

First-Line Supervisor/ Manager of Transportation and Material-Moving Machine and Vehicle Operators

WAGES AND EMPLOYMENT TRENDS

New York City

2006 Entry-level hourly wage	\$16.41
2006 Median hourly wage	\$22.31

New York State

Job growth outlook 2004–2014 (from 13,350 in 2004)	+8%
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JOB CHARACTERISTICS

What do transportation supervisors/ managers do?

- Enforce safety rules and regulations.
- Plan work assignments and equipment allocations in order to meet transportation, operations, or production goals.
- Confer with customers, supervisors, contractors, and other personnel to exchange information and to resolve problems.
- Direct workers in transportation or related services, such as pumping, moving, storing, and loading/unloading of materials or people.
- Resolve worker problems, or collaborate with employees to assist in problem resolution.
- Review orders, production schedules, blueprints, and shipping/receiving notices to determine work sequences and material shipping dates, types, volumes, and destinations.

- Monitor fieldwork to ensure that it is being performed properly and that materials are being used as they should be.
- Recommend and implement measures to improve worker motivation, equipment performance, work methods, and customer services.
- Maintain or verify records of time, materials, expenditures, and crew activities.
- Interpret transportation and tariff regulations, shipping orders, safety regulations, and company policies and procedures for workers.

In what type of conditions do transportation supervisors/managers work?

- **Face-to-face discussions.** Frequent face-to-face discussions with individuals or teams.
- **Contact with others.** Requires contact with others (face-to-face, by telephone, or otherwise).
- **Telephone.** Frequent telephone conversations.
- **Frequency of decision-making.** Required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization.
- **Work with group or team.** Must work with others in a group or team.

EMPLOYEE CHARACTERISTICS AND QUALIFICATIONS

How much education must a transportation supervisor/manager have?

Usually requires training in vocational schools, related on-the-job experience, or an associate's degree. Some employers —

larger, and those that are more prestigious or handle expensive goods — may prefer to hire supervisors with some college or a college degree.

What kind of *licensing* must a transportation supervisor/manager have?

Jobs of this type often require a licensing exam in order to perform the job.

How much *work experience* should a transportation supervisor/manager have?

Some work-related skill, knowledge, or experience is required.

What type of *job training* does a transportation supervisor/manager need?

One or two years of a combination of on-the-job experience and informal training with experienced workers.

What are the most important *abilities* a transportation supervisor/manager should have?

- **Oral comprehension.** The ability to listen to and understand information and ideas presented through spoken words.
- **Oral expression.** The ability to verbally communicate information and ideas so others will understand.
- **Problem sensitivity.** The ability to tell when something is wrong or is likely to go wrong.
- **Written comprehension.** The ability to read and understand information and ideas presented in writing.
- **Deductive reasoning.** The ability to apply general rules to specific problems to produce answers that make sense.

What are the most important *skills* for a transportation supervisors/manager to have?

- **Active listening.** Giving full attention to what other people say, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking.** Talking to others to convey information effectively.
- **Time management.** Managing one's own time and the time of others.
- **Management of personnel resources.** Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Coordination.** Adjusting actions in relation to others' actions.

RELATED OCCUPATIONS

- Industrial Production Managers
- Transportation Managers
- Storage and Distribution Managers
- Postmasters and Mail Superintendents
- Wholesale and Retail Buyers, Except Farm Products
- First-Line Supervisors/Managers of Office and Administrative Support Workers
- First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand
- Mates — Ship, Boat, and Barge
- Transportation Vehicle, Equipment and Systems Inspectors

SOURCE O*NET Summary reports and occupational databases. Retrieved May 2008, from <http://online.onetcenter.org/>.