

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE FSS PRICE LIST

MAS – Multiple Award Schedule

Federal Supply Group: Professional Services



Personnel on the Go

9820 WILLOW CREEK ROAD #430 SAN DIEGO CA 92131
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CONTRACT NUMBER: 47QSEA23D005R
PERIOD COVERED BY CONTRACT: September 15, 2023 through September 14, 2028
PRICELIST VERSION: PO-0001 DATED September 15, 2023
Business Size: WOMAN OWNED SMALL BUSINESS

KEY CONTACT:

DEBORAH MUNOZ, PRESIDENT, DMUNOZ@GETPOGO.COM

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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ABOUT POGO

POGO Inc, a HUBZone, Woman-Owned Small Business founded in 2011, is pleased to build upon our staff's strong, two-decades-long foundation of delivering successful services to our Government clients, especially the United States military, with the highest-quality logistics services. We meet and exceed client standards and expectations.

POGO works with its Government clients as an integrated team working together in support of a common, well-defined mission. As such, POGO management relies on sustained communication with our Government client representatives. We keep an open line of communication to ensure that we are doing all we can to place the best people in key positions to support your mission. We guarantee that all POGO associates are fully committed to your mission and related tasks.

The entire POGO team has a thorough understanding of the Government's expectations, and together we engage in effective solutions for our clients. Some of our clients include:

- Department of Veterans Affairs
- Department of Labor
- Small Business Administration
- Bureau of Reclamation
- Department of Justice
- US Marines
- US Navy
- US Air Force
- US Army



POGO is successful because our staff's decades of experience in logistics services have led us to continuously improve and adapt our processes to better serve our customers. POGO actively seeks feedback about our performance and customer satisfaction and build the information into processes that continuously move the bar in delivering logistics services. Establishing performance standards in consultation with our Government clients is a key factor in our overall success.

Learn more at: WWW.GETPOGO.COM



Customer Information

1a. Table of Awarded SIN

SIN	Description
561320SBSA	Temporary Help Services

1b. Identification of the lowest priced model and lowest unit price for that model for each special item number awarded in the contract

Not Applicable. Services Only

1c. Description of Proposed Hourly Rates

See description of proposed hourly rates below at Attachment II

2. Maximum Order

561320SBSA - \$250,000

3. Minimum Order

\$100

4. Geographic Coverage

Nationwide

5. Points of Production

6265 Greenwich Drive #103
San Diego, CA 92122-5916

6. Discount from list prices or statement of net price

Discount included in pricing; see page 7 for Net Prices

7. Quantity discounts

0.5% on orders of \$2,500-\$4,999
1% on orders of \$5,000-\$9,999
1.5% on orders of \$10,000-\$14,999
2% on orders \$15,000-\$19,999
2.5% on orders \$20,000-\$24,999
3% on orders \$25,000 +

8. Prompt payment terms

None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items

None



10a. Time of Delivery

To be negotiated between POGO and the client agency.

10b. Expedited Delivery

Not Applicable

10c. Overnight and 2-day delivery

Not Applicable

10d. Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. points

Destination

12a. Ordering Address

6265 Greenwich Drive #103

San Diego, CA 92122-5916

12b. Ordering Procedures

See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address

6265 Greenwich Drive #103

San Diego, CA 92122-5916

14. Warranty Provision

Not Applicable

15. Export Packing Charges

Not Applicable

16. Terms and Conditions of rental, maintenance, and repair

Not Applicable



17. Terms and Conditions of installation

Not Applicable

18a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices

Not Applicable

18b. Terms and conditions for any other services

Not Applicable

19. List of Service and Distribution Points

Not Applicable

20. List of Participating Dealers

Not Applicable

21. Preventative Maintenance

Not Applicable

22a. Special Attributes Such As Environmental Attributes

Not Applicable

22b. Section 508 Compliance

Section 508 compliance information is available for the information and communications technology (ICT) products and services offered and show where full details can be found (e.g., Contractor's website or other location). ICT accessibility standards can be found at <https://www.section508.gov/>.

23. Unique Entity Identifier (UEI) Number

FANYE81GZJQ9

24. Notification Regarding Registration in System for Award Management (SAM) Database

POGO is registered in the System for Award Management (SAM) database



Attachment I: Labor Rates

15-5637 CA, SAN FRANCISCO Revision 24, July 27, 2023

SIN	Awarded Labor Category	Min Edu	Min Exp	Site	GSA Awarded Rates
561320SBSA	Accounting Clerk I	High School	1	Both	\$36.49
561320SBSA	Accounting Clerk II	High School	1	Both	\$40.27
561320SBSA	Accounting Clerk III	High School	1	Both	\$44.33
561320SBSA	Administrative Assistant	High School	1	Both	\$63.42
561320SBSA	Court Reporter	High School	1	Both	\$83.04
561320SBSA	Data Entry Operator I	High School	1	Both	\$32.85
561320SBSA	Data Entry Operator II	High School	1	Both	\$35.30
561320SBSA	Dispatcher, Motor Vehicle	High School	1	Both	\$43.97
561320SBSA	Document Preparation Clerk	High School	1	Both	\$32.29
561320SBSA	Duplicating Machine Operator	High School	1	Both	\$32.29
561320SBSA	General Clerk I	High School	1	Both	\$30.37
561320SBSA	General Clerk II	High School	1	Both	\$32.58
561320SBSA	General Clerk III	High School	1	Both	\$35.87
561320SBSA	Housing Referral Assistant	High School	1	Both	\$43.58
561320SBSA	Messenger Courier	High School	1	Both	\$34.72
561320SBSA	Order Clerk I	High School	1	Both	\$32.13
561320SBSA	Order Clerk II	High School	1	Both	\$34.52
561320SBSA	Personnel Assistant (Employment) I	High School	1	Both	\$35.43
561320SBSA	Personnel Assistant (Employment) II	High School	1	Both	\$38.91
561320SBSA	Personnel Assistant (Employment) III	High School	1	Both	\$42.70
561320SBSA	Production Control Clerk	High School	1	Both	\$45.52
561320SBSA	Receptionist	High School	1	Both	\$33.63
561320SBSA	Rental Clerk	High School	1	Both	\$33.25
561320SBSA	Scheduler, Maintenance	High School	1	Both	\$36.35
561320SBSA	Secretary I	High School	1	Both	\$36.35
561320SBSA	Secretary II	High School	1	Both	\$39.70
561320SBSA	Secretary III	High School	1	Both	\$43.58



561320SBSA	Service Order Dispatcher	High School	1	Both	\$43.37
561320SBSA	Supply Technician	High School	1	Both	\$63.42
561320SBSA	Survey Worker	High School	1	Both	\$41.78
561320SBSA	Travel Clerk I	High School	1	Both	\$37.78
561320SBSA	Travel Clerk II	High School	1	Both	\$40.62
561320SBSA	Travel Clerk III	High School	1	Both	\$43.63
561320SBSA	Word Processor I	High School	1	Both	\$39.68
561320SBSA	Word Processor II	High School	1	Both	\$43.82
561320SBSA	Word Processor III	High School	1	Both	\$48.33
561320SBSA	Computer Based Training Specialist / Instructor	High School	1	Both	\$65.39
561320SBSA	Technical Instructor	High School	1	Both	\$49.06
561320SBSA	Technical Instructor/Course Developer	High School	1	Both	\$58.69
561320SBSA	Test Proctor	High School	1	Both	\$40.76
561320SBSA	Tutor	High School	1	Both	\$40.76
561320SBSA	Photo-Optics Technician	High School	1	Both	\$52.80
561320SBSA	Graphic Artist	High School	1	Both	\$58.94
561320SBSA	Civil Engineering Technician	High School	1	Both	\$66.63
561320SBSA	Drafter/CAD Operator I	High School	1	Both	\$38.39
561320SBSA	Drafter/CAD Operator II	High School	1	Both	\$42.23
561320SBSA	Drafter/CAD Operator III	High School	1	Both	\$46.40
561320SBSA	Drafter/CAD Operator IV	High School	1	Both	\$55.75
561320SBSA	Engineering Technician I	High School	1	Both	\$31.82
561320SBSA	Engineering Technician II	High School	1	Both	\$35.00
561320SBSA	Engineering Technician III	High School	1	Both	\$38.46
561320SBSA	Engineering Technician IV	High School	1	Both	\$46.24
561320SBSA	Engineering Technician V	High School	1	Both	\$55.22
561320SBSA	Engineering Technician VI	High School	1	Both	\$65.57
561320SBSA	Environmental Technician	High School	1	Both	\$50.79
561320SBSA	Laboratory Technician	High School	1	Both	\$46.17
561320SBSA	Mathematical Technician	High School	1	Both	\$68.32
561320SBSA	Paralegal/Legal Assistant I	High School	1	Both	\$38.97
561320SBSA	Paralegal/Legal Assistant II	High School	1	Both	\$46.89
561320SBSA	Paralegal/Legal Assistant III	High School	1	Both	\$56.02
561320SBSA	Paralegal/Legal Assistant IV	High School	1	Both	\$66.54



