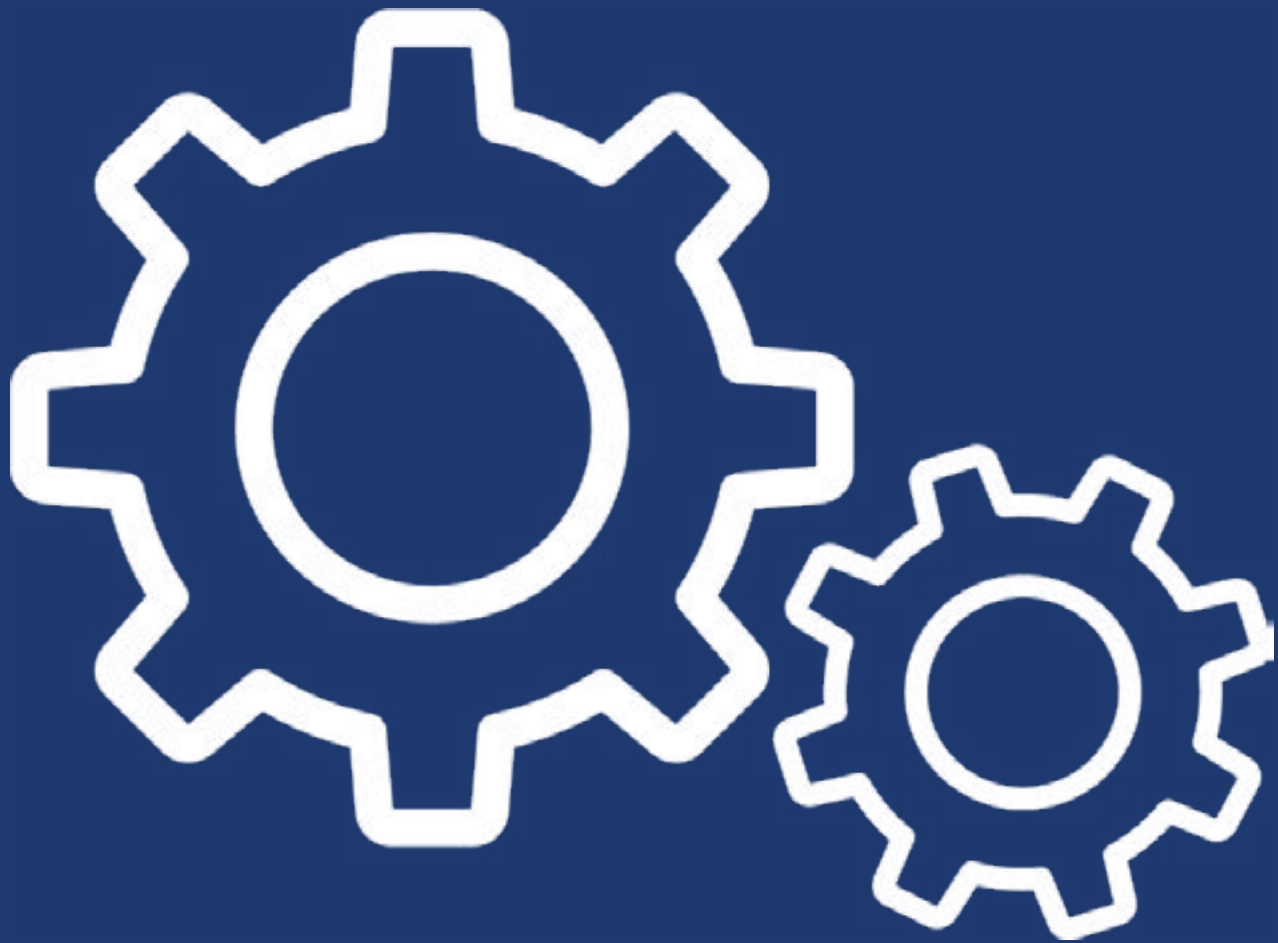


Transportation & Logistics Career Guide

A guide for production, planning, and expediting clerks; first-line supervisors of helpers, laborers, and material movers, hand; heavy and tractor-trailer truck drivers; laborers and freight, stock, and material movers, hand.



Finding Your Way to a Career: Transportation & Logistics

Manufacturers rely on transportation and logistics to deliver and store the materials necessary for production and deliver finished goods to their customers. Logistics and transportation workers are an integral part of the team. From inventory management and planning load sequences to scheduling shipments, they make certain that operations have what they need to deliver timely finished goods to their customers.

How to use this document to learn more.

As one of the Top 100 Hot Jobs for 2022, transportation and logistics is a promising occupation for job seekers in West Michigan. To find out if this might be a good career choice for you, use this Career Map to examine:

- Who might enjoy this kind of work.
- Qualifications needed in this career field.
- Growth potential and levels of pay.
- Valuable skills for this type of work.
- Common tools and technology used in this work.
- Occupations, responsibilities, and other job titles.

