

LOGISTICS AND TRANSPORTATION SECTOR GUIDE



2020

North Central Workforce Development Area

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Introduction to the Sector Guide

The Career Pathways Sector Guides are designed to provide information about career pathways in the North Central Workforce Development Area in Pennsylvania. Each guide presents information that will benefit workforce development professionals, businesses, and job seekers.

Introduction to Career Pathways

This section of the Sector Guide introduces you to career pathways. The information in this section will inform you about why career pathways are important and how the concept can be beneficial to businesses and job seekers. Information in this section can be shared with clients to help them get a better understanding of why we promote pathways.

Sector Description

The sector descriptions provide a brief overview of the sector that the guide presents. Sector descriptions include information from Pennsylvania's Center for Workforce Information and Analysis <https://www.workstats.dli.pa.gov/Pages/default.aspx> that helps to give a snapshot of the sector as well as general information about education and experience levels associated with jobs in the sector and the types of businesses that employ in the sector.

Use the information in this section of the guide to share general information with job seekers, as more detailed information is provided throughout the guide.

Career Pathways Maps

The jobs illustrated on the career pathway maps were identified using the North Central High Priority Occupations list. Information about the jobs was gathered through research using multiple sources to identify the salary, education required, and related occupations. Additionally, industry specific websites that contain career maps were used to inform the career map development. Most of the maps start with an entry-level job that requires less than a 2-year degree and demonstrate the ability to move up

the pathway by on the job training and work experience or through additional formal education and training.

Some occupations occur in multiple sectors and therefore may create a slightly different map for each sector. For example, janitors and cleaners are in manufacturing, healthcare, education, and hospitality. A worker who starts as a janitor and cleaner in education may move into maintenance and may possess the skills to move into a technical teaching role or departmental supervisory role within a school district or university. A janitor in manufacturing might be less likely to leave the sector to move into education and training of maintenance personnel. Technology and transportation related occupations are others that cross over many sectors and may look a little different.

Notice that some pathways seem to start at a higher “entry-level” than others. These would be appropriate for individuals that may have had some technical training while in high school or chose to do training before entering or reentering the workforce. These maps are also appropriate for places of employment that bring everyone in as a “general worker”, and in order to move up, an individual has to get a specialized training and compare multiple options/maps to make that decision.

These maps can be used with job seekers who are currently employed or choosing a career path. While these maps are general for the sector, they provide information about expected training, experience, and skills needed to move along a career path. This example illustrates the information that you will find about each job on every map.

Occupation: First-Line Supervisors of Mechanics, Installers, and Repairers (49-1011)

Education: postsecondary certificate and/or associate’s degree

Training: postsecondary education

Skills: understands process and product or service, demonstrates self-management strategies, lifelong learning

Salary Range: \$25.50-46/hour

Use this information to assist job seekers with career exploration, career planning, and goal setting. It is important to review each map carefully to understand the requirements needed on all steps of the

career path. Each map shows potential opportunities for advancement that may be achieved through additional education and training and experience on-the-job. Additional ways to use career pathways maps can be found at *20 Ways to Use Career Pathways Maps* at <http://www.paadultedresources.org/wp-content/uploads/2017/02/20-ways-to-use-career-pathway-maps-12-18-17.pdf>.

Job Descriptions

The job descriptions in the guide provide details of every job that is mentioned in each of the career pathways maps. Information from O*NET Online <https://www.onetonline.org/> was used to inform the descriptions. Another key component of the job descriptions is the *Sample of reported job titles*. These job titles are important because they are examples that employers might use for the same job. For example, an *energy auditor* at ABC Company might have the job title of *Building Performance Specialist* at DEF Company even though they do essentially the same kind of work.

Job descriptions are helpful for job seekers to get a clearer understanding of the jobs in isolation. More importantly, the descriptions help to provide clarity on how a career pathway builds on the skills and knowledge, and abilities of the jobs on the pathways. Use the information in this section to discuss the general qualifications of the job and the alternative names associated with the work that the job requires. Each job's description includes a citation and reference in the bibliography that can easily be accessed to provide additional information about the job. Use the references to assist job seekers in further career exploration when making decisions about any career path.