561320SBSA	Technical Writer I	High School	1	Both	\$55.17
561320SBSA	Technical Writer II	High School	1	Both	\$66.15
561320SBSA	Technical Writer III	High School	1	Both	\$78.79
561320SBSA	Automobile Body Repairer, Fiberglass	High School	1	Both	\$46.61
561320SBSA	Automotive Electrician	High School	1	Both	\$45.63
561320SBSA	Automotive Glass Installer	High School	1	Both	\$43.49
561320SBSA	Automotive Worker	High School	1	Both	\$43.49
561320SBSA	Mobile Equipment Servicer	High School	1	Both	\$39.05
561320SBSA	Motor Equipment Metal Mechanic	High School	1	Both	\$47.78
561320SBSA	Motor Equipment Metal Worker	High School	1	Both	\$43.49
561320SBSA	Motor Vehicle Mechanic	High School	1	Both	\$47.78
561320SBSA	Motor Vehicle Mechanic Helper	High School	1	Both	\$36.53
561320SBSA	Motor Vehicle Upholstery Worker	High School	1	Both	\$41.34
561320SBSA	Motor Vehicle Wrecker	High School	1	Both	\$43.49
561320SBSA	Painter, Automotive	High School	1	Both	\$45.63
561320SBSA	Radiator Repair Specialist	High School	1	Both	\$43.49
561320SBSA	Tire Repairer	High School	1	Both	\$34.52
561320SBSA	Transmission Repair Specialist	High School	1	Both	\$47.78
561320SBSA	Electrostatic Spray Painter	High School	1	Both	\$44.73
561320SBSA	Furniture Handler	High School	1	Both	\$28.80
561320SBSA	Furniture Refinisher	High School	1	Both	\$38.80
561320SBSA	Furniture Refinisher Helper	High School	1	Both	\$32.79
561320SBSA	Furniture Repairer, Minor	High School	1	Both	\$35.12
561320SBSA	Upholsterer	High School	1	Both	\$38.27
561320SBSA	Cleaner, Vehicles	High School	1	Both	\$30.92
561320SBSA	Elevator Operator	High School	1	Both	\$30.92
561320SBSA	Gardener	High School	1	Both	\$44.53
561320SBSA	Housekeeping Aide	High School	1	Both	\$32.35
561320SBSA	Janitor	High School	1	Both	\$32.35
561320SBSA	Laborer, Grounds Maintenance	High School	1	Both	\$35.64
561320SBSA	Maid or Houseman	High School	1	Both	\$34.28
561320SBSA	Pruner	High School	1	Both	\$32.65



561320SBSA	Tractor Operator	High School	1	Both	\$41.61
561320SBSA	Trail Maintenance Worker	High School	1	Both	\$35.64
561320SBSA	Window Cleaner	High School	1	Both	\$35.30
561320SBSA	Assembler	High School	1	Both	\$33.90
561320SBSA	Counter Attendant	High School	1	Both	\$33.90
561320SBSA	Dry Cleaner	High School	1	Both	\$37.88
561320SBSA	Finisher, Flatwork, Machine	High School	1	Both	\$33.90
561320SBSA	Presser, Hand	High School	1	Both	\$33.90
561320SBSA	Presser, Machine, Dry-cleaning	High School	1	Both	\$33.90
561320SBSA	Presser, Machine, Shirts	High School	1	Both	\$33.90
561320SBSA	Presser, Machine, Wearing Apparel, Laundry	High School	1	Both	\$33.90
561320SBSA	Sewing Machine Operator	High School	1	Both	\$39.21
561320SBSA	Tailor	High School	1	Both	\$40.54
561320SBSA	Washer, Machine	High School	1	Both	\$35.23
561320SBSA	Machine-Tool Operator (Tool Room)	High School	1	Both	\$47.34
561320SBSA	Tool And Die Maker	High School	1	Both	\$55.63
561320SBSA	Forklift Operator	High School	1	Both	\$38.88
561320SBSA	Material Coordinator	High School	1	Both	\$47.31
561320SBSA	Material Expediter	High School	1	Both	\$47.31
561320SBSA	Material Handling Laborer	High School	1	Both	\$35.16
561320SBSA	Order Filler	High School	1	Both	\$32.99
561320SBSA	Production Line Worker (Food Processing)	High School	1	Both	\$38.88
561320SBSA	Shipping Packer	High School	1	Both	\$36.00
561320SBSA	Shipping/Receiving Clerk	High School	1	Both	\$36.00
561320SBSA	Store Worker I	High School	1	Both	\$32.57
561320SBSA	Stock Clerk	High School	1	Both	\$40.52
561320SBSA	Tools And Parts Attendant	High School	1	Both	\$38.88
561320SBSA	Warehouse Specialist	High School	1	Both	\$38.88
561320SBSA	Aerospace Structural Welder	High School	1	Both	\$63.47
561320SBSA	Aircraft Mechanic I	High School	1	Both	\$60.68
561320SBSA	Aircraft Mechanic II	High School	1	Both	\$63.47



561320SBSA	Aircraft Mechanic III	High School	1	Both	\$65.88
561320SBSA	Aircraft Mechanic Helper	High School	1	Both	\$45.96
561320SBSA	Aircraft, Painter	High School	1	Both	\$57.85
561320SBSA	Aircraft Servicer	High School	1	Both	\$52.24
561320SBSA	Aircraft Worker	High School	1	Both	\$55.05
561320SBSA	Appliance Mechanic	High School	1	Both	\$44.43
561320SBSA	Bicycle Repairer	High School	1	Both	\$36.71
561320SBSA	Cable Splicer	High School	1	Both	\$78.02
561320SBSA	Carpenter, Maintenance	High School	1	Both	\$55.65
561320SBSA	Carpet Layer	High School	1	Both	\$49.69
561320SBSA	Electrician, Maintenance	High School	1	Both	\$74.91
561320SBSA	Electronics Technician Maintenance I	High School	1	Both	\$58.30
561320SBSA	Electronics Technician Maintenance II	High School	1	Both	\$61.25
561320SBSA	Electronics Technician Maintenance III	High School	1	Both	\$64.24
561320SBSA	Fabric Worker	High School	1	Both	\$54.42
561320SBSA	Fire Alarm System Mechanic	High School	1	Both	\$47.44
561320SBSA	Fire Extinguisher Repairer	High School	1	Both	\$49.56
561320SBSA	Fuel Distribution System Mechanic	High School	1	Both	\$62.77
561320SBSA	Fuel Distribution System Operator	High School	1	Both	\$50.90
561320SBSA	General Maintenance Worker	High School	1	Both	\$43.60
561320SBSA	Ground Support Equipment Mechanic	High School	1	Both	\$60.68
561320SBSA	Ground Support Equipment Servicer	High School	1	Both	\$52.24
561320SBSA	Ground Support Equipment Worker	High School	1	Both	\$55.05
561320SBSA	Gunsmith I	High School	1	Both	\$49.56
561320SBSA	Gunsmith II	High School	1	Both	\$55.42
561320SBSA	Gunsmith III	High School	1	Both	\$61.09
561320SBSA	Heating, Ventilation And Air Conditioning Mechanic	High School	1	Both	\$56.34
561320SBSA	Heavy Equipment Mechanic	High School	1	Both	\$57.00
561320SBSA	Heavy Equipment Operator	High School	1	Both	\$74.21
561320SBSA	Instrument Mechanic	High School	1	Both	\$63.31



561320SBSA	Laboratory/Shelter Mechanic	High School	1	Both	\$58.24
561320SBSA	Laborer	High School	1	Both	\$35.16
561320SBSA	Locksmith	High School	1	Both	\$44.25
561320SBSA	Machinery Maintenance Mechanic	High School	1	Both	\$57.96
561320SBSA	Machinist, Maintenance	High School	1	Both	\$46.47
561320SBSA	Maintenance Trades Helper	High School	1	Both	\$34.37
561320SBSA	Metrology Technician I	High School	1	Both	\$63.31
561320SBSA	Metrology Technician II	High School	1	Both	\$66.23
561320SBSA	Metrology Technician III	High School	1	Both	\$68.79
561320SBSA	Millwright	High School	1	Both	\$70.22
561320SBSA	Office Appliance Repairer	High School	1	Both	\$44.18
561320SBSA	Painter, Maintenance	High School	1	Both	\$47.99
561320SBSA	Pipefitter, Maintenance	High School	1	Both	\$62.26
561320SBSA	Plumber, Maintenance	High School	1	Both	\$60.89
561320SBSA	Pneudraulic Systems Mechanic	High School	1	Both	\$61.09
561320SBSA	Rigger	High School	1	Both	\$59.30
561320SBSA	Scale Mechanic	High School	1	Both	\$55.42
561320SBSA	Sheet-Metal Worker, Maintenance	High School	1	Both	\$60.75
561320SBSA	Small Engine Mechanic	High School	1	Both	\$41.04
561320SBSA	Telecommunications Mechanic I	High School	1	Both	\$56.21
561320SBSA	Telecommunications Mechanic II	High School	1	Both	\$58.77
561320SBSA	Telephone Lineman	High School	1	Both	\$64.96
561320SBSA	Welder, Combination, Maintenance	High School	1	Both	\$50.78
561320SBSA	Well Driller	High School	1	Both	\$51.71
561320SBSA	Woodcraft Worker	High School	1	Both	\$61.09
561320SBSA	Woodworker	High School	1	Both	\$49.56
561320SBSA	Child Care Attendant	High School	1	Both	\$32.40
561320SBSA	Child Care Center Clerk	High School	1	Both	\$38.92
561320SBSA	Chore Aide	High School	1	Both	\$28.86
561320SBSA	Family Readiness And Support Services	High School	1	Both	\$38.64
561320SBSA	Homemaker	High School	1	Both	\$38.64



561320SBSA	Boiler Tender	High School	1	Both	\$76.64
561320SBSA	Sewage Plant Operator	High School	1	Both	\$73.90
561320SBSA	Stationary Engineer	High School	1	Both	\$76.64
561320SBSA	Ventilation Equipment Tender	High School	1	Both	\$57.63
561320SBSA	Water Treatment Plant Operator	High School	1	Both	\$73.90
561320SBSA	Carnival Equipment Operator	High School	1	Both	\$38.34
561320SBSA	Carnival Equipment Repairer	High School	1	Both	\$41.00
561320SBSA	Carnival Equipment Worker	High School	1	Both	\$30.21
561320SBSA	Gate Attendant/Gate Tender	High School	1	Both	\$36.96
561320SBSA	Bus Aide	High School	1	Both	\$38.59
561320SBSA	Bus Driver	High School	1	Both	\$51.31
561320SBSA	Driver Courier	High School	1	Both	\$35.44
561320SBSA	Parking and Lot Attendant	High School	1	Both	\$30.42
561320SBSA	Shuttle Bus Driver	High School	1	Both	\$34.96
561320SBSA	Taxi Driver	High School	1	Both	\$32.95
561320SBSA	Truckdriver, Light	High School	1	Both	\$37.86
561320SBSA	Truckdriver, Medium	High School	1	Both	\$40.13
561320SBSA	Truckdriver, Heavy	High School	1	Both	\$45.97
561320SBSA	Truckdriver, Tractor-Trailer	High School	1	Both	\$45.97
561320SBSA	Vending Machine Attendant	High School	1	Both	\$31.78
561320SBSA	Vending Machine Repairer	High School	1	Both	\$37.65
561320SBSA	Vending Machine Repairer Helper	High School	1	Both	\$31.78
561320SBSA	Baker	High School	1	Both	\$35.66
561320SBSA	Cook I	High School	1	Both	\$39.65
561320SBSA	Cook II	High School	1	Both	\$30.90
561320SBSA	Dishwasher	High School	1	Both	\$30.96
561320SBSA	Food Service Worker	High School	1	Both	\$29.70
561320SBSA	Lifeguard	High School	1	Both	\$29.70
561320SBSA	Meat Cutter	High School	1	Both	\$36.11



