

# SKYLINE

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**TEMPORARY ADMINISTRATIVE & PROFESSIONAL STAFFING  
SERVICES (TAPS)**

**SIN 736-1 SIN 736-2 SIN 736-3 SIN 736-4 SIN 736-5**

**Disaster Recovery Purchasing-  
SIN 736-1RC SIN 736-2RC SIN 736-3RC SIN 736-4RC SIN 736-5RC**

**CONTRACT NUMBER:**

**GS-07F-5457R**

**PERIOD COVERED BY CONTRACT:**

**Nov 15, 2004 – Nov 14, 2014**

**Includes Mod PO-0014 effective June 6, 2013**

**SKYLINE ULTD INC.**

**16333 South Great Oaks Drive**

**Suite 121**

**Round Rock, TX 78681-3661**

**Phone: (703) 671-9200; Fax: (703) 671-0400**

**Internet Address: <http://www.skyline-ultd.com>**

**Contract Administration: Carla Bourgeois**

**e-Mail: [carla@skylinetech.com](mailto:carla@skylinetech.com)**

**BUSINESS SIZE: Small, Service Disabled, Veteran Owned**

**DUNS NUMBER: 039425777**

**General Services Administration**

**Management Services Center Acquisition Division**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*™, a menu-driven database system. The Internet address for GSA *Advantage!*™ is <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

---

## Table of Contents

---

<b>Customer Information.....</b>	<b>1</b>
1a. Table of Awarded Special Item Numbers (SINs).....	1
1b. Lowest Unit Price .....	1
1c. Description of Services Offered .....	1
2. Maximum Order .....	1
3. Minimum Order .....	1
4. Geographic Coverage (delivery area).....	1
5. Point of Production (city, county, and State or foreign country).....	2
6. Statement of Net Price .....	2
7. Quantity Discounts .....	2
8. Prompt Payment Terms .....	2
9. Government Purchase Cards.....	2
10. Foreign Items .....	2
11. Time of Delivery.....	2
12. F.O.B. Point .....	2
13a. Ordering Addresses.....	3
13b. Ordering Procedures .....	3
14. Payment address .....	3
15. Terms and Conditions of Government Purchase Card Acceptance.....	4
16. Data Universal Number System (DUNS) Number.....	4
17. Notification Regarding Registration in Central Contractor Registration (CCR) Database .	4
18. Disaster Recovery Purchasing.....	4
<b>Skyline Ultd, Inc. Position Descriptions.....</b>	<b>5</b>
SIN 736-1 — Administrative Support and Clerical Occupations .....	5
<i>Accounting Clerk (Occupational Base)</i> .....	5
01011 <i>Accounting Clerk I</i> .....	5
01012 <i>Accounting Clerk II</i> .....	5
01013 <i>Accounting Clerk III</i> .....	6
01020 <i>Administrative Assistant</i> .....	7
01040 <i>Court Reporter</i> .....	6
01151 <i>Data Entry Operator I</i> .....	7
01152 <i>Data Entry Operator II</i> .....	7
01060 <i>Dispatcher, Motor Vehicle</i> .....	7

01070 Document Preparation Clerk (Document Preparer).....	7
01141 Messenger (Courier).....	7
01090 Duplicating Machine Operator (Photocopy Machine Operator; Reproduction Worker) .....	7
01111 General Clerk I.....	8
01112 General Clerk II.....	8
01113 General Clerk III.....	8
01120 Housing Referral Assistant.....	8
01191 Order Clerk I.....	9
01192 Order Clerk II.....	9
01261 Personnel Assistant (Employment) I.....	9
01262 Personnel Assistant (Employment) II.....	9
01263 Personnel Assistant (Employment) III.....	10
01270 Production Control Clerk.....	10
01280 Receptionist.....	11
01290 Rental Clerk.....	12
01300 Maintenance Scheduler.....	12
01311 – 01313 Secretary I thru III (Occupational Base).....	11
01320 Service Order Dispatcher.....	14
01410 Supply Technician.....	14
01420 Survey Worker (Interviewer).....	15
15110 Test Proctor.....	15
01531 Travel Clerk I.....	16
01532 Travel Clerk II.....	16
01533 Travel Clerk III.....	16
01611 Word Processor I.....	17
01612 Word Processor II.....	17
01613 Word Processor III.....	17
SIN 736-2 — Automatic Data Processing Occupations.....	18
14041 Computer Operator I.....	18
14042 Computer Operator II.....	18
14043 Computer Operator III.....	18
14044 Computer Operator IV.....	18
14045 Computer Operator V.....	18
14071 Computer Programmer I.....	19
14072 Computer Programmer II.....	19
14073 Computer Programmer III.....	20
14074 Computer Programmer IV.....	21
14101 Computer Systems Analyst I.....	21
14102 Computer Systems Analyst II.....	22
14103 Computer Systems Analyst III.....	23
14150 Peripheral Equipment Operator.....	23
SIN 736-3 — General Services and Support.....	24
07010 Baker.....	24
07041 Cook I.....	24
07042 Cook II.....	24

07070 Dishwasher .....	24
07130 Food Service Worker (Cafeteria Worker) .....	24
07210 Meat Cutter .....	24
07260 Waiter/Waitress .....	25
11030 Cleaner, Vehicles .....	25
11060 Elevator Operator .....	25
11090 Gardener .....	25
11122 Housekeeping Aide II .....	26
11150 Janitor .....	26
11210 Laborer, Grounds Maintenance .....	26
11240 Maid or Houseman .....	27
99730 Refuse Collector .....	27
11270 Tractor Operator .....	27
11360 Window Cleaner .....	27
21030 Material Coordinator .....	27
21040 Material Expediter .....	28
21050 Material Handling Laborer .....	28
21071 Order Filler .....	29
21020 Forklift Operator .....	29
21080 Production Line Worker (Food Processing) .....	29
21130 Shipping/Receiving Clerk .....	29
21110 Shipping Packer .....	30
21140 Store Worker I .....	30
21150 Stock Clerk (Shelf Stocker; Store Worker II) .....	30
21210 Tools and Parts Attendant (Tool Crib Attendant) .....	30
21410 Warehouse Specialist (Warehouse Worker) .....	31
23021 Aircraft Mechanic I .....	31
23040 Aircraft Mechanic Helper .....	32
23060 Aircraft Servicer .....	32
23080 Aircraft Worker .....	33
23110 Appliance Mechanic .....	33
23120 Bicycle Repairer .....	33
23125 Cable Splicer .....	34
23130 Carpenter, Maintenance .....	34
23140 Carpet Layer .....	34
23160 Electrician, Maintenance .....	34
23181 Electronics Technician, Maintenance I .....	35
23182 Electronics Technician, Maintenance II .....	35
23183 Electronics Technician, Maintenance III .....	35
23260 Fabric Worker .....	35
23290 Fire Alarm System Mechanic .....	36
23310 Fire Extinguisher Repairer .....	36
23311 Fuel Distribution System Mechanic .....	36
23370 General Maintenance Worker .....	36
23410 Heating, Refrigeration and Air-Conditioning Mechanic .....	37
23430 Heavy Equipment Mechanic .....	37
23440 Heavy Equipment Operator .....	38