Foundation Skills Framework

Selected jobs in this section of the guide are aligned to specific workforce preparation skills detailed in the Foundation Skills Framework (FSF). The FSF is a tool developed by workforce development professionals that identifies skills, competencies, and tasks that individuals need to master to get a job, keep a job, and advance in a job.

The jobs in this section are primarily the entry level jobs identified on each map in the guide. Top *skills* for each job that are identified on O*NET Online were aligned to the FSF and can be used to help job seekers get an understanding of the workforce preparation skills that they will need for a particular job.

While this section provides examples of the workforce preparation skills for some of the jobs in the sector, additional research can be completed for any of the jobs on the pathways. Encourage job seekers to review the skills needed for their jobs of interest and compare them to the FSF. Additional FSF resources, including an assessment and competency lists can be found at <https://www.paadultedresources.org/foundation-skills-framework/>.

Bibliography

This final section of the guide is the bibliography. The bibliography provides a listing of all of the resources that were used to research the information in the guide and can be used to conduct further research on the sector or career pathways.

Introduction to Career Pathways

The Workforce Innovation and Opportunity Act (WIOA) moved career pathways from just a good idea to a mandatory component of workforce development programming. While providing a comprehensive definition of and for career pathways, WIOA does little to describe the “how to” for this strategy. From the development of customized mapping tools for employers to integrated education and training programs for customers who are determined basic skills deficient, career pathways strategies are customized to the local labor market.

At a minimum, career pathways strategies for job seekers need to include opportunities to explore careers and occupations that fall within high priority occupation sectors, develop a career pathway plan that includes charting specific and realistic goals, and learn about and practice key employability skills. A concrete plan with established goals and steps to follow can offer guidance and structure to job seekers’ employment goals. This plan may include, for example, obtaining work while exploring careers, identifying and enrolling in educational or training opportunities, identifying, researching, and preparing for occupations so that they may be ready to begin the job search process immediately.

Workforce development professionals can use the information associated with career pathways to further develop opportunities for job seekers to enter a career path rather than just getting a job. To do this; however, career pathways strategies need to be recognized and embraced by workforce development professionals in order to coordinate service delivery so that individuals can become aware of opportunities and have access to what they need to move along a pathway.

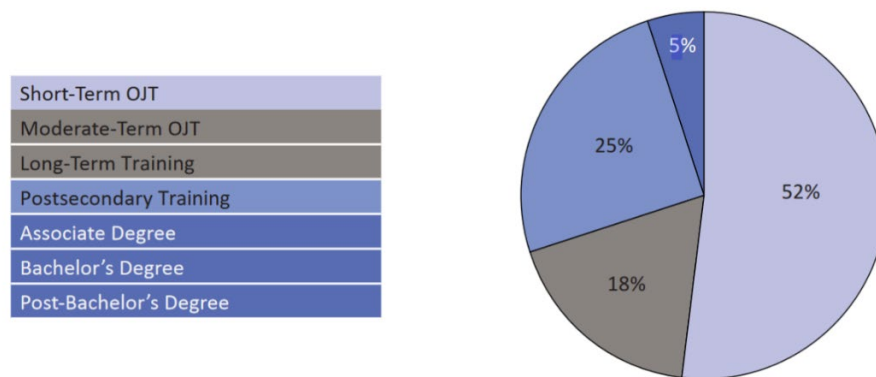
While this guide presents the “nuts and bolts” of career pathways, professionals will need to work together to develop strategies to assist job seekers to move along these paths. Which of the illustrated pathways are most essential to the region? How can workforce development professionals work together to promote these essential pathways? What can we do to include postsecondary education and training partners to assist in these career pathways strategies? How can we include Title II adult education into our strategies? There are answers to all these questions when we work together with career pathways innovations.

