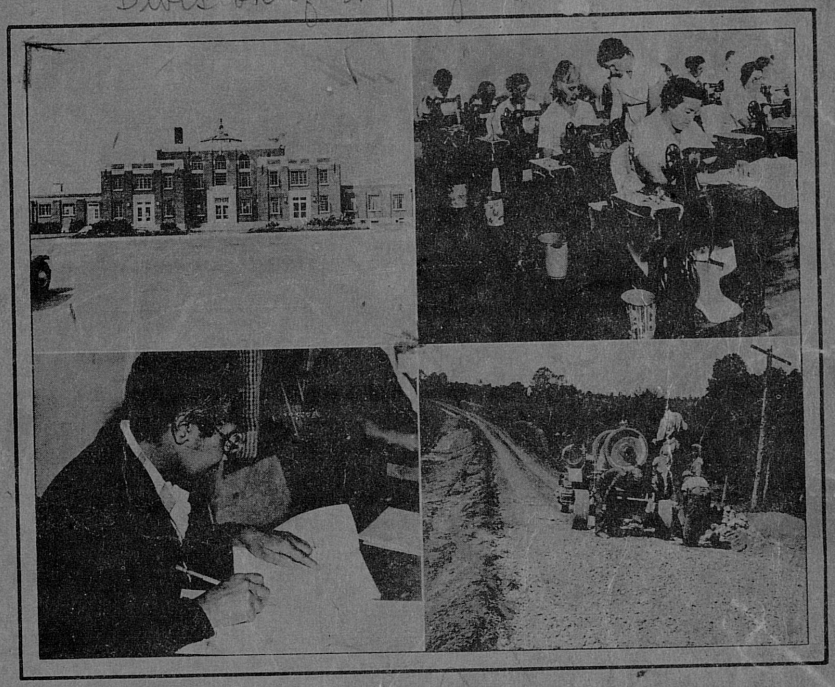
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MANUAL OF PROCEDURES
DIVISION OF EMPLOYMENT
WORKS PROGRESS ADMINISTRATION
IN KENTUCKY

U.S. Work Projects Administration, Kentucky.
Division of Employment.



EMPLOYMENT BULLETIN NO. 59

PART IV

WAGE RATES, HOURS OF WORK, OCCUPATIONAL CLASSIFICATIONS, SPECIFICATIONS AND LABOR POLICIES.

REVISED JULY 1, 1938

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EMPLOYMENT BULLETIN #59 - Part IV Revised

TO: DISTRICT DIRECTORS OF WPA

Attention: All Divisions of WPA
State Supervisors of WPA State-Wide Projects
National Youth Administration
Supervisors of All Projects Operated on a Force Account Basis Under the Supervision of Other Federal Agencies

SUBJECT: REVISION OF PART IV, EMPLOYMENT BULLETIN #59 REGARDING OCCUPATIONAL TITLES, CLASSIFICATIONS, WAGES AND HOURS OF WORK

The following pages comprise a complete revision of Part IV of Employment Bulletin #59 pertaining to the occupational titles, classifications, wage rates, hours of work and labor policies approved for use on all projects operated in the State of Kentucky on a force account basis and financed in whole or in part from any of the Emergency Relief Appropriation Acts under which are applicable the schedules of monthly earnings set forth in Executive Order #7046 signed by the President, or amendments thereto. These revised regulations are to become effective on all projects with the beginning of pay roll periods starting on or after July 1, 1938 and supersede all regulations or instructions issued prior to that date.

Part IV of Employment Bulletin #59 has been issued as a separate volume, partly due to its bulk and partly as a recognition of the fact that each and every person connected with the operation of any Works Program Project is vitally interested in, and feels the necessity for knowing the regulations regarding the proper classifications of workers employed on projects, whereas the other four parts of Bulletin #59 which are included together in another volume contain a great deal of material necessary only to persons employed in offices of the Works Progress Administration.

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Sufficient copies of this volume are being released to provide a copy for all Area Engineers, Area Supervisors, Project Engineers, Supervising Timekeepers, Senior Timekeepers, State and District Supervisors of State-Wide Projects, Supervisors of projects operated by other Federal Agencies and all interested officials of the District WPA.

The District Division of Employment will be responsible for seeing that each of the persons indicated herein receives a copy and is acquainted with its purpose and use, and for securing the cooperation of all Divisions of WPA and other agencies operating Works Program Projects toward the end that workers are classified and paid in accordance with the actual work required of them and their individual ability to efficiently perform that work.

Signed:

Richard J. Turrell

Richard J. Turrell, State Director
Division of Employment

APPROVED:

Geo. H. Goodman

Geo. H. Goodman
State Administrator

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CHAPTER I

SPECIFICATIONS AND WAGE CLASSIFICATION OF OCCUPATIONAL TITLES APPROVED FOR USE ON PROJECTS OPERATED ON A FORCE ACCOUNT BASIS

SECTION A - WAGE CLASSIFICATION

For the purpose of determining the maximum monthly wage which they may be permitted to earn, all workers employed on projects prosecuted on a force account basis and financed in whole or in part with funds appropriated in accordance with the various Emergency Relief Acts to which apply the schedule of monthly earnings set forth by Executive Order No. 7046 shall be divided into five major classifications as follows:

(1) Unskilled
(2) Intermediate
(3) Skilled
(4) Professional and Technical
(5) Supervisory and Administrative

In addition to the above five classifications the unskilled and intermediate classes have been further divided into two grades in order to simplify the assignment of a basic hourly wage rate to the occupations included in these two classes. In preparing assignment documents the "wage class" as indicated thereon shall in all cases show in addition to the classification the "grade" for all occupational titles in the unskilled and intermediate classes. As for example:
"Occupational Title: Concrete Mixing Plant Operator Wage Class: Intermediate - Grade A."
"Occupational Title: Concrete Mixer Operator Wage Class: Intermediate - Grade B."

Occupations have been placed in the different classifications in accordance with the varying degrees of skill, education and responsibility required of a person successfully performing in that occupation. A general explanation of the types of work included in each of the five classes is outlined hereafter:

1. Unskilled

This includes work of a routine and simple nature which requires little or no formal education, previous training or experience, or for which proficiency may be acquired with the minimum of application. Such work may require a good physique but it does not expose the individual to an unusually hazardous task which requires special physical fitness or ability. It includes routine office and clerical work for which little experience and training is necessary. This class of work may involve the use of simple hand tools and equipment, and is generally performed under constant supervision. Manual workers in unskilled categories may often be assigned to assist skilled laborers when the work involved is not sufficiently difficult to require using a helper.

2. Intermediate

This calls for a limited degree of skill and experience sufficient to enable the individual to proceed efficiently with his duties after a short breaking-in period. In the most generally used sense, the term applies to certain occupations requiring an average amount of skill but no long period of apprenticeship or training. This classification includes helpers to the skilled and professional and technical workers, persons performing work of a simple routine nature under hazardous conditions, operators of power driven tools or equipment on repetitive operations, and the operators of most office machines.

Helpers to the skilled occupations may perform certain phases of the skilled work under immediate supervision. Operators of power driven tools, machines or equipment may be required to make minor or exterior repairs to their equipment. Workers assigned at intermediate classifications frequently supervise and direct the work of unskilled workers.

Intermediate non-manual work may call for a minimum educational requirement and some previous specific training or experience.

3. Skilled

This requires considerable training and experience and involves a minimum of supervision in performance. It includes that work normally performed by journeymen mechanics who have served a standard apprenticeship and who can perform all of the more important operations of their trade. Such workers may direct the activities of helpers or unskilled workers. Work of non-professional character for which employees must be licensed by municipal or state authority is usually considered skilled work, as well as work for which employees are directly responsible and which is subject to inspection by authorized building and construction inspectors.

Work in the sub-professional categories requiring a considerable amount of education, training or special talent is often included in skilled work.

Skilled work may require considerable training or experience in addition to certain formal educational requirements.

4. Professional and Technical

This classification includes professional, scientific and technical types of employment as well as work of a recognized professional grade in the established fields of art, music, literature, or the theatre. A license is often required to perform work of this nature.

Such work requires recognized professional or technical training in a specialized field of employment. In many cases college education with post-graduate work or professional schooling is necessary.

5. Supervisory and Administrative

Classification of persons engaged upon projects and paid from project funds as Supervisory or Administrative employees, shall be in accordance with the following definitions:

a. Supervisory persons shall be defined as those persons who are responsible for planning the work and directing the efforts of other persons employed upon the project.

b. Administrative persons shall be defined as those persons engaged upon projects who are performing a service which is not productive along the lines of that for which the project was set up to accomplish, and who are not supervising other persons on the project.

Assignment of persons on projects as Supervisory or Administrative shall be confined to those occupational titles which are listed as such in Item 2 (g) Section B, of this Chapter and Part.

Under the above definitions, it is possible that persons employed at occupational titles listed as Intermediate, Skilled, or Professional and Technical may actually be performing an Administrative function on the project, but before such occupational titles may be construed as Administrative or Supervisory, authority must be issued by the State Office, Division of Employment, to make such assignments under the Supervisory and Administrative classification.

Wage differentials are established by Administrative Order for the various classifications and grades of Supervisory or Administrative personnel. The different classifications at which Supervisory or Administrative persons may be assigned vary from Class A to Class K, inclusive, as determined by the minimum number of hours of work which are required in the operation of the project. Where the actual minimum hours required for operation of a project varies from the different minimums established for these Classes, the class to be specified shall be that having the nearest minimum requirements under the actual requirements. Grading of such employees shall vary from Grade 1 to Grade 24, and shall be determined by the type of service to be performed and the qualifications of the individual to perform that service.

Requisition for Workers - WPA Form 401 - requesting assignment of Supervisory or Administrative personnel shall specify the class and grade of the Supervisory or Administrative person required, and all future employment records of that person shall show the class and grade as part of the occupational title. For example, "Project Supervisor, Class A, Grade I" would indicate a person whose services where required full time on the project, and of the very highest qualifications which could be found. "Foreman, Class A, Grade 24," would indicate a person whose services were required on the project full time, and whose qualifications would be only the minimum required for any Supervisory or Administrative employee.

Where it is desired to permit persons assigned to a project at an occupation to which the schedule of monthly earnings is applicable to supervise the project, such persons shall not be assigned at an occupational title falling within the lists of Supervisory and Administrative titles but shall be designated by the occupational title indicating the type of work, other than Supervisory, that they are performing on the project, and shall be paid the hourly wage rate, and be permitted to work the maximum hours of work established for the occupational title to which assigned. In addition to the occupation and wage class shown on the assignment document, a notice shall also be made to the effect that such persons are to act as the project supervisor or timekeeper. As for example, a person assigned as a carpenter at a skilled wage rate will be authorized to act as project supervisor in addition to performing the duties of a carpenter on the project and shall be designated as "Carpenter - (acting supervisor)" on WPA Form 402. In this case he shall be paid the hourly wage rate and be permitted to work the maximum hours allotted to a skilled carpenter.

Where, by authority of Exemption Authorization From Schedule of Monthly Earnings signed by the State Administrator, persons other than Supervisory or Administrative are permitted to exceed the maximum hours of work as established by Administrative Orders of the "WR" series for their occupational classification, or title, the maximum hours to be permitted must be indicated on the WPA Form 402-R, or, in the case of persons already assigned, on the WPA Form 404-R for that individual.

SECTION B - OCCUPATIONAL TITLES AND SPECIFICATIONS

For the purpose of promoting uniformity in the terminology used to indicate the various functions being performed on Works Program projects prosecuted by means of force account, an attempt has been made to eliminate all duplicate titles and to make those which have been approved for use sufficiently comprehensive to permit the operation of projects with a minimum amount of reclassification and at the same time indicate sufficient information regarding the type of work being performed to assure the allocation of a reasonably equitable hourly wage rate.

For each occupational title, except those included in the Supervisory and Administrative classification, approved for use by the WPA and other Federal Agencies operating projects on a force account basis, an occupational specification sheet has been prepared containing the exact title to be used, a description of the job, typical tasks to be performed, the qualifications expected and indicating the wage class and grade under which that occupation falls. A separate set of occupational titles and specifications are given in Chapter II for youth employed by the National Youth Administration.

1. Definition of Terms Used in Specifications

Certain terms used in the occupational specification sheets are defined and explained in the items which follow.

(1) Job Description This is a general description and definition of the work to be performed and not of the individual who may be assigned except in the case of NYA titles.

(2) Typical Tasks These are examples of work which may sometimes be performed on the job. These tasks are by no means inclusive of all the tasks performed on the job, nor need they always be part of any particular job. However, in determining the occupational title, the typical tasks are to be considered as a whole.

(3) Qualifications These represent the major qualities expected in the individual who may be assigned to work of the type in question. While frequently only work experience or education is mentioned in the qualifications, the assignment officer should take other factors into account such as:

a. Physical condition

b. Agility, manual dexterity, mechanical aptitude

c. Ability to follow instructions, willingness, cooperating qualities

All of these factors play an important part in careful personnel assignment.

A person already engaged in a particular occupation may be doing satisfactory work even tho he lacks the formal qualifications set forth in the occupational sheet for that job. It is not intended that such persons should be disqualified if they are already performing satisfactory work.

(4) Supervision Four degrees of supervision are to be distinguished as follows:

a. Under immediate supervision Implies that work is performed under the continuous and close supervision of an immediate superior, and applies primarily to unskilled workers or to helpers.

b. Under supervision Implies that planning and laying out of working details is performed by a superior, but that the work is not under constant supervision or direction. A person under supervision may, in turn, supervise the work of subordinates.

c. Under general supervision Implies that a general description of work to be performed will be given to the worker but that he shall be responsible for working details, and may be responsible for some supervision of subordinates. A worker in this group has more freedom of action and latitude for independent planning.

d. Upon assignment Implies that the worker shall be directly responsible for all work performed and for the results obtained. This may include supervision of subordinates.

(5) And to Perform Related Work Indicates that a worker may be assigned tasks not covered by the job definition or not listed under typical tasks, but which may be of a similar nature or may be necessary in the performance of regular tasks, or that he may use his own initiative in performing work incidental to the ordinary requirements of the job.

(6) Training Equivalent to Graduation This implies training or definite experience in the given field which would provide the same background as could be obtained by school work which has been satisfactorily completed and for which a diploma or certificate may be necessary. The inclusion of educational requirements shall not act to eliminate persons who with many years of experience in business or industry have gained knowledge or skill in a given occupation sufficient to enable them to perform work to a degree of efficiency normally expected of graduates of educational institutions. Due consideration shall be given to experience gained on WPA projects. The acceptability of work experience as qualification for particular jobs shall be determined by the Division of Employment in cooperation with the operating divisions.

(7) Completion of Apprenticeship or its Equivalent This means that there must be satisfactory evidence to indicate that the worker has had the training usually required for apprentices in a particular trade, or has through some other means acquired work experience sufficient to enable him to perform the tasks of the trade.

(8) Verifiable Evidence Such evidence may be a union card in the trade, letters from previous employers, diplomas, certificates, etc.