23460 Instrument Mechanic .....	38
23470 Laborer .....	38
23510 Locksmith .....	38
23530 Machinery Maintenance Mechanic .....	39
23550 Machinist, Maintenance.....	39
23580 Maintenance Trades Helper .....	39
23640 Millwright .....	39
23710 Office Appliance Repairer .....	40
22050 Painter, Aircraft.....	40
23760 Painter, Maintenance.....	40
23790 Pipefitter, Maintenance .....	40
23810 Plumber, Maintenance.....	41
23820 Pneudraulic Systems Mechanic .....	41
23850 Rigger.....	41
23870 Scale Mechanic .....	42
23890 Sheet-Metal Worker, Maintenance .....	42
23910 Small Engine Mechanic .....	42
23931 Telecommunications Mechanic I .....	42
23932 Telecommunications Mechanic II.....	42
23950 Telephone Lineman.....	43
23960 Welder, Combination, Maintenance .....	43
23965 Well Driller.....	43
23970 Woodcraft Worker.....	44
23980 Woodworker.....	44
SIN 736-4 — Information and Arts Occupations, Including Miscellaneous Occupations .....	45
99030 Cashier.....	45
99050 Desk Clerk.....	45
99095 Embalmer.....	45
28310 Lifeguard.....	46
99310 Mortician (Funeral Director).....	46
28350 Park Attendant (Aide).....	46
99510 Photofinishing Worker (Photo Lab Technician, Dark Room Technician) .....	46
28515 Recreation Specialist .....	47
99711 Recycling Specialist .....	47
99810 Sales Clerk.....	47
99820 Crossing Guard.....	47
28630 Sports Official.....	48
99830 Survey Party Chief (Chief of Party).....	48
99832 Surveying Technician (Instrument Person; Surveyor Assistant, Instruments) .....	48
99831 Surveying Aide .....	48
28690 Swimming Pool Operator .....	49
99840 Vending Machine Attendant.....	49
99841 Vending Machine Repairer (Coin Machine Service Repairer) .....	49
99842 Vending Machine Repairer Helper.....	50
13011 Exhibits Specialist I .....	50
13012 Exhibits Specialist II .....	50
13013 Exhibits Specialist III.....	50

13041	Illustrator I.....	51
13042	Illustrator II.....	51
13043	Illustrator III.....	51
13047	Librarian.....	52
13058	Library Technician .....	52
13071	Photographer I.....	52
13072	Photographer II.....	52
13073	Photographer III.....	53
13074	Photographer IV.....	53
13075	Photographer V.....	54
SIN 736-5	— Technical and Professional Occupations .....	55
30021	Archeological Technician I.....	55
30022	Archeological Technician II .....	55
30023	Archeological Technician III.....	55
30030	Cartographic Technician.....	56
15050	Computer Based Training (CBT) Specialist/Instructor .....	56
30040	Civil Engineering Technician .....	57
30061	Drafter I/CAD Operator I.....	57
30062	Drafter II/CAD Operator II.....	57
30063	Drafter III/CAD Operator III .....	58
30064	Drafter IV/CAD Operator IV.....	59
30081	Engineering Technician I.....	59
30082	Engineering Technician II.....	59
30083	Engineering Technician III.....	59
30084	Engineering Technician IV.....	60
30085	Engineering Technician V.....	61
30086	Engineering Technician VI.....	61
30090	Environmental Technician.....	62
15070	Flight Simulator/Instructor (Pilot) .....	62
15080	Graphic Artist .....	63
15090	Technical Instructor.....	63
30210	Laboratory Technician (Laboratory Tester).....	63
30240	Mathematical Technician .....	64
30390	Photo-Optics Technician .....	64
30361	Paralegal/Legal Assistant I.....	65
30362	Paralegal/Legal Assistant II.....	65
30363	Paralegal/Legal Assistant III.....	65
30364	Paralegal/Legal Assistant IV.....	66
30463	Technical Writer III/ Senior Program Analyst/Program Analyst.....	67-68

**Skyline Price.....[69](#)**

---

## Customer Information

---

### **1a. Table of Awarded Special Item Numbers (SINs)**

Skyline has been awarded the following Special Item Numbers (SINs):

- SIN 736-1 — Administrative Support and Clerical Occupations
- SIN 736-2 — Automatic Data Processing Occupations
- SIN 736-3 — General Services and Support
- SIN 736-4 — Information and Arts Occupations, Including Miscellaneous Occupations
- SIN 736-5 — Technical and Professional Occupations

### **1b. Lowest Unit Price**

Not applicable.

### **1c. Description of Services Offered**

A full listing of all job titles and requirements is presented starting on page 5.

## **2. Maximum Order**

The Maximum Order for all SINs is \$100,000.

## **3. Minimum Order**

The Minimum Order for all SINs is \$100.

## **4. Geographic Coverage (delivery area)**

The preponderance of work location is identified as:

**WAGE DETERMINATION # 05-2059 REV # 13 DATED 06/13/2012**

States: California

Area: California Counties of Marin, San Francisco, San Mateo

---

Skyline may perform work at any of the locations listed in the “SCA Wage Index Matrix”, as all locations are hereby deemed to be included in the contract. Service in an area with lower SCA rates, resulting in lower wages being paid, will have the prices for that task order discounted accordingly from the approved pricing spreadsheet.

**5. Point of Production (city, county, and State or foreign country)**

Not applicable.

**6. Statement of Net Price**

All prices shown in this Pricelist are net prices.

**7. Quantity Discounts**

None

**8. Prompt Payment Terms**

Net 30 days.

**9. Government Purchase Cards**

Government purchase cards are accepted at or below the micro-purchase threshold. Government purchase cards are accepted above the micro-purchase threshold.

**10. Foreign Items**

No foreign items are offered under this schedule.

**11. Time of Delivery**

Time of delivery will be arranged between the ordering agency and Skyline on each Purchase Order. When possible Skyline will do its best to accommodate Expedited and Urgent requests.

**12. F.O.B. Point**



---

Not applicable.