Sector Description

The Center for Workforce Information and Analysis states:

The Logistics and Transportation (LT) cluster includes industries related to the storage, transportation and distribution of goods. This cluster includes all modes of transportation, among them airlines, railroads, trucking companies, as well as logistics consulting and other supporting industries. In addition to moving goods, the cluster also contains industries related to passenger transportation. This includes taxi services, charter buses, motor vehicle towing and scheduled passenger air transportation.

This graph illustrates the minimum educational attainment levels for jobs found in this cluster's various industries. Less than five percent of LT jobs require more than postsecondary training to obtain employment. Similar to the Energy cluster, LT offers numerous well-paying jobs that do not require a college education.



This industry provides many opportunities for individuals to be lifelong learners since several occupations rely on a combination of work experience and certification tests. The ASE certification is one example of a widely accepted and recognized standard industry credential for professionals in automotive service, parts, collision, truck, school bus and transit bus segments. There are over 40 tests available to obtain and retain ASE certification (National, 2020).

Individuals pursuing occupations in the LT industry may want to research the lifelong learning requirements of occupations. This includes, but is not limited to, regular certification testing, additional online and face to face skills training, and reading updated regulations and requirements from local, state, and federal government. According to CareerOneStop, “green initiatives” may require some occupations in LT industry to change skill requirements, while others may see an increase in demand. The Center for Workforce Information and Analysis identifies the following top industries:

Top Industries Based on Employment	
• General Warehousing & Storage	• Other Ground Passenger Transportation
• Couriers	• Other Support Activities For Road Transport.
• General Freight Trucking, Long-Distance TL	• Process & Logistics Consulting Services
• General Freight Trucking, Long-Distance LTL	• Passenger Car Rental
• General Freight Trucking, Local	• Truck, Trailer & RV Rental & Leasing
• Other Specialized Trucking, Local	• Other Specialized Trucking, Long-Distance
• Scheduled Passenger Air Transportation	• Used Household & Office Goods Moving
• Mixed Mode Transit Systems	• Bus & Other Motor Vehicle Transit Systems
• Freight Transportation Arrangement	• Charter Bus Industry
• Other Airport Operations	• Motor Vehicle Towing

The *PY 2017-2020 WIOA Multi-Year Local Area Plan* for the North Central Workforce Development Region lists transportation and logistics as one of their priority sectors with the potential of creating a new industry partnership around that sector. Furthermore, the plan mentions exploring Uber as a way to support skill attainment for the transportation industry as well as provide additional options for transportation outside of the local public transit system. Continued collaboration between the workforce development system partners, employers, training providers, and department of health and human services, and North Central Pennsylvania Regional Planning and Development Commission will allow for the transportation industry to grow in the North Central region to provide jobs for some individuals while also reducing barriers to accessing work for other individuals.

Career Pathways Maps

Logistics and Transportation- Automotive Service Attendants

Additional training and education



Occupation: Supervisors-Mechanics, Installers, and Repairers (49-1011)

Education: postsecondary education and/or associate's degree

Training: long-term on-the-job training and/or vocational training

Skills: demonstrates effective interpersonal relations, makes decisions, demonstrates quality consciousness

Salary Range: \$20.75-32.50/hour

Occupation: Automotive Body and Related Repairs (49-3021)

Education: high school diploma or equivalent and postsecondary education

Training: long-term on-the-job training and specialty certifications

Skills: applies mathematical concepts and operations, uses technology, demonstrates quality consciousness

Salary Range: \$13.25-20.75/hour

Occupation: Tire Repairers and Changers (49-3093)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: observes critically, speaks clearly and concisely, demonstrates self-management strategies

Salary Range: \$10-13.25/hour

Occupation: Automotive Service Attendants (53-6031)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: use technology, listens with understanding, demonstrates effective interpersonal relations

Salary Range: \$8.50-11/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/> Minnesota Careers in Automotive Repair and Service (MNCARS). (2020). Career paths in the auto industry. Roseville, MN: MNCARS.