(9) Sufficient Experience to Demonstrate Ability to Perform Work Assigned This term is used largely in connection with the qualifications of workers in the intermediate wage class, and in some instances in the skilled class. Determination of whether an individual's work record indicates that he is qualified to perform the work assigned is primarily a matter of judgment on the part of the assignment officer. In questionable cases the assignment officer shall consult with the operating divisions, with respect to the qualifications of individuals. Consideration shall be given to whether experience in a given field has been of a recent date and of reasonable continuity where such factors are of significance.

(10) Good Physical Condition This means that the worker shall be in average general health without any physical or organic handicaps which would impair his value on the job. If the requirements of the job are such that a given physical handicap does not affect proper fulfillment of duties, the handicap shall not affect the person's employment.

(11) License, if Required Some states or communities require licenses for certain jobs. In such places people assigned to those jobs on WPA projects shall possess the necessary license.

(12) Senior This term usually precedes a job title and is used to indicate a difference between that job and a similar job in a lower wage classification, viz; SENIOR DRAFTSMAN in the professional and technical wage class, and DRAFTSMAN in the skilled non-manual wage class. The main difference between the two jobs lies in the additional responsibilities which the SENIOR DRAFTSMAN has since he supervises DRAFTSMEN in the skilled wage classification. Typical tasks for the higher classification are often the same as those for the lower, but usually include some more difficult work not performed and the exercise of judgment not required in the lower classification.

2. Index to Approved Occupational Titles (Except NYA)

The following is a list of all occupational titles which have been approved for use on Works Program projects operated on a force account basis in the State of Kentucky except those operated by the National Youth Administration. This list has been compiled in accordance with the wage classification and grade and may serve as an index to the occupational titles for which specification sheets have been prepared, except that no specification sheets are or will be included for Supervisory and Administrative titles. Before any occupational title not included herein may be used, it will be necessary that authority be secured from the State Division of Employment who will issue a specification sheet covering that occupation.

(a) UNSKILLED - Grade A

Bottom Man
Forester's Aide
Garment Maker
Laborer

(b) UNSKILLED - Grade B

Book Repairer
Canner
Charwoman
Helper
Housekeeping Aide
Janitor
Junior Demonstrator
Laborer
Nursery Helper
Nursery School Attendant
Packer
Recreation Attendant
Seamstress
Teamster
Under Clerk
Watchman

(c) INTERMEDIATE - Grade A

Account Clerk
Acetylene Cutter
Asphalt Raker
Asphalt Tamper
Barber
Beautician
Braille Transcriber
Carpenter's Helper
Concrete Mixing Plant Operator
Cook
Core Drill Operator
Crusher Operator
Driver
Electrician's Helper
Fireman
Hod Carrier
Junior Recreation Leader
Motor Boat Operator
Noteman
Painter's Helper
Pipe Layer
Plumber's Helper
Power Winchman
Reinforcing Steel Worker
Research Checker
Rig Drill Operator
Rodman - Chainman
Scout
Sheetmetal Worker's Helper
Steamfitter's Helper

Stonemason's Helper
Terrazzo Layer's Helper
Tile Setter's Helper
Tracer
Tractor Driver
Typist
Waterproofer

(d) INTERMEDIATE - Grade B

Air Compressor Operator
Archaeological Excavator
Asbestos Worker's Helper
Automotive Mechanic's Helper
Blacksmith's Helper
Boilermaker's Helper
Concrete Finishing Machine Operator
Concrete Mixer Operator
Curbsetter
Dinky Brakeman
Field Worker
Form Setter
Gardener
Handicraft Worker
Jackhammer Operator
Jetman
Junior Bookbinder
Junior Clerk
Kettleman
Machinist's Helper
Nurse's Aide
Office Machine Operator
Oiler
Paver
Powder Monkey
Project Coordinator
Pump Operator
Research Field Worker
Riprapper
Roofer's Helper
Sawyer
Senior Garment Maker
Shoe Repairer
Shorer
Sign Writer's Helper
Stock Clerk
Stone Dresser
Timberman
Tool Repairman

(e) SKILLED

Abstractor
Accountant
Acetylene Welder
Artist
Asbestos Worker
Assistant Demonstrator
Automotive Mechanic
Blacksmith
Blaster
Boilermaker
Bookbinder
Braille Proofreader
Bratticeman
Bricklayer
Cabinet Maker
Carpenter
Cement Gun Operator
Composition Roofer
Concrete Finisher
Copy Reader
Costumer
Crane Operator
Crushing Plant Engineer
Dinky Operator
Ditching Machine Operator
Dozer Operator
Draftsman
Dredge Operator
Electrician
Electric Welder
Equipment Inspector
Floor Sander
Glazier
Grader Operator
Graduate Nurse
Hoisting Engineer
Instrument Man
Junior Physical Scientist
Junior Social Scientist
Junior Timekeeper
Laboratory Assistant
Lather
Librarian
Lineman
Linoleum Layer

Machinist
Material Inspector
Musician
Painter
Paper Hanger
Paving Machine Operator
Photographer
Pile Driver Operator
Plasterer
Plumber
Power Shovel Operator
Recreation Leader
Reporter
Research Assistant
Rigger
Roller Operator
Sandblaster
Senior Clerk - Int
Sheetmetal Worker
Sign Writer
Slate Roofer
Steamfitter
Stenographer Int -
Steward
Stone Cutter
Stonemason
Stonesetter
Structural Iron Worker
Taxidermist
Terrazzo Layer
Tile Roofer
Tile Setter
Tractor Operator
Tree Surgeon
Upholsterer
Welldriller

(f) PROFESSIONAL AND TECHNICAL

Adult Teacher
Archaeologist
Architect
Chief of Party
Dance Director
Editor
Engineer

Landscape Architect
Lawyer
Music Director
Music Teacher
Nursery Teacher
Physical Scientist
Project Timekeeper
Puppetteer
Recreation Director
Registered Nurse
Research Editor
Secretary - Skilled
Senior Accountant
Senior Artist
Senior Draftsman
Senior Librarian
Senior Musician
Social Scientist
Stage Director
Writer

(g) SUPERVISORY AND ADMINISTRATIVE

Area Engineer
Area Equipment Supervisor
Area Property Clerk
Area Supervisor
Area Warehouse Superintendent
Commodity Supervisor
District Equipment Supervisor
District Property Clerk
District Property Officer
District Supervisor (State-wide projects) and assistant
District Warehouse Superintendent
Injury Clerk
Project Engineer and Assistant
Project Foreman and Assistant
Project Manager and Assistant
Project Superintendent and Assistant
Project Supervisor and Assistant
Senior Timekeeper
State Director (State-wide projects) and Assistant
State Supervisor (State-wide projects) and Assistant
Supervising Timekeeper

3. Comprehensive Occupational Titles

In some instances comprehensive occupational titles are listed in Item 2. Examples of such titles are: "Social Scientist", "Physical Scientist", "Artist", "Musician", "Crane Operator", etc. Where requisitions for workers, prepared on WPA Form 401 Revised, specify such occupational titles, additional explanation shall be given to identify the particular branch of work within the occupational title. The following are examples of occupational titles of this type:

Social Scientist (Economist)
Social Scientist (Psychologist)
Physical Scientist (Biologist)
Physical Scientist (Chemist)
Artist (Portrait Painter)
Artist (Commercial Artist)
Artist (Mural Painter)
Musician (Violinist)
Musician (Flutist)
Handicraft Worker (Leather)
Handicraft Worker (Wood)

The information in parenthesis is not to be considered as part of the standard job title, but indicates some essential fact or detail with reference to the use of the particular standard job title.

SECTION B - OCCUPATIONAL TITLES AND SPECIFICATIONS (Cont'd)

4. Specification Sheets

The following pages consist of a separate specification sheet for each occupational title listed in Item 2 except those included in the Supervisory and Administrative classification. As sheets are issued for additional titles approved for use on WPA or projects of other Federal Agencies, or as new sheets are received revising original specifications, they should be inserted in their proper alphabetical order and the old sheets (if for a revision) removed and destroyed.

Skilled

ABSTRACTOR

JOB DESCRIPTION

Under general supervision to summarize or abstract pertinent legal or insurance details or sections of statute or case law from reference work and public records for the purpose of examination, proof, or ready reference and to perform related work.

TYPICAL TASKS

1. Examining documents and records of any description and to determine and abstract such sections which may be pertinent to the subject under study.
2. Analyzing and summarizing written material.
3. Classifying and alphabetizing collected data of an involved type.
4. Preparing summarized reports.

QUALIFICATIONS

Education: Training equivalent to graduation from high school.

Experience: Not less than two years' experience in insurance, library or legal work. In lieu of experience work in a recognized law school shall be acceptable substitute.

Ability: Accuracy, good command of English, and ability to summarize and condense documents.

Skilled

ACCOUNTANT

JOB DESCRIPTION

Under general supervision to analyze and interpret the relationship between financial records of a business or organization; to supervise account clerks and other clerical workers in keeping accounts; and to perform related work.

TYPICAL TASKS

1. Having immediate responsibility for and charge of keeping the books for a project, a section, or small unit.
2. Supervising account clerks and other clerical workers and checking their work.
3. Organizing or improving cost accounting systems.
4. Compiling cost statistics.
5. Performing work of average difficulty involved in carrying out accounting investigations requiring the application of general commercial accounting principles and methods.
6. Computing and maintaining records of cost of operation of project.

QUALIFICATIONS

Education: Training equivalent to high school graduation with major courses in bookkeeping and accounting, or one year at an approved school of accounting.

Experience: At least two years' successful experience in responsible bookkeeping or accounting work which would demonstrate ability to perform work assigned.

Knowledge: Working knowledge of accounting practices, methods and procedures.

Personal Traits: Accuracy, reliability.

Intermediate - Grade A

ACCOUNT CLERK

JOB DESCRIPTION

Under general supervision to keep a systematic record of business transactions in a set of books or to do simple routine accounting work using bookcard or looseleaf systems involved in keeping simple or cost accounts, and to perform related work.

TYPICAL TASKS

1. Keeping simple routine accounts or office records in a set of books.
2. Making trial balances.
3. Operating bookkeeping or other office machines involved in keeping accounts
4. Checking invoices or bills.
5. Keeping records of labor, transportation, material and equipment costs.
6. Assisting an accountant or auditor.
7. Analyzing vouchers.
8. Making simple reports and analysis of state of business according to records.

QUALIFICATIONS

Education: Training equivalent to graduation from high school with major courses in bookkeeping, or one year of a clerical or business school of recognized standing.

Experience: Sufficient experience in routine bookkeeping and cost accounting work to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of single and double entry bookkeeping and of general accounting principles and office procedures.

Ability: Ability to write neatly and legibly.

NOTE: See JUNIOR CLERK

Intermediate - Grade A

ACETYLENE CUTTER

JOB DESCRIPTION

Under general supervision to cut metal with an oxyacetylene torch and perform related work.

TYPICAL TASKS

1. Using oxyacetylene torch in the cutting up of scrap metal or in demolition operations.
2. Burning out defective rivets; cutting openings in metal tanks and structures.
3. Cleaning equipment.
4. Setting up scaffolds or work platforms.

QUALIFICATIONS

Sufficient experience in the use of an acetylene torch to demonstrate ability to perform work assigned.

Good physical condition.

License if required.

Skilled

ACETYLENE WELDER

JOB DESCRIPTION

Under general supervision to join or repair metal sheet, pipe parts or equipment by fusing the metal with oxyacetylene welding equipment, and to perform related work.

TYPICAL TASKS

1. Setting up and preparing welding equipment.
2. Joining or welding metal pieces by applying torch to the surface.
3. Smoothing and finishing the joint.
4. Caring for and maintaining welding equipment.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience at the trade. If necessary worker must be able to produce evidence of having performed satisfactory work at the trade.

Professional and Technical

ADULT TEACHER

JOB DESCRIPTION

Under general supervision to organize and teach classes and/or conduct other educational activities for adults in the fields designated as eligible for inclusion in the WPA Education Program.

TYPICAL TASKS

1. Planning, organizing and teaching classes of adults, and assisting supervisors or local school officials in organizing such classes.
2. Planning, organizing and conducting other educational activities for adults, such as forums, lectures, group discussions, and the like.
3. Preparing materials of instruction for use in classes or in other educational activities.
4. Providing individual counselling and instruction as authorized.
5. Maintaining cooperative relationships with local sponsors and other community agencies.
6. Attending and participating in teachers' conferences and training programs as directed.
7. Supervising and training assistants.
8. Preparing reports as required.

QUALIFICATIONS

Sufficient education and/or experience to demonstrate ability to perform work assigned. (The determination of this will be in accordance with Operating Procedure W-9)

Intermediate - Grade B

AIR COMPRESSOR OPERATOR

JOB DESCRIPTION

Under immediate supervision to operate a power-driven portable type air compressor and to perform related work.

TYPICAL TASKS

1. Locating, leveling and bracing machine
2. Operating machine to furnish compressed air to riveters, jackhammer operators, drillers or for the testing of pipe lines.
3. Assisting in connecting lines from compressor to tools.
4. Making minor adjustments and repairs

QUALIFICATIONS

Sufficient experience in the operation of gasoline engines to demonstrate ability to perform work assigned.

Professional and Technical

ARCHAEOLOGIST

JOB DESCRIPTION

Upon assignment to perform responsible work involved in the study of history through ancient monuments and remains, and to perform related work.

TYPICAL TASKS

1. Formulating, developing and carrying out plans and policies for unusually difficult and important specialized research work in archaeology.

2. Directing field explorations and excavations.

3. Determining the genuineness, type, age, source material and other archaeological data pertaining to specimens received for examination and report.

4. Performing various phases of museum work from reception of material to its exhibition or storage.

5. Preparing scientific reports, bulletins, maps and other publications on the results of the explorations, excavations and research.

QUALIFICATIONS

Education: Training equivalent to graduation from college or university of recognized standing with major work in archaeology or history.

Experience: Experience in a responsible position in connection with archaeological work is desirable.

In lieu of the above there may be substituted for each year of experience one year of post graduate study or research in archaeology or related fields.

Intermediate - Grade B

ARCHAEOLOGICAL EXCAVATOR

JOB DESCRIPTION

Under immediate supervision to do manual labor in connection with excavating and archaeological monuments or remains and to perform related work.

TYPICAL TASKS

1. Making minor excavations in search of artifacts.
2. Recognizing artifacts.
3. Carefully cleaning recovered artifact.
4. Assisting in packing finds.

QUALIFICATIONS

Sufficient experience in the use of common laborer's hand tools to demonstrate ability to perform work assigned.

Ability to recognize archaeological specimens.

Carefulness.

Professional and Technical

ARCHITECT

JOB DESCRIPTION

Upon assignment to perform responsible professional work in the forming and developing of plans and designs to buildings or in architectural research, and to perform related work.

TYPICAL TASKS

1. Preparing architectural designs, working drawings and details of buildings or structures in accordance with Fire Underwriters' Rules and Regulations.
2. Conferring with other regarding the architectural features of proposed projects.
3. Gathering, analyzing, interpreting and applying scientific and practical data pertaining to architectural projects.
4. Making recommendations as to the selection of building materials as affected by their suitability and cost.
5. Inspecting construction plans and jobs.

QUALIFICATIONS

Education: Training equivalent to graduation in architecture from a college or university of recognized standing.

Experience: At least three years of experience in architectural work.