This information is drawn from national data and insights from West Michigan employers. It is meant as a starting point for job seekers and career coaches to work together in the exploration of meaningful and fulfilling careers.



Exploring Occupations in Transportation & Logistics

Transportation and logistic workers have key roles in the overall success of a manufacturer. Typical activities include supply inventory and requisition or purchasing, scheduling times of shipment and modes of transportation for materials, customer price quoting, and monitoring and tracking inventory according to budget requirements. Drivers also check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order, follow appropriate safety procedures for transporting goods, and maintain logs of working hours or of vehicle service or repair status, following applicable state and federal regulations.

The Path to Success

Who might enjoy this type of work?

People who work in the transportation and logistics field tend to enjoy:

- Practical, hands-on problem solving.
- Working with real world materials like wood, tools, and machinery.
- Following set procedures and routines.
- Working with data and details more than with ideas.
- Having a clear line of authority to follow.
- Working with projects, starting and carrying out tasks that provide solutions.
- Being the decision maker while leading a group of people.

People who do well in this work generally perform well in such areas as:

- Responsibility
- Teamwork
- Adaptability
- Decisive
- Achievement

Qualifications needed in this career field.

Nationally, most people working in transportation and logistics have some college education without a degree. Often, you will need a certification to enter this career field.

Sample certifications include:

Production, Planning, and Expediting Clerks sample credentials: Certified in Production and Inventory Management. Certified Professional in Supply Management

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand sample credentials: Commercial Driver's License (CDL), Certified Forklift Operators.

Heavy and Tractor-Trailer Truck Drivers sample credentials: Commercial Driver's License (CDL), Hazmat Endorsement, Tanker Endorsement.

Laborers and Freight, Stock, and Material Movers, Hand sample credentials: Certified Forklift Operators, Commercial Driver's License (CDL).

Growth potential and levels of pay.

In the West Michigan counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa, there were 37,962 transportation and logistics jobs in 2020. That number is projected to grow by at least 3% to 38,573 by 2025.

Valuable skills for this type of work.

Tasks and functions performed by transportation and logistics workers include:

- Getting information.
- Communicating with supervisors, peers, or subordinates.
- Identifying objects, actions, and events.
- Making decisions and solving problems.
- Organizing, planning, and prioritizing work.

Common tools and technology used in this work.

Tools: lift trucks, pallet jacks, barcode scanners, computers

Technology: inventory management software, database query software, enterprise resource planning software

Mapping a Career:

Laborers and Freight, Stock, and Material Movers, Hand
Heavy and Tractor-Trailer Truck Drivers
Production, Planning, and Expediting Clerks
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
\$28.63 - \$44.21

Heavy and Tractor-Trailer Truck Drivers
\$18.45 - \$25.25

Production, Planning, and Expediting Clerks
\$17.93 - \$27.82

Laborers and Freight, Stock, and Material Movers, Hand
\$11.22 - \$16.89

Wage ranges represent 25th - 75th percentile.
Timeframes represent the typical education and experience combined.
See page 6 for detailed description of occupations.

LESS THAN 2 YEARS

2-4 YEARS

5-9 YEARS

10+ YEARS

Transportation & Logistics: A Field Guide

Occupations, responsibilities and other job titles.

Production, Planning, and Expediting Clerks

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.

Examples of locally used job titles: master scheduler, material coordinator, materials planner, planner, production assistant, production clerk, production controller, production planner, production scheduler, scheduler

First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand

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

Examples of locally used job titles: floor supervisor, maintenance supervisor, parts manager, receiving manager, receiving supervisor, shipping manager, shipping supervisor, terminal operations manager.

Heavy and Tractor-Trailer Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds gross vehicle weight (GVW). May be required to unload truck. Requires commercial driver's license. Includes tow truck drivers.

Examples of locally used job titles: driver, line haul driver, log truck driver, over-the-road (OTR) driver, production truck driver, road driver, semi truck driver, tractor trailer operator, truck driver.

Laborers and Freight, Stock, and Material Movers, Hand

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

Examples of locally used job titles: dock worker, laborer, line tender, loader, material handler, merchandise pickup/receiving associate, receiver, receiving associate, shipping and receiving materials handler, warehouse worker



West Michigan Works! is part of the statewide Michigan Works! system and the workforce development agency in West Michigan. We serve the employers and job seekers of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa counties.

We partner with employers, educators, economic developers and community organizations to create a qualified workforce that meets our region's current and future talent needs and fuels our shared economic future.

Learn more at: <https://www.westmiworks.org/>



CareerPoint helps students and job seekers find their place in the world of work by matching interests and abilities with training, support, and meaningful and rewarding careers.

By providing training and tools, CareerPoint supports the workforce professionals who help people navigate the West Michigan job market.

CareerPoint promotes evidence-based coaching to help students and job seekers discover and follow pathways to rewarding careers. This model follows seven steps to each participant's success.

Learn more at: <https://talnetcareerpoint.org/>