### **13a. Ordering Addresses**

All orders by mail or overnight delivery service should be directed to:

Skyline Ultd, Inc.  
16333 S. Great Oaks Drive Suite 121  
Round Rock, TX 78681

or

Skyline Ultd, Inc.  
427 N. Lee Street  
Alexandria, VA 22314

All phone orders should call:

703-671-9200

All FAX orders should be sent to:

703-671-0400

Email orders should be sent to:

sales@skylinetech.com

### **13b. Ordering Procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

## **14. Payment address**

All payments should be directed to:

---

Skyline Ultd, Inc.  
16333 South Great Oaks Dr Suite 121  
Round Rock, TX 78681

**15. Terms and Conditions of Government Purchase Card Acceptance**

None.

**16. Data Universal Number System (DUNS) Number**

The DUNS Number for Skyline is: 03-942-5777.

**17. Notification Regarding Registration in Central Contractor Registration (CCR) Database**

Skyline Ultd, Inc. is registered in the Central Contractor Registration (CCR) Database.

**18. Disaster Recovery Purchasing**

The following SINS have been incorporated to provide for state and local governments to use GSA Schedules for disaster recovery as provided for in Section 833 of the National Defense Authorization Act for Fiscal Year 2007. it authorizes the use of Federal Supply Schedules by state and local governments to facilitate recovery from major disasters, terrorism, nuclear, biological, chemical, or radiological attacks:

**SIN 736-1RC   SIN 736-2RC   SIN 736-3RC   SIN 736-4RC   SIN 736-5RC**

---

## **Skyline Ultd, Inc. Position Descriptions**

---

The numbers preceding each position title correspond to the Department of Labor Classification Number.

### ***SIN 736-1 — Administrative Support and Clerical Occupations***

#### **Accounting Clerk (Occupational Base)**

Performs one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Level I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV require a knowledge of and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system, where there are few variations in the types of transactions handled. In addition, some jobs at each level may require a basic knowledge and understand

#### **01011 Accounting Clerk I**

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.

#### **01012 Accounting Clerk II**

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 documentation 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.

---

### **01013 Accounting Clerk III**

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.

### **01020 Administrative Assistant**

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.

### **01040 Court Reporter**

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 material, using typewriter, or dictates material into recording machine.

### **01151 Data Entry Operator I**

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

### **01152 Data Entry Operator II**

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

---

### **01060 Dispatcher, Motor Vehicle**

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 the 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.

### **01070 Document Preparation Clerk (Document Preparer)**

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.

### **01141 Messenger (Courier)**

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.

### **01090 Duplicating Machine Operator (Photocopy Machine Operator; Reproduction Worker)**

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.

### **01111 General Clerk I**

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.

### **01112 General Clerk II**

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.

### **01113 General Clerk III**

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.

### **01120 Housing Referral Assistant**

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 that may be rented and properties that 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.

---

### **01191 Order Clerk I**

Handles orders involving items that 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.

### **01192 Order Clerk II**

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.

### **01261 Personnel Assistant (Employment) I**

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher-level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

### **01262 Personnel Assistant (Employment) II**

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations that deviate from established precedents. Clerks/assistants are relied upon to alert higher-level clerks/ assistants or supervisor to such situations. Work may be spot checked periodically.

---

### **01263 Personnel Assistant (Employment) III**

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees; other work may be checked occasionally.

### **01270 Production Control Clerk**

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.

### **01280 Receptionist**

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.

### **01290 Rental Clerk**

Performs clerical duties concerned with rental and management of public housing projects. Answers telephone and respond to requests for maintenance, complaints, and 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 recertifications.

### **01300 Maintenance Scheduler**

Schedules requests received for maintenance based on availability of maintenance personnel, material, and severity of maintenance requests. Also reschedules maintenance activities when required.

### **01311 – 01313 Secretary I thru III (Occupational Base)**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied 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.

#### Classification by Level

Secretary jobs that meet the required characteristics are matched at one of five 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; and 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, e.g., 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. Selects the guideline or reference that fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- 
1. Responds to routine telephone requests that have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
  2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
  3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
  4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
  5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains 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:
    1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name;
    2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
    3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
    4. Collects information from the files or staff for routine inquiries on office program (s) or periodic reports. Refers non-routine requests to supervisor or staff;
    5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates 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:
    1. Based on knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
    2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;

3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
4. Prepares 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;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

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	III 01313	
LS-3	I 01311		

**01320 Service Order Dispatcher**

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 radiotelephone equipment.

**01410 Supply Technician**

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, nonreparable 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 that 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.

### **01420 Survey Worker (Interviewer)**

Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approach them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

### **15110 Test Proctor**

Administers, supervises or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for

---

normal in-class testing because of duty conflict or health reasons. Testing materials are controlled items and will be handled, stocked safeguarded and administered in strict compliance with applicable regulations.

### **01531 Travel Clerk I**

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.

### **01532 Travel Clerk II**

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.

### **01533 Travel Clerk III**

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.

### **01611 Word Processor I**

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.

### **01612 Word Processor II**

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.

### **01613 Word Processor III**

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 that 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.

---

## ***SIN 736-2 — Automatic Data Processing Occupations***

### **14041 Computer Operator I**

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

### **14042 Computer Operator II**

Processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems that do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

### **14043 Computer Operator III**

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems that do not respond to corrective procedures.

### **14044 Computer Operator IV**

Adapts to a variety of nonstandard problems that require extensive operator intervention (e. g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

### **14045 Computer Operator V**

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such



---

actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

### **14071 Computer Programmer I**

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision.

In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.

May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and a supervisor must authorize any deviation. Work is closely monitored in progress and reviewed in detail upon completion.

### **14072 Computer Programmer II**

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear-cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.

Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

---

### **14073 Computer Programmer III**

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work in addition to writing and maintaining operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher-level staff or supervisor. May assist higher-level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

---

## **14074 Computer Programmer IV**

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system that meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements that are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.

In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

## **14101 Computer Systems Analyst I**

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

---

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

## **14102 Computer Systems Analyst II**

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals that consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

---

### **14103 Computer Systems Analyst III**

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

### **14150 Peripheral Equipment Operator**

Operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/ punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

- Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labeling tape reels, disks or card decks;
- Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
- Setting controls that regulate operation of the equipment;
- Observing panel lights for warnings and error indications and taking appropriate action;
- Examining tapes, cards, or other material for creases, tears, or other defects that could cause processing problems.

Excludes workers (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.

---

## **SIN 736-3 — General Services and Support**

### **07010 Baker**

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.

### **07041 Cook I**

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.

### **07042 Cook II**

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.

### **07070 Dishwasher**

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.

### **07130 Food Service Worker (Cafeteria Worker)**

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 peppershakers, 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 floors.

### **07210 Meat Cutter**

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 knowledge of methods of handling and storing meats, fish or fowl.

---

### **07260 Waiter/Waitress**

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. Observe 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.