In lieu of the above, one year of post graduate study in architecture or in related field may be substituted for each year of experience up to two years of the required experience.

License if required.

Skilled

ARTIST

JOB DESCRIPTION

Under general supervision to assist a professional artist; or execute work in the fields of graphic, plaster, visual or creative arts; and to perform related work.

TYPICAL TASKS

1. Teaching or assisting in teaching students in the applied and fine arts.

2. Executing work in the applied and fine arts for preliminary designs, sketches, drawings or models or assisting the execution of such works furnished by others.

QUALIFICATIONS

Education: Training equivalent to a period of study in a recognized art school or equivalent study under qualified professional artist; or recognized apprenticeship in trades or skills, contributing to the production or work in the field of art.

Experience: At least two years' professional and/or commercial experience in a specialized field of art, demonstrating ability, aptitude, resourcefulness and skill in the use of the tools, materials and processes of the work.

Knowledge: Working knowledge of the tools, materials and practices used in the production of work in his specialized field.

Ability: To work from oral or written instructions, utilizing personal skills and abilities in the execution of the required work under professional direction.

Personal Traits: Neatness, carefulness, intelligence, artistic ability, and ability to follow directions under professional guidance.

Skilled

ASBESTOS WORKER

JOB DESCRIPTION

Under general supervision to apply and finish asbestos block, sheet or plaster insulation and to perform related work.

TYPICAL TASKS

1. Cleaning and preparing surface of object to be insulated.
2. Applying asbestos in form of plastic sheet or blocks or other prefabricated mineral insulating material.
3. Stitching canvas jacket over asbestos.
4. Painting or whitewashing surfaces installed by Asbestos Worker.

QUALIFICATIONS.

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

ASBESTOS WORKER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist an ASBESTOS worker; to do the simpler and more routine work of the trade and to perform related work.

TYPICAL TASKS

1. Assisting the asbestos worker as directed.
2. Painting insulation installed by asbestos worker.
3. Fastening premolded sections of insulation.
4. Aiding in scaffold erecting.
5. Directing hose that forces insulation material into internal compartments of walls, floor, ceilings, etc.

QUALIFICATIONS

Sufficient experience as an asbestos worker's helper or at similar work to demonstrate ability to perform work assigned.

Intermediate - Grade A

ASPHALT RAKER

JOB DESCRIPTION

Under supervision to distribute and level asphalt road surfacing material with a hand rake and to perform related work.

TYPICAL TASKS

1. Assisting in unloading asphaltic material.
2. Distributing and bringing material to grade with a hand rake.
3. Directing shovelers in placing material to fill low spots.

QUALIFICATIONS

Sufficient experience in the finishing of asphaltic materials to demonstrate ability to perform work assigned.

NOTE: On small projects this job may be combined with that of ASPHALT TAMPER.

Intermediate - Grade A

ASPHALT TAMPER

JOB DESCRIPTION

Under supervision to hand-tamp asphalt surfacing material with an iron tamper in order to compact the material and produce a smooth, firm road surface in places inaccessible to the road-roller, and to perform related work.

TYPICAL TASKS

1. Tamping asphaltic material by hand.
2. Smoothing tamped asphalt.

QUALIFICATIONS

Sufficient experience in the finishing of asphaltic materials to demonstrate ability to perform work assigned.

NOTE: On small projects this job may be combined with that of Asphalt Raker.

Skilled

ASSISTANT DEMONSTRATOR

JOB DESCRIPTION

Under general supervision on a household service demonstration project, to assist the Project Supervisor as laboratory assistant in the conduct of practice work or other activities for JUNIOR DEMONSTRATORS and uncompensated trainees in Household Service Demonstration Centers, and to perform related work.

TYPICAL TASKS

1. Assisting the Project Supervisor with laboratory and practice work, in various phases of household work such as upstairs work, downstairs work, family wash, etc.

2. Preparing materials for use in classes and formal demonstrations.

3. Providing individual counselling and instruction as authorized.

4. Attending and participating in staff meetings and conferences as directed.

QUALIFICATIONS

Sufficient education and/or experience to demonstrate ability to perform work assigned. (The determination of such qualifications will be in accordance with the provisions of Technical Series Household Service Demonstration Circular No. 1).

NOTE: This title to be used only on Household Service Demonstration Project.

Skilled

AUTOMOTIVE MECHANIC

JOB DESCRIPTION

Under general supervision to maintain and repair automotive equipment and to perform related work.

TYPICAL TASKS

1. Inspecting and testing automobiles, trucks, tractors, graders and other equipment powered by an internal combustion engine.
2. Overhauling and repairing automotive equipment.
3. Adjusting or relining brakes.
4. Removing, charging and replacing batteries.
5. Oiling and greasing.

QUALIFICATIONS

Sufficient experience in automobile repair shops or around automotive equipment to demonstrate ability to perform work assigned. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

AUTOMOTIVE MECHANIC'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist an AUTOMOTIVE MECHANIC in the repair and maintenance of automotive vehicles and to perform related work.

TYPICAL TASKS

1. Cleaning motor and chassis.
2. Removing motor accessories.
3. Scraping carbon.
4. Draining and flushing crank case.
5. Removing or replacing tires and wheels.
6. Repairing tires.
7. Lubricating.
8. Assisting mechanic in all repairs by handling tools or by using machines.

QUALIFICATIONS

Sufficient experience with automotive equipment or in automobile shop to demonstrate ability to perform work assigned.

Intermediate - Grade A

BARBER

JOB DESCRIPTION

Under general supervision to shave, cut and dress the hair, and to perform related work.

TYPICAL TASKS

1. Shaving.
2. Cutting and dressing hair.
3. Shampooing and massaging.
4. Honing, stropping and sterilizing razors, cleaning and sterilizing clippers, combs, brushes, scissors and keeping other tools and supplies in order and in good working condition.
5. Keeping shop and equipment in sanitary condition.

QUALIFICATIONS

At least one year's experience as an apprentice and barber.

Knowledge of use and care of barber's tools and sanitary appliances.

Cleanliness and carefulness.

License if required.

Intermediate - Grade A

BEAUTICIAN

JOB DESCRIPTION

Under general supervision to give beautifying treatments to the hair, face, and hands and to perform related work.

TYPICAL TASKS

1. Shampooing, finger waving, marcelling.
2. Giving hair trims, scalp treatments
3. Giving facials, manicures.
4. Using an assortment of beautician's instruments and materials in giving beauty treatments to individuals.

QUALIFICATIONS

Knowledge of instruments, materials and practices commonly employed in beauty culture.

At least one year's experience as an operative in a beauty parlor. Patience and tact required in working under adverse conditions on ill or infirm patients.

License if required.

Skilled

BLACKSMITH

JOB DESCRIPTION

Under general supervision to work iron and steel with forge, anvil and hand tools; to draw out and dress picks, bars, drills and other implements, and to perform related work.

TYPICAL TASKS

1. Maintaining and operating forge.
2. Heating metal and hammering it to desired shape.
3. Tempering steel tools.
4. Welding metal parts.
5. Sharpening tools and fixing wooden handles in tools.
6. Shoeing horses or mules.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

BLACKSMITH'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a BLACKSMITH; to do the simpler and more routine work of the trade and to perform related work.

TYPICAL TASKS

1. Building and regulating fire in forge.
2. Carrying tools, equipment, steel, and other materials to BLACKSMITH.
3. Hammering material to bring it to the desired shape.
4. Cleaning and putting shop in order.
5. Replacing wooden tool handles.
6. Assisting BLACKSMITH in performance of his duties.

QUALIFICATIONS

Sufficient experience in iron working shops or helping a blacksmith to demonstrate ability to perform work assigned.

Skilled

BLASTER

JOB DESCRIPTION

Under general supervision to use various types of explosives in demolition, excavation, mine or quarry work, and to perform related work.

TYPICAL TASKS

1. Preparing and storing explosives, detonaters, etc.
2. Drilling holes, or supervising the drilling of holes.
3. Preparing and setting off explosive charges.
4. Placing or directing the placing of mats to prevent loose debris from flying around.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

License if required.

Skilled

BOILERMAKER

JOB DESCRIPTION

Under general supervision to make, install, or repair steam pressure boilers, tanks, vats, steel smokestacks or similar steel plate or tube work and to perform related work.

TYPICAL TASKS

1. Assembling boilers, tanks, etc., according to specifications or blue prints.
2. Fabricating or altering parts of the boiler supporting structure by cutting, welding and riveting.
3. Connecting and installing boilers, tanks, etc., fastening to body structure.
4. Repairing boilers, tanks, etc.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

BOILERMAKER'S HELPER

JOB DESCRIPTION

Under supervision to assist a BOILERMAKER; to do the simpler and more routine tasks of the trade and to perform related work.

TYPICAL TASKS

1. Performing simple and routine tasks in cutting, drilling and punching of material; cutting and threading of bolts, etc.
2. Caring for tools and shop.
3. Acting as hammerman.
4. Holding plate or handling dolly bar in riveting.
5. Calking seams.
6. Assisting BOILERMAKER as directed.

QUALIFICATIONS

Sufficient experience helping boilermakers or around boiler-making shops or in work of a similar nature to demonstrate ability to perform work assigned.

Skilled

BOOKBINDER

JOB DESCRIPTION

Under general supervision to bind or rebind books, using standard bookbinding machines and to perform related work.

TYPICAL TASKS

1. Operating cutters, sewing machines, staples, wire stichers, punches, perforators and other machines in binding of books.
2. Making cases and covers for books and pamphlets.
3. Performing difficult book repair work.
4. Doing hand tooling and gold leaf work.
5. Doing marking, coloring and gold edging.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Unskilled - Grade B

BOOK REPAIRER

JOB DESCRIPTION

Under immediate supervision to do simple repair or cleaning work on books and pamphlets, and to perform related work.

TYPICAL TASKS

1. Checking page numbers in books listing missing pages by numbers.
2. Eradicating pencil, ink and thumb marks.
3. Removing book covers.
4. Adding missing pages and fastening in clamp
5. Using hand drill and cord in rebinding.
6. Fastening new hinges and corners.
7. Reinforcing cover corners.
8. Cleaning and dusting books.

QUALIFICATIONS

Manual dexterity

Carefulness

Neatness

Unskilled - Grade A

BOTTOM MAN

JOB DESCRIPTION

Under immediate supervision to work under hazardous conditions with common laborer's hand tools at the bottom of a sewer, water or gas trench, shaft or pit, at a depth greater than eight feet or in tunnel excavation under atmospheric pressure, and to perform related work.

TYPICAL TASKS

1. Using common laborer's hand tools in digging in trenches deeper than eight feet.
2. Shaping the bottom of a trench in preparation for pipe.
3. Working in hazardous locations in tunnel excavation operations.

QUALIFICATIONS

Sufficient experience as a laborer in sewers or tunnel work to demonstrate ability to perform work assigned.

Good physical condition.

Knowledge of proper shoring methods; of hazards involved in tunnel or trench.

Ability to work under adverse conditions.

Skilled

BRAILLE PROOFREADER

JOB DESCRIPTION

Upon assignment to select material for transcription into Braille, to train transcribers to proofread transcribed material, and to perform related work.

TYPICAL TASKS

1. Selecting material for transcription.
2. Training workers in use of Braille slates and Braille writers.
3. Proofreading transcribed materials for errors.

QUALIFICATIONS

Graduation from a recognized school for Braille instruction.

Intermediate - Grade A

BRAILLE TRANSCRIBER

JOB DESCRIPTION

Under supervision to transcribe books, articles, maps and other material into Braille symbols, and to perform related work.

TYPICAL TASKS

1. Operating a Braille slate.
2. Operating a Braille writer.
3. Shellacking transcribed pages of Braille.

QUALIFICATIONS

Accuracy, neatness, ability to transcribe successfully after a brief course of training.

Skilled

BRATTICEMAN

JOB DESCRIPTION

Under general supervision to construct brattices of wood, canvas, stone or brick to conduct air currents in mine sealing or underground workings and to perform related work.

TYPICAL TASKS

1. Constructing ventilating channels of various materials.
2. Sealing mine openings and partitions with stone, slate and mortar.
3. Building temporary partitions with wood or wood and canvas.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

BRICKLAYER

JOB DESCRIPTION

Under general supervision to lay brick, hollow tile or cement block, and to perform related work.

TYPICAL TASKS

1. Laying bricks, hollow tile or cement blocks with trowel and mortar.
2. Pointing and repairing brick work.
3. Constructing corbels (overhanging supports), parapets, chimneys, and fireplaces.
4. Fastening brick veneer to concrete and other rough structures.
5. Supervising hod carriers and mortar mixers.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

CABINET MAKER

JOB DESCRIPTION

Under general supervision to construct and finish or repair wooden furniture, cases, chests or "built-in" equipment, and to perform related work.

TYPICAL TASKS

1. Operating and maintaining woodworking machinery such as power saws, planers, lathes, mortising machines.
2. Fitting and matching wood by doweling or dovetailing corners.
3. Finishing furniture by sanding, staining, varnishing, rubbing and polishing.
4. Doing hand and bench work on office and household furniture.
5. Fitting hinges, locks, handles, glass and other hardware to furniture.
6. Making pattern where the patterns required are not complex and have been standardized.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

LIBRARY
UNIVERSITY OF KENTUCKY

Unskilled - Grade B

CANNER

JOB DESCRIPTION

Under immediate supervision to perform any manual task related to the preparation of vegetables, fruit, or meat preparatory to the canning or pickling process, to participate in the preserving operations, and to perform related work.

TYPICAL TASKS

1. Cleaning utensils and canning rooms.
2. Unpacking receptacles and packing and addressing shipments.
3. Operating sorting and vegetable preparing machines.
4. Sterilizing cans or jars.
5. Operating a sealer.
6. Applying labels.
7. Assisting in the preparation, cooking and preserving of foodstuffs.

QUALIFICATIONS

Cleanliness

Food handler's license where required.

353625

Skilled

CARPENTER

JOB DESCRIPTION

Under general supervision to do general carpenter work in the construction, alteration and repair of articles or structures and to perform related work.

TYPICAL TASKS

1. Laying out, cutting, fitting, and joining lumber to construct wooden framework and forms.
2. Cutting, fitting, and installing interior and exterior trim.
3. Erecting temporary structures, such as scaffolding, runways, concrete pouring chutes, barricades.
4. Fitting and installing builder's hardware.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

CARPENTER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a CARPENTER; to do the simpler and more routine work of the trade and to perform related work.

TYPICAL TASKS

1. Selecting and sawing lumber to size; boring holes.
2. Tearing up old flooring, laying shingles.
3. Taking measurements.
4. Assisting CARPENTER in general manual duties such as holding, bracing and nailing lumber; handling tools to carpenter and following his direction, etc.

QUALIFICATIONS

Sufficient experience helping carpenters or in the use of carpenter's tools to demonstrate ability to perform work assigned.

Skilled

CEMENT GUN OPERATOR

JOB DESCRIPTION

Under supervision to operate and maintain a cement gun machine and to perform related work.

TYPICAL TASKS

1. Preparing the mixture and loading the gun.
2. Operating the cement gun.
3. Maintaining and repairing the equipment.

QUALIFICATIONS

Sufficient experience in operating a cement gun or in similar work to demonstrate ability to perform the work assigned; or ability to learn how to handle the gun after a short period of training.