Retrieved from <https://carcareers.org/career-paths/>

Logistics and Transportation-

Electronic Equipment Installers and Repairers

Additional training and education



Occupation: Supervisors-Mechanics, Installers, and Repairers (49-1011)

Education: postsecondary education and/or associate's degree

Training: long-term on-the-job training and/or vocational training

Skills: demonstrates effective interpersonal relations, makes decisions, demonstrates quality consciousness

Salary Range: \$20.75-32.50/hour

Occupation: Automotive Specialty Technicians (49-3023.02)

Education: high school diploma or equivalent and postsecondary education

Training: specific parts specialty training, specialty certifications, and/or apprenticeship

Skills: lifelong learning, uses technology, demonstrates quality consciousness

Salary Range: \$10.75-19/hour

Occupation: Automotive Master Mechanics (49-3023)

Education: high school diploma or equivalent and postsecondary education

Training: vocational training, specialty certifications, and/or apprenticeship

Skills: solves problems, speaks clearly and concisely, listens with understanding

Salary Range: \$10.50-18.75/hour

Occupation: Electronic Equipment Installers and Repairers, Motor Vehicles (49-2096)

Education: high school diploma or equivalent and postsecondary education

Training: vocational and on-the-job training

Skills: observes critically, listens with understanding, demonstrates self-management strategies

Salary Range: \$11-17.50/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). McGraw-Hill workforce career companion: transportation, distribution & logistics. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from

<https://www.onetonline.org/>

Logistics and Transportation - Light Truck or Delivery Services Driver

Additional training and education



Occupation: General and Operations Managers (11-1021)

Education: bachelor's degree or higher

Training: vocational and on-the-job training

Skills: understands process and product or service, lifelong learning, demonstrates effective interpersonal relations

Salary Range: \$25-54/hour

Occupation: First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators (53-1031)

Education: high school diploma or equivalent

Training: long-term on-the-job training or apprenticeship

Skills: solves problems, listens with understanding, makes decisions

Salary Range: \$16.75-28/hour

Occupation: Industrial Truck and Tractor Operators (53-7051)

Education: high school diploma or equivalent

Training: short-term on-the-job training, forklift operator safety training, and/or apprenticeship

Skills: observes critically, uses technology, applies health and safety concepts

Salary Range: \$13-17/hour

Occupation: Light Truck or Delivery Services Driver (55-3033)

Education: high school diploma or equivalent

Training: short-term on-the-job training or apprenticeship and driver's license

Skills: reads with understanding, demonstrates self-management strategies, speaks clearly and concisely

Salary Range: \$8.50-14/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). McGraw-Hill workforce career companion: transportation, distribution & logistics. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from

<https://www.onetonline.org/>

Logistics and Transportation - Equipment Operators and Drivers

Additional training and education



Occupation: First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators (53-1031)

Education: high school diploma or equivalent

Training: long-term on-the-job training

Skills: solves problems, listens with understanding, makes decisions

Salary Range: \$16.75-28/hour

Occupation: Heavy & Tractor Trailer Truck Drivers (53-3032)

Education: high school diploma or equivalent and/or some postsecondary education

Training: commercial driver's license and additional endorsements

Skills: observes critically, demonstrates self-management strategies, uses technology

Salary Range: \$15-21.75/hour

Occupation: Paving, Surfacing, and Tamping Equipment Operators (47-2071)

Education: high school diploma or equivalent

Training: on-the-job training and construction materials certifications

Skills: observes critically, makes decisions, uses technology

Salary Range: \$13.50-19.75/hour

Occupation: Light Truck or Delivery Services Driver (55-3033)

Education: high school diploma or equivalent

Training: short-term on-the-job training or apprenticeship and driver's license

Skills: reads with understanding, demonstrates self-management strategies, speaks clearly and concisely

Salary Range: \$8.50-14/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). McGraw-Hill workforce career companion: transportation, distribution & logistics. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from

<https://www.onetonline.org/>

Logistics and Transportation - Order Clerks

Additional training and education



Occupation: Postal Service Clerks (43-5051)

