliveries to support accurate operational oversight.
	Plans work assignments and equipment allocations to meet transportation, operational, or production goals by balancing resource availability against demand.
	Reviews orders, production schedules, blueprints, and shipping or receiving notices to determine work sequences, material shipping dates, volumes, and destinations before assigning tasks.
	Inspects and tests materials, stock, vehicles, equipment, and facilities to verify they are safe, defect-free, and consistent with specifications before use or dispatch.
	Evaluates transportation mode options including air, rail, sea, or road by comparing relative costs, transit times, and capacity to recommend the most efficient and cost-effective solution for each shipment.
	Applies business and management principles including strategic planning, resource allocation, and leadership techniques to coordinate people and resources toward operational goals.
	Analyzes information and evaluates alternatives using structured reasoning to identify the most effective solution to operational or logistics problems.
	Gathers and synthesizes information from all relevant operational sources to maintain situational awareness and support informed supervisory decisions.
	Plans work operations by sequencing tasks, allocating resources, and establishing timelines to meet production and delivery targets efficiently.
	Reviews work orders and schedules to determine required operations and procedures before directing workers to begin assignments.

	Directs workers in transportation and related services including pumping, moving, storing, loading, and unloading of materials and people to ensure tasks are completed safely and to standard.
	Prepares, compiles, and submits reports on work activities, operations, production, and work-related accidents using established reporting formats to maintain accurate operational records.
	Interprets transportation and tariff regulations, shipping orders, safety regulations, and company policies and procedures for workers to ensure compliant and consistent task execution.
	Schedules and performs preventive maintenance and repairs on vehicles and equipment by coordinating with maintenance personnel and tracking service intervals to minimize unplanned downtime.
	Completes requisitions for personnel, supplies, equipment parts, or repair services by identifying needs and submitting requests through established procurement processes to prevent operational delays.
	Drives vehicles or operates machinery and equipment as required to complete work assignments or support workers during peak demand or operational disruptions.
Security	Manages cargo security controls by implementing access restrictions, sealing procedures, and chain-of-custody protocols to prevent theft, tampering, or unauthorized access during storage and transit.
	Secures and obtains required shipping documents and equipment by verifying completeness and accuracy before departure to ensure regulatory compliance and cargo accountability throughout the journey.
Safety	Enforces safety rules and regulations by monitoring worker behavior, conducting regular briefings, and taking corrective action when violations are observed to maintain a safe and compliant work environment.
	Inspects facilities, vehicles, and work areas to verify compliance with safety, quality, and service standards, identifying deficiencies and initiating corrective actions to prevent incidents.

Record Keeping	Operates transportation management and logistics software including ERP systems, bill of lading platforms, routing tools, and spreadsheet applications to manage scheduling, documentation, and operational data accurately and efficiently.
	Maintains and verifies records of time, materials, expenditures, and crew activities using designated systems to support payroll accuracy, cost tracking, and operational reporting.

Food Batchmakers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Food Handler Certification: ServSafe – National Restaurant Association; Food Handler First Principles Certificate: National Registry of Food Safety Professionals and accredited by ANSI American National Standards Institute (ANSI); Food Safety, Food Handler Certificate: North American Learning Institute

Related Titles

Brewing Technician

Mixer Operator

Production Staff



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Assists customers with ordering cakes, fulfilling deli orders, or locating produce by providing product knowledge and responsive service to ensure a positive experience.
	Communicates clearly with customers regarding the use of allergenic ingredients in food production to support informed purchasing decisions and protect the safety of customers with food allergies.
Equipment	Operates and monitors food preparation equipment during production runs to verify proper functioning and identify irregularities before they affect product quality.
	Controls levers, switches, and valves for discharge pipes, extruders, and other equipment to regulate material flow and maintain process parameters within specification.
	Sets up, operates, and tends cooking, mixing, blending, and processing equipment according to formulas or recipes to produce food products that meet established quality and consistency standards.
	Controls vats that heat and mix ingredients by adjusting settings to maintain required temperatures and achieve uniform blending.
	Inspects vats after cleaning to confirm fermentable residue has been fully removed before the next production run to prevent contamination and off-flavors.
	Monitors gauges and thermometers to verify mixing chamber temperature and adjusts valves to maintain specified thermal conditions throughout the process.
	Starts, adjusts, and regulates equipment such as beaters, extruders, discharge pipes, and salt pumps using switches and knobs to maintain consistent production output.
	Activates agitators and paddles to mix or stir ingredients and stops machinery once ingredients are thoroughly combined to prevent over-processing.
	Reports equipment leaks or defects to maintenance personnel promptly to minimize downtime and prevent safety or quality incidents.

Production	Incorporates current nutrition information and trends into food preparation decisions to develop products that align with consumer demand and dietary guidelines.
	Applies food science principles to culinary preparations to optimize ingredient interactions, texture, flavor, and shelf life in manufactured food products.
	Produces nutritionally balanced meals and meals for special dietary needs by following established formulations and substitution guidelines to meet specific health or regulatory requirements.
	Mixes or blends ingredients according to recipes using paddles or agitators to achieve the specified consistency, texture, and flavor profile.
	Follows recipes to produce food products of specified flavor, texture, clarity, bouquet, or color, adhering to formulation standards to ensure batch-to-batch consistency.
	Prepares and mixes large batches of food based on established recipes and batch cards to meet production volume requirements.
	Cools food product batches on slabs or in water-cooled kettles to bring products to required temperatures before the next stage of processing.
	Formulates or modifies recipes for specific food products by adjusting ingredient ratios and processing parameters to achieve target quality attributes.
	Places products on carts or conveyors to transfer them to the next stage of processing in accordance with production sequencing requirements.
	Selects, measures, and weighs ingredients using appropriate metric measures and balance scales to ensure accurate formulation and batch consistency.
	Homogenizes or pasteurizes materials using approved processing methods to prevent separation and eliminate harmful microorganisms in accordance with food safety standards.
	Tests food product samples for moisture content, acidity level, specific gravity, and butter-fat content to verify that batches meet established quality specifications.
	Inspects and packages final products following quality and labeling standards to ensure product integrity before distribution.

	Modifies cooking and forming operations based on sampling results to correct deviations and bring products back within specification.
	Adjusts time cycles and ingredient quantities to achieve desired product qualities such as firmness or texture in accordance with recipe parameters.
	Processes products by hand or machine including separating, spreading, kneading, spinning, casting, cutting, pulling, or rolling to achieve required product forms and dimensions.
	Catalogs raw materials and selects ingredients based on production batch sheets to ensure correct inputs are used for each scheduled run.
	Labels products according to production reports to ensure accurate identification, traceability, and regulatory compliance.
	Prepares and serves ready-to-eat food following food safety and handling procedures to maintain product quality and customer safety.
	Stores and disposes of trash from food premises following sanitation protocols to maintain a clean and compliant production environment.
	Measures, combines, and distributes ingredients according to patented formulas to ensure consistency in taste, safety, and brand standards across all batches.
	Stores food products under appropriate conditions and in accordance with use-by and best-before dates to maintain product safety and minimize waste.
	Identifies foods capable of supporting rapid bacterial growth and applies appropriate handling and storage controls to reduce the risk of foodborne illness.
Supply Chain Management/Distribution/Logistics	Determines order quantities from suppliers based on production schedules and consumption rates to minimize waste and prevent stockouts.
	Verifies that products received from suppliers match purchase orders in type and quantity by following established intake and checking procedures to ensure accurate inventory and production inputs.
Safety	Monitors time and temperature conditions during food handling and storage to minimize bacterial growth and maintain a safe food supply.

	Prevents food contamination from environmental sources, personnel, and surroundings by following established hygiene and handling protocols during receiving, storage, preparation, and service.
	Responds to pest infestation by following established protocols and escalating to appropriate personnel to protect food safety and maintain regulatory compliance.
	Identifies food hazard risks and applies preventive controls during production and handling to reduce the likelihood of food poisoning incidents.
	Prevents cross-contamination by identifying allergen risks and following segregation, labeling, and cleaning protocols to protect consumers with food allergies.
Regulations and Policies, Procedures, Protocols	Reads and follows batch cards containing specific preparation requirements, ingredient specifications, and technical instructions to ensure consistency and adherence to food safety regulations.
	Grades food products according to government regulations and established criteria including type, color, bouquet, and moisture content to confirm products meet required standards before release.
	Monitors production operations for compliance with GMP and HACCP guidelines to maintain food safety standards and meet customer specifications.
	Operates within defined SOP parameters by following prescribed steps and tolerances to achieve consistent food quality outcomes.
Quality Management	Uses quality control tools such as checklists, production charts, or computer programs to track food production and purchasing data and identify trends or deviations requiring corrective action.
	Inspects food batch production against quality standards to identify defects, inconsistencies, or non-conformances before product advances to the next stage.
	Selects and tests in-production samples and documents findings to support quality assurance processes and inform further testing or adjustments.