Unskilled - Grade B

CHARWOMAN

JOB DESCRIPTION

Under immediate supervision to clean offices and work rooms and to perform related work.

TYPICAL TASKS

1. Scrubbing floors in a hospital, library, recreation center, office or school building.
2. Dusting office equipment.
3. Emptying waste baskets.
4. Replacing towels.
5. General cleaning of offices and work rooms.
6. Washing windows and fixtures.

QUALIFICATIONS

Good physical condition.

Professional and Technical — CHIEF OF PARTY

JOB DESCRIPTION

Upon assignment, to have charge of a field party making surveys, doing field instrumental work, or in laying out minor engineering works from plans and specifications, and to perform related work.

TYPICAL TASKS

1. Supervising a field surveying party.
2. Making computations, plotting field notes, and preparing working drawings.
3. Supervising the layout and installation of sewers, water mains, and fire hydrants, insofar as grade, alignment and location are concerned.
4. Checking field notes, taking final measurements and preparing data and records for official files.
5. Making surveys of selected airways, landing fields, beacon sites, roads, water courses, etc.
6. Preparing contour maps and sketches.

QUALIFICATIONS

Education: Training equivalent to graduation in engineering from a college or university of recognized standing.

Experience: Not less than two years' experience in surveying work in field or office at least one of which shall have been as Chief of Party.

Skilled

COMPOSITION ROOFER

JOB DESCRIPTION

Under general supervision to apply built-up roofing with tar, gravel and felt, or asphalt and felt, and to perform related work.

TYPICAL TASKS

1. Spreading hot tar over roof surface.
2. Applying overlapping strips of roofing paper, felt, or insulating board until the entire roof is covered.
3. Applying layers of hot tar and roofing paper until the roof has been built up as specified.
4. Spreading gravel or slag over the tar.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

CONCRETE FINISHING MACHINE OPERATOR

JOB DESCRIPTION

Under general supervision to operate a machine used in producing a smooth, even finish on asphalt or concrete paving, and to perform related work.

TYPICAL TASKS

1. Operating machines such as a concrete floating machine in the finishing of concrete surfaces.
2. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience in operating a mechanical finisher to demonstrate ability to perform work assigned.

Skilled

CONCRETE FINISHER

JOB DESCRIPTION

Under general supervision to lay cement; to finish cement surfaces with hand tools; and to perform related work.

TYPICAL TASKS

1. Building a screed or template.
2. Bringing concrete to desired grade or contour.
3. Finishing surface of concrete to produce kind of finish desired.
4. Placing parting strips at specified intervals.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

CONCRETE MIXER OPERATOR

JOB DESCRIPTION

Under supervision to operate a portable machine, with a capacity of less than three bags of cement, for mixing cement, sand, stone and other materials, and to perform related work.

TYPICAL TASKS

1. Setting up and bracing machine and assisting in construction of runways.
2. Assisting and directing in the loading of hopper with proper mixture.
3. Mixing standard batches in the machine.
4. Dumping machine into vehicles or chute.
5. Assisting in the thawing of materials.
6. Cleaning and lubricating motor and mixing equipment and making minor repairs.

QUALIFICATIONS

Sufficient experience in the operation of concrete mixing machines or in the operation of heavy equipment to demonstrate ability to perform work assigned.

Knowledge of the operation of gasoline engines.

Acquaintance with the proportions of common batch mixes.

Intermediate - Grade A

CONCRETE MIXING PLANT OPERATOR

JOB DESCRIPTION

Under supervision to operate a portable or stationary machine, with a capacity of three or more bags of cement, for mixing cement, sand, stone and other materials, and to perform related work.

TYPICAL TASKS

1. Setting up and bracing machine and assisting in construction of runways.
2. Assisting and directing in the loading of hopper with proper mixture.
3. Mixing standard batches in the machine.
4. Dumping machine into vehicles or chute.
5. Assisting in the thawing of materials.
6. Cleaning and lubricating motor and mixing equipment and making minor repairs.

QUALIFICATIONS

Sufficient experience in the operation of concrete mixing machines or in the operation of heavy equipment to demonstrate ability to perform work assigned.

Knowledge of the operation of gasoline engines.

Acquaintance with the proportions of common batch mixes.

Intermediate - Grade A — COOK

JOB DESCRIPTION

Under supervision to prepare various staple foods by roasting, baking, boiling, frying, or other means of cooking, and to perform related work.

TYPICAL TASKS

1. Cooking or otherwise preparing meats, vegetables, salads, and desserts.
2. Assuming responsibility for the cleanliness of the kitchen and cooking utensils.
3. Supervising others assisting in the preparation and cooking of food.
4. Requisitioning supplies.
5. In a small unit assisting in the serving of food and with the washing and sterilization of dishes and utensils.

QUALIFICATIONS

Sufficient experience as a cook in homes, restaurants, hotels or institutional service to demonstrate ability to perform work assigned.

Freedom from communicable diseases.

Food handler's health certificate where required.

Skilled

COPY READER

JOB DESCRIPTION

Under general supervision to edit manuscripts or proofs before printing, and to perform related tasks.

TYPICAL TASKS

1. Reading manuscripts prepared by other workers for the purpose of correcting grammatical mistakes, or errors in facts.
2. Reading proofs of matter being set in type to see that the corrected manuscript has been followed exactly by the typesetter so that final printed matter will be accurate.

QUALIFICATIONS

Education: Training equivalent to high school graduation.

Experience: At least two years' experience as copy reader, or editor with publishing house, newspaper, or advertising agency.

Personal Traits: Accuracy; good judgment in the handling of words; knowledge of correct English usage.

Intermediate - Grade A

CORE DRILL OPERATOR

JOB DESCRIPTION

Under general supervision to operate and maintain a power driven drilling machine to obtain samples of subterranean materials and to perform related work.

TYPICAL TASKS

1. Setting up machine, connecting water line, digging ditch for waste water, assembling drill column.
2. Driving pipe casing with a lift and drop weight.
3. Operating machine, drilling and adding lengths of hollow drill rods as hole is deepened.
4. Drilling with diamond drill or steel shot bitt.

QUALIFICATIONS

Sufficient experience in drilling and in the operation of gasoline motors to demonstrate ability to perform work assigned.

Skilled

COSTUMER

JOB DESCRIPTION

Under supervision to make costumes for use in theatrical productions and to perform related work.

TYPICAL TASKS

1. Measuring, cutting, fitting, sewing and finishing costumes and textile materials for theatrical use.

QUALIFICATIONS

Sufficient experience as a costumer in the professional theatre or in professional costume companies or related fields to demonstrate ability to perform work assigned.

Skilled

CRANE OPERATOR

JOB DESCRIPTION

Under general supervision to operate and maintain a tractor crane with special attachment such as a dragline bucket, clam shell, orange peel, etc., in lifting, moving, placing and excavating materials, and to perform related work.

TYPICAL TASKS

1. Moving crane into proper working position.
2. Lifting, moving, placing or excavating materials with crane.
3. Caring for and maintaining the equipment.

QUALIFICATIONS

Sufficient experience in the operation of a crane to demonstrate ability to perform work assigned.

License if required.

Intermediate - Grade A

CRUSHER OPERATOR

JOB DESCRIPTION

Under general supervision to operate and maintain a power driven, stone crushing and sizing machine, with a daily capacity under 100 tons, and to perform related work.

TYPICAL TASKS

1. Directing and assisting in setting up the machine and loading platform.
2. Operating a crusher.
3. Keeping records of output or loads carted.
4. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience in operating heavy machinery to demonstrate ability to perform work assigned.

Skilled

CRUSHING PLANT ENGINEER

JOB DESCRIPTION

Under general supervision to operate and maintain a power driven, stone crushing and sizing machine, with a daily capacity of 100 tons or over, and to perform related work.

TYPICAL TASKS

1. Directing and assisting in setting up the machine and loading platform.
2. Operating a crusher.
3. Keeping records of output or loads carted.
4. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience in operating heavy machinery to demonstrate ability to perform work assigned.

Intermediate - Grade B

CURBSETTER

JOB DESCRIPTION

Under supervision to place and align sections of granite or stone curbing, and to perform related work.

TYPICAL TASKS

1. Preparing bed and setting stone to established line.
2. Properly fitting, keying and fastening stone in correct position.
3. Selecting and laying gutter and drain stones.

QUALIFICATIONS

Sufficient experience in fitting and laying stone or related quarry or construction work to demonstrate ability to perform work assigned.

Professional and Technical

DANCE DIRECTOR

JOB DESCRIPTION

Upon assignment to select and rehearse dancers for theatrical productions; to do choreography work or originate dance routines; and to perform related work.

TYPICAL TASKS

1. Selecting dancers for a stage presentation.
2. Selecting dance programs.
3. Arranging dance programs.
4. Coaching and drilling individuals or groups in the development of dance routines and choreography.
5. Consulting with and giving expert advice to other theatre officials in dance technique as it affects the production of stage presentations.

QUALIFICATIONS

Sufficient experience as a dance director or dancer or in the field of choreography to demonstrate ability to perform work assigned. A minimum of forty weeks' bona fide professional engagements is required and shall be attested to by the presentation of documentary evidence.

Intermediate - Grade B

DINKY BRAKEMAN

JOB DESCRIPTION

Under supervision to couple and uncouple cars on narrow-gage trains and to perform related work.

TYPICAL TASKS

1. Coupling or uncoupling cars.
2. Signalling dinky operator.
3. Operating switches to direct passage of train.
4. Assisting in cleaning or loading and unloading of cars or hoppers.

QUALIFICATIONS

Sufficient experience as a brakeman or in similar work to demonstrate ability to perform work assigned.

Skilled

DINKY OPERATOR

JOB DESCRIPTION

Under supervision to operate a small oil, coal or wood burning, steam, diesel, gasoline or electric engine running on tracks and to perform related work.

TYPICAL TASKS

1. Operating and maintaining a dinky engine, coupling and uncoupling cars and air lines.
2. Operating track switch.
3. Assisting in cleaning or loading and unloading cars or hoppers.

QUALIFICATIONS

Sufficient experience in the operation of a dinky engine in mining, construction or industrial operations to demonstrate ability to perform work assigned.

Good eyesight.

Skilled

DITCHING MACHINE OPERATOR

JOB DESCRIPTION

Under general supervision to operate and maintain an automotive rotary or other type of ditching machine, and to perform related work.

TYPICAL TASKS

1. Operating a trench digging machine in any ditching operation.

2. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience in the operation of mechanical digging equipment to demonstrate ability to perform work assigned.

Thorough knowledge of the make and type of machine to which assigned.

Skilled

DOZER OPERATOR

JOB DESCRIPTION

Under supervision to operate and maintain a tractor, to the front of which is attached a large adjustable blade; to grade and level earth; and to perform related work.

TYPICAL TASKS

1. Operating a crawler type tractor and controlling mechanism of the dirt leveling device.
2. Leveling off and rough grading earth fills.
3. Towing other equipment as required.
4. Cleaning and lubricating machine.
5. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience in the operation of bulldozers to demonstrate ability to perform work assigned.

Skilled

DRAFTSMAN

JOB DESCRIPTION

Under supervision to prepare working plans and detail drawings for engineering purposes, artistic or decorative effect; or for the representation of statistical data by charts, diagrams or graphs, and to perform related work.

TYPICAL TASKS

1. Preparing detailed plans in a given branch of engineering drawing.
2. Doing specialized detailed work or drawing of an artistic or decorative nature.
3. Plotting or drawing statistical diagrams or charts showing detailed graphic information.
4. Making freehand sketches and detailed drawings.
5. Making finishing designs from sketches.
6. Supervising work of tracing or copying draftsmen.
7. Using water color or/and brushes in drawing.
8. Reducing to scale in making drawings.

QUALIFICATIONS

Education: Training equivalent to high school graduation (courses in general engineering, designing or drafting desirable)

Experience: Not less than two years successful experience in drafting work of average difficulty involved in preparation of graphic representation of statistical data or plans for specialized field of engineering or art design work in engineer's or architect's office.

Knowledge: Working knowledge of mathematics and use of engineering tables; should know various city, county or State codes covering specific branch of work to which assigned; know rules and regulations of given branch of engineering; know conventional drafting symbols; sources of drafting information.

Ability: To work from oral or written instructions, sketches, rough designs or working plans; lettering; use of drafting instruments.

Personal traits: Accuracy; neatness.

NOTE: See DRAFTSMAN (supervising) in the Professional and Technical.

Skilled

DREDGE OPERATOR

JOB DESCRIPTION

Under general supervision to operate a dredging unit, and to perform related work.

TYPICAL TASKS

1. Directing crew in placing dredge in position for excavating.
2. Supervising excavating operations, checking depth of cut.
3. Inspecting dredge and equipment, supervising repair and maintenance of machinery.
4. Keeping records on work done, requisitioning fuel and other supplies.
5. Directing diver.

QUALIFICATIONS

Sufficient experience in the operation of a dredge to demonstrate ability to perform work assigned.

License if required.

Intermediate - Grade A

DRIVER

JOB DESCRIPTION

Under supervision to operate a motor truck, bus or passenger car, and to perform related work.

TYPICAL TASKS

1. Driving and operating a dump truck in connection with excavation or construction work.
2. Driving a flat bottom or stake body truck in the transportation of commodities or equipment.
3. Operating a bus or passenger car.
4. Driving and operating an oil spreader, asphalt distributor, slag spreader, stone or watering cart.
5. Driving a truck while towing road surfacing machinery.
6. Maintaining and caring for equipment.
7. Assisting with the loading and unloading.

QUALIFICATIONS

Sufficient experience in the operation of trucks to demonstrate ability to perform work assigned.

Knowledge of traffic regulations.

State motor vehicle license where required.

Skilled

DREDGE OPERATOR

JOB DESCRIPTION

Under general supervision to operate a dredging unit, and to perform related work.

TYPICAL TASKS

1. Directing crew in placing dredge in position for excavating.
2. Supervising excavating operations, checking depth of cut.
3. Inspecting dredge and equipment, supervising repair and maintenance of machinery.
4. Keeping records on work done, requisitioning fuel and other supplies.
5. Directing diver.

QUALIFICATIONS

Sufficient experience in the operation of a dredge to demonstrate ability to perform work assigned.

License if required.

Intermediate - Grade A

DRIVER

JOB DESCRIPTION

Under supervision to operate a motor truck, bus or passenger car, and to perform related work.

TYPICAL TASKS

1. Driving and operating a dump truck in connection with excavation or construction work.
2. Driving a flat bottom or stake body truck in the transportation of commodities or equipment.
3. Operating a bus or passenger car.
4. Driving and operating an oil spreader, asphalt distributor, slag spreader, stone or watering cart.
5. Driving a truck while towing road surfacing machinery.
6. Maintaining and caring for equipment.
7. Assisting with the loading and unloading.

QUALIFICATIONS

Sufficient experience in the operation of trucks to demonstrate ability to perform work assigned.

Knowledge of traffic regulations.

State motor vehicle license where required.

Professional and Technical

EDITOR

JOB DESCRIPTION

Upon assignment to edit manuscripts prepared by other workers; to supervise workers in lower classifications; and to perform related work.