561320SBSA	Park Attendant (Aide)	High School	1	Both	\$40.62
561320SBSA	Recreation Aide/Health Facility Attendant	High School	1	Both	\$31.24
561320SBSA	Recreation Specialist	High School	1	Both	\$48.92
561320SBSA	Swimming Pool Operator	High School	1	Both	\$45.69
561320SBSA	Waiter/Waitress	High School	1	Both	\$29.29
561320SBSA	Air Traffic Control Specialist, Center (HFO) (2)	High School	1	Both	\$78.89
561320SBSA	Air Traffic Control Specialist, Station (HFO) (2)	High School	1	Both	\$56.24
561320SBSA	Air Traffic Control Specialist, Terminal (HFO) (2)	High School	1	Both	\$61.33
561320SBSA	Archeological Technician I	High School	1	Both	\$39.98
561320SBSA	Archeological Technician II	High School	1	Both	\$44.00
561320SBSA	Archeological Technician III	High School	1	Both	\$53.09
561320SBSA	Cartographic Technician	High School	1	Both	\$53.09
561320SBSA	Weather Observer, Combined Upper Air Or Surface	High School	1	Both	\$48.37
561320SBSA	Weather Observer, Senior (2)	High School	1	Both	\$52.78

<https://www.wdol.gov/wdol/scafiles/std/15-5637.txt?v=11>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."



Attachment II: Labor Category Descriptions and Qualifications

Accounting Clerk I (DOL 01011) Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Accounting Clerk II (DOL 01012) Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

Accounting Clerk III (DOL 01013) Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Administrative Assistant (DOL 01020) In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Court Reporter (DOL 01040) Records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request and asks speakers to clarify inaudible statements. Transcribes recorded using typewriter or dictates material into recording machine.

Dispatcher, Motor Vehicle (DOL 01060) Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other



expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Document Preparation Clerk (Document Preparer) (DOL 01070) Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Driver (Courier) (DOL 01141) Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Duplicating Machine Operator (DOL 01090) Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

General Clerk I (DOL 01115) Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

General Clerk II (DOL 01116) Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task. Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

General Clerk III (DOL 01117) Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative



methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers

Housing Referral Assistant (DOL 01120) Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.

Data Entry Operator I (DOL 01050) Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Data Entry Operator II (DOL 01051) Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

Messenger (Courier) (DOL 01141) The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

Driver (Courier) (DOL 01070) Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and



visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Order Clerk I (DOL 01191) Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

Order Clerk II (DOL 01192) Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Personnel Assistant (Employment) (DOL 01261) This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls.

Personnel Assistant (Employment) I (DOL 01262) This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

Personnel Assistant (Employment) II (DOL 01262) This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher- level personnel office employees. Work may be checked occasionally.

Personnel Assistant (Employment) III (DOL 01263) Performs work in support of personnel professionals that requires a good working knowledge of personnel procedures, guides, and precedents. In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment



concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives.

Production Control Clerk (DOL 01270) Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Rental Clerk (DOL 01290) Performs clerical duties concerned with rental and management of public housing projects. Answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. Receives security deposits and prepares tenant receipts. Prepares bank deposits. Maintains tenant files. Follows up on income re-certifications.

Scheduler, Maintenance (DOL 01310) Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

Secretary I thru III (Occupational Base) (DOL 01311 through 01313) This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.



Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- A. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- B. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- C. Review materials prepared for supervisor's approval for typographical accuracy and proper



format;

- D. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- E. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- A. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- B. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- C. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- D. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- E. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- A. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- B. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- C. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- D. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- E. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization. Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches. The LR-3 advises individuals outside



the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313),

	LR-1	LR-2	LR-3
LS-1	I 01311	II 01312	III 01313
LS-2	I 01311	II 01312	See Note
LS-3	I 01311	See Note	See Note

NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.

Service Order Dispatcher (DOL 01320) Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

Supply Technician (DOL 01410) Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

Illustrative Assignments:

1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, non-repairable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or



other related work.

2. Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.
3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

Level of Responsibility: Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines. Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.

Survey Worker (Interviewer) (DOL 01420) This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.

Receptionist (DOL 01280) This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

Word Processor I (DOL 01611) Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

Word Processor II (DOL 01612) Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.



Word Processor III (DOL 01613) Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Travel Clerk I (DOL 01531) Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Travel is almost always recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Travel Clerk II (DOL 01532) Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Travel Clerk III (DOL 01533) At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, replanning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information



to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

Automotive Body Repairer, Fiberglass (DOL 05005) Repairs damaged fiberglass automobile bodies, using pneumatic tools and knowledge of fiberglass repair techniques. Cuts away damaged fiberglass, using air grinder. Smooth edges of painted surface, using sandpaper or air-powered sander. Masks surrounding undamaged surface, using masking tape. Cuts plastic separating film, using shears, and tapes film to outside repair area. Mixes polyester resin and hardener according to specifications and applies mixture to repair area, using brush. Soaks matting in resin mixture and layers matting over repair area to specified thickness. Peels separating film from repair area and washes repair surface with water. Occasionally secures new panel to repair area, using C-clamp. Applies and spreads body filler manually to reestablish surface. Manually files away excess filler to match original contour. Smooth filler, using air sander. Cleans repair area with air gun.

Automotive Glass Installer (DOL 05010) Replaces broken or pitted windshields and window glass in motor vehicles. Removes broken glass by unscrewing frame, using hand tools. Cuts flat safety glass according to specified pattern, using glasscutter. Smooth cut edge of glass by holding against abrasive belt. Applies moisture-proofing compound along cut edges and installs glass in vehicle. Weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass. Installs precut replacement glass to replace curved windows. May replace or adjust parts in window- raising mechanism.

Automotive Worker (DOL 05070) Performs a variety of minor repairs and services to maintain motor vehicles. Places and maintains decals on vehicles. Checks and replaces batteries. Rotates, repairs, and replaces tires. Washes, polishes, and cleans interiors and exteriors of vehicles. Drains, flushes, and replaces engine, transmission, and differential grease and oils. Checks, cleans, calibrates, and replaces spark plugs. Cleans and replaces oil and air filters. Adjusts brakes, replaces windshield wipers, and similar minor parts. Assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items. Maintains tools and equipment, and cleans work areas.

Cleaner, Vehicles (DOL 11030) The Cleaner, Vehicles cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.

Electrician, Automotive (DOL 05010) Tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplydne control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.

Gardener (DOL 11090) The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new



and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

Housekeeping Aide (DOL 11122) The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire,

disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.

Janitor (DOL 11150) The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are: a. Workers who specialize in window washing, b. Housekeeping staff who make beds and change linens as a primary responsibility, c. Workers required to disassemble and assemble equipment in order to clean machinery, d. Workers who receive additional compensation to maintain sterile facilities or equipment.

Pruner (DOL 11260) The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for selection of best trees, and cuts or severs all live or dead limbs of selected trees to a specified height.

Mobile Equipment Servicer (DOL 05110) Operating from a mobile fuel station and/or tanker, performs one or more of the following duties: Supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers. Checks fluid levels of transmissions, battery, cooling system and engine oil. Checks tires for wear and for pressure. Replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services. Changes oil and filters, and lubricates and greases vehicles. Washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

Motor Equipment Metal Mechanic (DOL 05130) Repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. Removes upholstery, accessories, electrical and hydraulic window- and seat-operating



equipment, and trim to gain access to vehicle body and fenders. Positions block against surface of dented area and beats opposite surface to remove dents, using hammer. Fills depressions with solder or other plastic material. Removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement. Straightens bent frames, using hydraulic jack and pulling device. Files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander. Aims headlights, aligns wheels, and bleeds hydraulic brake system. May paint surface after performing body repairs.

Motor Equipment Metal Worker (DOL 05160) Assists Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.

Motor Vehicle Mechanic (DOL 05190) Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmission; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Motor Vehicle Mechanic Helper (DOL 05220) Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

Motor Vehicle Upholstery Worker (DOL 05250) Repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.

Motor Vehicle Wrecker (DOL 05280) Operates gasoline, diesel, or electric-powered vehicle equipped with special purpose powered equipment used to tow motor vehicles or other equipment.

Painter, Automotive (DOL 05310) Coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from vehicle, using liquid paint remover and scraper. Smooth surfaces with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints vehicle or specified portion of vehicle. May paint insignia, letters or numerals on vehicle surface, using stencils.

Radiator Repair Specialist (DOL 05340) Repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals. Locates and repairs leaks. Removes defective parts, and installs new parts.

Tire Repairer (DOL 05370) Repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles: Raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench. Removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist. Locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture. Seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Separates tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer. Removes inner tube from tire and inspects tire casing for defects, such as holes and tears. Glues boot (tire patch) over rupture in tire casing using rubber cement. Inflates



inner tube and immerses it in water to locate leak. Buffs defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. Reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel. Hammers required counterweights onto rim of wheel.

Tractor Operator (DOL 11270) The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws. 32

Trail Maintenance Worker (DOL 11330) The Trail Maintenance Worker removes fallen and leaning dead trees, encroaching limbs and brush, minor repair of tread, tread drainage and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock and debris from trail ways.

Transmission Repair Specialist (DOL 05400) Repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles. Raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools. Disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves. Adjusts pumps, bands, and gears as required, using wrenches. Installs repaired transmission and fills it with specified fluid. Adjusts operating linkage and tests operation on road. May adjust carburetor. May verify idle speed of motor, using equipment, such as tachometer, and makes required adjustments.