	<p>Tests batches against quality benchmarks to verify high quality and consistent portion size before approving product for packaging or distribution.</p> <p>Monitors product quality across produce, deli, bakery, dairy, meat, and other departments to ensure high-quality products are consistently available.</p> <p>Monitors prepared orders for accuracy and consistency against production specifications to confirm customer and quality requirements are met before release.</p>
Record Keeping	<p>Records and reports equipment malfunctions, production errors, or other complications to the appropriate personnel to support maintenance response and continuous improvement.</p> <p>Records production and test data for each food product batch including ingredients used, temperatures, test results, and time cycles to maintain traceability and support quality and regulatory reporting.</p> <p>Maintains confidentiality of proprietary formulas, recipes, and production information in accordance with company policy to protect intellectual property.</p>
Facilities Management	<p>Cleans and sanitizes food preparation and storage areas according to food safety standards to prevent contamination and maintain a compliant working environment.</p> <p>Cleans and sterilizes vats and factory processing areas following established sanitation procedures to prevent cross-batch contamination and meet hygiene requirements.</p>
Marketing/Sales	<p>Packs ready-to-sell products in appropriate containers and stocks displays following presentation standards to maximize product appeal and support sales.</p>

Food Service Managers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast, ServSafe

Associated Credentials

High school diploma or equivalent; ServSafe Manager - National Restaurant Association

Related Titles

Shift Manager

Assistant Manager

Restaurant General Manager



General Function	Competencies
Design, Product Development, Reading and Interpretation	Creates menus based on restaurant operations type by balancing ingredient utilization across dishes to eliminate food waste and maximize cost efficiency.
	Creates menus for holidays, themed events, buffets, and special functions by incorporating seasonal ingredients, client preferences, and operational capacity to deliver compelling and profitable offerings.
	Develops specialty dishes and recipes for use in dining facilities by testing ingredients, techniques, and presentations to produce consistent, high-quality results that align with the establishment's brand and guest expectations.
Customer/Client/Patient/Partner Relationships and/or Services	Investigates and resolves complaints regarding food quality, service, or accommodations by gathering information, identifying root causes, and implementing corrective actions to restore guest satisfaction and prevent recurrence.
	Performs hosting and greeting duties including welcoming guests, escorting them to seats, and presenting menus and wine lists as needed to maintain service flow and create a positive first impression.
Facilities Management	Arranges equipment maintenance and repairs by scheduling service, coordinating with technicians, and verifying completion to ensure all equipment operates safely and reliably.
	Coordinates facility services including waste removal and pest control by contracting appropriate providers and monitoring service delivery to maintain a clean, compliant, and functional facility.
Financial Management	Manages cash handling and electronic payment procedures by overseeing transaction accuracy, making bank deposits, and reconciling records to safeguard revenue and maintain financial integrity.
	Reviews menus and analyzes recipes to determine labor and overhead costs and assigns prices to menu items to ensure profitability while remaining competitive in the market.
	Determines the popularity and profitability of menu items by analyzing sales data and cost margins to inform pricing decisions and menu composition adjustments.

	Monitors budgets and payroll records by reviewing financial transactions to verify that expenditures are authorized and within budget, identifying variances requiring corrective action.
Operations/Organizational Management	Maintains food and equipment inventories by conducting regular counts and updating records to ensure adequate stock levels support uninterrupted sales and production.
	Orders, schedules, and receives food and beverage deliveries by verifying product quality and quantity against purchase orders at time of receipt to prevent shortfalls and reject non-conforming goods.
	Estimates food, liquor, wine, and other beverage consumption based on forecasted demand to determine appropriate purchase or requisition quantities and minimize waste and stockouts.
	Schedules use of facilities and catering services for events such as banquets and receptions and negotiates arrangements with clients to ensure operational requirements and guest expectations are clearly defined and met.
	Plans menus and food utilization based on anticipated guest volumes, nutritional value, palatability, popularity, and cost targets to optimize production efficiency and guest satisfaction.
	Establishes and enforces nutritional standards for dining operations based on accepted industry guidelines to meet dietary requirements and support the establishment's health and wellness commitments.
	Optimizes food preparation and delivery across all service periods by applying raw material, production process, quality control, and cost management principles to maximize efficiency and consistency.
Production	Performs food preparation and service tasks including cooking, baking, clearing tables, and serving food and drinks as required to maintain service levels during peak periods or staffing shortfalls.
	Selects and applies appropriate tools, equipment, and procedures for food preparation and service to ensure tasks are completed safely, efficiently, and to established quality standards.
	Incorporates current nutrition information and trends into menu development and food preparation to produce nutritionally balanced meals that align with guest expectations and dietary guidelines.

	<p>Incorporates current nutrition information and trends into menu development and food preparation to produce nutritionally balanced meals that align with guest expectations and dietary guidelines.</p> <p>Manipulates heat, moisture, and sugar and starch interactions during food preparation to achieve desired textures, flavors, and food safety outcomes.</p> <p>Identifies grades and cuts of meat according to USDA specifications to ensure appropriate product is selected and purchased for each intended use and quality standard.</p> <p>Butchers primals into saleable cuts by applying breakdown and portioning techniques to maximize yield, minimize waste, and optimize cost per portion.</p>
Quality Management	<p>Monitors food preparation methods, portion sizes, and food garnishing and presentation by conducting line checks and service observations to ensure all food meets established quality and presentation standards before reaching guests.</p> <p>Tests cooked food by evaluating taste and aroma to verify palatability and flavor conformity with recipe standards before service.</p> <p>Demonstrates and implements quality control tools including checklists, production charts, and computer programs to track food production and purchasing data and identify trends or deviations requiring corrective action.</p>
Safety	<p>Maintains records required by government agencies regarding sanitation and food subsidies by completing documentation accurately and submitting reports by required deadlines to ensure regulatory compliance.</p> <p>Monitors compliance with health and fire regulations governing food preparation, service, and building maintenance by conducting regular inspections and initiating corrective actions to maintain a safe and compliant facility.</p> <p>Monitors employee and patron activities to ensure liquor regulations are observed and takes corrective action when violations are identified to maintain licensing compliance and patron safety.</p> <p>Ensures food handling, storage, and preparation practices comply with food safety regulations by training staff, monitoring adherence to HACCP</p>

	principles, and addressing non-conformances promptly to prevent foodborne illness.
Record Keeping	Maintains inventory records by conducting regular counts and reconciling stock levels to prevent product loss and support accurate purchasing and cost control decisions.
	Records the number, type, and cost of items sold using point-of-sale or inventory systems to support profitability analysis and inform menu and purchasing decisions.
Talent Management/Personnel	Coordinates assignments of cooking personnel by matching skills to stations and scheduling tasks to ensure economical use of food and timely preparation across all service periods.
	Establishes performance standards for personnel and customer service by defining expectations, communicating them clearly to staff, and evaluating outcomes to maintain consistent service quality.
	Schedules staff hours and assigns duties based on forecasted business volumes to ensure optimal staffing levels are maintained across all service periods.
	Organizes and directs worker training programs by identifying skill gaps, developing content, and overseeing delivery to build a competent and confident food service team.
	Evaluates employee performance in dining and lodging facilities by conducting regular reviews, providing feedback, and documenting outcomes to support development and accountability.
	Assesses staffing needs and recruits qualified candidates by posting positions, screening applicants, and conducting interviews to fill vacant and upcoming roles with suitable talent.

Laborers and Freight, Stock, and Material Movers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent

Related Titles

General Laborers

Warehouse Associates

Material Handlers

Warehouse Package Handlers



General Function	Competencies
<p>Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Uses standardized signals to communicate with drivers during loading, unloading, and equipment movement to ensure safe and coordinated operations.</p>
	<p>Communicates clearly and promptly with dispatch operators and/or supervisors to relay operational status, instructions, and priorities to support workflow continuity.</p>
	<p>Reports equipment malfunctions, breakdowns, or maintenance needs accurately and promptly to the appropriate personnel to minimize downtime and prevent safety hazards.</p>
<p>Equipment</p>	<p>Operates cranes, hoists, or other lifting and moving equipment following load capacity and safety guidelines to move materials efficiently and without injury or damage.</p>
	<p>Selects and deploys material handling equipment appropriate to the weight and dimensions of the load to prevent equipment overload and ensure safe handling.</p>
	<p>Inspects and maintains material moving equipment on a regular basis to ensure it remains in safe and functional working condition.</p>
	<p>Assembles product containers and crates using precut lumber and hand tools following construction specifications to ensure structural integrity for transport or storage.</p>
	<p>Requisitions, checks out, or rents equipment needed for productions or set construction by assessing operational requirements and submitting appropriate requests.</p>
	<p>Loads freight in accordance with load diagrams and trailer capacity specifications to maximize space utilization and maintain load integrity during transit.</p>
	<p>Secures freight using approved methods and restraints to prevent shifting or damage during transport.</p>
	<p>Operates dock locks and loading ramps following established procedures to create a safe and stable connection between transport vehicles and the loading dock.</p>
	<p>Distributes weight evenly when loading to prevent load shift and maintain vehicle stability during transport.</p>

	Stacks cargo in transit sheds, ship holds, or designated storage locations using pallets or cargo boards as directed to maximize space and protect product integrity.
	Maintains equipment storage areas by organizing and securing inventory to prevent damage and ensure readiness for deployment.
	Adjusts controls to guide, position, or move equipment such as cranes, booms, or camera rigs to support safe and precise placement during operations.
	Retrieves tools and supplies from storage or vehicles and returns them after use to maintain an organized and accountable inventory.
	Connects electrical equipment to power sources prior to use to verify functionality and confirm readiness for operation.
	Rigs and dismantles props or equipment including frames, scaffolding, platforms, and backdrops using hand tools following production or site specifications.
	Replaces or adjusts equipment parts such as rollers, belts, plugs, or caps using hand tools to restore equipment to proper working condition.
	Bundles and bands materials such as fodder or tobacco leaves using banding machines to prepare product for storage or shipment.
	Operates equipment and connects hoses required to transfer liquid materials into and out of storage tanks or vessels following handling and safety protocols.
Record Keeping	Records the number of units handled or moved on daily production sheets or work tickets to maintain accurate production tracking and support operational reporting.
Regulations and Policies, Procedures, Protocols	Files damage reports when freight is found to be damaged during receiving, handling, or transport to initiate claims processes and maintain accurate records.
	Verifies load security and integrity prior to handling or transport to ensure cargo meets safety and compliance standards before movement begins.
	Follows production delivery schedules to meet internal logistics cycles and maintain supply chain continuity.
	Reads and follows process work instructions to execute tasks in accordance with established procedures and quality standards.