TYPICAL TASKS

1. Reviewing manuscripts at any stage and making comments as to the grammar, facts, and general content, for the guidance of the person writing the manuscript.

2. Reviewing work of copy readers to assure careful attention to grammatical rules, factual content, etc.

3. Reading and passing on manuscripts in final form to see that they are ready for printing or mimeographing.

4. Selecting manuscripts and deciding upon their length for inclusion in books, pamphlets, or periodicals.

5. Assisting project supervisor in planning books or pamphlets.

6. Supervising reporters, clerical workers, etc.

QUALIFICATIONS

Education: Training equivalent to college graduation. One year of experience may be substituted for a year of college work up to two years.

Experience: Sufficient experience as an editor for newspaper, magazine or publishing house or in related work in reviewing manuscripts prior to publication. At least two years of such experience is required.

Such experience is not required when an editor is assigned to handle a special subject as history, geology, etc. In such cases special education or experience of two years' duration in the particular field to be covered will be satisfactory. In addition, at least six months' experience in handling manuscripts as a writer or editor is required.

Personal traits: Accuracy, knowledge of good English usage and good judgment in selecting and proportioning manuscripts.

NOTE: See COPY READER.

Skilled

ELECTRICIAN

JOB DESCRIPTION

Under general supervision to install, maintain or repair electric light and power systems, and to perform related work.

TYPICAL TASKS

1. Installing electrical equipment and fixtures according to blue prints, sketches, or specification.
2. Installing radio, alarm, and telephone equipment.
3. Installing transformers, motors, and power equipment.
4. Wiring switchboards.
5. Connecting wiring system to power source.
6. Testing circuits for continuity and proper connections.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

License where required.

NOTE: See LINEMAN

Intermediate - Grade A

ELECTRICIAN'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist an ELECTRICIAN; to do the simpler and more routine work of the trade; and to perform related work.

TYPICAL TASKS

1. Replacing burned out fuses; repairing extension cords.
2. Assembling molded insulators for wires and cables; boring holes thru frame work for BX cable.
3. Fastening box or outlet supports.
4. Pulling BX thru partitions and setting staples as directed.
5. Assisting ELECTRICIAN in bending, threading and fastening conduit and other work as directed.

QUALIFICATIONS

Sufficient experience in helping electricians or in the use of electrician's tools to demonstrate ability to perform work assigned.

Skilled

ELECTRIC WELDER

JOB DESCRIPTION

Under general supervision to join or repair metal sheet, pipe parts, or equipment by fusing the metal with electric welding equipment, and to perform related work.

TYPICAL TASKS

1. Setting up and preparing welding equipment.
2. Joining or welding metal pieces by applying electrode to surface.
3. Smoothing and finishing the joint.
4. Caring for and maintaining welding equipment.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Professional and Technical

ENGINEER

JOB DESCRIPTION

Upon assignment to perform responsible professional work in the forming and developing of plans and designs of water supply systems, sewer systems, sewage treatment plants, highways, roads and streets, buildings, heating and refrigerating plants, lighting and power, and other related work.

TYPICAL TASKS

1. Supervising preparation of engineering designs, working drawings, and details of structures.
2. Conferring with others regarding the engineering features of proposed projects.
3. Gathering, analyzing, interpreting, and applying scientific and practical data pertaining to engineering projects.
4. Directing methods of execution of projects.
5. Inspecting construction plans and jobs.

QUALIFICATIONS

Education: Training equivalent to graduation in engineering from a college or university of recognized standing.

Experience: At least three years of professional experience in engineering work.

In lieu of the above, one year of post-graduate study in engineering or in related fields may be substituted for each year of experience up to two years of the required experience.

Certification or registration necessary to perform such work in places where such certification is required.

Skilled

EQUIPMENT INSPECTOR

JOB DESCRIPTION

Upon assignment to make inspections of all types of equipment to determine their mechanical fitness for safe operation, and to perform related tasks.

TYPICAL TASKS

1. Making periodic inspections in field of trucks or other equipment.
2. Checking equipment against requisition.
3. Testing conditions of equipment to determine whether they meet with requirements of state motor vehicle code, Federal Safety Bulletins or other Safety requirements.
4. Ordering corrective measures where necessary.
5. Making necessary progress reports.

QUALIFICATIONS

Education: Training equivalent to high school graduation; or one year of automotive school training.

Experience: At least three years' successful experience as an auto mechanic and in inspection of equipment, demonstrating ability to perform work assigned.

Knowledge: How to test efficiency of equipment; State Safety Code where there is one; automobile or other motors and their operation.

Personal Traits: Mechanical aptitude; carefulness; reliability.

Intermediate - Grade B — FIELD WORKER

JOB DESCRIPTION

Under supervision on a housekeeping aide project to assist in supervising the work of housekeeping aides in the field, to help in instructing them, and to perform related work.

TYPICAL TASKS

1. Making visits to homes to which housekeeping aides have been assigned and observing and checking their work.

2. Assisting supervisors with the instruction of the housekeeping aides.

3. Demonstrating for the housekeeping aides methods of performing routine household activities under varying conditions.

QUALIFICATIONS

Experience and training in housekeeping service. Experience gained on housekeeping aide projects should be given consideration.

Capacity for leadership.

Reliability, trustworthiness.

Interest and enthusiasm for the work.

NOTE: This person shall be assigned to assist the person running the project only when the number of housekeeping aides assigned to the project is sufficient to justify such assignment. This title is to be used only on Housekeeping Aide Projects.

Intermediate - Grade A

FIREMAN

JOB DESCRIPTION

Under supervision to tend and fire portable or stationary boilers; and to perform related work.

TYPICAL TASKS

1. Maintaining supply of water in boiler.
2. Building and maintaining fire in firebox with coal or wood; controlling draft.
3. Removing clinkers and ashes from firebox with bar and shaker; shoveling ashes from ash pit.
4. Cleaning flues and water chamber.
5. Assisting in unloading and erecting machine.
6. Oiling and greasing and assisting with making repairs to machines.

QUALIFICATIONS

Sufficient experience as a helper to tender of steam equipment to demonstrate ability to perform assigned work.

Good physical condition; strength to move heavy objects.

License where required.

Skilled

FLOOR SANDER

JOB DESCRIPTION

Under general supervision to scrape and sand wooden floors, using a floor sanding machine and a floor-scraper, and to perform related work.

TYPICAL TASKS

1. Preparing floor for sanding, by driving nail heads down, etc.
2. Operating floor sanding machines in smoothing floor surfaces.
3. Smoothing corners and other parts of the floor inaccessible to the sanding machine with a hand floor scraper or sandpaper.
4. Filling floor cracks, smoothing and sanding the filled places.
5. Maintaining and caring for equipment.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE:

This work is often done by the CARPENTER and the job may be combined with that of CARPENTER.

Unskilled - Grade A

FORESTER'S AIDE

JOB DESCRIPTION

Under supervision to detect fire in forests and to eliminate fire hazards; or to hunt or trap predatory animals; or to search for and eliminate plant or tree disease; and to perform related work.

TYPICAL TASKS

1. Patrolling forests noting condition of fire lanes and underbrush.
2. Assisting in opening fire lanes and fighting forest fires.
3. Setting and baiting traps.
4. Skinning carcasses or disposing of them otherwise as directed.
5. Hunting and killing predatory animals with shot gun or rifle.
6. Locating and assisting in the elimination of plant disease.

QUALIFICATIONS

Familiarity with the woods and outdoors.

Thorough knowledge of the use of traps and guns required.

NOTE: See SCOUT

Intermediate - Grade B

FORM SETTER

JOB DESCRIPTION

Under supervision to set and brace wooden or metal forms on sidewalk, street or road work to hold wet concrete until it hardens, and to perform related tasks.

TYPICAL TASKS

1. Taking measurements from grade stakes to determine position of forms according to specifications or plans.
2. Driving guideposts and guide lines to mark position of forms.
3. Placing and lining up forms along guide lines.
4. Pinning or bracing forms.
5. Checking grades to make sure forms are set accurately.

QUALIFICATIONS

Sufficient experience at form setting or work of a similar nature to demonstrate ability to perform work assigned.

NOTE: This man will work on roads, sidewalks, streets, etc. Wooden form setting and building for mass concrete work such as culverts, piles, buildings, sewers, etc., including building or altering of wooden forms may be done by the CARPENTER. See CARPENTER.

Intermediate - Grade B

GARDENER

JOB DESCRIPTION

Under general supervision to direct a small crew of laborers in performance of general gardening operations, and to perform relatively difficult gardening tasks and related work.

TYPICAL TASKS

1. Supervising small crew in gardening operations.
2. Having charge of general gardening work around grounds of moderate area planned according to simple landscape plan.
3. Taking charge of operations of a truck garden of moderate size.
4. Transplanting, cultivating, potting and repotting plants.
5. Operating a small greenhouse.
6. Requisitioning supplies and issuing them.
7. Directing preparation of soil, fertilizing, seeding and setting out plants.

QUALIFICATIONS

Sufficient experience in general gardening or greenhouse or landscape work to demonstrate ability to perform work assigned.

Knowledge of methods applicable to care and maintenance of lawns, flowerbeds, etc.

Ability to recognize agencies harmful to plants.

Aptitude for gardening.

NOTE: See LABORER for a description of more simple and routine work of this nature in the unskilled classification.

Unskilled - Grade A

GARMENT MAKER

JOB DESCRIPTION

Under supervision to sew, knit, or quilt any kind of textile material by hand, or with domestic type machine, including the laying out of material and cutting to pattern, and to perform related work.

TYPICAL TASKS

1. To perform all of typical tasks required of an unskilled "Seamstress".
2. To lay out materials economically and cut to pattern.
3. To make model samples of sewing processes or model garments for guidance of "Seamstresses".

QUALIFICATIONS

Sufficient knowledge of various steps in the making of garments to permit the performance of the assigned work with a minimum of supervision, together with a degree of skill requiring a minimum of inspection.

Skilled

GLAZIER

JOB DESCRIPTION

Under general supervision to cut and fit, fasten, putty or otherwise secure window panes or plate glass, and to perform related work.

TYPICAL TASKS

1. Cutting glass panes to fit sash.
2. Preparing sash into which panes are to be placed.
3. Putting pane into place and fastening it.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

GRADER OPERATOR

JOB DESCRIPTION

Under general supervision to operate a scraping or leveling machine in shaping road surfaces or in removing snow, and to perform related work.

TYPICAL TASKS

1. Smoothing the surface of road beds in the preparation for finishing material.
2. Scraping the surface of a gravel road from curb to curb.
3. Evening shoulders of hard surface roads.
4. Cutting ditch lines and back slopes with elevating graders or back slopers.

QUALIFICATIONS

Sufficient experience in operating road surfacing machines and gasoline motors to demonstrate ability to perform work assigned.

Skilled

GRADUATE NURSE

JOB DESCRIPTION

Under supervision to assist in maintaining proper sanitary and hygenic conditions on a project and to give nursing care to sick, injured or infirm patients in hospitals, clinics, correctional institutions or homes, and to perform related work.

TYPICAL TASKS

1. Inspecting working conditions on project as to sanitary measures.
2. Assisting physicians in carrying out their duties.
3. Keeping charts and records and submitting reports as required.
4. Doing general nursing in home, hospital, clinic or institution.
5. Maintaining a supply of drugs or first aid remedies.
6. Giving treatment or medication as prescribed.
7. Changing dressings, sterilizing instruments and equipment.
8. Feeding helpless patients.
9. Giving instructions in personal hygiene, sanitation and disease prevention.
10. Establishing and maintaining a wholesome environment for patients and workers under her care.
11. Supervising group of helpers or housekeepers.

QUALIFICATIONS

Education: Successful completion and graduation of a required course in nursing from recognized nurses' training school.

Knowledge: Working knowledge of theory, technique and practical nursing.

Personal Traits: Freedom from communicable disease; consideration for and sympathy with patients; carefulness; pleasant personality; immaculate personal hygiene; reliability.

Intermediate - Grade B

HANDICRAFT WORKER

JOB DESCRIPTION

Under supervision to perform work of average difficulty in making articles in one of the handcrafts such as basketry, metal working, ceramics, wood working, leather working, broom making, weaving, etcetera, and to perform related work.

TYPICAL TASKS

1. Carving designs in wood; making wood moulding, etc.
2. Manufacturing toys out of various materials.
3. Weaving baskets, making brooms.
4. Setting up and operation of a hand loom and weaving textiles.
5. Preparing, decorating, assembling and finishing articles in one of the handcrafts described under JOB DESCRIPTION, either according to a prescribed pattern, or by making simple variations on the pattern.
6. Repairing articles in one of the handcrafts.
7. Wrapping or packing finished articles.

QUALIFICATIONS

Sufficient experience in one of the handcrafts to demonstrate ability to perform work assigned.

Unskilled - Grade B

HELPER

JOB DESCRIPTION

Under immediate supervision to render simple routine assistance in and around kitchens, dining rooms, libraries, theatres, etc.

TYPICAL TASKS

1. Doing general cleaning work around kitchen, lunch-room, restroom, theatre, library, etc.
2. Helping around a kitchen by preparing vegetables and other foods for cooking.
3. Washing dishes, pots and pans; cleaning and polishing silver.
4. Setting and waiting on tables, and clearing them.
5. Helping workers in any classification not connected with the construction industry by doing simple routine tasks.

QUALIFICATIONS

Good physical condition.

Food handler's license or certificate where required.

NOTE: This title is to be used for non-construction workers only.

Intermediate - Grade A HOD CARRIER

JOB DESCRIPTION

Under immediate supervision to mix mortar or plaster and/or carry materials to BRICKLAYERS, STONE MASONS or PLASTERERS and to perform related work.

TYPICAL TASKS

1. Assisting BRICKLAYERS, STONEMASONS or PLASTERERS in theerection of their working platforms.
2. Sprinkling walls.
3. Carrying mortar, brick, hollow tile, cement block or stone.
4. Cleaning up after the mechanics have finished their work.
5. Assisting in the placing of heavy stone, lintils and headers.
6. Preparing plaster or white coat for plasterers and mortar for masons.

QUALIFICATIONS

Sufficient construction experience to demonstrate ability to perform work assigned.

Skilled

HOISTING ENGINEER

JOB DESCRIPTION

Under general supervision to operate a portable gasoline, diesel, steam powered or electric hoisting machine, and to perform related work.

TYPICAL TASKS

1. Assisting in and directing the placing and setting up of the machine.
2. Assisting in and directing the rigging of cables, blocks, guys and braces.
3. Assisting in and directing the construction of safety guards.
4. Manipulating the control levers of the machine in the raising or lowering of loads; or in the moving or shifting of heavy or bulky material.
5. Repairing motor, hoisting machine or its cables.

QUALIFICATIONS

Sufficient experience in the operation of gasoline, diesel or steam equipment and hoists to demonstrate ability to perform work assigned.

License if required.

Unskilled - Grade B

HOUSEKEEPING AIDE

JOB DESCRIPTION

Under supervision to discharge the normal duties of a housewife in a home and to perform related work.

TYPICAL TASKS

1. Preparing and cooking food.
2. Caring for children.
3. Laundering.
4. Cleaning and maintaining orderly and sanitary conditions in and about a home.
5. Operating a heating unit.
6. Preparing lists of needed articles; food; clothing.
7. Giving simple home care to sick as directed by doctor or nurse.