Electrostatic Spray Painter (DOL 09010) Sprays negatively charged paint particles on positively charged workpieces, using cone, disk, or nozzle-type electrostatic painting equipment. Moves switches and dials to start flow of current and to activate paint spraying equipment. Turns valves and observes gauges to set pressure and to control flow of paint. Adjusts thermostat to maintain specified temperature in paint tanks. Inspects painted units for runs, sags, and unpainted areas. Readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating. Cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses, using solvent and brush. May hand-spray parts to cover unpainted areas or apply rust preventative. May mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions. May supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.

Furniture Handler (DOL 09080) Assists one or more electrostatic spray painters in repainting furniture by performing specific or general duties of lesser skill. Moves materials or furniture to work areas, using hand truck or dolly. Cleans surfaces of articles to be painted. The Furniture Handler is confined to supplying, lifting, holding materials and tools, and cleaning working areas.

Furniture Refinisher (DOL 09090) Refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling. Removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften finish and scraping with knife and steel wool. Removes excess solvent by rubbing surface with cloth immersed in paint thinner or sal soda. Applies plastic putty, wood putty, or lacquer-stick



to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. Smooth surface for finishing, using sandpaper or power sander. Selects and mixes finish ingredients to obtain specified color shade or to match existing finish. Brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. Grains wood or paints wood trim, using graining roller, comb, sponge, or brush. Polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.

Furniture Refinisher Helper (DOL 09100) Assists in refinishing furniture by performing one or a combination of the following tasks: Supplies furniture refinishers with materials and tools, and holds materials and tools as requested. Cleans work areas, machines and equipment. Immerses small articles in vat filled with solvent preparatory to rubbing. Blows excess solvent from surface with air hose or wipes surface with dry cloth. Scrapes articles, using knife, scraper, or wood chisel to remove burs, splinters, and excess glue, and marks defects such as knotholes, cracks, and splits to facilitate repair of articles. Cuts plastic laminated covering materials and plywood to specified size and shape, using hand tools and power tools. Cements pre-cut laminated materials to plywood to form furniture parts such as cabinet tops, countertops, desktops and tabletops, using clamps or vise. Wipes acetone on edges of parts with rags and solvent to remove excess adhesive. Examines edges of laminated parts to detect ridges, and removes excess materials with file or electric hand trimmers. Attaches metal molding trim to edges, using glue and hand tools.

Furniture Repairer, Minor (DOL 09110) Repairs surface defects of finished wood and metal furniture, using the following methods: (1) Repairs defects in finish of wooden furniture. Fills holes and cracks with shellac or wax, using heated blade to melt and spread wax and shellac. Removes varnish and smooth cracks and scratches with sandpaper. Applies stain to match furniture surface and varnish to protect surface, using brush or spray gun. Smooth and shapes repaired surface with sandpaper, pumice stone, steel wool, or chisel. Nails, screws, or glues broken or split parts together. Rubs glossy spots with pumice stone and oil, and polishes dull spots with wax to match surrounding finish. Dabs moistened cloth to and presses heated blade against dents and scratches to draw indentations to surface. May chisel out defective sections and replace them with patch matching color and grain. (2) Repairs damaged metal furniture. Welds cracks, using acetylene torch. Files scrapes, or sands parts to remove dirt, paint, or rust. Melts solder into holes and cracks. Grinds solder until smooth and flush with surrounding metal, using portable grinder. Bends or hammers dented or twisted parts to original shape. Tightens or replaces loose screws, nuts and bolts. Replaces missing or broken parts, e.g., hinges, door and drawer handles, latches, and furniture arms and legs.

Upholsterer (DOL 09130) Repairs and rebuilds upholstered furniture, using hand tools and knowledge of fabrics and upholstery methods. Removes covering, webbing and padding from seat, arms, back and sides of workpiece, using tack puller, chisel, and mallet. Removes defective springs by cutting cords or wires that hold them in place. Replaces webbing and springs or reties springs. Measures and cuts new covering material. Installs material on inside of arms, back, and seat, and over outside back and arms of wooden frame. Tacks or sews ornamental trim, such as braid and buttons, to cover and frame. May operate sewing machine to seam cushions and join various sections of covering materials. May repair wooden frame of workpiece. May repair seats from various types of vehicles. May repair a variety of items requiring special shaping, cushioning and covering including aircraft insulation and soundproofing panels. May repair special devices and assemblies and other items such as carpets, inflatable shelters and tents made of canvas and other fabrics. In general, the work of an Upholsterer requires rounded training and experience usually acquired through considerable on-the-job training and experience.



Laborer, Grounds Maintenance (DOL 11210) Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas.

Operator (Tool Room) (DOL 19010) Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined; determining proper feeds, speeds, tooling, and operation sequence or selecting those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; and making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (Toolroom) at the skill level called for in this classification requires extensive knowledge of machine-shop and toolroom practice usually acquired though considerable on-the-job training and experience.

Tool and Die Maker (DOL 19040) Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and laying out work according to models, blueprints, drawings, or other written or oral specifications; understanding the working properties of common metals and alloys; selecting appropriate materials, tools, and processes required to complete task; making necessary shop computations; setting up and operating various machine tools and related equipment; using various Tool and Die Maker's hand tools and precision measuring instruments; working to very close tolerances; heat-treating metal parts and finished tools and dies to achieve required qualities; and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and DieMaker's work requires rounded training in machine shop and toolroom practice usually acquired through formal apprenticeship or equivalent training and experience.

Forklift Operator (DOL 21020) Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Fuel Distribution System Operator (DOL 23311) Receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems.



Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Material Coordinator (DOL 21030) Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Material Expediter (DOL 21040) Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at workstations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Material Handling Laborer (DOL 21050) Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Order Filler (DOL 21071) Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.



Production Line Worker (Food Process) (DOL 21080) An employee employed in a food processing plant whose duties involve several of the following: Loading and unloading commodities from rail cars, trucks, or other conveyances; placing merchandise in proper storage location and transporting the merchandise by handtruck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc.; monitors blending operation to ensure that finished products meets customer's requirements; monitors flow of product into appropriate container; labels container with identifying information supplied by customer; places containers into appropriate shipping container (must have knowledge of various types and sizes of shipping containers and special requirements of customers.)

Shipping Packer (DOL 21110) Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.

Shipping/Receiving Clerk (DOL 21130) Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Stock Clerk (Shelf Stocker; Store Worker II) (DOL 21150) Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

Store Worker I (DOL 21140) Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be



displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

Tools and Parts Attendant (Tool Crib Attendant) (DOL 21210) Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

Warehouse Specialist (Warehouse Worker) (DOL 21410) As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Cable Splicer (DOL 23125) Installs, maintains, repairs, and modifies cable systems. Uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems. Prepares and installs distribution equipment. Terminates tip cables on main distribution frames. Installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. Ensures techniques, materials, and accomplishments are according to technical standards, and specifications and engineered directives. Locates, repairs, and/or replaces splice cases. Performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients. Repairs pressure component assemblies and adjusts pressure contractors. Determines course of signal deterioration in voice and data circuits over cable by using test equipment. Interprets compressor meter readings and adjusts controls. Troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

Carpenter, Maintenance (DOL 23130) Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.



Electrician, Maintenance (23160) An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Electronics Technician, Maintenance I (DOL 23181) Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Electronics Technician, Maintenance II (DOL 23182) Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

Electronics Technician, Maintenance III (DOL 23183) Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Fire Alarm System Mechanic (DOL 23290) Inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards. Inspects fire alarm equipment visually and replaces defective components. Tests initiating and signal circuits, detectors, and system transmitter and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.

Fire Extinguisher Repairer (DOL 23310) Repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, using hand tools and hydrostatic test equipment. Dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects. Replaces worn or damaged parts, using hand tools. Cleans extinguishers and recharges them with materials, such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or



patented solutions. Tests extinguishers for conformity with legal specifications, using hydrostatic test equipment. May install cabinets and brackets to hold extinguishers.

Fuel Distribution System Mechanic (DOL 21010) Maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments. Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and checks meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.

General Maintenance Worker (DOL 23370) Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery. performing general maintenance on equipment and machinery. Excluded are:

1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;
3. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Heavy Equipment Mechanic (DOL 23430) Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Heavy Equipment Operator (23440) Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load or move dirt, gravel or other materials. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment.



Instrument Mechanic (DOL 23460) Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. Disassembles malfunctioning instruments, and examines and tests mechanism and circuitry for defects. Troubleshoots equipment in or out of control system and replaces or repairs defective parts. Reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge. Inspects instruments periodically and makes minor calibration adjustments to insure functioning within specified standards. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards. Laborer (DOL 23470) Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheel barrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

Locksmith (DOL 23510) Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Machinery Maintenance Mechanic (DOL 23530) Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Machinist, Maintenance (DOL 23550) Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.



Maintenance Trades Helper (DOL 23580) Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a fulltime basis.

Metrology Technician I (DOL 23591) The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.

Metrology Technician II (DOL 23592) The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements. The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.

Metrology Technician III (DOL 23593) The Metrology Technician III independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assesses and utilizes calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent recommends substitution of standards or measuring equipment if required, diagnoses and repairs malfunctions in complex measuring and test equipment using theories of operation, blocks diagrams, schematics, logic trees, and software diagnostics to the component level. The Metrology Technician III provides training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implements quality control plan, identifies nonconformities, analyzes and interprets trends; recommends corrective actions, investigates and identifies root causes of problems. The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards,



inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.

Millwright (DOL 23640) Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: Planning and laying out work; interpreting blueprints or other specifications; using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; aligning and balancing equipment; selecting standard tools, equipment and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

Office Appliance Repairer (DOL 23710) Repairs and services office machines, such as adding, accounting, and calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. Operates machine to test moving parts and to listen to sounds of machine to locate causes of trouble. Disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers. Repairs, adjusts, or replaces parts, using hand tools, power tools and soldering and welding equipment. Cleans and oils moving parts. May give instructions in operation and care of machines to machine operators. May assemble new machines.

Painter, Aircraft (DOL 23050) Coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from aircraft, using liquid paint remover and scraper. Smooth surfaces with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints insignia, letters or numerals on aircraft surface, using stencils.