### **11030 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. May polish exterior of vehicle. May fumigate interior of vehicle, using fumigating gases or sprays.

### **11060 Elevator Operator**

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.

### **11090 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 sodding lawns, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. 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. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

---

## **11122 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. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dry- and wet-mops floors. Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside. Moves furniture and sets up meeting rooms. 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. Assists security personnel in restraining disturbed patients in psychiatric wards.

## **11150 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:

1. Workers who specialize in window washing.
2. Housekeeping staff that make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

## **11210 Laborer, Grounds Maintenance**

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, flowerbeds, 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. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean



---

comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

### **11240 Maid or Houseman**

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.

### **99730 Refuse Collector**

Picks up garbage, trash, or refuse from homes and businesses and other locations, and deposits it in a truck.

### **11270 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. 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.

### **11360 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 window from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses bos'n chair, swing stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

### **21030 Material Coordinator**

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.

### **21040 Material Expediter**

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.

### **21050 Material Handling Laborer**

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.

---

## **21071 Order Filler**

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.

## **21020 Forklift Operator**

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

## **21080 Production Line Worker (Food Processing)**

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.)

## **21130 Shipping/Receiving Clerk**

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.

---

## **21110 Shipping Packer**

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.

## **21140 Store Worker I**

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.

## **21150 Stock Clerk (Shelf Stocker; Store Worker II)**

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.

## **21210 Tools and Parts Attendant (Tool Crib Attendant)**

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.

### **21410 Warehouse Specialist (Warehouse Worker)**

As directed, performs a variety of warehousing duties that 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).

### **23021 Aircraft Mechanic I**

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.

### **23040 Aircraft Mechanic Helper**

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. Disconnects instruments, ignition systems, and fuel and oil lines. 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. Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun. May assist flight line mechanic in servicing and repairing aircraft prior to flight.

### **23060 Aircraft Servicer**

Services aircraft, performing any combination of the following tasks. Directs incoming and outgoing aircraft near terminal area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck With guiding sign. Secures aircraft in parking position with blocks and stakes. Operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste. 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. Removes and replaces defective tires. Positions and removes boarding platforms to unload or load aircraft passengers. Unloads and loads luggage, mail, freight, and other cargo, using tow truck with luggage carts. Cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. May deice aircraft wings and assemblies, using glycol mixture. May load and unload containers of food, beverages, and dishes for in-flight meal services. May trace lost luggage

---

for customers and prepare lost baggage claims. May install drag chutes or retrieve them and send them to parachute shop for re-packing.

### **23080 Aircraft Worker**

Makes repairs to aircraft following orders of higher grade worker. 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, worn cable pulleys, frayed spark plug cables, and burned-out landing lights, using hand tools. 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. Services engines and aircraft components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition.

### **23110 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. 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. Disassembles appliances and examines mechanical and electrical parts. Traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter. Calibrates timers, thermostats and adjusts contact points. Cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. 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.

### **23120 Bicycle Repairer**

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. Adjusts cables or replaces worn or damaged parts to repair hand brakes. Installs and adjusts speed and gear mechanisms. Shapes replacement parts, using bench grinder. Installs, repairs, and replaces equipment or accessories, such as handlebars, stands, lights, and seats. Rubs tubes with scraper and places patch over hole to repair tube. May paint bicycle frame, using spray gun or brush. May weld broken or cracked frame together, using oxyacetylene torch and welding rods. May assemble new bicycles and accessories.

---

### **23125 Cable Splicer**

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.

### **23130 Carpenter, Maintenance**

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.

### **23140 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. May transport carpeting to installation site.

### **23160 Electrician, Maintenance**

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.

### **23181 Electronics Technician, Maintenance I**

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.

### **23182 Electronics Technician, Maintenance II**

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.

### **23183 Electronics Technician, Maintenance III**

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 waveforms, 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.

### **23260 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. Takes measurements and makes patterns and layouts. Marks, cuts, fits, and sews or cements parts together, using hand- or power tools and equipment and a knowledge of fabrics and construction methods. May do upholstery work on such items as cushions and vehicle seats.

---

### **23290 Fire Alarm System Mechanic**

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.

### **23310 Fire Extinguisher Repairer**

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.

### **23311 Fuel Distribution System Mechanic**

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.

### **23370 General Maintenance Worker**

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.

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).

### **23410 Heating, Refrigeration and Air-Conditioning Mechanic**

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 pipe 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.

### **23430 Heavy Equipment Mechanic**

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.

---

## **23440 Heavy Equipment Operator**

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.

## **23460 Instrument Mechanic**

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.

## **23470 Laborer**

Performs tasks that 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 wheelbarrows or handtrucks; 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 walkways; picks up leaves and trash.

## **23510 Locksmith**

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.

---

### **23530 Machinery Maintenance Mechanic**

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.

### **23550 Machinist, Maintenance**

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.

### **23580 Maintenance Trades Helper**

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 full-time basis.

### **23640 Millwright**

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.

### **23710 Office Appliance Repairer**

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.

### **22050 Painter, Aircraft**

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. Smooths surface 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.

### **23760 Painter, Maintenance**

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.

### **23790 Pipefitter, Maintenance**

Installs or repairs water, steam, gas or other types of pipe and pipefittings. 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.

### **23810 Plumber, Maintenance**

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.

### **23820 Pneudraulic Systems Mechanic**

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 malfunction in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics. Modifies, repairs or disassembles and overhauls systems or components.

### **23850 Rigger**

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.

---

### **23870 Scale Mechanic**

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.

### **23890 Sheet-Metal Worker, Maintenance**

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 experience.

### **23910 Small Engine Mechanic**

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.

### **23931 Telecommunications Mechanic I**

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/PBXs; 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.

### **23932 Telecommunications Mechanic II**

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.

### **23950 Telephone Lineman**

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.

### **23960 Welder, Combination, Maintenance**

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.

### **23965 Well Driller**

Sets up and operates portable drilling rig (machine and related equipment) to drill wells. Extend stabilizing jackscrews to support and level drilling rig. Moves levers to control power-driven winch that raises and extends telescoping mast. Bolts trusses and guy wires to raised mast and anchors them to machine frame and stakes. Assembles drilling tools, using hand tools or power tools. 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 handwells to control reciprocating action of machine and to drive or extract well casing. 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. Replaces drill bit with tool to collect samples of earth or rock being penetrated. Examines samples to determine nature of strata encountered or submits samples to laboratory for analysis. Records drilling progress and geological data. Splices worn or broken cable. May sharpen bits by heating them in forging furnace and hammering edges on anvil. May build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water. May retrieve lost equipment from boreholes, using specialized retrieval tools and equipment. May fabricate well casings. May restore wells to active production.