QUALIFICATIONS

Sufficient housekeeping experience to demonstrate ability to perform work assigned.

Freedom from communicable disease.

Pleasing personality; reliability.

Skilled

INSTRUMENT MAN

JOB DESCRIPTION

Under direction to set up and operate a transit or level to determine angles or grades, and to perform related work.

TYPICAL TASKS

1. Performing work of average difficulty involved in setting up and correctly adjusting a transit or level.
2. Taking readings of angles or grades.
3. Operating and caring for survey instruments.
4. Taking charge of a field party in the absence of CHIEF OF PARTY.
5. Taking necessary notes.
6. Taking soundings.
7. Setting bench marks.

QUALIFICATIONS

Education: Training equivalent to high school graduation.

Experience: At least two years' successful experience as a rodman and instrument man on construction highway or land surveying or as assistant in sounding operations, demonstrating ability to perform work assigned; or

Education: Training equivalent to graduation from recognized school of engineering.

Experience: At least one year surveying experience as a transitman or work of the nature set forth above under Experience (and with either of the above combinations)

Knowledge: Working knowledge of standard surveying practices for preliminary and final surveys and profile levelings; of mathematics and survey calculations and of use of slide rule; of survey party signals; of methods of staking out sites for various kinds of construction.

Personal Traits: Accuracy, good hearing and eyesight, neatness in notekeeping.

Intermediate - Grade B

JACKHAMMER OPERATOR

JOB DESCRIPTION

Under supervision to operate and maintain a portable drilling or paving breaking machine powered by compressed air or electricity, and to perform related work.

TYPICAL TASKS

1. Connecting air hose to machine.
2. Fastening desired bitt into chuck.
3. Operating machine in the breaking of asphalt, concrete or frozen ground in trenching work.
4. Operating machine in the breaking of concrete walls, floors, or vaults in demolition work.
5. Drilling, blasting holes in rock or hard ground at designated locations.
6. Using a hammer bitt in driving sheet piling.

QUALIFICATIONS

Sufficient experience in the use of a jackhammer or in related construction and woodwork to demonstrate ability to perform work assigned.

Unskilled - Grade B

JANITOR

JOB DESCRIPTION

Under supervision to clean in and about a building and to operate the heating and ventilating systems, to act as a handyman, and to perform related work.

TYPICAL TASKS

1. Operating heating and ventilating systems.
2. Removing ashes and trash, emptying waste baskets, sweeping and mopping floors, dusting and washing fixtures.
3. Scrubbing floors, porches and walks.
4. Doing general cleaning and maintenance work.
5. Making minor repairs to equipment.

QUALIFICATIONS

Reliability.

Knowledge of the operation of simple heating unit and other mechanical devices in his charge.

Intermediate - Grade B

JETMAN

DEFINITION

Under immediate supervision to assist a PILE DRIVER OPERATOR by handling a jet, and to perform related work.

TYPICAL TASKS

1. Preparing socket for pile by operating jet in proper location.

2. Plumbing the pile by use of bar and pry.

QUALIFICATIONS

Sufficient experience in operating a jet or as a pile driver's helper to demonstrate ability to perform work assigned.

Intermediate - Grade B

JUNIOR BOOKBINDER

JOB DESCRIPTION

Under supervision to bind or rebind books without the use of machines and to perform related work.

TYPICAL TASKS

1. Binding or rebinding by hand, books, pamphlets, circulars, pads or similar matters.
2. Binding charts, and drawings on paper, muslin or canvas.
3. Pressing, punching and glueing on backs to material.
4. Trimming, cutting and mounting and finishing maps by hand.

QUALIFICATIONS

Sufficient experience binding books in a library, bookbindry, etc., to demonstrate ability to perform work assigned.

Aug 25, 1939
W-5
Unskilled - "A" wage class

Intermediate - Grade B

JUNIOR CLERK

JOB DESCRIPTION

Under supervision to do general clerical work involving some measure of responsibility and judgment, or to do more difficult clerical tasks, and to perform related work.

TYPICAL TASKS

1. Keeping and indexing office records and books.
2. Developing and maintaining file systems and accepting responsibility for the files.
3. Checking, storing and overseeing distribution of office supplies.
4. Operating office machines.
5. Overseeing routing of mail and handling form letter correspondence.
6. Tallying incoming or outgoing loads of materials.
7. Preparing material for typists, reading proof on typing work.
8. Supervising number of junior clerks.
9. Collecting, compiling and verifying statistical data.

QUALIFICATIONS

Education: Common school education (training equivalent to high school graduation or business school is desirable)

Experience: At least one year's clerical experience which would demonstrate sufficient familiarity with office procedures and practices to do work assigned.

Personal Traits: Accuracy; reliability.

NOTE: The job title JUNIOR CLERK is quite comprehensive and should be used to cover as many clerical jobs of an intermediate nature as possible. (For routine office work, see UNDER CLERK).

Unskilled - Grade B

JUNIOR DEMONSTRATOR

JOB DESCRIPTION

Under immediate supervision to undergo training in household duties of a routine and simple nature and cooperate in planning and demonstrating a unit of household duties for public performance.

TYPICAL TASKS

1. Planning and executing alone or with other members of the unit, a typical household task such as preparing meals, doing laundry, waiting on tables, house care, etc., for demonstration to the public.

2. In preparation for these demonstrations, devoting own time to attending classes, lectures, or in study and reading for the demonstration of the performance of customary household duties.

QUALIFICATIONS

Good physical condition.

An interest in household work and a desire to obtain this sort of training. Person engaging in this sort of work should be between the ages of 18 and 45.

Skilled

JUNIOR PHYSICAL SCIENTIST

JOB DESCRIPTION

Under supervision to assist a professional worker in some specialized field of the physical sciences; to do simple routine work in some specialized field of the physical sciences; and to perform related work.

TYPICAL TASKS

1. Carrying out simple or elementary experiments in a specialized field of physical science.
2. Preparing samples for indexing, classifying and analysis.
3. Assisting a PHYSICAL SCIENTIST in the performance of his duties in a specialized field of physical sciences.
4. Assembling materials for experiments.
5. Doing routine work of varied nature incidental to carrying on functions of laboratory.
6. Performing incidental mathematical and statistical computations in carrying on experiments.

QUALIFICATIONS

Education: At least two years of college work with courses in a specialized field of physical science.

Experience: At least two years responsible work in a specialized field of the physical sciences or related fields. An additional year of college or post-graduate study may be substituted for each year of experience.

Knowledge: Familiarity with some specialized field of the physical sciences, laboratory procedure and routine.

NOTE: SEE PHYSICAL SCIENTIST.

Intermediate - Aug. 25, 1939
W-5
~~Skilled~~

JUNIOR PROJECT TIMEKEEPER

JOB DESCRIPTION

Under general instructions to maintain timekeeping records, and other general clerical records as delegated by the project superintendent or foreman. Projects employing less than 40 workers, and not requiring detailed clerical or cost records, are usually serviced by this type of employee.

TYPICAL TASKS

1. Recording and controlling of time worked, lost and allowable on prescribed forms within the limitations imposed by assignment forms and administrative orders.
2. Maintaining accurate record of project employment by skills, and submitting record of such employment weekly.
3. If delegated by the project superintendent or foreman, maintaining inventory records of project property and preparing necessary reports for signature of the superintendent or foreman.
4. If delegated, preparation of initial compensation forms and reports in event of injury or accident.
5. Performing other duties, as delegated by the project superintendent or foreman, when timekeeping responsibilities have been discharged.

QUALIFICATIONS

Education: Ability to read, write legibly, with knowledge of simple arithmetic.

Experience: Demonstrated performance of the work required.

Ability: Work from instructions, oral or written.

Personal Traits: Reliability, and cooperativeness.

Intermediate - Grade A — JUNIOR RECREATION LEADER

JOB DESCRIPTION

Under general supervision to act as a leader of recreation activities for community groups, and to perform related tasks.

TYPICAL TASKS

1. Conducting programs in athletics and sports, recreational drama, recreational music, arts and crafts or social recreation, as prescribed by superiors.
2. Conducting playground activities.
3. Directing activities of RECREATION ATTENDANT.
4. Caring for, checking, collecting and distributing materials and equipment (where there is no RECREATION ATTENDANT).
5. Making routine reports.

QUALIFICATIONS

Ability to lead a group; knowledge of general playground and other recreational equipment; knowledge of rules of useful games and activities; ability and personality to deal with children and adults.

NOTE: In distinguishing between the job titles, JUNIOR RECREATION LEADER and RECREATION LEADER, the following factors should be considered:

(a) Latitude allowed in judgment and responsibility. The title JUNIOR RECREATION LEADER does not include organization of community facilities and resources.

(b) If the job is one of assisting a RECREATION LEADER, or RECREATION DIRECTOR in group leadership, the general direction coming from one of these superiors, then the title may be JUNIOR RECREATION LEADER.

Skilled

JUNIOR SOCIAL SCIENTIST

JOB DESCRIPTION

Under supervision to assist a professional worker in a specialized field of social sciences; to do simple routine work in a specialized field of the social sciences, and to perform related work.

TYPICAL TASKS

1. Carrying out the simple research assignments in a specialized field of the social sciences.
2. Collecting and combining data in a specialized field of the social sciences.
3. Assisting in conducting field surveys.
4. Assisting in the analyzing, classifying, describing and indexing of specimens and data in a specialized field of the social sciences.
5. Assisting in the preparation of reports on studies and experiments in a specialized field of the social sciences.
6. Assisting a SOCIAL SCIENTIST in the performance of his duties in a specialized field in the social sciences.

QUALIFICATIONS

Education: At least two years' of college with courses in a specialized field of the social sciences.

Experience: At least two years' responsible work in a specialized field of the social sciences of related fields. An additional year of college or post-graduate study may be substituted for each year of experience.

Knowledge: Familiarity with specialized field of the social sciences.

Intermediate - Grade B

KETTLEMAN

JOB DESCRIPTION

Under immediate supervision to melt lead, tar, asphalt, etc., in a kettle or other container, and to perform related work.

TYPICAL TASKS

1. Removing material from container and breaking it into small pieces.
2. Building fire under kettle, adding material, stirring the material continually, controlling fire to keep material at the correct temperature and consistency.
3. Ladling and transporting melted material.

QUALIFICATIONS

Sufficient experience as a kettleman or in plumbing, waterproofing or roofing shops to demonstrate ability to perform work assigned.

Unskilled - Grade A LABORER

JOB DESCRIPTION

Under immediate supervision to perform general manual work in connection with the actual erection of a building structure which requires no special training and little or no previous experience and the following of the more difficult of the unskilled jobs connected with other types of construction work:

Apprentice Operators (Persons being taught to operate machinery requiring an intermediate operator)
Concrete finisher's helpers
Concrete puddlers
Concrete rubbers (using carborundum grinding tools)
Concrete wheelers (wheeling wet concrete in wheelbarrow)
Crusher feeders (hand feeding)
Deck hands (dredge boat)
Dumpers and graders (required to be responsible for carrying grade)
Exterminators (helpers to insect and rodent exterminators)
Guard rail painters
Handymen (persons used to do odd jobs requiring some slight skill and whose time is not devoted to the prosecution of any one particular job.)
Pitmen or groundmen for power shovel or crane.
Plowmen (using rooter plow in breaking up pavement)
Reinforcing steel or rod placers - road construction
Rigger's helpers (groundmen)
Rock breakers (sledgers) quarry
Wheeler loader or bucker (loader of wheel scrapers)
Winchmen - hand operated

QUALIFICATIONS

Good physical condition and above the average willingness and ability to perform the heavier and more hazardous types of unskilled construction labor.

Unskilled - Grade B

LABORER

JOB DESCRIPTION

Under immediate supervision to perform all types of general manual work requiring no special training or previous experience except those listed under "Laborer - Grade A" and those Grade B Unskilled jobs to which have been assigned a specific job title. The titles given below are not all inclusive but are given merely to serve as examples of the types of unskilled jobs which are included in this occupational title:

Churn drillers and sledgers
Clearing and grubbing workers
Drillers' helpers - (hand drills)
Elevator operators
Fence setters and movers
Flagmen - construction gangs.
Form setters' helpers
Landscapes (leveling, grading, planting or moving trees, shrubs, etc.)
Laundry Workers
Maids
Messengers
Pick and shovel men - road construction
Truck loaders - (bin dumpers) stone crusher

QUALIFICATIONS

Good physical condition and necessary physical strength and willingness to perform an average and reasonable days work of the type for which assigned.

Skilled

LABORATORY ASSISTANT

JOB DESCRIPTION

Under supervision to make tests and otherwise assist in technical work in a scientific laboratory, and to perform related work.

TYPICAL TASKS

1. Making special experiments or tests requiring technical knowledge of a particular field.
2. Setting up ordinary laboratory apparatus and operating it.
3. Preparing samples for examination or analysis.
4. Serving as helper in setting up unusual or complex laboratory apparatus.
5. Making chemical analysis.
6. Testing standard weights.
7. Preparing reagents and stock solutions, running filtrations, evaporations or other simple laboratory operations.
8. Operating laboratory equipment such as electric, gas, oil furnaces and assisting in keeping such apparatus in working order.
9. Preparing reports on investigations.

QUALIFICATIONS

Education: Training equivalent to graduation from high school; and

Experience: At least three years' hospital or other laboratory training or equivalent experience which demonstrates ability and aptitude for routine laboratory testing; or

Education: Training equivalent to college graduation with major courses in physical sciences.

Experience: At least one year's hospital or other laboratory training or equivalent experience, with either of the above education qualifications.

Knowledge: Of organic chemistry and biology.

Personal Traits: Carefulness, accuracy, reliability.

Professional and Technical — LANDSCAPE ARCHITECT

JOB DESCRIPTION

Upon assignment to design landscape layouts in order to produce aesthetic effects in harmony with the purpose for which the tract so treated will be used, and to perform related work.

TYPICAL TASKS

1. Performing responsible professional work in the investigation or development of landscape projects.

2. Designing and inspecting the construction of landscape projects.

3. Carrying on scientific research of economic importance involving the principles and practices of landscape architecture.

4. Furnishing critical advice or preparing reports on the best methods for developing or utilizing the natural resources of a given tract.

QUALIFICATIONS

Education: Training equivalent to graduation in landscape architecture from a college or university of recognized standing.

Experience: Not less than three years' experience in landscape architecture which would demonstrate ability to perform work assigned.

In lieu of the above, one year of postgraduate study may be substituted for each year of experience up to two years of the required experience.

Skilled

LATHER

JOB DESCRIPTION

Under general supervision to apply wood, metal or composition lath to studding or other frame work.

TYPICAL TASKS

1. Erecting light iron framework to which laths are to be fastened; erecting a scaffold.
2. Fastening framework, hangers, brackets, clips, anchors, furring strips, corner beads, and molding in place.
3. Placing lath in position and fastening it to wall or ceiling.
4. Cutting openings in lath for electrical fixtures and heating or ventilating pipes or fixtures.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Professional and Technical — LAWYER

JOB DESCRIPTION

Upon assignment to perform responsible professional work involved in the interpretation and application of common and statute law, and to perform related work.