	<p>Reads work orders or receives oral instructions to determine work assignments and identify required materials or equipment before beginning tasks.</p>
	<p>Cleans out cargo containers and storage areas following use to maintain hygiene, prevent contamination, and prepare spaces for subsequent loads.</p>
	<p>Erects tents and canopies to protect crews and equipment from weather conditions during outdoor operations.</p>
	<p>Secures and releases mooring lines of ships following docking and departure procedures to ensure safe vessel positioning.</p>
<p style="text-align: center;">Supply Chain Management/Distribution/Logistics</p>	<p>Moves freight, stock, or other materials to and from storage areas, production zones, loading docks, delivery vehicles, ships, or containers by hand or using trucks, tractors, or other equipment to support continuous material flow.</p>
	<p>Reports missed or short shipments to the Supply Chain Team promptly and accurately to enable corrective action and minimize downstream disruption.</p>
	<p>Tracks supply chain routes and monitors on-time delivery status to identify delays and support proactive logistics planning.</p>
	<p>Manages trailer yard inventory and coordinates unload timing to maintain sequencing and throughput targets.</p>
	<p>Plans freight route pick-up and load times and confirms supplier manifests to ensure accurate and timely cargo collection.</p>
	<p>Verifies current inventory quantities against the manifest prior to loading to confirm order accuracy and prevent shortfalls.</p>
	<p>Packs cargo in supplier-specified packaging following handling and labeling requirements to protect product integrity and meet shipment standards.</p>
	<p>Loads shipments onto pallets rated to meet material weight requirements to ensure structural support and safe transport.</p>
	<p>Inspects cargo for damage using established check systems once loads are secured to identify issues before departure.</p>
	<p>Attaches identifying tags or markings to containers to ensure accurate tracking and retrieval throughout the supply chain.</p>

	Loads and unloads cargo using appropriate equipment and techniques to prevent product damage and maintain throughput targets.
	Selects loads based on delivery locations and routing sequences to optimize transport efficiency and on-time delivery.
	Assesses the operational impact of load damage and escalates findings appropriately to minimize disruption to downstream processes.
	Lifts, lowers, and supports materials using proper body mechanics and team lifting techniques to prevent injury and protect product.
	Secures cargo according to shipper specifications using approved restraints and methods to prevent movement or damage during transit.
	Identifies and communicates supplier shortages and their potential customer impacts to support proactive supply chain response.
	Plans freight contingency loading and unloading in response to inclement weather to minimize delays and protect cargo.
	Manages inventory yard sequencing to ensure loads are available on time and in the correct order to support production schedules.
	Identifies minimum and maximum inventory thresholds by store location to trigger replenishment actions and prevent stock-outs or overstock conditions.
	Positions bins, carts, or containers and directs spouts or chutes to facilitate efficient loading of bulk or loose materials.
	Attaches slings, hooks, or lifting devices to cargo and guides loads during crane or hoist operations to ensure precise and safe placement.
	Guides suspended loads during lifting operations to control swing and prevent collision with personnel or structures.
	Packs and repacks damaged containers using appropriate materials and techniques to restore shipment integrity for continued transport or storage.
	Shovels materials such as gravel, ice, or spilled concrete into containers, bins, or onto conveyors to clear work areas and support material flow.
	Performs general yard duties including railway shunting to support site logistics and maintain operational flow.
	Lays camera dolly and crane tracks and repositions dollies and cranes as directed to support production operations and set logistics.

Troubleshooting/Analysis/Risk Management	Installs protective devices such as bracing, padding, or strapping around cargo prior to transport to prevent shifting, damage, or loss during transit.
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Light Truck Drivers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast, Michigan Commercial Driver License Manual – 2005 CDL Testing System

Associated Credentials

High school diploma or equivalent

Related Titles

Delivery Driver

Movers

Warehouse Drivers



General Function	Competencies
<p align="center">Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Ensures customer satisfaction by delivering cargo on time, in good condition, and with a professional and courteous demeanor to uphold the company's service reputation.</p>
	<p>Handles customer complaints by listening attentively, acknowledging concerns, and escalating unresolved issues to supervisors to restore customer confidence and prevent recurrence.</p>
	<p>Identifies and communicates sales opportunities observed during customer interactions to the appropriate internal team to support business development efforts.</p>
	<p>Shares and exchanges operational information with supervisors, co-workers, and other individuals throughout the day by using available communication tools to maintain coordination and situational awareness.</p>
<p align="center">Equipment</p>	<p>Operates straight trucks and light trucks under three tons following manufacturer guidelines and applicable regulations to transport materials safely and efficiently to designated destinations.</p>
	<p>Operates tractor-trailer combinations and bobtail tractors by applying appropriate handling techniques to navigate routes safely under varying load and road conditions.</p>
	<p>Executes vehicle maneuvers including backing, turning, and parking in confined or high-traffic areas by applying spatial awareness and vehicle control techniques to prevent collisions and property damage.</p>
	<p>Adapts driving techniques to meet specific operating requirements including load type, road conditions, and delivery environment to maintain safety and efficiency throughout the trip.</p>
	<p>Operates specialized equipment associated with light truck operations by following equipment-specific procedures and safety requirements to complete tasks without damage or injury.</p>
	<p>Manages emergency and unexpected situations by applying trained response techniques to minimize risk to the driver, cargo, and the public.</p>
	<p>Coordinates simultaneous limb movements required for vehicle operation including steering, shifting, and braking by developing and maintaining the physical dexterity needed for safe and smooth vehicle control.</p>

	Decelerates smoothly and changes gears as required to maintain engine power without unsafe coasting, ensuring the vehicle remains in gear except during necessary gear changes.
	Maintains proper lane positioning, vehicle spacing, and speed by continuously monitoring traffic conditions and adjusting driving behavior to comply with road rules and safety standards.
	Uses proper turn signals, hazard lights, and lane change indicators in advance of all maneuvers to communicate intentions clearly to other road users and prevent collisions.
	Monitors traffic thoroughly in all directions while driving by conducting regular mirror checks and visual scans to maintain situational awareness and respond to hazards early.
	Keeps both hands on the steering wheel at all times except when shifting gears, returning both hands immediately upon completing the shift to maintain steering control.
Supply Chain Management/Distribution/Logistics	Confirms cargo and logistics details by verifying shipment contents, documentation, and routing against orders and manifests to prevent errors before departure.
	Transports materials in vehicles with capacities under three tons to and from destinations including railroad stations, plants, residences, offices, and industrial yards following assigned routes and delivery schedules.
	Reports delays, accidents, or other traffic and transportation situations to dispatch or other vehicles using telephones or mobile two-way radios to enable timely rerouting or response.
	Plans and revises routes by assessing traffic conditions, delivery priorities, and regulatory requirements to optimize efficiency and meet delivery commitments.
	Finalizes trip plans by confirming delivery sequences, estimated times, fuel stops, and required documentation before departure to ensure the trip is executed safely and on schedule.
	Secures and obtains required shipping documents and equipment before departure by verifying completeness and accuracy to ensure regulatory compliance and cargo accountability throughout the journey.

	Plans cargo loading by assessing load dimensions, weight limits, and delivery sequencing to maximize vehicle capacity and protect cargo integrity during transport.
	Maintains accurate records of cargo inventory by tracking inbound and outbound movements to ensure stock accuracy and prevent discrepancies.
	Verifies cargo type, quantity, and condition at both pickup and delivery by comparing against shipping documentation to confirm accuracy and identify damage or shortages before signing off.
	Loads, secures, and covers cargo using appropriate restraints and coverings and delivers it to the designated location following load securement standards to prevent shifting or damage in transit.
	Obtains necessary permits to transport cargo where required by identifying applicable regulatory requirements and completing permit applications in advance to ensure legal compliance before departure.
	Weighs loads accurately and maintains weight distribution requirements by using certified scales and adjusting load placement to comply with axle weight regulations and prevent vehicle damage.
	Plans efficient trips by factoring in fuel consumption, ease of transport, hazard mitigation, and applicable state regulations to minimize costs and risks while meeting delivery timelines.
	Picks up and delivers cargo on time and in good condition by following route plans, handling cargo carefully, and communicating proactively with dispatch to meet customer commitments.
	Loads and unloads trucks, vans, or automobiles using appropriate manual or mechanical handling techniques to prevent product damage and reduce the risk of injury.
Regulations and Policies, Procedures, Protocols	Tracks driving and rest time accurately against hours of service requirements and adjusts schedules as needed to prevent fatigue-related incidents and meet regulatory obligations.
	Operates the vehicle within posted speed limits and follows highway safety codes and established traffic procedures at all times to protect the driver, cargo, and the public.

	Follows occupational health and safety requirements by applying safe work practices, wearing required PPE, and reporting hazards or incidents in accordance with applicable legislation.
	Verifies that cargo is documented, labeled, and transported in accordance with carriage of goods regulations and carrier agreements before departure to ensure legal and contractual compliance.
	Abstains from prohibited substances and submits to drug and alcohol testing as required by company policy and governing regulations to maintain a safe driving record and employment status.
	Confirms load weights and vehicle measurements meet legal limits before departure by using certified scales and reviewing dimension restrictions to prevent fines, road damage, and safety hazards.
	Follows labor code, human rights, and employment standards requirements by adhering to workplace policies and raising concerns through appropriate channels to maintain a fair and compliant work environment.
	Manages fuel consumption, emissions, and waste disposal in accordance with environmental regulations to minimize the negative impact of transportation operations on environmental health.
	Prepares accurate customs and immigration documentation and follows border crossing procedures when crossing jurisdictional boundaries to prevent delays, penalties, or cargo holds.
	Maintains accurate records and submits required documentation on time to meet applicable tax requirements related to transportation operations.
	Adheres to client-specific delivery requirements, handling instructions, and communication standards as defined in company contracts and service agreements to meet contractual obligations and protect business relationships.
Record Keeping	Submits receipts and money received from deliveries to the appropriate personnel at the end of each shift to maintain accurate financial records and support cash reconciliation.
	Maintains records including vehicle logs, cargo records, and billing statements in accordance with regulatory requirements to support compliance audits and operational reporting.