Education: high school diploma or equivalent and pass postal exam

Training: short-term on-the-job training

Skills: solves problems, listens with understanding, works within organizational structure and culture

Salary Range: \$17-22.75/hour

Occupation: Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: observes critically, demonstrates quality consciousness, demonstrates effective interpersonal relations

Salary Range: \$9.50-16/hour

Occupation: Shipping, Receiving, and Traffic Clerk (43-5111)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: reads with understanding, listens with understanding, speaks clearly and concisely

Salary Range: \$10.75-15.75/hour

Occupation: Order Clerks (43-4151)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: demonstrates self-management strategies, listens with understanding, speaks clearly and concisely

Salary Range: \$8.75-15.75/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). McGraw-Hill workforce career companion: transportation, distribution & logistics. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from

<https://www.onetonline.org/>

Logistics and Transportation - Stock Clerks

Additional training and education



Occupation: Storage and Distribution Managers (11-3071)

Education: bachelor's degree or higher

Training: on-the-job and vocational training

Skills: understands finances, lifelong learning, demonstrates effective interpersonal relations

Salary Range: \$33.50-50/hour

Occupation: Supervisors- Helpers, Laborers, and Material Movers (53-1021)

Education: high school diploma or equivalent and/or some postsecondary education

Training: long-term on-the-job training or apprenticeship

Skills: demonstrates self-management strategies, listens with understanding, understands process and product or service

Salary Range: \$16.75-28/hour

Occupation: Laborers and Freight, Stock and Material Movers (53-7062)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: observes critically, uses technology, listens with understanding

Salary Range: \$10-14/hour

Occupation: Stock Clerks- Stockroom, Warehouse, or Storage Yard (43-5081)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: observes critically, writes clearly and concisely, speaks clearly and concisely

Salary Range: \$8.50-12/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). McGraw-Hill workforce career companion: transportation, distribution & logistics. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from

<https://www.onetonline.org/>

Automotive Body and Related Repairs

Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Sample of reported job titles: Auto Body Man, Auto Body Repair Technician (Auto Body Repair Tech), Auto Body Repairman, Auto Body Technician (Auto Body Tech), Body Man, Body Technician (Body Tech), Collision Repair Technician (Collision Repair Tech), Collision Technician (Collision Tech), Frame Man, Refinish Technician (Refinish Tech) (U.S. Department of Labor, O*NET, Automotive Body and Related Repairs, 2020a)

Automotive Master Mechanics

Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system.

Sample of reported job titles: ASE Master Mechanic (Automotive Service Excellence Master Mechanic), Auto Technician (Automotive Technician), Automotive Drivability Technician, Automotive Mechanic (Auto Mechanic), Automotive Service Technician, Certified ASE Master Automotive Technician (Certified Automotive Service Excellence Master Automotive Technician), Master Automotive Technician, Master Technician, Mechanic, Transmission Rebuilder (U.S. Department of Labor, O*NET, Automotive Master Mechanics, 2020b)

Automotive Service Attendants

Service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories. Collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires.

Sample of reported job titles: Attendant, Boat Operator, Dock Attendant, Dock Hand, Fuel Attendant, Fuel Dock Attendant, Gas Attendant, Gas Pumper, Marine Fuel Dock Attendant, Service Station Attendant (U.S. Department of Labor, O*NET, Automotive Service Attendants, 2020c)

Automotive Specialty Technicians

Repair only one system or component on a vehicle, such as brakes, suspension, or radiator.

Sample of reported job titles: A/C Technician (Air Conditioning Technician), Automobile Mechanic (Auto Mechanic), Automobile Technician (Auto Technician), Automotive Technician (Auto Technician), Drivability Technician, Heavy Line Technician, Lube Technician, Oil Bay Technician, Quick Service Technician, Service Technician (U.S. Department of Labor, O*NET, Automotive Specialty Technicians, 2020d)

Electronic Equipment Installers and Repairers, Motor Vehicles

Install, diagnose, or repair communications, sound, security, or navigation equipment in motor vehicles.