TYPICAL TASKS

1. Preparing legal documents for presentation before formal hearings.
2. Furnishing expert critical advice in connection with legal problems or policies.
3. Supervising others in the collection and collating of material involving the use of legal principles and phraseology.
4. Doing legal research.

QUALIFICATIONS

License to practice law in the State.

Skilled

LIBRARIAN

JOB DESCRIPTION

Under supervision to classify, index, issue and receive books, documents, periodicals and data for the use of students and readers, and to perform related work.

TYPICAL TASKS

1. Classifying and indexing printed matter such as books, brochures, pamphlets.
2. Charging and discharging books at circulation desk.
3. Supervising reading rooms, reference room or a small library.
4. Recommending reading matter.
5. Assisting in preparation of school lists.
6. Getting books from shelves by number and shelving them.
7. Labeling books.
8. Performing incidental clerical duties such as typewriting.
9. Keeping routine records such as circulation, accession, bindery, etc.
10. Checking books for binding.
11. Doing simple repair work.
12. Assisting head librarian.
13. Taking charge of a small library, a reference room or a reading room.

QUALIFICATIONS.

Education: Training equivalent to high school graduation; and

Experience: Not less than two years' experience in performance of library or research work or literary investigation which has demonstrated ability to handle a librarian's duties; or

Education: Training equivalent to two years of college and one year of library training school.

Experience: One year of experience as outlined under Experience, above, with either of the above education qualifications.

Knowledge: Of a wide range of literature; of a highly specialized literature or subject matter or of a branch of library science.

Personal Traits: Accuracy, neatness, courtesy.

Skilled

LINEMAN

JOB DESCRIPTION

Under general supervision to erect, install, maintain or repair power lighting and communication systems and to perform related work.

TYPICAL TASKS

1. Stringing light and power wires; installing telephone or signal equipment; installing light and power equipment.
2. Splicing, soldering, and insulating connections.
3. Using testing equipment.
4. Mounting insulators on timbers or other supports.
5. Connecting wiring system to power source.
6. Climbing poles.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the craft.

NOTE: See ELECTRICIAN

Skilled

LINOLEUM LAYER

JOB DESCRIPTION

Under general supervision to apply linoleum or similar flooring material to finished or unfinished surfaces, and to perform related work.

TYPICAL TASKS

1. Preparing surface to which floor covering is to be applied.
2. Disconnecting, removing, replacing and reconnecting equipment such as radiators that obstruct the floor surface to be covered.
3. Selecting, measuring and cutting floor covering material.
4. Fitting floor covering.
5. Rolling the finished floor covering surface with hand roller.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

MACHINIST

JOB DESCRIPTION

Under general supervision to manufacture or repair engines, machines, and machine tools, and to perform related work.

TYPICAL TASKS

1. Studying blueprints, sketches, or damaged machine parts, and determining what machining is required.
2. Selecting appropriate metal casting, forging, or rolled stock from which to machine the required part.
3. Operating a power hacksaw, metal working machinery such as engine lathe, miller, shaper, drill press, etc.
4. Shaping metal by hand with files, chisels, and scrapers.
5. Sharpening cutting tools.
6. Assembling, installing, altering or repairing machinery as directed.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

MACHINIST'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a MACHINIST to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Doing simple and routine tasks involved in bench, machine or hand tool work.
2. Assisting in manufacture of machine parts.
3. Assisting in assembling, installing, altering machinery.
4. Assisting MACHINIST as directed.

QUALIFICATIONS

Sufficient experience helping machinists or in the use of machinists' tools to demonstrate ability to perform work assigned.

Skilled

MATERIAL INSPECTOR

JOB DESCRIPTION

Under direction to inspect materials on engineering and construction projects to insure compliance with contracts and codes, and to perform related work.

TYPICAL TASKS

1. Inspecting materials to verify quality, quantity, condition and weight.
2. Inspecting materials to insure compliance with contracts, plans, specifications, and regulations.
3. Performing necessary inspection work in connection with procurement or fabrication of material.
4. Ordering corrective measures where necessary.
5. Making necessary progress reports.

QUALIFICATIONS

Education: Training equivalent to high school graduation is desirable.

Experience: At least three years successful experience in inspection, manufacture and installation or use of materials to which he is assigned to inspect. Experience of one of the trades is desirable.

Knowledge: Working knowledge of standard practices, customs, materials of field, construction; of carpentry, masonry, concrete and general structural work; of standard building regulations, fire underwriters' rules and other codes applying to construction work where necessary.

Ability: To work from oral or written instructions or drawings, specifications; schedules or blue prints; make necessary calculations to determine fulfillment of specifications.

Personal Traits: Accuracy, integrity and reliability.

Intermediate - Grade A

MOTOR BOAT OPERATOR

JOB DESCRIPTION

Under supervision to operate and maintain a gasoline driven passenger or work boat, and to perform related work.

TYPICAL TASKS

1. Operating motor boat in transporting workers, tools or materials.
2. Assisting in locating floating work rings.
3. Towing barges, piles, or other floating equipment and material.
4. Maintaining and caring for the equipment.

QUALIFICATIONS

Sufficient boating experience to demonstrate a general nautical knowledge necessary to perform work assigned.

Knowledge of harbor rules and regulations.

Knowledge of gasoline engine operation.

Professional and Technical

MUSIC DIRECTOR

JOB DESCRIPTION

Upon assignment to select, develop and direct the musical program of a stage presentation, and to perform related work.

TYPICAL TASKS

1. Selecting a suitable musical score or accompaniment to be used in connection with the production of a play or other dramatic form of presentation.
2. Directing the arrangement of such music.
3. Rehearsing orchestras, choruses and soloists for the performance of such music.
4. Directing the performance of such music in connection with a stage presentation.

QUALIFICATIONS

Education: Training equivalent to university or college degree with special credits in music is desirable.

Experience: At least one year of bona fide professional engagements as a music director or in related fields. Extensive experience in directing orchestras or choruses.

Knowledge: Of the methods of stage production and musical accompaniments or underscoring; of the fundamentals of music, including harmony, arranging, counterpoint, etc.

Skilled

MUSICIAN

JOB DESCRIPTION

Under supervision as an instrumentalist or vocalist of recognized standing in the field of music to perform in a musicianly manner, as a soloist or in collaboration with others, showing a usable technic and interpretive ability.

TYPICAL TASKS

1. Doing solo, ensemble band or orchestral work in the rendition of classical or popular music.

2. Rehearsing regularly in preparation for public appearances.

QUALIFICATIONS

Education: Common school; at least four years of music training on his (or her) major instrument, or in singing.

Experience: At least two years' successful and progressive experience in one or more types of work, such as concert orchestra or concert band, dance orchestra, instrumental or vocal ensembles. Must have had some public experience.

Knowledge: A technical knowledge of the elements of theory, terminology, form and style, and music appreciation.

Ability: To read at sight selections from the standard literature written for his (or her) instrument or for the voice, and to demonstrate a fair degree of mastery in the following:

Tone (Instrumental or Vocal)
Technic
Rhythm and Phrase
Intelligence in Interpretation
Individuality of Style
Pitch
Breath Technic
Pronunciation (Vocal)

NOTE: See SENIOR MUSICIAN in the Professional and Technical classification.

Professional and Technical — MUSIC TEACHER

JOB DESCRIPTION

Upon assignment as instructor to do work of a professional nature in the field of music education; to direct and guide the musical education of children and/or adults in group performance, appreciation and history of music.

TYPICAL TASKS

1. Instructing, guiding and directing instrumental and singing groups, children and/or adults, in learning and developing musical skills and appreciation.

QUALIFICATIONS

Education: High school graduation or its equivalent; at least six years of music training, two of which must have been in some phase of music education acceptable for credit or certification in a school of recognized standing.

Experience: At least two years successful and consistent professional experience as a teacher of applied music and some experience in group instruction.

Knowledge: Technical knowledge of the elements of music, ear training and sight singing, theory and harmony, terminology, form and style, history and appreciation, and music methods.

Ability: To read at sight, easily, selections from standard teaching material for beginners in applied music classes (piano, or strings, or voice) to play simple accompaniments and examples of teaching materials.

Intermediate - Grade A

NOTEMAN

JOB DESCRIPTION

Under general supervision as a member of a surveying party to read survey notes to or record data from the instrument of other members of the party, and to perform related work.

TYPICAL TASKS

1. Keeping survey notes pertaining to lines, grades, elevation angles.
2. Putting down relevant informations such as monument locations, land markers.
3. Reporting on topography of country observed.
4. Assisting surveyor and his crew.

QUALIFICATIONS

Education: Training equivalent to high school education with special study in mathematics or engineering.

Experience: Sufficient experience with surveyors or engineering crews to demonstrate ability to keep field notes.

Knowledge: Working knowledge of standard survey practices; of mathematics and simple survey calculations; should know an approved method for keeping notes of survey data.

Ability: Ability to print neatly, rapidly and accurately.

Unskilled - Grade B

NURSERY HELPER

JOB DESCRIPTION

Under supervision to care for and supervise the play and activities of small children, and to perform related work.

TYPICAL TASKS

1. Giving general assistance in the care and feeding of young children.
2. Keeping children clean.
3. Supervising their play.
4. Reading to a group of children.

QUALIFICATIONS

Personal cleanliness.

Reliability.

Ability to get along with children.

Unskilled - Grade B

NURSERY SCHOOL ATTENDANT

JOB DESCRIPTION

Under supervision to act as a janitor and general manual assistant on nursery school projects, and to perform related work.

TYPICAL TASKS

1. Operating heating and ventilating system of school quarters under proper supervision.
2. Keeping nursery school quarters clean.
3. Making minor equipment repairs.
4. Doing general maintenance work around the project.
5. Assisting teachers on project as directed.

QUALIFICATIONS

Good physical condition, reliability, pleasing personality, ability to handle simple tools and make minor equipment repairs.

NOTE: This person may work in close contact with children and should have personal qualifications appropriate to such contacts.

Professional and Technical — NURSERY TEACHER

JOB DESCRIPTION

Under general supervision to organize groups of children of pre-school age and to conduct educational activities for such children on nursery school projects.

TYPICAL TASKS

1. Assuming responsibility for the operation of the nursery school.
2. Obtaining lists of eligible children from local welfare bureaus, school principals, etc.
3. Planning physical set-up with staff arrangement of material and equipment for indoor and outdoor play.
4. Preparing daily schedules and assigning duties to staff members.
5. Safeguarding health and physical welfare of children in nursery school; making morning inspection when there is no nurse.
6. Planning food purchases necessary for nursery school luncheons, planning meals where there is no regular nutritionist.
7. Giving children experiences in such educational activities as beginnings in art, music, science, literature etc.
8. Guiding young children so that correct habits in eating, sleeping, social adjustment, emotional stability and self-dependence may be established.
9. Maintaining cooperative relationships with local sponsors and cooperating agencies; and with homes and families of enrolled children.
10. Assuming responsibility for parent education with parents of nursery school children.
11. Keeping necessary records and making reports as required.

QUALIFICATIONS

Sufficient education and/or experience to demonstrate ability to perform work assigned. (The determination of this will be in accordance with Operating Procedure W-9)

Intermediate - Grade B

NURSE'S AIDE

JOB DESCRIPTION

Under general supervision to assist a nurse in the care of patients or assist a school or visiting nurse in school or field work, and to perform related work.

TYPICAL TASKS

1. Performing routine work connected with nursing care and comfort of patients.
2. Maintaining discipline among patients and reporting on their condition and activities.
3. Assisting a school nurse in examination of children.
4. Visiting homes, encouraging proper and balanced feedings, explaining physician's recommendations, doing routine follow-up work for visiting nurse.
5. Making appointments for patients with doctors.

QUALIFICATIONS

Hospital experience desirable.

Sufficient experience as practical nurse or nurse's helper to demonstrate ability to perform tasks assigned.

Personality to make contact with needy families and to work with sick people.

Tactful, courteous, reliable.

Intermediate - Grade B

OFFICE MACHINE OPERATOR

JOB DESCRIPTION

Under general supervision to operate office machines such as calculating, tabulating, bookkeeping or cardpunch, blue print or similar machine, and perform related tasks.

TYPICAL TASKS

1. Operating an office machine and auxiliary devices.
2. Transcribing information from machines to forms or compiling necessary reports of work done on machine.
3. Performing simple arithmetical or mathematical calculations with the machine.
4. Recording statistical data on cards, such data being transferred from simple precoded records, or from records to which easily memorized codes apply.
5. Developing, washing, drying, trimming and filing blueprints, mixing chemicals, coating papers.

QUALIFICATIONS

Education: Common school; high school education is desirable.

Experience: Sufficient experience in operation of office machine to demonstrate ability to handle work. Six months is desirable.

Knowledge: Knowledge of particular machine to which worker is assigned and of related machines.

Personal Traits: Neatness, accuracy.

Intermediate - Grade B

OILER

JOB DESCRIPTION

Under immediate supervision to clean, oil and grease stationary or portable heavy construction equipment, or factory machinery, and to perform related work.

TYPICAL TASKS

1. Lubricating, fueling and cleaning construction machines.
2. Assisting in making minor repairs and adjustments.
3. Assisting in transporting and setting up machines.
4. Assisting in making pipe line connection or in bracing tackle.

QUALIFICATIONS

Sufficient experience as a fireman of steam equipment or in the operation and maintenance of gasoline motors to demonstrate ability to perform work assigned.

Unskilled - Grade B

PACKER

JOB DESCRIPTION

Under immediate supervision to count, fold, wrap or pack merchandise for distribution.

TYPICAL TASKS

1. Checking size, color and quality of goods received against requisition.
2. Counting, folding and bundling articles.
3. Wrapping with paper and tying cord or glued tape.
4. Filling and closing bags.
5. Arranging articles neatly in boxes, barrels or cartons.
6. Weighing and recording weights of various commodities.

QUALIFICATIONS

Manual dexterity.

Skilled

PAINTER

JOB DESCRIPTION

Under general supervision to apply preserving and decorative liquids to interior or exterior surfaces or buildings or other structures, and to perform related work which requires a knowledge of the amount and kind of covering necessary for the proper preservation or decoration of different types of materials.

TYPICAL TASKS

1. Erecting scaffolding.
2. Preparing surface for painting.
3. Mixing paint to desired consistencies and colors.
4. Applying paint, varnish or similar materials with brush.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

PAINTER'S HELPER

JOB DESCRIPTION

To assist a skilled painter in the more difficult tasks of the trade or under supervision to apply prepared preserving and decorative liquids to exterior surfaces of buildings or other structures where a specific knowledge of painting materials and types of surfaces, or a high degree of efficiency is not required.

TYPICAL TASKS

1. Assisting the PAINTER in the erection of scaffolding.
2. Scraping and sanding old surfaces.
3. Applying prepared mixtures to exterior surfaces not requiring a high type finish.

QUALIFICATIONS

Sufficient previous experience in helping a skilled painter to demonstrate ability to perform work assigned.

Skilled

PAPER HANGER

JOB DESCRIPTION

Under general supervision to prepare walls to receive paper; to hang the paper and border, and to perform related work.