	<p>Presents bills and receipts and collects payments for goods delivered or loaded by verifying amounts and issuing documentation to ensure accurate transaction records.</p> <p>Records details of deliveries and shipments including times, destinations, and cargo condition using designated logs or electronic systems to maintain a complete and accurate delivery history.</p> <p>Verifies inventory load contents against shipping papers at pickup and delivery to confirm accuracy and document any discrepancies for claims or follow-up purposes.</p>
Safety	<p>Follows established safety procedures for vehicle operation by adhering to company policies and regulatory requirements at all times to protect the driver, cargo, and the public.</p> <p>Wears a safety belt at all times while the vehicle is in motion in compliance with occupational health and safety and traffic legislation to reduce injury risk in the event of a collision.</p> <p>Checks mirrors regularly while driving to maintain awareness of surrounding traffic, cyclists, and pedestrians and to detect hazards before they require emergency response.</p> <p>Scans high-volume traffic areas and pedestrian zones by actively monitoring intersections, crosswalks, and loading areas to anticipate risks and respond safely.</p> <p>Monitors mirrors when turning to confirm the vehicle's rear does not contact curbs, obstacles, or pedestrians on the inside of the turn to prevent collisions and property damage.</p> <p>Practices preventive maintenance by monitoring vehicle condition between formal service intervals and addressing minor issues promptly to prevent breakdowns and extend vehicle life.</p> <p>Performs pre-trip inspections by systematically checking vehicle systems including brakes, lights, tires, fluid levels, and cargo securement before departure to identify defects and confirm roadworthiness.</p> <p>Performs post-trip inspections and tasks by documenting vehicle condition, reporting defects, and completing required end-of-shift procedures to maintain an accurate maintenance history and ensure the vehicle is ready for the next trip.</p>

	Inspects and maintains vehicle supplies and equipment including fuel, oil, water, tires, lights, and brakes to ensure the vehicle remains in proper working condition between scheduled service intervals.
	Reports mechanical problems encountered during operation to the appropriate maintenance personnel promptly to prevent unsafe vehicles from remaining in service.
	Performs emergency roadside repairs including tire changes and replacement of light bulbs, fuses, tire chains, and spark plugs to restore basic vehicle functionality and minimize delay when breakdowns occur.
	Operates the vehicle safely under varied conditions including night driving, cold and hot weather, mountainous terrain, wet and windy conditions, and construction zones by adjusting speed, following distance, and driving technique to match environmental hazards.
	Scans, detects, and responds appropriately to potential dangers in the driving environment by maintaining situational awareness and applying defensive driving techniques to avoid or mitigate hazards.
	Uses emergency maneuvers to avoid or recover from skids by applying trained techniques such as counter-steering and controlled braking to regain vehicle control and prevent collisions.
	Adjusts driving behavior and vehicle management practices including idling time, fuel consumption, and waste disposal to meet environmental regulations and reduce the operational environmental footprint.

Occupational Health and Safety Specialists

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Bachelor's degree in Occupational Safety and Health

Related Titles

Environmental Health and Safety Managers

Safety Managers

Safety Specialist



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Advises employers, supervisors, and workers on occupational health and safety requirements, hazard controls, and best practices by drawing on regulatory knowledge and site-specific assessments to support informed decision-making and a safe work environment.
	Collaborates with management, unions, joint health and safety committees, and regulatory agencies by sharing findings, presenting recommendations, and participating in joint reviews to support coordinated and compliant safety outcomes.
	Responds to worker safety concerns and complaints by investigating reported hazards, communicating findings, and recommending corrective actions to demonstrate organizational commitment to worker health and well-being.
Design, Product Development, Reading and Interpretation	Develops occupational health and safety programs, policies, and procedures by assessing workplace hazards, regulatory requirements, and industry best practices to establish effective controls and compliance frameworks.
	Designs safety training materials and programs by identifying learning objectives, selecting appropriate delivery methods, and aligning content with regulatory and operational requirements to build worker competency.
	Reviews engineering drawings, process designs, and equipment specifications to identify potential health and safety hazards before construction or installation and recommends design modifications to eliminate or reduce risk at the source.
Equipment	Selects, inspects, and calibrates safety monitoring equipment including air quality monitors, noise dosimeters, radiation detectors, and gas detection devices following manufacturer specifications to obtain accurate and reliable measurement data.
	Inspects personal protective equipment for condition, fit, and suitability by evaluating PPE against workplace hazard assessments and applicable standards to verify it provides adequate protection for each task and exposure.

Facilities Management	Inspects workplace facilities, equipment, and work areas by conducting systematic walk-throughs and hazard assessments to identify physical, chemical, biological, and ergonomic risks requiring corrective action.
	Evaluates workplace layout, workstation design, and material flow by applying ergonomic principles and safety standards to identify conditions contributing to injury risk and recommend redesign or engineering controls.
Financial Management	Estimates costs associated with workplace injuries, illnesses, and near misses by analyzing incident data, lost time, and remediation expenses to build the business case for proactive safety investment.
	Monitors safety program budgets by tracking expenditures on training, PPE, equipment, and inspections to ensure resources are allocated effectively and financial targets are maintained.
Information Communication/Data Management	Collects, analyzes, and interprets occupational health and safety data including incident rates, near miss reports, inspection findings, and audit results to identify trends and prioritize corrective actions.
	Prepares and presents written reports, safety bulletins, and statistical analyses for management, regulators, and joint health and safety committees to communicate program performance and support evidence-based decision-making.
	Maintains occupational health and safety records including inspection reports, incident investigations, training records, and exposure monitoring results using designated systems to ensure completeness, accuracy, and regulatory compliance.
Operations/Organizational Management	Develops and implements hazard identification and risk assessment processes by applying established methodologies such as job hazard analysis (JHA) and failure mode and effects analysis (FMEA) to systematically evaluate and prioritize workplace risks.
	Coordinates emergency response planning by developing procedures, conducting drills, and evaluating response effectiveness to ensure the organization is prepared to manage workplace emergencies safely and efficiently.
	Manages the organization's occupational health and safety management system by overseeing program elements, tracking performance metrics,

	and driving continuous improvement to meet regulatory requirements and organizational safety goals.
Regulations and Policies, Procedures, Protocols	Interprets and applies occupational health and safety legislation, regulations, and standards including OSHA, WHMIS/GHS, and industry-specific codes by reviewing regulatory text and translating requirements into practical workplace procedures and controls.
	Monitors regulatory developments and updates occupational health and safety policies, procedures, and training content to reflect legislative changes and maintain organizational compliance.
	Conducts compliance audits and regulatory inspections by reviewing documentation, observing work practices, and interviewing workers to assess conformance with applicable standards and identify gaps requiring corrective action.
	Develops and oversees workplace chemical management programs by ensuring hazardous materials are inventoried, labeled, stored, and handled in accordance with WHMIS/GHS and applicable environmental regulations.
Record Keeping	Documents workplace inspections, hazard assessments, incident investigations, and corrective action plans using standardized forms and designated systems to maintain an accurate and auditable safety record.
	Tracks corrective and preventive action completion by monitoring open items against assigned owners and due dates and escalating overdue items to management to ensure identified hazards are addressed in a timely manner.
	Maintains injury and illness records including first aid logs, incident reports, and workers' compensation documentation in compliance with regulatory reporting requirements and organizational recordkeeping standards.
Safety	Conducts workplace hazard assessments by systematically identifying physical, chemical, biological, ergonomic, and psychosocial hazards and evaluating risk levels to prioritize and recommend appropriate control measures.
	Investigates workplace incidents, injuries, near misses, and occupational illnesses by gathering evidence, interviewing witnesses, analyzing root

	<p>causes, and developing corrective action recommendations to prevent recurrence.</p>
	<p>Delivers occupational health and safety training to workers and supervisors by facilitating classroom, on-site, or online sessions covering hazard recognition, safe work procedures, emergency response, and regulatory requirements to build a competent and safety-aware workforce.</p>
	<p>Evaluates the effectiveness of hazard controls by monitoring workplace conditions, reviewing incident data, and conducting follow-up assessments to confirm controls are functioning as intended and identify opportunities for improvement.</p>
	<p>Develops and implements respiratory protection, hearing conservation, and exposure monitoring programs by conducting baseline and periodic assessments, selecting appropriate controls, and maintaining program documentation to protect workers from occupational health hazards.</p>
<p>Troubleshooting/Analysis/Risk Management</p>	<p>Analyzes workplace injury and illness data, near miss reports, and inspection findings using statistical and trend analysis methods to identify systemic issues and develop targeted prevention strategies.</p>
	<p>Assesses the adequacy of existing hazard controls by comparing workplace conditions against regulatory requirements, industry standards, and risk assessment outcomes to identify deficiencies and recommend improvements.</p>
	<p>Evaluates chemical, physical, and biological exposure levels by collecting and analyzing monitoring data against occupational exposure limits to determine whether workers are adequately protected and recommend corrective action where exposures exceed acceptable thresholds.</p>
	<p>Prioritizes elimination, substitution, engineering controls, administrative controls, and PPE when recommending hazard mitigation strategies by working through the hierarchy of controls to achieve the most effective and durable risk reduction outcomes.</p>

Talent Management/Personnel	Develops and delivers occupational health and safety orientation programs for new workers by covering site-specific hazards, emergency procedures, reporting obligations, and safe work practices to establish a safety foundation before independent work begins.
	Mentors and supports joint health and safety committee members, safety representatives, and supervisors by providing technical guidance, coaching on hazard recognition, and feedback on safety observations to build organizational safety capacity.