Painter, Maintenance (DOL 23760) Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Pipefitter, Maintenance (DOL 23790) Installs or repairs water, steam, gas or other types of pipe and pipe fittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Plumber Maintenance (DOL 23810) Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and



working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Pneudraulic Systems Mechanic (DOL 23820) Maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases). Tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics. Modifies, repairs or disassembles and overhauls systems or components.

Rigger (DOL 23850) Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery and equipment into ships.

Scale Mechanic (DOL 23870) Installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights. Moves scale into position, using hoists and rollers. Inserts shims between scale base and foundation to level scale. Secures scale to foundation, using hand tools. Tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications. Turns setscrews to adjust spring scales. Disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings, using bench grinder, hand tools, and power tools. Straightens, cleans, and repaints structural parts of scale. May install, adjust and repair electronically controlled scales.

Sheet-Metal Worker, Maintenance (DOL 23890) Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and



Small Engine Mechanic (DOL 23910) Repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools. Locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects. Replaces or repairs parts, such as rings and bearings, using hand tools. Cleans and adjusts carburetor and magneto. Starts repaired engines and listens to sounds to test performance.

Telecommunication Mechanic I (DOL 23930) Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non voice communications systems including intercom and public address systems; alarm systems; teletype equipment; and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. Runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non voice circuits.

Telecommunication Mechanic II (DOL 23931) Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. They maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.

Telephone Lineman (DOL 23950) This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.

Welder, Combination, Maintenance (DOL 23960) Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Woodcraft Worker (DOL 23970) Makes and repairs high-grade wooden items such as fine cabinets and furniture. Studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. Marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications. Matches materials for color, grain, or texture. Sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. Trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files. Bores holes for insertion of screws or dowels by hand or using boring machine. Glues, fits, and clamps parts and subassemblies together to form complete unit, using clamps or clamping machine. Drives nails or other fasteners into joints at designated places to reinforce joints. Sands and scrapes surfaces and joints of articles to prepare articles for finishing. May dip,



brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint. May install hardware, such as hinges, catches, and drawer pulls.

Woodworker (DOL 23980) Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes. Studies specifications, and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power stapler. Repairs defective containers by replacing damaged parts. Inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer. May fabricate, repair, modify, and replace woodwork on vehicle sides and beds. May apply preservative to prolong wood life. May pack, seal, band, and apply markings to crates and containers.

Bus Driver (DOL 31030) Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and collects tickets or cash fares. Regulates heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

Shuttle Bus Driver (Van Driver) (DOL 31290) Drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers. May perform other duties when not driving, such as custodial and building maintenance tasks.

Truckdriver, Heavy Truck (DOL 31363) Straight truck, over 4 tons, usually 10 wheels.

Truckdriver, Light Truck (DOL 31361) Straight truck, under 1 1/2 tons, usually 4 wheels.

Truckdriver, Medium Truck (DOL 31362) Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Truckdriver, Tractor-Trailer (DOL 31364) Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.

Boiler Tender (DOL 25010) Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

Sewage Plant Operator (DOL 25040) Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage: Monitors



control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Maintains log of operations and records meter and gas readings. Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance. May collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. May operate and maintain power-generating equipment to provide steam and electricity for plant.

Stationary Engineer (DOL 25070) Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: Observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and Boiler Tenders.

Ventilation Equipment Tender (DOL 25190) Tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes: Adjusts valves to regulate temperature of lubrication oil and flow of water through system. Moves controls to regulate speed of fans and to adjust vents and ducts. Records gauge readings, repairs completed, and time lost because of inoperative equipment. Writes repair work order tickets and out-of-order tags preparatory to equipment repair. Inspects equipment to detect excessive noise and heat. Replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool. Cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

Water Treatment Plant Operator (DOL 25210) Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment, using hand- and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbid meter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.



Heating, Refrigeration and Air Conditioning Mechanic (DOL 234410) Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Window Cleaner (DOL 11360) The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

Aerospace Structural Welder (DOL 23010) This worker performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes. 71

Aircraft Mechanic I (DOL 23021) The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal



brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction. Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft. Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration. 72

Aircraft Mechanic II (DOL 23022) This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals. Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

Aircraft Mechanic III (DOL 23023) A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation. This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component



troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required. The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

Aircraft Mechanic Helper (DOL 23040) The person assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties: adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools, removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed, assists in towing and jacking aircraft, and disconnects instruments, ignition systems, and fuel and oil lines. This mechanic assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections, performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment, cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions, assists in jacking and towing aircraft; Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun, and may assist flight line mechanic, worker, or servicer in servicing and repairing aircraft prior to flight.

Aircraft Servicer (Airport Utility Worker) (DOL 23060) The Aircraft Servicer (Airport Utility Worker) services aircraft, performing any combination of the following tasks, directs incoming and outgoing aircraft near terminal or flight line parking area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign, and secures aircraft in parking position with blocks, stakes, and tie downs.

The Aircraft Servicer (Airport Utility Worker) does the following tasks: operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste, enters in the maintenance records description of the servicing performed, checks for fuel contamination by draining sumps and fuel drains; operates ground support equipment such as electrical power supply and engine starting units, examines tires for specified air pressure and condition, assists in jacking and towing aircraft, removes and replaces defective tires, positions and removes boarding platforms to unload or load aircraft passengers, unloads and loads luggage and cargo, using tow truck with luggage carts, and cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. The Aircraft Servicer may de-ice aircraft wings and assemblies, load and unload containers of food, beverages, and dishes for in-flight meal services, trace lost luggage for customers and prepare lost baggage claims, and install drag chutes or retrieve them and send them to parachute shop for repacking. 74

Aircraft Worker (DOL 23080) The Aircraft Worker makes repairs to aircraft following orders of higher grade worker, assists in troubleshooting malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems, removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings, bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, This worker may supervise the jacking and towing of aircraft, makes adjustments and settings such as cable tension and seat movement settings and adjustments; obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals



and by making comparisons with samples, may perform pre-flight, thru-flight, and post-flight maintenance inspections, enter in the maintenance records description of the work performed, and services engines and aircraft components at line station making repairs, short of overhaul required to keep aircraft in safe operating condition.

Appliance Mechanic (DOL 23110) The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

Bicycle Repairer (DOL 23120) The Bicycle Repairer does the following job duties: repairs and services bicycles, using power tools and hand tools, tightens and loosens spokes to align wheels, disassembles axle to repair coaster brakes and to adjust and replace defective parts, using hand tools, and adjusts cables or replaces worn or damaged parts to repair hand brakes. This incumbent also performs these tasks: installs and adjusts speed and gear mechanisms, shapes replacement parts, using bench grinder, installs, repairs, and replaces equipment or accessories, such as handle bars, stands, lights, and seats, rubs tubes with scraper and places patch over hole to repair tube. The Bicycle Repairer may paint bicycle frame, using spray gun or brush, weld broken or cracked frame together, using oxyacetylene torch and welding rods, and assemble new bicycles and accessories.

Carpet Layer (DOL 23140) The Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive to floor, and transport carpeting to installation site.

Fabric Worker (DOL 23260) The Fabric Worker makes, alters, and repairs a variety of fabric articles such as clothing, awnings, tents, gun covers, sleeping bags, parachutes, inflatable shelters, flags, bed linens, and belts. Fabrics include wool, cotton, canvas, nylon, polyester, olefin, metallic fabrics, leatherette, velour, burlap, felt, vinyl, and fabrics made of rubber yarns or plastic filaments. The Fabric Worker takes measurements and makes patterns and layouts, marks, cuts, fits, and sews or cements parts together, using hand- or power tools and equipment and knowledge of fabrics and construction methods, and may do upholstery work on such items as cushions and vehicle seats.

Ground Support Equipment Servicer (DOL 23381) The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores,



handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

Ground Support Equipment Worker (DOL 23382) The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

Gunsmith I (DOL 23391) The Gunsmith I is responsible to: perform detailed assembly and disassembly of foreign and domestic small arms weapons including t small arms inspection, maintenance, and minor repairs. This employee possesses knowledge of the tools (i.e. hammers, punches, files, stones, etc.) and gauges needed to perform assigned duties, has limited knowledge in the operation of gun-smithing machinery such as lathes, milling machines, surface grinders, etc., as well as limited knowledge of tooling used with those machines. The Gunsmith I has knowledge of basic shop safety procedures needed to work in a small arms environment, performs support functions for the shop, to include bead blasting and preparing metal parts for refinishing. Other support functions include, but are not limited to, ammo inventory and residue turn-in, publication and catalogue updates, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance. This person may assist primary instructor in conducting Armorer's courses on specific small arms systems.

Gunsmith II (DOL 23392) In addition to performing all functions of Level I Gunsmith, the level II usually requires attendance at factory Armorer's courses of small arms in the arms room inventory, performs major repairs on foreign and domestic standard and non-standard small arms weapons, can build either custom pistols or rifles with little or no supervision, possesses excellent knowledge of gun-smithing tools and procedures, and possesses moderate knowledge of firearms operating principles and ballistics. This worker has a thorough understanding of firearm operation principles, has a moderate knowledge of internal/external ballistic theories, can fabricate special jigs, fixtures and other special tooling with some supervision, can read and understand blueprint drawings, and can work from those drawings under direct supervision. The Gunsmith II can perform as primary instructor on most standard and non- standard small arms weapon systems. This position may require computer literacy.



Gunsmith III (DOL 23393) Qualification for this position usually requires attendance at a formal one to two year accredited in-house gun-smithing course, or equivalent work experience. This worker has a thorough understanding of, and can instruct in external/internal and terminal ballistics, can build custom pistols and rifles, as well as other types of weapons systems with no supervision, and has a thorough understanding of machine tools and equipment. In addition, this incumbent can do the following: work from blueprints without supervision, design, fabricate and develop prototype small arms systems from a drawing or form customer input, work to Special Repair Facility Level maintenance, and can design computer prototypes from customer input. The Gunsmith III consults with government officials in all facets concerning the Weapons Department, such as, but not limited to, indoor/outdoor range design, ammunition fundamentals ballistics, weapons mounts, 82 suppressors, optic systems, prototype development and reverse engineering projects, and performs direct supervision and training of subordinate gunsmiths.

Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) (DOL 23411) The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems. The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, 83 bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.

Laboratory/Shelter Mechanic (DOL 23465) The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories, communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and luge, etc. This person fills holes, dents and grooves on the various shelters with filer materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc. This mechanic removes, repairs and/or replaces filters, blowers and heaters, visually locates defective operating hardware making repairs as required to items such as doors, handles, locks, hinges, fastening devices, etc., and checks all exterior seams for tightness and fit, making repairs as necessary. The Laboratory/Shelter Mechanic works with higher graded employees in performing structural repair, assists higher graded employee in the water test area performing high and low pressure tests and fording tests, performs pull test on shelter lifting eyes according to specifications, and inspects the shelter during these tests watching for any deficiencies. When deficiencies are noted, he/she makes on the spot



repair or returns shelter to the line for necessary repair.

Well Driller (DOL 23965) This incumbent sets up and operates portable drilling rig (machine and related equipment) to drill wells, extends stabilizing jackscrews to support and level drilling rig, moves levers to control power-driven winch that raises and extends telescoping mast. This person bolts trusses and guy wires to raise mast and anchors them to machine frame and stakes, and assembles drilling tools, using hand tools or power tools. The Well Driller moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch, moves levers and pedals and turns hand wells to control reciprocating action of machine and to drive or extract well casing.

This employee pumps water into well to facilitate drilling by cooling drill bit and removing drillings, listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock, moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions, and replaces drill bit with tool to collect samples of earth or rock being penetrated. This worker examines samples to determine nature of strata encountered or submits samples to laboratory for analysis, records drilling progress and geological data, and splices worn or broken cable. This incumbent may sharpen bits by heating them in forging furnace and hammering edges on anvil, build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water, retrieve lost equipment from bore holes, using specialized retrieval tools and equipment, may fabricate well casings, or restore wells to active production.

Family Readiness and Support Services Coordinator (DOL 24620) This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.

Carnival Equipment Operator (DOL 28041) This operator works under supervision of carnival contractor who checks performance for safety, reliability and attentiveness, operates and maintains amusement rides such as roller coasters, ferris wheels, pony rides, etc, sets up and prepares amusement rides for use by the public, accepts ticket as tender for rides, performs other duties as assigned.

Carnival Equipment Repairer (DOL 28042) This incumbent works under the supervision of carnival contractor who checks performance for safety, reliability and attentiveness repairs amusement rides such as roller coasters, ferris wheels, car rides, etc, checks set up of amusement rides for safety and thoroughness, and performs other duties as assigned.

Carnival Worker (DOL 28043) The Carnival Worker works under supervision of carnival contractor, receives change fund from supervisor and signs appropriate hand receipts, rings sales on cash register, collects admission fee/tickets as tender for participation in/on amusement rides and sideshows, etc. This worker makes necessary change. Accounts for cash issued at beginning of tour, and receipts for sales, refers unusual problems to supervisor, may conduct internal performance checks for carnival's compliance to contract specifications, and performs other duties as assigned.

Gate Attendant/Gate Tender (DOL 28210) Gate Attendant duties include, but are not limited to, opening



and closing the park entrance gate, posting shelter reservations, issuing entrance passes and brochures, handling emergency communications for ranger and/or medical services, disseminating information to and answering questions from the public regarding park rules, available facilities, etc. All attendant interaction with the public shall be performed diplomatically, courteously, and promptly.

Bus Aide (DOL 31020) The Bus Aide assist drivers and passengers to maintain safe and orderly travel, may monitor students to maintain order on school buses, assist passengers in boarding the bus, and assist in the transportation of medical patients and disabled persons.

Driver/Courier (DOL 31043) The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

Parking Lot Attendant (DOL 31260) Work involves the following: operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant controls authorized entry and use of lot, refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.

Taxi Driver (DOL 31310) The Taxi Driver drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.

Vending Machine Attendant (DOL 99840) The Vending Machine Attendant receives items from food and retail facilities or from immediate supervisor, and delivers items to vending machines, removes aged food or other merchandise from machines, as required by established procedures, replenishes machines, and makes appropriate notations on required records, gives locked moneyboxes to supervisor or designated cashier. This worker inspects machines frequently to ensure that they are adequately stocked, in good working order, and are in a sanitary condition, monitors brands and prices to ensure compliance with contract terms when vending services are provided on a contract basis. This worker accompanies concessionaires to make spot checks of collections, tests operation of machines by inserting coins to determine if items are being dispensed properly and correct change is being returned, cleans interiors and exteriors of machines using appropriate cleaning solutions, and cleans areas adjacent to machines including snack tables. This worker notifies repairmen or immediate supervisor and places "out-of-order" sign on malfunctioning machines, may assist in the preparation of vending items such as sandwiches, gelatin, and salads, replenishes vending areas with napkins, condiments, paper cup lids, etc., opens crates, cartons or boxes, keep stockroom area in clean and orderly condition, and adheres to sanitation, safety, and security procedures.

Vending Machine Repairer (Coin Machine Service Repairer) (DOL 99841) The Vending Machine Repairer installs, services, adjusts, and repairs vending, amusement, and other coin-operated machines, assembles machines following specifications, using hand tools and power tools, fills machines with ingredients or products and tests ice making, refrigeration, carbonation, evaporation, dispensing, electrical, and coin-handling systems. This worker examines defective machines visually or by using test equipment such as



voltage meters, circuit testers and pressure and dial gauges to determine causes of malfunctions, adjusts and repairs machines, replacing worn or defective electrical or mechanical parts using hand tools such as hammers, pliers, screwdrivers, soldering irons, and wrenches. Duties may include the following: drive to designated locations to transport, install, or service machines, keep vending records and participate in taking inventories, collect coins from machines and make settlements with concessionaires, and replenish machines.

Vending Machine Repairer Helper (DOL 99842) The Vending Machine Repairer Helper assists in the maintenance and repair of vending machines, handles or holds tools and materials, cleans work and repair shop areas, may disassemble machines and clean equipment, and may drive truck to haul materials and equipment to and from work areas.

Baker (DOL 07010) Applies full knowledge of baking trade and is responsible for producing standard baked goods as bread, rolls, cakes, cookies, biscuits, muffins, various types of puddings and ice cream or sherbets.

Cook I (DOL 07041) Independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.

Cook II (DOL 07042) Prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, etc. Seasons and cooks all cuts of various meats, fish and poultry. Boils, steams or fries' vegetables. Makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.

Dishwasher (DOL 07070) Manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed; performs other duties as assigned.

Food Service Worker (Cafeteria Worker) (DOL 07130) Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Washes, peels, scrapes, and cuts vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies. Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates and pours beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and pepper shakers, and places linen and silverware on tables. Scrapes, washes, and sorts dishes, glassware, and silverware. Cleans kitchen equipment, pots and pans, counters, and tables. Sweeps and mops



Meat-Cutter (DOL 07210) Utilizing standardized meat cutting methods, breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc. Cleans and cuts fish into fillets and steaks. Draws, dresses and cuts poultry. Must have a knowledge of methods of handling and storing meats, fish or fowl.

Waiter/Waitress (DOL 07260) Serves food and beverages to patrons at counters and tables of coffee shops, lunchrooms, and other dining establishments. Presents menus to customers, answers questions, and makes suggestions regarding food and service. Writes order on check or memorizes it. Relays order to kitchen and serves course from kitchen and service bars. Observes guests to fulfill any additional requests and to perceive when meal has been completed. Totals bill and accepts payment or refers patron to Cashier. May ladle soup, toss salads, portion pies and desserts, brew coffee, and perform other services as determined by establishment's size and practices. May clear and reset counters or tables at conclusion of each course or meal.

Elevator Operator (DOL 11060) Operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant. Pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator. Opens and closes safety gate and elevator door at each floor where stop is made. May supply information to passengers concerning location of offices, merchandise, and individuals. May distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building. May load or unload freight or assist other employees to do so. May transport freight from elevator to designated area, using hand truck. May sweep or vacuum elevator.

Maid or Houseman (DOL 11240) Cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks. Dusts and cleans venetian blinds, furniture, and other surfaces. Sorts, counts, folds, marks, or carries linens. Turns mattresses and makes beds. Moves and arranges furniture and hangs drapes. Cleans and polishes metalwork and porcelain bathroom fixtures. Spot-cleans walls and windows. Empties wastebaskets and removes trash. Removes soiled linens for laundering. Replenishes room supplies. Reports need for repairs to equipment, furniture, building and fixtures.

Counter Attendant (DOL 16030) Receives articles, such as shoes and clothing, to be repaired or cleaned, in personal-service establishment. Examines articles to determine nature of repair and advises customer of repair needed. Quotes prices and prepares work ticket. Sends articles to work department. Returns finished articles to customer and collects amount due. May keep records of cash receipts and articles received and delivered. May sell articles, such as cleaner, polish, shoelaces, and accessories.

Child Care Attendant (DOL 24570) Organizes and leads activities of children in nursery schools, day care centers and similar organizations. Receives children from parents, noting any special instructions parents may provide. Helps children remove outer garments. Prepares play materials and ensures that play areas, equipment and toys are safe and sanitary. Supervises play periods, organizes and participates in games, reads to children, distributes toys and play materials, and teaches children simple painting, drawing, handwork, songs and similar activities. Attends to physical needs of children. Assists them to develop self-help skills. Helps children to develop habits of caring for own clothing and picking up and putting away toys and books. Maintains discipline. Consoles upset or distressed children. Directs rest periods. Prepares and serves meals or snacks. Eats with children and observes food intake and needs of children. Teaches table manners, and clears tables. Ensures that children remain clean. Ensures that each child leaves with parent or authorized individual. May wash, dry, fold and store bed linens, blankets and diapers.



