

New Hire Training Books — Role List

Purpose: Define what each core role must do in a large modular + multifamily operating system. Use this as onboarding scope for role-specific training books and certification plans.

1) Production Supervisor / Line Lead

- Own daily line output, labor allocation, and station flow control.
- Execute 13-week lookahead and resolve blockers before shift start.
- Track on-time milestones, rework, and throughput by station.

2) Sourcing & Procurement Manager

- Own vendor sourcing, RFQs, PO release, and long-lead material coverage.
- Maintain dual-source strategy for critical items and shortage escalations.
- Control cost variance, lead-time reliability, and inbound material quality.

3) Quality Control Inspector (QA/QC)

- Enforce incoming, in-process, and final acceptance quality standards.
- Run NCR workflow and contain defects before downstream handoff.
- Track first-pass yield, defect trends, and corrective action closure.

4) Safety Coordinator / EHS Lead

- Run daily safety huddles, PPE compliance, and near-miss closure cadence.
- Maintain incident logs and enforce corrective/preventive actions.
- Audit training completion and high-risk task controls weekly.

5) Material Handler / Inventory & Kitting

- Receive, stage, and kit materials to support station-ready production.
- Maintain stock accuracy and reorder alerts for critical components.
- Reduce line stoppages from missing or mis-kitted items.

6) Station Operators (Framing / MEP / Finishes)

- Execute station SOPs to takt time with quality gate compliance.
- Escalate defects and shortages immediately to line lead/QA.
- Maintain documented handoff readiness to next station.

7) Logistics & Dispatch Coordinator

- Schedule outbound module dispatch by site readiness and route risk.
- Coordinate truck slots, delivery windows, and receiving confirmations.
- Track dispatch-to-arrival performance and exception handling.

8) Forklift / Crane / Rigging Operator

- Perform safe load movement, lift planning, and module handling.
- Follow certified rigging procedures and pre-lift safety checklists.
- Prevent handling damage and maintain lift incident-free operations.

9) Site Install Crew Lead

- Coordinate on-site set sequence, trade handoff, and inspection readiness.
- Validate site conditions before set and manage install productivity.
- Close punch items and ensure turnover criteria are met.

10) Site Install Technicians

- Execute module set, tie-ins, and finish tasks per install SOP.
- Maintain quality and safety discipline during field execution.
- Report variance, defects, and access issues in real time.

11) Maintenance Technician (Plant + Automation)

- Maintain preventive and corrective equipment maintenance schedule.
- Minimize downtime for robotics, tools, conveyors, and utilities.
- Track MTTTR/MTBF and recurring failure root causes.

Required Onboarding Standard (all roles)

- 30/60/90 day progression: fundamentals -> supervised execution -> certification
- No independent assignment before role certification sign-off
- Weekly KPI + safety review required by supervisor