Packaging and Filling Machine Operators and Tenders

Sources

Bureau of Labor Statistics, Onet Online, Lightcast, Institute of Packaging Professionals

Associated Credentials

High school diploma or equivalent; Certified Professional in Training (CPIT): Institute of Packaging Professionals; Certified Packaging Professional (CPP): Institute of Packaging Professionals; Forklift Certification; Pallet Jack Certification

Related Titles

Packaging Technician

Packing Attendant

Packing Machine Operator



General Function	Competencies
Equipment	Stops, resets, and clears jammed machines by following shutdown procedures and reports malfunctions to supervisors to minimize downtime.
	Monitors filling and packaging machine output by inspecting products against quality standards to ensure conformance and catch defects early.
	Starts machines by engaging controls following startup procedures to ensure safe and correct equipment activation.
	Operates packaging machines by monitoring performance and adjusting settings to maintain consistent and efficient product output.
	Cleans, oils, and repairs machinery including valves and guides by following maintenance schedules to sustain equipment reliability.
	Regulates machine flow, speed, and temperature by adjusting controls to process specifications to maintain consistent product quality.
	Adjusts machine components, tension, and pressure by referencing product size and processing angle specifications to ensure correct operation.
	Maintains packaging machinery operation by monitoring and updating codes, dates, and prices to ensure accurate and compliant labelling.
	Adjusts machine micro logic settings as needed by referencing process parameters to maintain efficient operation and minimize waste.
	Operates packaging equipment through setup, changeover, running, adjustment, sanitation, and shutdown by following SOPs to ensure efficient production.
	Verifies and adjusts machine speeds by comparing output rates against standard targets to maintain productivity and throughput.
Production	Labels finished packaged items by attaching identification labels or stenciling lot numbers and shipping destinations to ensure accurate traceability.
	Inspects, sorts, grades, and weighs products by comparing results against specifications to verify conformance and adjust as needed.
	Stacks, wraps, and packs finished items into cartons by following packaging procedures to protect product during storage and shipping.

	Stocks and sorts product and replenishes packaging supplies including boxes, labels, glue, and wrapping materials to sustain uninterrupted machine operation.
	Packages products for shipment by filling bags, cartons, or containers using chutes or spouts following product-specific procedures.
	Secures finished packages by tying, sewing, gluing, stapling, or fastening by hand to ensure product is safely contained for distribution.
	Supplies materials to spindles, conveyors, and hoppers and unloads packaged product by following material flow procedures to maintain production continuity.
	Prepares packaging containers by cleaning, lining, padding crates, and assembling cartons to ensure product is packed in suitable conditions.
	Reads production schedules and plans work accordingly to ensure materials, equipment, and staffing align with daily output targets.
	Maintains adequate roll stock and packaging material supply for each machine by monitoring inventory levels to prevent production stoppages.
	Plans and executes machine changeovers by preparing materials and adjusting settings in advance to minimize downtime between product runs.
	Monitors and adjusts machines to ensure correct film cut-off and proper end and back seals by inspecting output against seal specifications.
	Monitors product weights and appearance by conducting regular checks against specifications to identify and correct deviations promptly.
Quality Management	Inspects production output and removes defective products and packaging materials by comparing against quality standards to prevent non-conforming products from advancing.
	Removes damaged and inferior raw materials before processing by inspecting and clearing the line to maintain product quality standards.
	Counts and records finished and rejected packaged items by logging results accurately to support production tracking and quality reporting.
	Removes finished packaged items from machines and separates rejected products by sorting output against acceptance criteria to maintain quality control.

	Monitors the production line for pile-ups, jams, and adhesion failures by conducting continuous visual checks to identify and resolve issues promptly.
	Accounts for product run-off by sorting and reworking all recoverable products following established rework procedures to minimize waste and recover yield.
Safety	Adheres to safety and hygiene procedures by consistently wearing required PPE and applying housekeeping standards to maintain a safe work environment.
	Keeps aisles and exits clear by removing trash and obstructions from the work area floor to maintain safe emergency egress at all times.
	Executes safe lifting and carrying techniques, reports equipment issues and injuries to supervision promptly to prevent harm and ensure compliance.

Packers and Packagers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Forklift Operator Certification

Related Titles

Package Center Associates

Packaging Specialist



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Communicates with customers or internal stakeholders regarding order specifications, packaging preferences, or product handling requirements to ensure accurate fulfillment and a positive service experience.
Equipment	Operates hand tools and mechanical packaging equipment such as tape guns, heat sealers, banding machines, and label applicators following manufacturer guidelines to package products efficiently and consistently.
	Operates conveyor systems and powered pallet jacks or hand trucks to move packaged goods through production or warehouse environments safely and in accordance with workflow requirements.
	Inspects packaging equipment before and during use to identify malfunctions, jams, or wear and reports defects to maintenance personnel to minimize downtime and prevent product damage.
	Performs basic equipment cleaning and maintenance tasks such as clearing jams, wiping surfaces, and replacing consumables to keep packaging equipment in proper working condition.
Facilities Management	Cleans and maintains work and packaging areas at the end of each shift or as required by housekeeping schedules to uphold sanitation standards and ensure a safe, organized workspace.
	Disposes of waste materials including packaging scraps, damaged product, and refuse following site waste management and recycling protocols to maintain a clean and compliant work environment.
Operations/Organizational Management	Coordinates packaging activities with upstream production and downstream shipping teams by communicating order status and volume to support uninterrupted workflow and on-time fulfillment.
Production	Packages materials and products manually by wrapping, sealing, taping, bagging, crating, or padding items using appropriate techniques and materials to protect product integrity during storage and transport.
	Fills containers and bags with specified quantities of product by hand or using scoops, weighing scales, or measuring devices to meet weight, count, or volume requirements.
	Assembles packaging components such as boxes, cartons, and crates by folding, gluing, stapling, or taping according to packaging specifications to create containers suitable for the intended product.

	Wraps protective materials such as bubble wrap, foam, or tissue around fragile or sensitive items following established packing procedures to prevent damage during handling and shipping.
	Seals filled containers using tape, glue, heat sealing equipment, or strapping to secure contents and maintain package integrity throughout the distribution process.
	Affixes labels, stickers, stamps, or price tags to packaged products by hand or using label applicators following labeling instructions to ensure accurate product identification and compliance with branding standards.
	Sorts and categorizes products or materials by type, size, weight, or destination prior to packaging to ensure correct product groupings and streamline downstream processing.
	Packs finished goods into shipping containers, cartons, or crates and positions them on pallets according to load plans to prepare orders for dispatch.
	Counts and records quantities of items packed to verify that order requirements are met and production targets are achieved.
	Processes returns by inspecting, repackaging, or restocking items according to returns handling procedures to recover product value and maintain inventory accuracy.
Quality Management	Inspects products and packaging materials before and during packing operations to identify defects, damage, contamination, or non-conformances and remove substandard items from the production line.
	Verifies that package contents, quantities, labels, and seals meet order specifications and quality standards before releasing finished goods for shipment.
	Checks finished packages for proper weight, fill level, seal integrity, and appearance using scales, gauges, or visual inspection to ensure product meets established quality criteria.
Safety	Wears required personal protective equipment including gloves, safety footwear, and eye protection in designated areas to reduce the risk of injury during packing and materials handling operations.
	Applies proper manual lifting techniques and uses mechanical aids when handling heavy or awkward loads to prevent musculoskeletal injury.

	Identifies and reports workplace hazards such as spills, damaged equipment, or unsafe stacking to supervisors promptly to prevent accidents and maintain a safe work environment.
	Follows chemical handling and storage procedures when working with adhesives, solvents, or cleaning agents to prevent exposure or contamination in accordance with safety data sheet (SDS) requirements.
Supply Chain Management/Distribution/Logistics	Receives, verifies, and stages incoming materials and packaging supplies by checking quantities and condition against purchase orders or manifests to ensure accurate inventory and uninterrupted production.
	Prepares finished goods for shipment by palletizing, wrapping, and labeling loads according to carrier and customer specifications to ensure safe and compliant transport.
	Scans barcodes or applies RFID tags to packaged products using handheld scanners or labeling equipment to support inventory tracking and order accuracy throughout the supply chain.
	Stages completed orders in designated shipping areas by organizing by route, carrier, or delivery time to facilitate efficient loading and on-time dispatch.
	Loads and unloads delivery vehicles by hand or using material handling equipment, following load securement and weight distribution requirements to protect product and ensure transport safety.
Record Keeping	Records production counts, packaging outputs, and material usage on daily work sheets or electronic systems to support inventory management, production reporting, and traceability.
	Documents product defects, damaged materials, or packaging discrepancies and submits reports to supervisors or quality personnel to support corrective action and continuous improvement.

Regulation and Policies, Procedures, Protocols	Follows established standard operating procedures (SOPs) for packaging, labeling, and materials handling to ensure consistency, regulatory compliance, and product safety.
	Adheres to food safety regulations including GMP and HACCP requirements where applicable by following hygiene, handling, and documentation protocols to prevent contamination and meet regulatory standards.
	Complies with transportation and hazardous materials regulations when packaging or labeling goods classified as dangerous or restricted to ensure legal shipment and personnel safety.
Troubleshooting/Analysis/Risk Management	Identifies packaging defects, equipment irregularities, or process deviations during production and escalates findings to supervisors or maintenance personnel to prevent defective products from advancing through the line.
	Monitors packaging line output for inconsistencies in fill levels, seal quality, or label placement and adjusts techniques or reports issues to maintain product quality and minimize waste.

Pesticide Handlers, Sprayers, and Applicators

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent; Pesticide Certification - Michigan Department of Agriculture and Rural Development (MDARD)

Related Titles

Lawn Technicians
Residential Lawn Specialists
Custom Applicators
Fertilizer/Chemical Applicators



General Function	Competencies
Customer/Client/Patient/Partner Relationships and/or Services	Engages with landowners and site staff in a courteous and professional manner during all phases of pesticide application work to maintain positive relationships and uphold the company's service reputation.
	Collaborates with agronomists to identify crop pests, undesirable vegetation, and diseases affecting specific crops by sharing field observations and contributing to joint diagnostic and treatment planning processes.
Equipment	Selects, maintains, and calibrates sprayers, applicators, and related equipment by assessing the advantages and limitations of each type relative to the application task to ensure accurate and efficient chemical delivery.
	Fills sprayer tanks with water and chemicals according to prescribed formulas by measuring and mixing ingredients in the correct sequence and ratios to achieve target application concentrations.
	Directs spray over designated areas by lifting, pushing, and swinging nozzles, hoses, and tubes to achieve complete and uniform coverage of the treatment zone.
	Starts motors and engages machinery including sprayer agitators, pumps, and portable spray equipment following startup procedures to initiate operations safely and confirm proper functioning before application begins.
	Connects hoses and nozzles selected according to terrain, distribution pattern requirements, infestation type, and velocity requirements to configure equipment for accurate and effective application.
	Cleans and services machinery using water, gasoline, lubricants, and hand tools following post-application and scheduled maintenance procedures to maintain operating efficiency and prevent cross-contamination between applications.
	Operates GPS, precision agriculture equipment, computers, and smartphones to plan, execute, and document applications using current agricultural technology to improve accuracy and record-keeping.