Sample of reported job titles: Automotive Technician, Car Audio Installer, Car Electronics Installer, Car Stereo Installer, Electronic Equipment Installer, Electronic Technician, Installation Technician, Installer, Mobile Electronics Installation Specialist, Mobile Electronics Installer (U.S. Department of Labor, O*NET, Electronic Equipment Installers and Repairers, Motor Vehicles, 2020e)

First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators

Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.

Sample of reported job titles: Dock Supervisor, Driver Manager, Fleet Manager, On Car Supervisor, Operations Supervisor, Street Supervisor, Supervisor, Trainmaster, Transportation Supervisor, Warehouse Supervisor (U.S. Department of Labor, O*NET, First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators, 2020f)

General and Operations Managers

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Sample of reported job titles: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager (U.S. Department of Labor, O*NET, General and Operations Manager, 2020g)

Heavy & Tractor Trailer Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

Sample of reported job titles: Delivery Driver, Driver, Line Haul Driver, Log Truck Driver, Over the Road Driver (OTR Driver), Production Truck Driver, Road Driver, Semi Truck Driver, Tractor Trailer Operator, Truck Driver (U.S. Department of Labor, O*NET, Heavy & Tractor Trailer Truck Drivers, 2020h)

Industrial Truck and Tractor Operators

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Sample of reported job titles: Checker Loader, Fork Lift Technician, Fork Truck Driver, Forklift Driver, Forklift Operator, Lift Truck Operator, Shag Truck Driver, Spotter Driver, Tow Motor Operator, Truck Driver (U.S. Department of Labor, O*NET, Industrial Truck and Tractor Operators, 2020i)

Laborers & Freight, Stock & Material Movers

Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified.

Sample of reported job titles: Dock Worker, Laborer, Line Tender, Loader, Material Handler, Merchandise Pickup/Receiving Associate, Receiver, Receiving Associate, Shipping and Receiving Materials Handler, Warehouse Worker (U.S. Department of Labor, O*NET, Laborers & Freight, Stock & Material Movers, 2020j)

Light Truck or Delivery Services Driver

Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle.

Sample of reported job titles: Bulk Delivery Driver, Delivery Driver, Driver, Driver/Merchandiser, Package Car Driver, Package Delivery Driver, Route Driver, Route Supervisor, Service Provider, Truck Drive (U.S. Department of Labor, O*NET, Light Truck or Delivery Services Driver, 2020k)

Order Clerks

Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Generally receives orders via mail, phone, fax, or other electronic means. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.

Sample of reported job titles: Hub Associate, Materials Specialist, Order Analyst, Order Clerk, Order Entry Administrator, Order Entry Representative, Order Processing Clerk, Order Taker, Sales Assistant, Warehouse Clerk (U.S. Department of Labor, O*NET, Order Clerks, 2020l)

Paving, Surfacing, and Tamping Equipment Operators

Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators.

Sample of reported job titles: Asphalt Paver Operator, Asphalt Raker, Equipment Operator (EO), Maintenance Equipment Operator (MEO), Operator, Paver Operator, Roller Operator, Screed Operator, Truck Driver (U.S. Department of Labor, O*NET, Paving, Surfacing, and Tamping Equipment Operators, 2020m)

Postal Service Clerks

Perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags; and examine mail for correct postage.

Sample of reported job titles: Bulk Mail Technician, Clerk, Distribution Clerk, Part Time Flexible Clerk (PTF Clerk), Postal Clerk, Sales & Service Associate (SSA), Sales and Distribution Clerk, Sales and Service Associate (SSA), Window Clerk, Window/Distribution Clerk (U.S. Department of Labor, O*NET, Postal Service Clerks, 2020n)

Shipping, Receiving, and Traffic Clerk

Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Sample of reported job titles: Material Control Associate, Order Fulfillment Specialist, Receiver, Receiving Associate, Receiving Clerk, Receiving Coordinator, Shipper, Shipping Clerk, Shipping Coordinator, Traffic Assistant (U.S. Department of Labor, O*NET, Shipping, Receiving, and Traffic Clerk, 2020o)