---

### **23970 Woodcraft Worker**

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.

### **23980 Woodworker**

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.

---

## ***SIN 736-4 — Information and Arts Occupations, Including Miscellaneous Occupations***

### **99030 Cashier**

Receives cash from customers or employees in payment for goods or services and records amounts received. Recomputes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amount received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. May make credit card transactions. May be required to know value and features of items for which money is received. May give cash refunds or issue credit memorandums to customers for returned merchandise. May operate ticket-dispensing machine. May sell candy, cigarettes, gum, gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

### **99050 Desk Clerk**

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps, sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard, console, telegraph, and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keeps records of room availability and guests' accounts. Computes bill, collects payment, and makes change for guests. Makes and confirms room reservations. May post charges such as room, food, liquor, or telephone to cash books by hand or machine. May make restaurant, transportation, or entertainment reservations, and arrange for tours. May deposit guests' valuables in safe or safe-deposit box. May sell tobacco, candy, and newspapers.

### **99095 Embalmer**

Prepares bodies for interment in conformity with legal requirements. Washes and dries body, using germicidal soap and towels or hot air drier. Inserts convex celluloid or cotton between eyeball and eyelid to prevent slipping and sinking of eyelid. Presses diaphragm to evacuate air from lungs. May join lips, using needle and thread or wire. Packs body orifices with cotton saturated with embalming fluid to prevent escape of gases or waste matter. Makes incision in arm or thigh, using scalpel, inserts pump tubes into artery, and starts pump that drains blood from circulatory system and replaces blood with embalming fluid. Incises stomach and abdominal walls and probes internal organs, such as bladder and liver, using trocar to withdraw blood and waste matter from organs. Attaches trocar to pump-tube, starts pump, and repeats probing to force embalming fluid into organs. Closes incisions using needle and suture. Reshapes or reconstructs disfigured or maimed bodies, using materials, such as clay, cotton, plaster of paris, and wax. Applies cosmetics to impart lifelike appearance. Dresses body and places body in casket. May arrange funeral details, such as type of casket or burial dress and place of interment. May maintain records, such as itemized list of clothing or valuables delivered with body and names of persons embalmed.

---

## **28310 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, and cleans pool and pool areas, including bathhouse. Determines chlorine content and pH value of water, using water testing kit, and records readings. May check in and out items such as towels and personal items, including rings, watches and apparel. May conduct or officiate at swimming meets. May give swimming instruction.

## **99310 Mortician (Funeral Director)**

Arranges and directs funeral services. Coordinates activities of workers to remove body to mortuary for embalming. Interviews family or other authorized person to arrange details, such as preparation of obituary notice, selection of urn or casket, determination of location and time of cremation or burial, selection of pallbearers, procurement of official for religious rites, and transportation of mourners. Plans placement of casket in parlor or chapel and adjusts lights, fixtures, and floral displays. Directs pallbearers in placement and removal of casket from hearse. Closes casket and leads funeral cortege to church or burial site. Directs preparations and shipment of body for out of state burial. May prepare body for interment.

## **28350 Park Attendant (Aide)**

Assists in operation of State or national park, monument, historic site, or recreational area, performing a combination of clerical and other duties. Greets visitors at facility entrance, and hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. 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. Replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition. Conducts tours of premises, and answers visitors' questions when stationed at historic park, site or monument. 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. Participates in carrying out fire-fighting or conservation activities. 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. Reports maintenance items to superior.

## **99510 Photofinishing Worker (Photo Lab Technician, Dark Room Technician)**

Tends one or more machines that automatically develop, fix, wash, and dry photographic prints. Threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished

---

drum, and onto take-up reel. Turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. Moves thermostatic control to keep steam-heated drum at specified temperature. Splices sensitized paper to leaders, using tape. Starts machine and throws switches to synchronize drive speeds of processing and drying units. Compares processed prints with color standard and reports variations to control department. Adds specified amount of chemicals to renew solutions. Maintains production records.

### **28515 Recreation Specialist**

Plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. 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. Schedules maintenance and use of facilities.

### **99711 Recycling Specialist**

The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.

### **99810 Sales Clerk**

Sells a variety of inexpensive merchandise usually in a retail trade establishment, for which a knowledge of the items sold is not a primary requirement. Stocks shelves, counters, or tables with merchandise. Sets up advertising displays or arranges merchandise on counters or tables to promote sales. Stamps, marks, or tags price on merchandise. Obtains merchandise requested by customer or receives merchandise selected by customer. Totals price and tax on merchandise selected by customer, using paper and pencil, cash register, or adding machine, to determine bill; receives payment, and makes change. Occasionally calculates sales discount in determining sales slip. Wraps or bags merchandise for customers. Cleans shelves, counter, or tables, as necessary. May keep record of sales, prepare inventory of stock, or order merchandise. May be designated according to product sold or type of store.

### **99820 Crossing Guard**

School Crossing Guards (SCGs) will control traffic at the school crosswalk to insure safety, during school hours, when children/pedestrians are going to or coming from school. SCGs will instruct

---

children/pedestrians to remain on the curb until signaled to cross and will enforce instructions. Directs action of traffic at street intersection to insure safe crossing of children pedestrians. SCGs must be knowledgeable of the traffic hand and arm signals as prescribed. Using the prescribed hand and arm signals, SCGs will (sequentially) stop all vehicles (except emergency vehicles), signal pedestrians to cross, and signal the resumption of vehicle traffic. SCGs will observe the areas adjacent to the crosswalks/intersection and report to the police any suspicious activity (loitering, drug dealing, etc.); records license numbers of vehicles disregarding traffic signals and any other vehicle moving violations. Must be knowledgeable of state laws for school buses and school crosswalks. May escort children across the street. May place caution signs at designated points before duty and remove them at end of shift. May stop vehicles and warn drivers and direct traffic in vicinity.

### **28630 Sports Official**

Officiates at competitive games or other sporting events such as baseball, basketball, football, soccer, softball, swimming, and volleyball, performing one or more of the following tasks: Starts competition, race or other event and controls progress of event according to established rules. Observes actions of participants to detect infractions of the rules, and cautions or penalizes offenders. Gives rulings on disputable matters. Inspects game equipment and playing surfaces to ensure safety of players and officials. Keeps records such as scores, duration of races and finishing positions, depending on type of event. Postpones or forfeits games due to misconduct or inclement weather.

### **99830 Survey Party Chief (Chief of Party)**

Leads day-to-day work activities of survey party under direction of land surveyor, performing surveying duties not requiring licensure. Supervises crew engaged in gathering data about the earth's surface, using a variety of surveying instruments, and in clearing land and setting stakes to identify certain points. Checks final field notes for clarity and accuracy, and completes transmittal forms.