	Calibrates sprayers and chemical application equipment by measuring output rates and adjusting nozzles, pressure, and flow controls to confirm delivery matches label-required application rates.
	Operates agricultural equipment and vehicles including four-wheelers, pickup trucks, crew cab trucks, motorized spray rigs, tractors, front end loaders, mowers, aerators, and edgers safely and in accordance with site and regulatory requirements.
	Performs routine checks and preventive maintenance on equipment by inspecting components, replenishing fluids, and lubricating moving parts to prevent breakdowns and extend equipment service life.
	Identifies and reports equipment malfunctions by monitoring performance during operation and communicating defects to supervisors or maintenance personnel promptly to minimize downtime and prevent unsafe operations.
	Assists with major maintenance and repairs of application equipment and vehicles by supporting mechanical work under supervision to restore equipment to safe and functional working condition.
Production	Applies pesticides across a range of settings including agricultural crops, livestock operations, forests, ornamental and turf areas, and seed treatments by selecting appropriate formulations and application methods to achieve target pest control outcomes.
	Applies pesticides to standing or running water, public roads, power lines, pipelines, railways, food handling establishments, human dwellings, schools, hospitals, and industrial facilities by following site-specific application procedures and label requirements to achieve effective pest control while protecting public health and the environment.
	Applies pesticides under state, federal, and government programs targeting regulated pests such as the Mediterranean fruit fly by following prescribed treatment plans and compliance requirements to meet program objectives.
	Applies various pesticide formulations including liquids, powders, gases, and granules by selecting the appropriate technique for each situation based on pest type, site conditions, and label directions to achieve effective and compliant control.

	Mixes pesticides, herbicides, and fungicides for application to trees, shrubs, lawns, and botanical crops by following formulation instructions and safety procedures to prepare solutions at correct concentrations.
	Mixes, loads, and applies pesticides to fields in accordance with label-required rates and procedures to achieve effective pest control while meeting regulatory and environmental compliance requirements.
	Plants grass using seed spreaders and operates straw blowers to cover seeded areas with asphalt and straw mixtures to protect seed from erosion and support uniform germination.
	Covers treatment areas to specified depths with pesticides by accounting for weather conditions, droplet sizes, elevation-to-distance ratios, and obstructions to achieve uniform distribution and effective control.
Record Keeping	Maintains complete and accurate records of work performed, pesticide usage, equipment repair and maintenance, and pesticide and fertilizer inventory using designated logs and reporting systems to support compliance, billing, and operational oversight.
	Prepares and submits application records for billing purposes and regulatory reporting by documenting product names, rates, areas treated, and application conditions in accordance with company protocols and applicable laws.
Regulations and Policies, Procedures, Protocols	Reads and interprets pesticide labels by identifying product classification, use directions, warnings, restricted use designations, and required PPE before each application to ensure legal and safe use of all products.
	Completes work orders by mixing, applying, and recording pesticide applications in accordance with the work order specifications and all applicable federal, state, and local regulations.
	Reviews all chemical labels and Safety Data Sheets (SDS) for each product before application to confirm handling requirements, hazard classifications, and first aid procedures are understood and followed.
	Stores and uses pesticides safely in conformance with EPA and State Department of Agriculture regulations by following label storage requirements, using secondary containment, and maintaining segregation from food, feed, and incompatible materials.

Safety	Assesses pesticide compatibility, synergism, persistence, and toxicity to animals and plants before application by reviewing product documentation and formulation data to identify hazards and prevent harm to non-target organisms and residue concerns.
	Evaluates factors that influence pesticide effectiveness or contribute to resistance by monitoring application outcomes and adjusting products, rates, or timing to maintain control efficacy over time.
	Applies pesticides in a manner that reflects the relationship between discharge, placement, and intended use by selecting appropriate application methods and rates to prevent unnecessary use, misuse, and off-target movement.
	Selects, wears, and maintains all PPE recommended for each work situation including gloves, respirators, protective clothing, and eye protection in compliance with OSHA, Department of Agriculture, and label requirements to minimize chemical exposure.
	Follows proper safety procedures to protect equipment, private property, and bystanders during all application activities by maintaining exclusion zones, securing work areas, and verifying re-entry intervals before allowing access.
	Disposes of empty chemical containers following label directions and applicable regulations by triple-rinsing, puncturing, and disposing through approved channels to prevent environmental contamination and regulatory violations.
	Delivers safety training to pesticide applicators and associated personnel by covering label requirements, PPE use, emergency response, and spill procedures to build competency and ensure compliant and safe application practices.

Troubleshooting/Analysis/Risk Management	Identifies common pest organisms and damage characteristics by applying knowledge of pest biology, life cycles, and diagnostic features to accurately recognize target pests before selecting control measures.
	Assesses pest development and biology as it relates to control timing by monitoring population stages and growth thresholds to determine the most effective intervention window.
	Evaluates how weather, climatic conditions, terrain, soil type, proximity to fish and wildlife, and drainage patterns affect pesticide performance and off-target risk to inform application timing and method selection.
	Identifies pesticide types and formulations by comparing active ingredients, mode of action, and formulation characteristics to select the most appropriate product for each pest and site situation.
	Identifies lawn and plant diseases, weed species, noxious vegetation, and pest infestations by observing symptoms and applying diagnostic knowledge to determine the appropriate course of treatment.
	Identifies crop issues in the field during spraying operations and communicates observations to farm managers and the agronomy team to support timely management decisions and prevent yield loss.

Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent

Related Titles

Packaging Technician

Packing Attendant

Packing Machine Operator



General Function	Competencies
Equipment	Performs minor repairs, lubrication, and routine maintenance on processing equipment using hand tools to sustain operational readiness and prevent unplanned downtime.
	Controls and operates equipment in which chemical changes or reactions occur during the processing of industrial or consumer products by monitoring system parameters and adjusting controls to maintain process integrity.
	Inspects equipment and processing units for leaks or malfunctions and shuts down equipment as necessary to prevent product loss, equipment damage, or safety incidents.
	Opens valves and starts pumps, agitators, reactors, blowers, and automatic material feed systems following established startup sequences to initiate and maintain continuous processing operations.
	Adds treating or neutralizing agents to products and pumps products through filters or centrifuges to remove impurities or precipitate target compounds in accordance with process specifications.
	Drains equipment and flushes tanks and lines by pumping water or cleaning solutions through the system to remove residual product and prepare equipment for the next production run.
	Flushes and cleans equipment using steam hoses or mechanical reamers following sanitation and maintenance schedules to prevent buildup, contamination, and equipment degradation.
	Removes clogs, defects, and impurities from machines, tanks, conveyors, screens, and other processing equipment to restore proper flow and prevent downstream quality or safety issues.
	Operates valves to pump sterilizing solutions or rinse water through pipes and equipment or to spray vats with atomizers following cleaning and sterilization protocols to maintain hygienic processing conditions.
	Installs, maintains, and repairs hoses, pumps, filters, and screens using hand tools to keep processing equipment in proper working condition and minimize production interruptions.

	Assembles fittings, valves, bowls, plates, disks, impeller shafts, and other components to prepare equipment for operation following assembly specifications and torque requirements.
Production	Measures, weighs, and mixes chemical ingredients according to formulation specifications using calibrated scales and measuring equipment to ensure accurate batch composition and consistent product quality.
	Tests product samples for specific gravity, chemical characteristics, pH levels, concentrations, and viscosities using field instruments or by preparing and submitting samples to the laboratory to verify conformance with process specifications.
	Monitors gauges, recording instruments, flowmeters, and in-process product indicators to verify that specified operating conditions are maintained and to identify deviations requiring corrective action.
	Sets up and adjusts machine controls to regulate material flow, temperature, and pressure in accordance with process parameters to achieve target product characteristics and maintain throughput.
	Removes full containers from discharge outlets and replaces them with empty containers in a timely manner to maintain continuous production flow and prevent overflow or spillage.
	Packs bottles into cartons or crates using packaging machines following line speed and configuration settings to prepare finished product for storage or shipment.
Safety	Wears appropriate personal protective equipment including chemical-resistant gloves, face shields, respirators, and protective clothing when handling hazardous chemicals, solvents, or caustic agents to minimize exposure and prevent injury.
	Follows lockout/tagout procedures before performing maintenance, repairs, or equipment cleaning to prevent accidental startup and protect workers from mechanical or electrical hazards.
	Handles, stores, and disposes of hazardous chemicals and process byproducts in accordance with safety data sheets, WHMIS/GHS labeling requirements, and applicable environmental regulations to prevent spills, exposure, and contamination.