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Sample of reported job titles: Bay Stocker, Material Handler, Receiver, Receiving Lead, Stock Clerk, Stocker, Stockroom Clerk, Warehouse Clerk, Warehouse Representative, Warehouse Worker (U.S. Department of Labor, O*NET, Stock Clerks-Stockroom, Warehouse, or Storage Yard, 2020p)

Storage and Distribution Managers

Plan, direct, or coordinate the storage or distribution operations within an organization or the activities of organizations that are engaged in storing or distributing materials or products.

Sample of reported job titles: Cold Storage Supervisor, Distribution Center Manager, Distribution Manager, Load Out Supervisor, Shipping Manager, Shipping Supervisor, Terminal

Manager, Warehouse Manager, Warehouse Operations Manager, Warehouse Supervisor (U.S. Department of Labor, O*NET, First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators, 2020q)

Supervisors-Mechanics, Installers, and Repairers

Directly supervise and coordinate the activities of mechanics, installers, and repairers.

Sample of reported job titles: Crew Leader, Electrical Foreman, Facilities Manager, Facility Maintenance Supervisor, Maintenance Foreman, Maintenance Manager, Maintenance Planner, Maintenance Supervisor, Production Crew Supervisor, Superintendent (U.S. Department of Labor, O*NET, Supervisors-Mechanics, Installers, and Repairers, 2020r)

Supervisors- Helpers, Laborers, & Material Movers

Directly supervise and coordinate the activities of helpers, laborers, or material movers.

Sample of reported job titles: Floor Supervisor, Front Line Supervisor, Maintenance Supervisor, Parts Manager, Receiving Lead, Receiving Manager, Receiving Supervisor, Shipping Manager, Shipping Supervisor, Terminal Operations Manager (U.S. Department of Labor, O*NET, Supervisors-Helpers, Laborers, & Material Movers, 2020s)

Tire Repairers and Changers

Repair and replace tires.

Sample of reported job titles: Alignment Technician, Lube Technician, Service Technician, Tire Buster, Tire Center Supervisor, Tire Changer, Tire Installer, Tire Repairer, Tire Shop Mechanic, Tire Technician (U.S. Department of Labor, O*NET, Tire Repairers and Changers, 2020t)

Weighers, Measurers, Checkers, and Samplers, Recordkeeping

Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature. Includes workers who collect and keep record of samples of products or materials.

Sample of reported job titles: Cycle Counter, Fluid Operator, Inventory Specialist, Material Control Manager, Quality Assurance Inspector (QA Inspector), Quality Assurance Lab Technician, Quality Control Technician, Scale Operator, Supply Clerk, Temperature Take (U.S. Department of Labor, O*NET, Weighers, Measurers, Checkers, and Samplers, Recordkeeping, 2020u)

*Top Foundation Skills Required for Jobs in the
Logistics and Transportation Sector*



Using information from O*NET job summaries, the following skills from the Foundation Skills Framework were identified as important skills for jobs in the transportation and logistics sector.

Automotive Service Attendants

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability and how to manage time and tasks effectively

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Solves Problems

Critical, creative, and reflective thinking skills needed to identify problems, analyze and evaluate various solutions, implement solutions and monitor their effectiveness

Electronic Equipment Installers and Repairers, Motor Vehicles

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability and how to manage time and tasks effectively

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Light Truck or Delivery Services Drivers

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability and how to manage time and tasks effectively

Order Clerks

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability and how to manage time and tasks effectively

Stock Clerks- Stockroom, Warehouse, or Storage Yard

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability and how to manage time and tasks effectively

NOTE: All the information on pages 23-25 of this guide is taken verbatim from the Foundation Skills Framework Competency Lists (2016) accessed at http://www.paadulthoodresources.org/wp-content/uploads/2016/05/FSF-competency_list-12-18-17.pdf

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