### **99832 Surveying Technician (Instrument Person; Surveyor Assistant, Instruments)**

Obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments. Compiles notes, sketches, and records of data obtained and work performed. Directs work of subordinate members of survey team.

### **99831 Surveying Aide**

Performs any of following duties to assist in surveying land: Holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys. Calls out reading or writes station number and reading in

---

notebook. Marks points of measurement with elevation, station number, or other identifying mark. Measures distance between survey points, using steel or cloth tape or surveyor's chain. Marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes. Places stakes at designated points and drives them into ground at specified elevation, using hammer or hatchet. Cuts and clears brush and trees from line of survey, using brush hook, knife, ax, or other cutting tools.

### **28690 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. 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. Prepares report of materials used and work performed.

### **99840 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 money boxes to supervisor or designated cashier. 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. Notifies supervisor of any discrepancies observed. 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. After testing, products obtained are placed back into the machines. Cleans interiors and exteriors of machines, using appropriate cleaning solutions; and cleans areas adjacent to machines including snack tables. Spot-checks machines visually to determine if any units are out of order. 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. May replenish vending areas with napkins, condiments, paper cup lids, etc. May open crates, cartons or boxes. May keep stockroom area in clean and orderly condition, and adhere to sanitation, safety, and security procedures.

### **99841 Vending Machine Repairer (Coin Machine Service 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. 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. May drive to designated locations to transport, install, or service machines. May keep vending records and participate in taking inventories. May collect coins from machines and make settlements with concessionaires. May replenish machines.

### **99842 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. May drive truck to haul materials and equipment to and from work areas.

### **13011 Exhibits Specialist I**

At this level Exhibits Specialists bring to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. Performs duties related to the fabrication, finishing and repair of exhibits, while acquiring training in museum or exhibits techniques.

### **13012 Exhibits Specialist II**

At this level Exhibits Specialists perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Generally they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. On work which involves several processes or stages of development, the supervisor checks their work at the completion of each phase.

### **13013 Exhibits Specialist III**

At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture.

Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.



---

### **13041 Illustrator I**

Duties require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. Copies drawings, either by tracing or freehand. Applies coloring or wash to line drawings; letters by hand or by use of templates; and does detail or background work on illustrations which have been prepared by an illustrator of higher grade.

When working with scientific subjects and technical equipment, acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

### **13042 Illustrator II**

This worker usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally speaking, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches.

Does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations. Acquires information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

### **13043 Illustrator III**

The projects to which this worker is assigned usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required because (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit; (b) the illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium; or (c) the method of reproduction, the use to which the illustration is to be put, or the information or artistic results desired calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual rather than interpretative material.

Illustrator III is required to have a knowledge of a specialized subject matter field such as medicine, science, or technical equipment. Prepares illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

---

### **13047 Librarian**

Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.

### **13058 Library Technician**

Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

### **13071 Photographer I**

Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph.

Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

### **13072 Photographer II**

Uses standard still cameras, commonly available lighting equipment and related techniques to take photographs that involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. May use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used.

---

Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. Consults with supervisor or more experienced photographers when problems are anticipated.

### **13073 Photographer III**

Selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Discusses technical requirements with operating officials or supervisor and customizes treatment for each situation according to a detailed request. Varies camera processes and techniques and uses the setting and background to produce esthetics, as well as accurate and informative, pictures. Typically, standard equipment is used at this level although "specialized" photography usually is performed; may use some special-purpose equipment under closer supervision.

In typical assignments, photographs: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach.

Works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

### **13074 Photographer IV**

Uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. Conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment. Improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. Sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or

---

television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production.

Works under guidelines and requirements of the subject-matter area to be photographed. Consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

### **13075 Photographer V**

As a top technical expert, exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. 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; (2) 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.

Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. 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.

---

## ***SIN 736-5 — Technical and Professional Occupations***

### **30021 Archeological Technician I**

Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project archaeologist performs unskilled and semi- skilled tasks at archaeological field sites. 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, and 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. Determine 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. Cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

### **30022 Archeological Technician II**

Under the general supervision of field director/project archaeologist, performs skilled tasks. Conducts hand excavations, completes plan and profile maps of excavated units, completes standard feature and level forms, screens soils to recover artifacts. Performs flotation of soil samples, walk over, and shovel testing. Catalogs, packages/labels archaeological artifacts. Maintains field equipment and supplies. Conducts inventories of cultural resources in areas of proposed projects

Researchers reference materials 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. Identifies and records historic and prehistoric cultural resource sites. Prepares Archeological Reconnaissance Reports (AARF's) and maps. Insures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. Maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board. Review work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met. Advises other employees on methods of cultural resource inventory and provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

### **30023 Archeological Technician III**

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, completes standard feature and level forms, screens soils to recover artifacts. Perform flotation of soil samples, and shovel testing. Packages/labels archaeological artifacts. Maintains field equipment and supplies.

---

Conducts inventories of forest cultural resources in areas of proposed forest service projects. Researchers reference materials such as state and national register files, historic documents, archeological remains. Identifies and records historic and prehistoric cultural resource sites. Prepares Archeological Reconnaissance Reports (AAR's) and maps.

Insures that archeology work assignments are carried out in 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 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. Advises other employees on methods of cultural resource inventory and provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities. Provides site recording and implements field data strategies. 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 assures the work assignments of employees are carried out. Assigns tasks, monitors status, and assures timely accomplishment of workload. Instruct employees in special tasks and job techniques. Checks work in progress and amends or rejects work not meeting established standards. Reports performance, progress, etc., of employees to supervisor.

### **30030 Cartographic Technician**

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. 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; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric 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.

### **15050 Computer Based Training (CBT) Specialist/Instructor**

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.

---

### **30040 Civil Engineering Technician**

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.

### **30061 Drafter I/CAD Operator I**

Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings 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:

- From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.
- From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- Draws simple land profiles from predetermined structural dimensions and reduced survey notes.
- Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

### **30062 Drafter II/CAD Operator II**

Prepares various drawings 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 techniques and a working knowledge of the terms and procedures of the occupation. 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 may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications that clearly depict the desired product.

Typical assignments include:

- 
- From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.
  - Prepares and revises 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.
  - Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.

### **30063 Drafter III/CAD Operator III**

Prepares complete sets of complex drawings that include multiple views, detail drawings, and assembly drawings. Drawings 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. Works from sketches, 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. Selects required information from precedents, manufacturers' catalogs, and technical guides. 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:

- From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- 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.
- 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.
- 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 provide support for a variety of organizations that have widely differing functions or requirements.