	<p>Responds to chemical spills, leaks, or equipment failures by following established emergency response procedures, containing the incident, and notifying supervisors to minimize risk to personnel and the environment.</p>
	<p>Monitors enclosed or confined processing areas for hazardous gas accumulation, oxygen deficiency, or pressure irregularities using detection equipment and follows confined space entry protocols to protect worker safety.</p>
	<p>Maintains clean and unobstructed work areas around processing equipment by managing hoses, tools, and materials to reduce slip, trip, and fall hazards during operation and maintenance activities.</p>
<p>Quality Management</p>	<p>Examines product samples to verify qualities such as clarity, cleanliness, consistency, dryness, and texture against established acceptance criteria to confirm product meets specifications before it advances to the next stage of processing or packaging.</p>

Veterinary Assistants and Laboratory Animal Caretakers

Sources

Bureau of Labor Statistics, Onet Online, Lightcast

Associated Credentials

High school diploma or equivalent

Related Titles

Veterinary Technician Assistants



General Function	Competencies
<p>Customer/Client/Patient/Partner Relationships and/or Services</p>	<p>Greets and communicates with pet owners and clients by providing updates on animal status, explaining post-care instructions, and responding to inquiries to support a positive client experience and informed decision-making.</p>
	<p>Educates clients on topics such as animal nutrition, preventive care, vaccination schedules, and medication administration using plain language and printed materials to promote animal health and owner compliance.</p>
	<p>Communicates with research staff, veterinarians, and facility personnel regarding animal health observations, behavioral changes, or husbandry concerns to support coordinated care and research integrity.</p>
<p>Equipment</p>	<p>Operates and maintains veterinary equipment including examination tables, restraint devices, autoclaves, centrifuges, microscopes, and diagnostic tools following manufacturer guidelines and clinic protocols to support accurate diagnostics and safe patient handling.</p>
	<p>Operates laboratory equipment such as analyzers, incubators, and imaging devices by following established procedures to produce reliable results in support of veterinary diagnosis or research objectives.</p>
	<p>Cleans, sterilizes, and stores surgical instruments and equipment after use following aseptic technique and facility protocols to prevent cross-contamination and maintain instrument integrity.</p>
	<p>Inspects equipment regularly to identify malfunctions or wear and reports deficiencies to supervisors or maintenance personnel to minimize disruption to clinical or research operations.</p>
<p>Facilities Management</p>	<p>Cleans, disinfects, and maintains animal housing areas including kennels, cages, runs, and tanks on a scheduled basis following sanitation protocols to prevent disease transmission and maintain a healthy environment for animals and personnel.</p>
	<p>Monitors facility conditions including temperature, humidity, ventilation, and lighting in animal housing areas and adjusts settings or reports deviations to ensure conditions remain within species-specific and regulatory requirements.</p>

	<p>Manages waste including animal waste, soiled bedding, sharps, and biological materials by disposing of them according to facility biosafety and regulatory protocols to maintain a safe and compliant environment.</p> <p>Launders and replaces bedding, towels, and other animal care materials following hygiene standards to maintain comfort and cleanliness for animals in care.</p>
Operations/Organizational Management	<p>Coordinates daily animal care schedules including feeding, medicating, exercising, and monitoring across multiple animals or units to ensure all husbandry tasks are completed accurately and on time.</p>
	<p>Assists in managing patient flow during clinic operations by preparing exam rooms, staging supplies, and communicating wait times to support efficient and organized service delivery.</p>
Production	<p>Prepares animals for veterinary examinations or surgical procedures by cleaning, restraining, and positioning them and assembling required instruments and supplies to support efficient and safe clinical procedures.</p>
	<p>Administers medications, vaccines, or treatments to animals as directed by a veterinarian using oral, topical, or injectable routes following dosage instructions and handling protocols.</p>
	<p>Collects biological specimens including blood, urine, feces, and tissue samples from animals using appropriate collection techniques to support diagnostic testing and research analysis.</p>
	<p>Processes laboratory specimens by centrifuging, staining, or preparing slides and submitting samples for analysis following established lab procedures to ensure accurate and timely diagnostic results.</p>
	<p>Provides post-operative or recovery care to animals by monitoring vital signs, managing wound sites, and administering prescribed treatments to support healing and detect complications early.</p>
	<p>Feeds and waters animals according to species-specific dietary plans and schedules, adjusting portions as directed, to maintain nutritional health and support research or treatment protocols.</p>
	<p>Bathes, grooms, and trims animals as required for hygiene, pre-surgical preparation, or client services following species-appropriate handling and grooming techniques.</p>

	<p>Performs humane restraint of animals during examinations, treatments, or sample collection using manual or mechanical restraint techniques appropriate to the species and procedure to ensure safety for both the animal and personnel.</p> <p>Provides enrichment activities and socialization for animals in care by introducing appropriate stimuli and interaction to support psychological wellbeing and reduce stress-related behaviors.</p> <p>Prepares animals for veterinary examinations or surgical procedures by cleaning, restraining, and positioning them and assembling required instruments and supplies to support efficient and safe clinical procedures.</p>
Quality Management	<p>Monitors animals under care for changes in health, behavior, appetite, or appearance and documents and reports findings to the supervising veterinarian or researcher to support timely intervention and accurate health records.</p> <p>Verifies that medications, treatments, and feeding protocols are administered correctly and on schedule by cross-referencing care plans and treatment orders to prevent errors and ensure consistent care.</p>
Safety	<p>Wears required personal protective equipment including gloves, gowns, masks, and eye protection when handling animals, biological specimens, or hazardous materials to reduce the risk of zoonotic disease transmission and chemical exposure.</p> <p>Applies safe animal handling and restraint techniques appropriate to the species, size, and temperament of the animal to minimize the risk of bites, scratches, or injury to personnel and distress to the animal.</p> <p>Follows biosafety protocols including hand hygiene, decontamination procedures, and exposure reporting when working with potentially infectious animals or biological materials to protect personnel and prevent disease spread.</p> <p>Identifies and reports unsafe conditions including aggressive animals, chemical spills, or equipment hazards to supervisors promptly to maintain a safe working environment for staff and animals.</p>
Supply Chain Management/Distribution/Logistics	<p>Monitors inventory levels of medical supplies, medications, feed, bedding, and cleaning materials and initiates restocking requests to prevent shortages that could disrupt animal care or clinical operations.</p>

	<p>Receives and verifies incoming supply deliveries by checking quantities, expiry dates, and condition against purchase orders to ensure accurate inventory and compliance with storage requirements.</p> <p>Stores medications, biologicals, and hazardous materials in designated areas under required conditions including refrigeration and controlled access to maintain efficacy and regulatory compliance.</p>
Record Keeping	<p>Maintains accurate and up-to-date animal health records including feeding logs, medication administration, observations, treatments, and procedure notes using clinic or facility management systems to support continuity of care and regulatory compliance.</p> <p>Records laboratory results, specimen chain-of-custody information, and research data accurately and promptly following documentation standards to ensure data integrity and traceability.</p> <p>Maintains confidentiality of client, patient, and research records in accordance with facility privacy policies and applicable regulations to protect sensitive information.</p>
Regulation and Policies, Procedures, Protocols	<p>Follows federal, state, and facility regulations governing the care and use of animals including the Animal Welfare Act, USDA guidelines, and IACUC protocols to ensure humane treatment and regulatory compliance.</p> <p>Adheres to controlled substance handling and documentation requirements by following DEA regulations and facility protocols when assisting with the storage, use, and disposal of scheduled medications.</p> <p>Complies with biosafety level requirements and infection control protocols when working in laboratory or research settings to protect personnel, animals, and the integrity of research.</p> <p>Follows OSHA standards and facility safety policies including hazard communication, PPE use, and emergency response procedures to maintain a safe and compliant workplace.</p>
Talent Management/Personnel	<p>Orients and supports new veterinary assistants or animal care staff by demonstrating routine tasks, husbandry procedures, and facility protocols to facilitate onboarding and maintain care standards.</p>

Troubleshooting/Analysis/Risk Management	Identifies clinical signs of illness, injury, pain, or distress in animals by conducting routine visual assessments and behavioral observations and escalates concerns to the supervising veterinarian for evaluation and treatment.
	Recognizes and responds to animal emergencies such as respiratory distress, seizures, or severe injury by initiating basic supportive measures and alerting veterinary staff immediately to support timely intervention.
	Assesses animal behavior prior to handling to identify signs of fear, aggression, or stress and adjusts approach and restraint methods accordingly to reduce risk of injury to personnel and the animal.
	Identifies discrepancies in medication records, specimen labels, or care logs and reports them to supervisors to prevent errors from advancing and ensure accurate patient or research outcomes.

Veterinary Technologists and Technicians

Sources

Bureau of Labor Statistics, Onet Online, Lightcast, Michigan Board of Veterinary Medicine, American Veterinary Medical Association

Associated Credentials

High school diploma or equivalent; 2- or 4- year American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA) Program Completion; Michigan Board of Veterinary Medicine Licensure

Related Titles

Animal Care Technicians
Emergency Veterinary Technicians



General Function	Competencies
Customer/Client/Patient/Partner Relationships and or Services	Obtains a thorough patient history by interviewing clients and reviewing prior records so clinically relevant information is available to guide diagnosis and treatment planning.
	Collects objective patient data including temperature, heart rate, pulse, lung sounds, and hydration status by applying physical assessment techniques so baseline health status is accurately documented.
	Collects diagnostic specimens including urine, blood, feces, and cytology samples by following standard collection protocols so samples are suitable for accurate laboratory analysis.
	Protects the confidentiality of client and patient information by following privacy regulations and facility policies so trust is maintained and legal obligations are met.
	Identifies drug groups, their mechanisms, and clinically relevant side effects by applying pharmacological knowledge so medications are administered safely and clients are counselled appropriately.
	Administers vaccines safely and effectively by following recommended routes, dosing protocols, and cold chain requirements and communicating common side effects to clients so animals are protected and client expectations are managed.
	Performs drug dosage calculations and applies weights and measures accurately by using validated formulas and calibrated equipment so medications are prepared and administered at correct doses.
	Administers drugs by parenteral and enteral routes by selecting the appropriate method based on drug type, patient condition, and clinical indication so medications are delivered safely and effectively.
	Monitors therapeutic responses by observing patient behavior, vital signs, and clinical indicators following treatment so medication effectiveness is evaluated and adjustments are communicated to the veterinarian.
	Relays drug information to clients by explaining handling, storage, administration, side effects, drug interactions, safety precautions, and reasons for use in clear and accessible language so clients can manage medications safely at home.