Child Care Center Clerk (DOL 24580) Performs clerical and administrative support duties in childcare center that provides dependent care and preschool programs. Enrolls children in day care and preschool programs. Assists parents in completing enrollment forms. Receives and confirms reservations by telephone. Assigns children to rooms. Ensures space is available for regular and hourly patrons. Greets patrons and helps children make transition to center environment. Remains alert to detect early signs of distress, abnormal behavior, or suspected illnesses or diseases in children. Keeps enrollment records. Ensures that enrollment forms including immunization records are updated, as necessary. Compiles hourly and daily registration reports. Compiles records of children who will be present for meals and snacks. Advises cook of meal requests. Updates reservation records. Labels children's belongings. Ensures that parents fill out daily information or medication forms, if needed. Collects fees for all aspects of center operation. Calculates and posts all changes to patron's accounts, and balances total with control records. Prepares and safeguards cash receipts in accordance with applicable directives; prepares daily cashier's report per office guidelines. Prepares daily activity report and, as required, a consolidated activity report. Keeps daily attendance report. Orders and distributes supplies, and arranges meetings. Makes appointments for director or other staff members. Greets and screens callers who contact the center either in person or by telephone and answers questions concerning such matters as fees and tuition. Computes staff/child ratios and advises director when additional staff are needed. Maintains lounge and work area in a clean and orderly manner. Contacts parents when a child becomes ill or injured. Informs parents of incidents and prepares incident reports for parents' signatures. May open center in the morning and close it at night. May serve as Child Care Attendant.

Chore Aid (DOL 23610) Provides basic housekeeping services in homes of elderly or disabled adults. Cleans house, apartment, or room in accordance with instructions provided in service plan prepared by supervisor and to satisfy client to extent possible, using devices normally found in private homes, including brooms, light mops, dust cloths, vacuum sweepers, and washing machines and dryers for laundry. Specific cleaning tasks include sweeping, mopping and/or vacuuming floors; dusting furniture; wiping counter tops and stove tops; defrosting refrigerators; removing trash; and cleaning metal and porcelain bathroom fixtures. Makes beds and changes linens; does laundry; goes grocery shopping following a prepared grocery list; prepares meals; and runs errands.

Homemaker (DOL 24630) Advises family in private home in how to deal with problems, such as those concerning nutrition, cleanliness, and household utilities. Advises and assists family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs. Assists head of household in training and disciplining children, assigns and schedules housekeeping duties to children according to their capabilities, and encourages parents to take interesting children's schoolwork and assists them in establishing good study habits. Explains fundamental hygiene principles and renders bedside care to individuals who are ill, and trains other family members to provide required care. Participates in evaluating needs of individuals served, and confers with a caseworker to plan for continuing additional services.

Assembler (DOL 16010) Sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by plant records.

Dry Cleaner (DOL 16040) Operates a dry cleaning machine to clean garments, drapes, and other articles. Work involves most of the following: Knowledge of cleaning processes, fabrics, and colors; placing sorted articles in drum of cleaning machine; operating valves to admit cleaning fluids into drum of machine; starting drum rotating, allowing it to rotate until articles are cleaned and removing articles from machine; and draining and filtering cleaning fluid. May, in addition, operate an extractor, tumbling machine, or place

Finisher, Flatwork, Machine (DOL 16070) Performs flatwork finishing operations by machine. Work involves one or more of the following: Shaking out the creases in semi-dry washing to prepare it for the flatwork ironing machine; feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers; catching or receiving articles as they emerge from the machine and partially folding them.

Presser, Hand (DOL 16090) Presses articles, such as drapes, knit goods, millinery parts, garments, and slip covers, or delicate textiles, such as lace, synthetics, and silks to remove wrinkles, flatten seams, and give shape to article, using hand iron. Places article in position on ironing board or worktable. Smooth and shapes fabric prior to pressing. Sprays water over fabric to soften fibers when not using steam iron. Adjusts temperature of iron, according to type of fabric, and uses covering cloths to prevent scorching or to avoid sheen on delicate fabrics. Pushes and pulls iron over surfaces of article, employing knowledge relevant to pressing different types of fabrics. Fits odd-shaped pieces which cannot be pressed flat over puff iron. May pin, fold, and hang article after pressing.

Presser, Mach, Wearing Apparel, Laundry (DOL 16160) Operates machine to press family wearing apparel (T-shirts, socks, shorts, and so forth) or uniforms and coats from linen supply and commercial accounts. May fold and stack finished work or hang garments on rack. Shirt pressers are not to be included in this occupation.

Presser, Machine, Dry Cleaning (DOL 16110) Smooth the surfaces of garments, slip covers, drapes, and other shaped-fabric articles with a pressing machine to shape the articles, remove wrinkles, and to flatten seams. May operate two presses, loading one while the other is closed.

Presser, Machine, Shirts (DOL 16130) Operates or tends the operation of one or more of the several types of machines that press shirts. Performs such shirt pressing operations as body pressing, bosom pressing, collar and cuff pressing, and/or sleeve pressing.

Sewing Machine Operator (DOL 16190) Operates power sewing machines to sew, alter or repair wearing apparel, linens, blankets and other fabric articles. Alters article according to alteration ticket, fitter's pins, chalk marks, or verbal instructions. Locates defects, and repairs article, including ripping of seams and matching sizes and colors of replacement parts. May operate automatic sewing machines, utilizing knowledge of threading machines, winding bobbins, adjusting tension, and oiling parts. Work is reviewed for accuracy, neatness, and to determine if instructions have been followed. The following kinds of work are not covered under this classification: Fitting and marking necessary alterations; measuring and cutting materials to make new articles; designing and making articles for special purposes; sewing leather; and using heat-sealing machine to patch articles.

Tailor (DOL 16220) Fits, marks alters and repairs clothing. Takes measurements from or fits garment to customer to determine type and extent of cutting required, and marks garment accordingly. Inserts or eliminates padding in shoulders, and tapers seams without distorting the drape and proportions of the garment. Re-sews garment, using needle and thread or sewing machine. Repairs or replaces defective garment parts such as snaps, zippers, buttons, buckles, pockets, pocket flaps and coat linings. Shortens or lengthens sleeves or legs; expands or narrows waist and chest; raises or lowers collar; and sets sleeves to armholes. Maintains adequate stock of supplies, equipment and working area. May supervise activities of sewing machine operator or other related workers.



Washer, Machine (DOL 16250) Operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: Manipulating valves, switches, and levers to start and stop the machine and to control the amount and temperature of water for the sudsing and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions; loading and unloading the washing machine, if not done by loaders or unloaders (pullers). May make minor repairs to washing machine.

Technical Instructor/Course Developer (DOL 15095) The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non- interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interesting the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

Test Proctor (DOL 15110) The Test Proctor administers safeguards and physically controls a wide variety of tests. This worker may arrange for testing rooms and facilities, and become thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. The Test Proctor issues all materials required for test administration, positively identifies all test takers, observes examinees during the test, conducts a page check of each examination prior to and following administration, may compile student assessment reports, and administer make-up tests in accordance with agency or contractual requirements. Testing materials are controlled items and are handled, stocked, safeguarded, inventoried, and administered in strict compliance with applicable regulations.

Tutor (DOL 15120) This incumbent tutors students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio- visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.

Lifeguard (DOL 28310) The Lifeguard monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.

Park Attendant (Aide) (DOL 28350) This incumbent assists in operation of state or national parks, monument, historic site, or recreational areas, performing a combination of clerical and other duties. This attendant greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. The Park Attendant assigns



campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors, maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. This attendant replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument. The Park Attendant operates projection and sound equipment and assists in presentation of interpretive programs, provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care, and participates in carrying out fire-fighting or conservation activities. This worker assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site, keeps a record of all complaints and criticisms of park facilities, and reports maintenance items to superior.

Recreation Aide/Health Facility Attendant (DOL 28510) Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steams rooms, whirlpool and dressing areas to ensure compliance with facility rules.

Recreation Specialist (DOL 28515) The Recreation Specialist plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.

Swimming Pool Operator (DOL 28690) The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.

Civil Engineering Technician (DOL 30040) Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

Computer Based Training (CBT) Specialist/Instructor (DOL 15050) Has primary responsibility for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and



branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer Aided Instruction and Computer Managed Instructional Programs. Verifies tests and validates computer based courseware.

Drafter /CAD Operator (Occupational Base) The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duck systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

Excluded are:

- a. Designers using technical knowledge and judgment to conceive, plan, or modify designs;
- b. Illustrators or graphic artists using artistic ability to prepare illustrations;
- c. Office drafters preparing charts, diagrams, and room arrangements to depict statistical and administrative data;
- d. Cartographers preparing maps and charts primarily using a technical knowledge of cartography;
- e. Positions below level I; workers in these trainee positions either trace or copy finished drawings under close supervision or, receive instruction in the elementary methods and techniques of drafting; and
- f. Supervisors.

Positions are classified into levels based on the following definitions.

Drafter I/CAD Operator I (DOL 30061) This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

- a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes.
- d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.
- e. Preparing a computer model of a room, building, structure from data, prints, photos.

Drafter II/ CAD Operator II (DOL 30062) This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex



revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

- a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.
- b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

Drafter III/ CAD Operator III (DOL 30063) This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
- d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

Drafter IV/ CAD Operator IV (DOL 30064) This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly,



installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Engineering Technician I (DOL 30081) Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Engineering Technician II (DOL 30082) Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as: Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Engineering Technician III (DOL 30083) Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as: Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Engineering Technician IV (DOL 30084) Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as: Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend



schematic designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Engineering Technician V (DOL 30085) Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as: Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Engineering Technician VI (DOL 30086) Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as: Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.



Environmental Technician (DOL 30090) Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi- processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants.

Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Graphic Artist (DOL 15080) Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.

Technical Instructor (15090) The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

Laboratory Technician (DOL 30210) Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and



pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

Mathematical Technician (DOL 30240) Applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment and products. Confers with professional, scientific, and engineering personnel to plan project. Analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media. Selects most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms. Selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements. Modifies standard formulas to conform to data processing method selected. Translates data into numerical values, equations, flow charts, graphs or other media. Analyzes processed data to detect errors. May operate card punching or sorting machines, calculators, or data processing equipment.

Paralegal/Legal Assistant (Occupational Base) (DOL 30361) Performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The paralegal analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings; conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.