---

### **30064 Drafter IV/CAD Operator IV**

Works closely with design originators, preparing drawings of unusual, complex, or original designs that require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. 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 a knowledge of the design intent. Although working primarily as a drafter, 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.

### **30081 Engineering Technician I**

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.

### **30082 Engineering Technician II**

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 nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

### **30083 Engineering Technician III**

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 that 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 that 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.

### **30084 Engineering Technician IV**

Performs non-routine assignments of substantial variety and complexity, using operational precedents that 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 schematics, 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.

---

## **30085 Engineering Technician V**

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.

## **30086 Engineering Technician VI**

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.

### **30090 Environmental Technician**

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.

### **15070 Flight Simulator/Instructor (Pilot)**

Responsible to the Pilot Supervisor for the accomplishment of ground-based training of pilots. Instructs and measures training progress of pilot students who train in the established aircrew training curriculum. Conducts briefings and debriefings and counsels with pilots to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned.

Conducts simulator and other ground training of pilot crewmembers in Tanker operating procedures, including diagnosis and remediation of student problems. Performs administrative duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs. Serves as aircraft type Pilot Subject Matter Expert for students and other personnel as required. Maintains a high level of subject knowledge, capability and expertise.

---

### **15080 Graphic Artist**

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.

### **15090 Technical Instructor**

Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instruct students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.

### **30210 Laboratory Technician (Laboratory Tester)**

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, ductibility, 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.

---

### **30240 Mathematical Technician**

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.

### **30390 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. 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.

### **30361 Paralegal/Legal Assistant I**

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 sustentative 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 sustentative programs.

---

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.

### **30362 Paralegal/Legal Assistant II**

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.

### **30363 Paralegal/Legal Assistant III**

At this level, participates in the sustentative 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.

### **30364 Paralegal/Legal Assistant IV**

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.

### **30463 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. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

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. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

### **Senior Program Analyst**

Serves as the manager for large task orders or groups of task orders. Interfaces with client personnel. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program. Should possess eight (8) years experience, of which at least seven (7) years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in management. Requires a Bachelors Degree or technical training equivalent in computer science, engineering, business, finance, management or other related field.

---

## **Program Analyst**

Responsible for the development, analysis and daily maintenance of current and future project programs. Responsible for providing, coordinating and advising clients on a variety of management, analysis, and administrative functions essential to the direction and efficient operation of the agency. Prepares, updates, provides information and justifies the study, evaluation and/or assistance needed to assist clients with coordinating through federal agency assistance, mobilization and de-mobilization readiness. Develops and maintains project data and case management evaluation in a variety of management information databases. Coordinates duties with management, discussing changes affecting the staff and activities and with management, address issues, resolve problems and provide recommendations for improving processes and ensuring reintegration of personnel is appropriately handled. Assigns work to administrative support personnel. Provides advice and assistance to management on the processes and procedures of the project/case management system; as well as other productivity measurement and improvement programs. Should possess eight (8) years experience, of which at least four (4) years must be specialized. Specialized experience includes: project development from inception to deployment, non-clinical case management of service members returning from various operations, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in management. Requires a Bachelors Degree or technical training equivalent in personnel management, military mobilization and demobilization requirements, computer science, engineering, business, finance, management or other applicable field.

## SKYLINE ULD, INC.

The following rates are based on the awarded Wage Determination. Services can be performed at any location listed in the SCA Wage Index Matrix. In areas with lower SCA rates, contact Skyline for discounted pricing.

<b>SIN</b>	<b>Administrative Support &amp; Clerical</b>	
<b>736-1</b>	<b>Occupations</b>	
01011	Accounting Clerk I	\$36.97
01012	Accounting Clerk II	\$40.84
01013	Accounting Clerk III	\$45.06
01020	Administrative Assistant	\$59.89
01040	Court Reporter	\$54.67
01051	Data Entry Operator I	\$32.45
01052	Data Entry Operator II	\$34.91
01060	Dispatcher, Motor Vehicle	\$56.80
01070	Document Preparation Clerk	\$32.66
01090	Duplicating Machine Operator	\$32.66
01111	General Clerk I	\$33.32
01112	General Clerk II	\$35.86
01113	General Clerk III	\$39.93
01120	Housing Referral Assistant	\$56.26
01141	Messenger (Courier)	\$30.37
01191	Order Clerk I	\$35.28
01192	Order Clerk II	\$38.12
01261	Personnel Assistant (Employment) I	\$40.29
01262	Personnel Assistant (Employment) II	\$44.48
01263	Personnel Assistant (Employment) III	\$48.92
01270	Production Control Clerk	\$54.90
01280	Receptionist	\$35.69
01290	Rental Clerk	\$39.61
01300	Scheduler, Maintenance	\$46.12
01311	Secretary I	\$46.16
01312	Secretary II	\$51.01
01313	Secretary III	\$56.26
01320	Service Order Dispatcher	\$55.99
01410	Supply Technician	\$59.89
01420	Survey Worker	\$45.45
15110	Test Proctor	\$45.89
01531	Travel Clerk I	\$32.49
01532	Travel Clerk II	\$35.92
01533	Travel Clerk III	\$39.80
01611	Word Processor I	\$42.01
01612	Word Processor II	\$46.51
01613	Word Processor III	\$51.39

## SKYLINE ULD, INC.

The following rates are based on the awarded Wage Determination. Services can be performed at any location listed in the SCA Wage Index Matrix. In areas with lower SCA rates, contact Skyline for discounted pricing.

<b>SIN Automatic Data Processing</b>	
<b>736-2 Occupations</b>	
14041	Computer Operator I \$40.29
14042	Computer Operator II \$44.48
14043	Computer Operator III \$48.92
14044	Computer Operator IV \$53.78
14045	Computer Operator V \$59.03
14071	Computer Programmer I (1) \$54.14
14072	Computer Programmer II (1) \$54.15
14073	Computer Programmer III (1) \$54.15
14074	Computer Programmer IV (1) \$54.15
14101	Computer Systems Analyst I (1) \$54.15
14102	Computer Systems Analyst II (1) \$54.15
14103	Computer Systems Analyst III (1) \$54.15
14150	Peripheral Equipment Operator \$40.29
<b>SIN General Services &amp; Support</b>	
<b>736-3 Occupations</b>	
07010	Baker \$37.51
07041	Cook I \$34.30
07042	Cook II \$40.73
07070	Dishwasher \$27.26
07130	Food Service Worker \$27.26
07210	Meat Cutter \$37.51
07260	Waiter/Waitress \$29.12
11030	Cleaner, Vehicles \$28.17
11060	Elevator Operator \$30.18
11090	Gardener \$47.34
11122	House Keeping Aide \$31.59
11150	Janitor \$31.59
11210	Laborer, Grounds Maintenance \$37.61
11240	Maid or Houseman \$27.87
99730	Refuse Collector \$45.32
11270	Tractor Operator \$43.43
11360	Window Cleaner \$33.67
21020	Forklift Operator \$39.87
21030	Material Coordinator \$54.90
21040	Material Expediter \$54.90
21050	Material Handling Laborer \$34.76
21071	Order Filler \$32.83
21080	Production Line Worker (Food Processing) \$39.87
21110	Shipping Packer \$36.71
21130	Shipping/Receiving Clerk \$36.71
21140	Store Worker I \$30.95
21150	Stock Clerk \$40.64
21210	Tools and Parts Attendant \$39.87
21410	Warehouse Specialist \$39.87
23021	Aircraft Mechanic I \$56.60
23040	Aircraft Mechanic Helper \$42.77

## SKYLINE ULD, INC.

The following rates are based on the awarded Wage Determination. Services can be performed at any location listed in the SCA Wage Index Matrix. In areas with lower SCA rates, contact Skyline for discounted pricing.