	Identifies animals using common identification methods including microchips, ear tags, and tattoos by applying species-appropriate techniques so patients are correctly matched to their records throughout care.
	Recognizes and assesses body language, behaviors, and pain indicators across animal species by applying pain assessment scales and behavioral observation techniques so patient comfort and welfare are accurately evaluated and reported.
	Restrains animals humanely across various species by selecting and executing stress-reduction strategies appropriate to the species and individual patients so procedures are completed safely for both the animal and staff.
	Performs therapeutic bathing, basic grooming, and dipping for dogs and cats by following veterinarian-directed protocols so skin conditions are treated effectively, and animal comfort is maintained.
	Assists with and performs breeding and reproduction techniques under veterinary direction by following established clinical protocols so reproductive outcomes are optimized and patient welfare is maintained.
	Cares for orphan animals by providing species-appropriate nutrition, environmental support, and monitoring following established care protocols so survival rates and developmental outcomes are maximized.
	Provides nursing care for newborns by monitoring vital signs, supporting feeding, and maintaining appropriate environmental conditions so neonates receive the support needed for healthy development.
	Performs microchip scanning and implantation by following manufacturer guidelines and standard aseptic technique so animals are correctly identified and implantation is completed safely.
	Calculates and applies life stage energy and nutrient requirements for dogs, cats, horses, and cattle by assessing each patient's age, weight, and condition and referencing established nutritional guidelines so dietary recommendations support optimal health.
	Assesses key nutritional factors in disease conditions by reviewing patient history, clinical findings, and dietary intake so nutritional interventions are tailored to support treatment and recovery.

	Evaluates nutritional supplements and additives by reviewing evidence for benefits and potential toxicities so recommendations are safe, appropriate, and communicated clearly to clients.
	Identifies substances that cause toxicity when ingested by recognizing common toxins and their clinical presentations so appropriate emergency or treatment protocols are initiated promptly.
	Administers parenteral medications by selecting the correct route, preparing the dose accurately, and following aseptic technique so medications are delivered safely and therapeutic outcomes are achieved.
	Administers enteral medications by selecting the appropriate delivery method and confirming correct placement and dosing so medications are absorbed effectively and patient safety is maintained.
	Administers topical medications by selecting the correct formulation and application method for the condition and species so treatment is delivered to the intended site safely and effectively.
	Performs ocular diagnostic tests including tonometry, fluorescein staining, and Schirmer tear tests by following standardized procedures so results are accurate and contribute to effective ophthalmic assessment.
	Administers subcutaneous fluids by preparing the correct fluid type and volume, positioning the patient appropriately, and following aseptic technique so hydration is restored safely and comfortably.
	Places intravenous catheters in cephalic, saphenous, and jugular sites by applying aseptic technique and correct placement methods so vascular access is established safely for fluid or medication delivery.
	Applies and removes bandages and splints by selecting appropriate materials and techniques for the injury type and species so wounds are protected, healing is supported, and complications are minimized.
	Removes casts by using appropriate instruments and techniques so underlying tissues are protected and the procedure is completed safely and without patient distress.
	Manages wound and abscess care by cleaning, debriding, and dressing wounds following veterinarian-directed protocols so healing is promoted and infection risk is minimized.

	Performs physical therapy techniques by following prescribed rehabilitation plans so patient mobility, strength, and recovery outcomes are optimized.
	Performs Comprehensive Oral Health Assessment and Treatment including scaling and polishing using manual and machine methods by following established dental protocols so oral disease is accurately assessed and treated to maintain patient health.
	Assesses patient risk status and determines appropriate anesthetic and peri-anesthetic protocols by evaluating patient history, physical status, and procedure requirements so effective pain management and maximum anesthetic safety are achieved.
	Manages all aspects of patient care for common surgical procedures across a variety of animal species by coordinating pre-, intra-, and post-operative support following established protocols so surgical outcomes are optimized and patient welfare is maintained.
	Positions patients appropriately for surgical procedures by selecting positioning aids and techniques based on the procedure and species so the surgeon has maximum access and the patient is safe and comfortable throughout.
	Educates clients on species-specific husbandry for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets by explaining housing, diet, handling, and environmental requirements so exotic patients receive appropriate care at home.
Equipment	Monitors patient status before, during, and after anesthesia by selecting and operating appropriate monitoring equipment and interpreting readings so adequate anesthesia, analgesia, and a safe recovery are maintained throughout the procedure.
	Maintains and operates anesthetic delivery and monitoring equipment by performing routine checks, calibrations, and cleaning following manufacturer and facility protocols so equipment functions reliably and patient safety is ensured.
	Selects, evaluates, and adjusts equipment by assessing function and performance prior to and during use so equipment operates correctly and provides maximum safety and benefit to patients and staff.

	<p>Produces diagnostic radiographic and non-radiographic images by preparing equipment, measuring and positioning animals using topographic landmarks, and selecting appropriate techniques so images are of sufficient quality to provide maximum diagnostic benefit while minimizing repeat exposures.</p>
	<p>Analyzes radiographs for diagnostic quality by evaluating positioning, exposure, and image clarity against established standards so images are suitable for accurate interpretation and diagnosis.</p>
Information Communication/Data Management	<p>Operates veterinary practice management software by entering, retrieving, and updating patient, client, and appointment records so information is accurate, current, and accessible to the care team.</p>
Facilities Management	<p>Schedules appointments and manages patient admission, discharge, and triage by prioritizing based on client, patient, and facility needs so care is delivered efficiently and urgent cases are addressed promptly.</p>
	<p>Establishes and maintains sanitation and infection control protocols for all veterinary facility areas including patient care and laboratory zones by following regulatory and facility guidelines so the risk of disease transmission is minimized.</p>
	<p>Implements sanitation procedures for animal holding and housing areas by cleaning and disinfecting surfaces and equipment following established protocols so animals are housed in a safe and hygienic environment.</p>
Operations/Organizational Management	<p>Processes daily client-based financial transactions by applying accurate billing, payment, and record-keeping procedures so accounts are managed correctly and clients receive clear and timely financial information.</p>
	<p>Interacts professionally with clients and staff members by communicating clearly, respectfully, and with empathy so a positive, collaborative, and client-centered environment is maintained.</p>
Safety	<p>Disposes of hazardous materials by following facility and regulatory disposal protocols so staff, patients, and the environment are protected from harm.</p>
	<p>Manages inventory control by tracking stock levels, recording usage, and flagging reorder needs so medications and supplies are available when required and waste is minimized.</p>

	<p>Prepares medications for dispensing by performing accurate calculations, labelling correctly, and verifying orders against prescriptions so medications are dispensed safely and in compliance with regulatory requirements.</p>
	<p>Manages and monitors patients in all phases of anesthesia by assessing vital signs, adjusting delivery parameters, and responding to changes so patient safety is maintained from induction through recovery.</p>
	<p>Applies aseptic when assisting operative personnel by establishing and preserving a sterile field and following surgical preparation protocols so the risk of surgical site infection is minimized and patient outcomes are protected.</p>
	<p>Minimizes radiation exposure risks during radiographic procedures by applying ALARA principles, using appropriate shielding, and positioning patients correctly so safety of personnel and patients is ensured.</p>
Record Keeping	<p>Creates and maintains individual client records, vaccination certificates, and related forms by entering accurate and complete information following facility standards so records are reliable, current, and legally compliant.</p>
	<p>Files medical records, radiographs, and laboratory reports by organizing and storing documents according to facility protocols so records are retrievable, accurate, and properly maintained.</p>
	<p>Creates and maintains all required facility records and logs including radiography, surgery, anesthesia, laboratory, and controlled substance records by following regulatory guidelines so the facility remains compliant and records are available for audit.</p>
	<p>Records medical information accurately by documenting observations, treatments, and outcomes in the patient record at the time of care so the medical history is complete, current, and accessible to the care team.</p>

Regulation, Policies, Procedures, and Protocols	Identifies the roles of regulatory agencies by applying this knowledge when making clinical and administrative decisions so facility practices remain compliant with applicable oversight requirements.
	Observes the legal scope of practice for all veterinary health care team members by applying relevant legislation and facility policies so responsibilities are appropriately delegated and legal boundaries are respected.
	Reads and follows veterinarian pharmacy orders by interpreting prescriptions accurately and preparing or dispensing medications accordingly so patients receive the correct treatment as directed.
	Complies with federal and state regulatory guidelines for the purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control of biologics, therapeutic agents, pesticides, and hazardous wastes so the facility meets all legal requirements and patient and staff safety is maintained.
	Complies with regulations governing prescription and over-the-counter drugs by verifying drug status before dispensing and following applicable legal requirements so medications are handled in full regulatory compliance.
	Develops and communicates hospital nutrition protocols by establishing evidence-based feeding guidelines and training staff and clients so consistent and appropriate nutritional care is provided across patient populations.
	Executes established emergency protocols by recognizing emergency situations and initiating the correct response procedures so patient outcomes are optimized and the team responds in a coordinated and timely manner.
	Prepares the appropriate instruments, supplies, and environment for surgical procedures by setting up and maintaining aseptic conditions so the risk of contamination is eliminated and surgical safety is ensured.
	Follows federal, state, and local animal welfare regulations by applying legal standards to all aspects of patient handling, housing, and care so animals are treated humanely and the facility remains compliant.

Troubleshooting/Analysis/Risk Management	Handles, packages, and stores specimens for laboratory analysis by following biosafety and specimen integrity protocols so samples arrive at the laboratory in suitable condition and staff, clients, and patients are protected.
	Prepares, handles, and submits diagnostic samples by selecting appropriate collection containers, preservatives, and submission forms and following laboratory requirements so results are accurate and clinically meaningful.
	Performs equipment maintenance and quality control procedures by following manufacturer guidelines and laboratory protocols so diagnostic equipment produces accurate and reliable results.
	Identifies and flags erroneous laboratory results by comparing findings against expected ranges and quality control benchmarks so inaccurate results are investigated before being used in clinical decision-making.
	Selects and carries out appropriate analytical procedures by applying knowledge of diagnostic methodology and laboratory standards so test results are accurate, precise, and clinically actionable.