Paralegal/Legal Assistant I (DOL 30361) Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties: Consults prescribed sources of information for facts relating to matters of interest to the program; Reviews documents to extract selected data and information relating to specific items; Reviews and summarizes information in prescribed format on case precedent and decisions; Searches and extracts legal references in libraries and computer-data banks; Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

Paralegal/Legal Assistant II (DOL 30362) At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: Reviews case materials to become familiar with questions under consideration; Searches for and summarizes relevant articles in trade



magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; Interviews potential witnesses and prepares summary interview reports for the attorney's review; Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions; Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

Paralegal/Legal Assistant III (DOL 30363) At this level, participates in the substantive development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; Interviews relevant personnel and potential witnesses to gather information; Reviews and analyzes relevant statistics; Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; Consults with statistical experts on reliability evaluations; May testify in court concerning relevant data.

Paralegal/Legal Assistant IV (DOL 30364) At this level, assists in the evaluation, development and litigation of cases by performing the following duties: Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; Interviews potential witnesses for information and prepares witnesses for court appearances; Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; may appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

Photo Optics Technician (DOL 29390) Sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects. Operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams. Operates test equipment and performs analysis of data for engineering and scientific personnel. May install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry,



weather or communication satellites, underwater devices, or other installations. May evaluate adequacy of data obtained to determine need for future changes in instrumentation. May modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

Technical Writer I (DOL 30461) The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures..

Technical Writer II (DOL 30462) In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Technical Writer III (DOL 30463) The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment



according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Weather Observer, Senior (3) (DOL 30620) Responsible for all administrative matters, record keeping, documentation, equipment accountability and training. Manages the technical, administrative and personnel functions of the facility. Takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: (1) Prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment; (2) Makes surface observations periodically, and, as required, special and local observations. Documents rawinsonde observation of atmospheric pressure, temperature, relative humidity and wind direction and speeds aloft, using automatic methods. Obtains data of cloud height, wind atmospheric transmissivity, pressure and precipitation from autographic records. Performs rawinsonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. Responsible for an active quality control system with a procedure for notifying personnel of problem areas. Each observer is responsible for checking his/her observations prior to dissemination. Disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.

Weather Observer, Combined Upper Air/Surface Programs (3) (DOL 30621) Takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: (1) Prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment; (2) Makes surface observations periodically and as required, special and local observations. Documents rawinsonde observation of atmospheric pressure, temperature, relative humidity, and wind direction and speeds aloft, using automatic methods. Obtains data of cloud height, wind atmospheric transmissivity, pressure and precipitation from autographic records. Performs rawinsonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. Performs prescribed quality control checks, and notifies personnel of problem areas. Disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.

Photographer V (DOL 13075) As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired



illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality. The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

Air Traffic Control Specialist, Center (DOL 30010) This position controls traffic of aircraft operating within a designated sector of airspace between centers and beyond airport terminal areas while en route along airways and over certain oceanic routes. This worker utilizes constant radar surveillance to issue speed, altitude and directional instructions to pilots for purpose of keeping aircraft properly separated. The incumbent also provides approach control service to aircraft going into certain airports within a center's assigned area. The type of control exercised, the procedures and techniques employed, and the equipment utilized in the air traffic control centers are similar to those used in the terminals (see Air Traffic Control Specialist, Terminal).

Air Traffic Control Specialist, Station (DOL 30011) This incumbent receives and transmits flight plans, meteorological, navigational, and other information in air traffic control station to perform preflight and emergency service for airplane pilots, accepts flight plans from pilots in person or by telephone and reviews them for completeness. This specialist routes plans for operating under instrument flight rules to control center and for operating under visual flight rules to station in vicinity of destination airport, using radio, teletype, radiotelephone, radiotelegraph, telephone, or interphone, and provides meteorological, navigational, and other information to pilots during flight, using radio. This Air Traffic Control Specialist relays traffic control and other instructions concerned with aircraft safety to pilots, radios such information as identifying landmarks, beacons and available landing fields to pilots in flight, maintains file of plans for operating under visual flight rules until completion of flight, and contacts facilities along route of flight to secure information on overdue aircraft. This worker reports lost aircraft to control center for rescue or local emergency services, monitors such radio aids to navigation as range stations, fan markers and voice communication facilities, and notifies air personnel of availability of these facilities, and maintains written records of messages transmitted and received.

Air Traffic Control Specialist, Terminal (DOL 30012) This incumbent controls air traffic on and within vicinity of airport according to established procedures and policies to prevent collisions and to minimize delays arising from traffic congestion. This worker answers radio calls from arriving and departing aircraft and issues such landing and takeoff instructions and information as runway to use, wind velocity and direction, visibility, taxiing instructions, and pertinent data on other aircraft operating in vicinity. This specialist transfers control of departing flights to and accepts control of arriving flights from air traffic control center, using telephone or interphone, alerts airport emergency crew and other designated personnel by radio or telephone when airplanes are having flight difficulties. The worker pushes buttons or pulls switches to control airport floodlights and boundary, runway, and hazard lights, and scans control panel to ascertain that lights are functioning, operates radio and monitors radarscope to control aircraft operating in vicinity of airport. The specialist also receives cross-country flight plans and transmits them to air traffic control center, signals aircraft flying under visual flight rules, using electric signal light or flags, may control cross- runway traffic by radio directions to guards or maintenance vehicles, and may keep written record of messages received from aircraft.



Archeological Technician I (DOL 30021) Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project, the Archeological Technician I performs unskilled and semi- skilled tasks at archaeological field sites. This person assists crew chief in activities associated with the excavation of project areas and found features, walks over project searching for archaeological materials such as historic and prehistoric remains, excavates, screens, back-fills excavated areas, assists in preparation of sketch maps and forms, and field photography, conducts simple surveys using compass, topographical map and aerial photographs. This worker determines the exact locations of sites and marks them on maps and/or aerial photographs, records information on archeological site survey form and prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

Archeological Technician II (DOL 30022) Under the general supervision of field director/project, this archaeologist, performs skilled tasks, conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples, walk over, and shovel testing, catalogs, packages and labels archaeological artifacts, maintains field equipment and supplies, and conducts inventories of cultural resources in areas of proposed projects. This incumbent researches reference material such as state and national register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas, performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains. This technician identifies and records historic and prehistoric cultural resource sites prepares Archeological Reconnaissance Reports (AARF's) and maps, and ensures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. This technician maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board, reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met, and advises other employees on methods of cultural resource inventory. This worker also provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

Archeological Technician III (DOL 30023) This incumbent serves as lead archeological technician, under the general supervision of field directory/project archaeologist, and performs skilled tasks at archaeological field sites; conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples and shovel testing, packages and labels archaeological artifacts, and maintains field equipment and supplies.

This technician conducts inventories of forest cultural resources in areas of proposed forest service projects, researches reference materials such as state and national register files, historic documents, and archeological remains. Identifies and records historic and prehistoric cultural resource sites, and prepares Archeological Reconnaissance Reports (AAR's) and maps. The incumbent ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures, maintains the Archeological Reconnaissance schedule by estimating and reporting an expected time of completion of each project. This worker updates the project planning board, and reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met. This technician advises other employees on methods of cultural resource inventory, provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities, and provides site recording and implements field data strategies. This technician also provides leadership to at least three lower graded Archeological



Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader, this technician assures the work assignments of employees are carried out, assigns tasks, monitors status, and assures timely accomplishment of workload, instructs employees in special tasks and job techniques, checks work in progress and amends or rejects work not meeting established standards, and reports employee performance, progress, etc., to supervisor.

Cartographic Technician (DOL 30030) This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.

Photo-Optics Technician (DOL 30390) The Photo-Optics Technician sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects, operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams, operates test equipment and performs analysis of data for engineering and scientific personnel. The Photo-Optic Technician may install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations, may evaluate adequacy of data obtained to determine need for future changes in instrumentation, and may modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

Ordering Procedures for Services

Ordering procedures for services were developed to assist customer agencies in the purchase of services that require a statement of work. They are included in this solicitation for the information of prospective offerors. Reference Clause G-FSS-920, Ordering Procedures for Services (Requiring a Statement of Work), found in the basic solicitation.

- A. A performance-based statement of work that individually tailored to consider the labor category(s) requested (Special Item Number or SIN), special skills needed, period of performance, quantity of hours, work site location, deliverables, if any, and/or any other special requirements (i.e., security clearances, special knowledge, etc.) required for effective program performance. Job descriptions (for applicable labor categories) listed in the Service Contract Act Directory of Occupations published by the Department of Labor, incorporated by reference, serve as the basis for most of Performance Work Statements utilized in orders issued hereunder this schedule program. Requirements or functions should be within the scope of general descriptions provided in the Service Contract Act Directory of Occupations (if applicable).



- B. A request for quotes (either oral or written) should be prepared which includes the performance-based statement of work and requests the contractors to submit a firm-fixed price to provide the services outlined in the statement of work. Transportation of workers is the responsibility of the Contractor. No travel costs shall be charged on any order placed under this contract. If parking for the Contractor personnel is not available, employees must make their own arrangements for parking.
- C. Agencies shall use appropriate methods to ensure selection of services offer the best value to the Government, cost and other factors considered.

Note: Positions can be filled for an initial 120 workday basis on this schedule program with the ability to extend for an additional 120 days, not to exceed 240. No single line item contained in a BPA issued under this program should exceed a maximum of 240 workdays. (See 5 CFR part 300, and the May 2, 1996 Federal Register for complete compliance requirements.)

Conditions for Use: This program is established to provide “temporary” Professional and Administrative services. The contracts under this program are non-personal in nature. Positions can be filled on a temporary basis for a maximum of 240 workdays. (See OPM regulations and 5 CFR Part 300.503 for further guidance on use of private-sector temporaries).

Certification/License: Certain professional labor categories provided under this program are not necessarily licensed or certified. The services to be provided under this program are “temporary” in nature and certain customs or practices within a particular professional field may not be provided under some contracts.

Security: It is not anticipated that Security clearances will be necessary for any order issued under this program; however, in the event a Security Clearance is required, the contractor is responsible for providing such clearances.

Hours of Work: Required work hours will be provided in each order. However, this program is intended to offer “temporary” personnel, therefore, a typical work day would consist of 8 hours, plus 30 non-paid minutes for lunch. Government holidays are excluded.