<b>SIN</b>	<b>General Services &amp; Support</b>	
<b>736-3</b>	<b>Occupations (continued)</b>	
23050	Aircraft, Painter	\$50.87
23060	Aircraft Servicer	\$48.68
23080	Aircraft Worker	\$51.34
23110	Appliance Mechanic	\$45.68
23120	Bicycle Repairer	\$38.10
23125	Cable Splicer	\$59.81
23130	Carpenter, Maintenance	\$51.38
23140	Carpet Layer	\$49.64
23160	Electrician, Maintenance	\$71.14
23181	Electronics Technician Maintenance I	\$59.30
23182	Electronics Technician Maintenance II	\$62.38
23183	Electronics Technician Maintenance III	\$65.47
23260	Fabric Worker	\$48.04
23290	Fire Alarm System Mechanic	\$52.60
23310	Fire Extinguisher Repairer	\$46.51
23311	Fuel Distribution System Mechanic	\$58.62
23370	General Maintenance Worker	\$45.06
23410	Heating, Ventilation and Air Conditioning M	\$55.38
23430	Heavy Equipment Mechanic	\$59.49
23440	Heavy Equipment Operator	\$63.99
23460	Instrument Mechanic	\$61.96
23470	Laborer	\$33.54
23510	Locksmith	\$43.85
23530	Machinery Maintenance Mechanic	\$55.29
23550	Machinist, Maintenance	\$53.51
23580	Maintenance Trades Helper	\$35.29
23640	Millwright	\$62.55
23710	Office Appliance Repairer	\$46.08
23760	Painter, Maintenance	\$49.92
23790	Pipefitter, Maintenance	\$61.26
23810	Plumber, Maintenance	\$60.68
23820	Pneudraulic Systems Mechanic	\$57.41
23850	Rigger	\$54.51
23870	Scale Mechanic	\$52.07
23890	Sheet-Metal Worker, Maintenance	\$60.28
23910	Small Engine Mechanic	\$42.79
23931	Telecommunication Mechanic I	\$55.00
23932	Telecommunication Mechanic II	\$57.56
23950	Telephone Lineman	\$51.74
23960	Welder, Combination, Maintenance	\$46.29
23965	Well Driller	\$56.84
23970	Woodcraft Worker	\$57.41
23980	Woodworker	\$44.35

## SKYLINE ULD, INC.

The following rates are based on the awarded Wage Determination. Services can be performed at any location listed in the SCA Wage Index Matrix. In areas with lower SCA rates, contact Skyline for discounted pricing.

<b><i>SIN Information &amp; Arts Occupations, 736-4 Including Miscellaneous Occupations</i></b>		
99030	Cashier	\$28.78
99050	Desk Clerk	\$29.42
99095	Embalmer	\$49.72
28310	Lifeguard	\$29.68
99310	Mortician	\$57.40
28350	Park Attendant (Aide)	\$40.94
99510	Photofinishing Worker	\$36.55
28515	Recreation Specialist	\$42.44
99711	Recycling Specialist	\$55.97
99810	Sales Clerk	\$32.66
99820	School Crossing Guard	\$29.56
28630	Sport Official	\$33.67
99830	Survey Party Chief	\$77.27
99831	Surveying Aide	\$46.84
99832	Surveying Technician	\$54.32
28690	Swimming Pool Operator	\$44.28
99840	Vending Machine Attendant	\$32.82
99841	Vending Machine Repairer	\$37.51
99842	Vending Machine Repairer Helper	\$32.82
13011	Exhibits Specialist I	\$50.68
13012	Exhibits Specialist II	\$61.54
13013	Exhibits Specialist III	\$74.05
13041	Illustrator I	\$47.84
13042	Illustrator II	\$58.01
13043	Illustrator III	\$69.82
13047	Librarian	\$68.33
13058	Library Technician	\$51.33
13071	Photographer I	\$41.32
13072	Photographer II	\$45.60
13073	Photographer III	\$55.22
27.97	Photographer IV	\$66.42
13075	Photographer V	\$79.28

## SKYLINE ULD, INC.

The following rates are based on the awarded Wage Determination. Services can be performed at any location listed in the SCA Wage Index Matrix. In areas with lower SCA rates, contact Skyline for discounted pricing.

### ***SIN Technical & Professional Occupations 736-5***

30021 Archeological Technician I	\$46.76
30022 Archeological Technician II	\$54.45
30023 Archeological Technician III	\$66.21
30030 Cartographic Technician	\$66.21
15050 Computer Based Training Specialist	\$70.71
30040 Civil Engineering Technician	\$61.30
30061 Drafter I/CAD Operator I	\$49.23
30062 Drafter II/CAD Operator II	\$54.45
30063 Drafter III/CAD Operator III	\$60.09
30064 Drafter IV/CAD Operator IV	\$72.78
30081 Engineering Technician I	\$38.68
30082 Engineering Technician II	\$42.80
30083 Engineering Technician III	\$47.22
30084 Engineering Technician IV	\$57.31
30085 Engineering Technician V	\$68.96
30086 Engineering Technician VI	\$82.28
30090 Environmental Technician	\$53.92
15070 Flight Instructor (Pilot)	\$99.73
15080 Graphic Artist	\$61.50
15090 Technical Instructor	\$55.62
30210 Laboratory Technician	\$46.70
30240 Mathematical Technician	\$68.77
30361 Paralegal/Legal Assistant I	\$46.87
30362 Paralegal/Legal Assistant II	\$56.80
30363 Paralegal/Legal Assistant III	\$68.34
30364 Paralegal/Legal Assistant IV	\$81.58
30390 Photo-optics Technician	\$68.77
30463 Technical Writer III	\$73.07
Senior Program Analyst	\$118.24
Program Analyst	\$91.21