TYPICAL TASKS

1. Erecting scaffolding.
2. Applying sizing to area to be papered.
3. Measuring and cutting paper from roll.
4. Mixing paste to proper consistency and applying it to paper.
5. Placing paper on wall or ceiling in strips.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B PAVER

JOB DESCRIPTION

Under immediate supervision to lay paving brick, cobble, block stone or similar road surfacing material from curb to curb or from gutter to gutter on streets or alleys, and to perform related work.

TYPICAL TASKS

1. Preparing bed and dropping brick as a road surfacing material, cutting starters and bricks around openings.

2. Preparing the bed, selecting and laying cobble stones to a given line as a road surface.

3. Selecting, sizing, shaping and laying granite, asphalt or wood block to a given line as a road surface.

4. Directing the tamping and binding of paving materials.

QUALIFICATIONS

Sufficient experience in the use of stone working tools and in road construction work to demonstrate ability to perform work assigned.

Skilled

PAVING MACHINE OPERATOR

JOB DESCRIPTION

Under supervision to operate a self propelling and distributing asphalt or concrete mixing machine, and to perform related work.

TYPICAL TASKS

1. Operating the concrete mixing machinery.
2. Discharging and distributing mixed concrete or asphalt.
3. Maintaining daily records of operation.
4. Maintaining and caring for machine.

QUALIFICATIONS

Sufficient experience in the operation of a paving machine to demonstrate ability to perform work assigned.

License if required.

Skilled

PHOTOGRAPHER

JOB DESCRIPTION

Under supervision to take photographs, develop negatives and make prints, lantern slides and enlargements, and to perform related work.

TYPICAL TASKS

1. Selecting, posing, lighting, arranging and preparing objects for photography.
2. Making portraits, photographing interiors and exteriors, etc.
3. Exposing, developing and completing plates and films.
4. Making prints.
5. Retouching negatives.
6. Enlarging and reducing photographs.
7. Preparing chemical solutions necessary in photography.
8. Preparing lantern slides.
9. Being in responsible charge of a photographic laboratory.

QUALIFICATIONS

Experience: Completion of apprenticeship or equivalent experience as a photographer, demonstrating ability to perform assigned work; not less than two years' practical experience in photographic work.

Knowledge: Working knowledge of practice, materials and process of photography; of the fundamentals of chemistry and physics related to photography; of the details, design and construction and operation of cameras.

Personal Traits: Carefulness, good eyesight, artistic ability.

Professional and Technical

PHYSICAL SCIENTIST

JOB DESCRIPTION

Upon assignment to perform responsible research or laboratory work in connection with a specialized field of the physical sciences, and to perform related work.

TYPICAL TASKS

1. Carrying out research assignments in a specialized field of the physical sciences.
2. Compiling, tabulating and comparing data in a specialized field of the physical sciences.
3. Accepting and combining data collected by various assistants and collating it.
4. Analyzing, classifying, describing and indexing specimens in a specialized field of the physical sciences.
5. Furnishing professional advice in connection with problems pertaining to a specialized field of the physical sciences.
6. Making instrumental observations in a physical laboratory in connection with testing and research activities and keeping records of observations.
7. Interpreting the results of experiments and drawing from such interpretations results of the studies.
8. Conducting field surveys and making spot tests in order to locate specimens.
9. Supervising a group of assistants in carrying out experiments or making surveys relating to a specialized field of the physical sciences.
10. Taking charge of a laboratory and being responsible for the apparatus.
11. Preparing for publication reports on studies and experiments.

QUALIFICATIONS

Education: Training equivalent to college graduation with major courses in the particular field of the physical sciences to which he is assigned.

Experience: At least three years responsible professional experience in a specialized field of the physical sciences which would demonstrate ability to handle work assigned.
Note: One year of post graduate study in the specialized or in related fields may be substituted for each year of experience.

Knowledge: Working knowledge of a specialized field of the physical sciences and of supporting sciences and their literature. Knowledge of techniques at use in a specialized field of the physical sciences. Working knowledge of a scientific and laboratory methods and equipment.

Ability: To plan working details; make assignments; carry on independent professional work in a specialized field of the physical sciences.

Skilled

PILE DRIVER OPERATOR

JOB DESCRIPTION

Under general supervision to operate a steam, diesel or gasoline powered pile driver, and to perform related work.

TYPICAL TASKS

1. Supervising and assisting in erection of pile driver and necessary equipment.
2. Driving and extracting pile.
3. Operating an air compressor when using air-operated (pneumatic) power hammer.
4. Inspecting and making adjustments on hoisting engine; repairing and adjusting hammer; assisting in repair and maintainence of Pile Driver.

QUALIFICATIONS

Sufficient experience in the operation of a pile driving machine to demonstrate ability to perform work assigned.

License if required.

Intermediate - Grade A

PIPE LAYER

JOB DESCRIPTION

Under supervision to lay underground asbestos composition, pre-cast concrete, wood, iron or vitrified pipe for sewer and drainage service, and to perform related work.

TYPICAL TASKS

1. Supervising the preparation of the bed or pipe foundations.
2. Assisting with and directing the placing of heavy pipe.
3. Laying pipe to established lines and grades.
4. Laying tile on drainage pipe at a prescribed depth.
5. Calking or otherwise sealing joints using cement, mortar, tar preparations, etc.
6. Supervising proper back filling.

QUALIFICATIONS

Sufficient experience in pipe laying and similar work to demonstrate ability to perform work assigned.

Working knowledge of the standard practices, tools, materials and processes of the trade and the hazards of working in trench or ditch.

Ability to handle tripods and chain blocks in the laying and lining of pipe.

Skilled

PLASTERER

JOB DESCRIPTION

Under general supervision to apply coats of plastic materials, and to perform related work.

TYPICAL TASKS

1. Preparing walls for plastering.
2. Mixing or preparing plaster, mortar, cement, stucco.
3. Applying the plastic materials.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

PLUMBER

JOB DESCRIPTION

Under general supervision to install, maintain, or repair building and plant service, water supply and sanitary systems, and to perform related work.

TYPICAL TASKS

1. Selecting pipe of required diameter and measuring and cutting to specified pipe lengths.
2. Bonding, cutting, reaming, and threading pipe.
3. Screwing fittings on pipe and placing assembled pipe on hangers or supports.
4. Installing gas, water, and sanitary fixtures and equipment with their supports, hangers or foundations.
5. Testing joints and pipe system for leaks.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

License if required.

Intermediate - Grade A

PLUMBER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a PLUMBER, to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Assisting a plumber in the installation or maintenance of water supply and sanitary systems.
2. Cutting and threading pipe.
3. Carrying materials and fixtures and running errands.
4. Melting and ladling lead.
5. Stuffing cast iron joints with oakum.
6. Using pick and shovel in making necessary excavations.

QUALIFICATIONS

Sufficient experience in plumber's shop or in helping STEAM FITTERS or PLUMBERS to demonstrate ability to perform work assigned.

Intermediate - Grade B

POWDER MONKEY

JOB DESCRIPTION

Under immediate supervision to assist and work under the direction of a BLASTER, and to perform related work.

TYPICAL TASKS

1. Carrying explosives and blasting material from magazine or powder shed.
2. Stringing wire from hole to starter.
3. Assisting with tamping or other tools as directed.
4. Assisting in covering hole with timber or mats.
5. Warning nearby workers before the explosion.
6. Running errands for the BLASTER.

QUALIFICATIONS

Sufficient experience as a BLASTER'S helper or in quarry blasting work to demonstrate ability to perform work assigned.

Alertness, carefulness.

Knowledge of hazards involved in working with and around explosives.

License if required.

Skilled

POWER SHOVEL OPERATOR

JOB DESCRIPTION

Under general supervision to operate gasoline, diesel, air, electric or steam powered equipment fitted with boom, dipper stick and bucket, for excavating or moving materials, and to perform related work.

TYPICAL TASKS

1. Manipulating power shovel into proper working position.
2. Excavating or back-filling.
3. Caring for and maintaining equipment.

QUALIFICATIONS

Sufficient experience in the operation of powered digging equipment to demonstrate ability to perform work assigned.

License if required.

Intermediate - Grade A

POWER WINCHMAN

JOB DESCRIPTION

Under supervision to operate a simple gasoline powered hoisting engine used in connection with small buildings or quarry work.

TYPICAL TASKS

1. Operating hoisting engine consisting only of single cable and drum on small building construction job used solely for conveying materials.

2. Operating hoisting engine consisting only of single cable and drum and used for moving cable cars in a rock quarry or similar work.

3. Making minor repairs on the engine and keeping it oiled and greased.

QUALIFICATIONS

Alertness and sufficient experience to demonstrate ability to perform the work assigned.

NOTE: If worker is to be required to set up the engine, rig the cables, blocks, guys and braces of the elevator shaft or gin pole, splice cables or make major repairs on the engine, he should be assigned as "Hoisting Engineer".

Intermediate - Grade B

PROJECT COORDINATOR

JOB DESCRIPTION

Under general supervision to take charge of the office and clerical work on a household service demonstration project, to render assistance in conducting demonstrations and to perform related work.

TYPICAL TASKS

1. Maintaining contacts with the general public, project employees and uncompensated trainees about project problems.

2. Assuming responsibility for maintaining economical and efficient production of office work on the project.

3. Assuming responsibility for records and reports necessary in the operation of the project.

4. Keeping records of activities and attendance of staff members and number of persons attending public demonstrations.

5. Being responsible for the requisition and use of project supplies.

6. Supervising clerks and typists on the project.

QUALIFICATIONS

Education: Training equivalent to high school graduation, or two years of business school.

Knowledge: Working knowledge of office procedure; ability to work from instructions either oral or written.

Personal Traits: Reliability, administrative ability.

NOTE: This title to be used only on Household Service Demonstration Projects.

Professional and Technical

PROJECT TIMEKEEPER

JOB DESCRIPTION

Under general instructions to maintain timekeeping records and other general clerical records. Projects employing more than 40 workers, or those requiring detailed clerical or cost records, are usually serviced by this type of employee.

TYPICAL TASKS

1. Recording and controlling of time worked, lost, and allowable on prescribed forms within the limitations imposed by assignment forms and administrative orders.
2. Examining and correcting work performed by acting personnel.
3. Maintaining accurate record of project employment by skills, and submitting record of such employment weekly.
4. If delegated by the project superintendent or foreman, maintaining inventory records of project property, and preparing necessary reports for signature of the project superintendent or foreman.
5. If delegated, correcting or verifying initial compensation reports and forms.
6. Handling any special clerical work involving judgment or considerable responsibility.

QUALIFICATIONS

Education:	Training equivalent to two years' high school.
Experience:	Demonstrated performance of the work required.
Knowledge:	Knowledge of tasks to be performed by self and acting personnel.
Ability:	Work from instructions, oral or written, and be able to interpret and explain to acting personnel.
Personal Traits:	Reliability, administrative ability, judgment.

Intermediate - Grade B

PUMP OPERATOR

JOB DESCRIPTION

Under supervision to operate various types of power-driven pumps on construction jobs, and to perform related work.

TYPICAL TASKS

1. Setting up the pumping apparatus.
2. Digging low spots or sumps to facilitate operation of suction pump.
3. Operating pump.
4. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience in the operation of centrifugal or diaphragm pumps to demonstrate ability to perform work assigned.

Professional and Technical

PUPPETEER

JOB DESCRIPTION

Upon assignment to manufacture and finish puppets; and/or to manipulate puppets in a play; and to perform related work.

TYPICAL TASKS

1. Designing, cutting, shaping and assembling puppets.
2. Assembling, operating devices for use in puppet productions.
3. Manipulating puppets in stage productions.
4. Rehearsing for public performances.

QUALIFICATIONS

Education: Training in puppetry under competent instructors.

Experience: Professional experience in the field of puppetry. This experience should be supported by documentary evidence such as press clipping, programs, etc. Extensive experience with semi-professional groups under professional leadership should be given some weight.

Previous experience in modeling and sculpture and/or previous acting experience which might render the individual of value in the manufacture and/or operation of puppets.

Unskilled - Grade B

RECREATION ATTENDANT

JOB DESCRIPTION

Under supervision to act as a grounds keeper, equipment checker and general manual assistant at a playground, recreation area or center, and to perform related work.

TYPICAL TASKS

1. Caring for, checking, collecting and distributing materials and equipment.
2. Making minor equipment repairs.
3. Doing general maintenance work around camp.
4. Assisting supervisors in odd jobs around the recreation center.

QUALIFICATIONS

Good physical condition, reliability, ability to read and write, pleasing personality, ability to make minor equipment repairs of a simple nature. This person may work in close contact with children and should be able to get along with them.

NOTE: The Recreation Attendant will always be under the general direction of a Junior Recreation Leader, a Recreation Leader, a Senior Recreation Leader, or a Recreation Director, and will not be placed in a position of supervision over others.

Professional and Technical

RECREATION DIRECTOR

JOB DESCRIPTION

Upon assignment in a community with several recreation units to contribute professional and technical leadership and direction to the organization and conduct of community recreation activities, and to perform related tasks.

TYPICAL TASKS

1. Organizing program and community resources.
2. Organizing participating groups.
3. Planning and directing playground or other Recreation center programs.
4. Directing, organizing and leading groups in some field in which the leader has special skill such as arts and crafts, music, drama, etc.
5. Assuming responsibility for training of those under his direction or supervision.
6. Assisting in and helping plan general training work.
7. Acting in supervisory capacity for project unit.

QUALIFICATIONS

A working knowledge of group work methods, of techniques of community organization, of training methods, of the general field of recreation, and of special skills. Successful past experience in recreation or allied profession. Imagination, resourcefulness, initiative, reliability, administrative ability.

NOTE: See "Note" under job title RECREATION LEADER which also applies to the above job title.

Skilled

RECREATION LEADER

JOB DESCRIPTION

Under direction and supervision in communities with several recreation units or with considerable latitude of judgment in communities with only one recreation unit to conduct and direct leisure-time group activities for adults and/or children, and to perform related work.

TYPICAL TASKS

1. Doing leadership work in group drama, music art and crafts and other activities requiring special skills.
2. Cooperating in making plans for leadership training.
3. Making necessary progress reports.

In Communities Having One Recreation Unit:

1. Organizing programs and community resources.
2. Planning and directing playground and/or other Recreation center activities.
3. Direct and train JUNIOR RECREATION LEADERS and RECREATION ATTENDANTS.

In Communities Having Two or More Recreation Units:

1. Assisting in planning and organizing program and community resources.
2. Directing and conducting sections of large playground or other Recreation center programs.

QUALIFICATIONS

Working knowledge of the field of Recreation and of special skills, ability to organize and lead groups, initiative, reliability. Sufficient experience in recreation or related fields to perform work assigned (Employment on the works program will be counted as previous experience)

NOTE: The word "unit" as used herein pertains to such a single concentration of activities as a playground, recreation center, neighborhood play street program, pre-school play center, etc.

Professional and Technical

REGISTERED NURSE

JOB DESCRIPTION

Under general supervision to perform routine nursing care of sick, injured or infirm patients, and to perform related work.

TYPICAL TASKS

1. Giving treatments and medications as prescribed by a physician.
2. Assisting in physical and mental examinations.
3. Observing symptoms and taking and recording the temperature, pulse, and respiration of patients.
4. Serving nourishment, meals and feeding helpless patients.
5. Maintaining discipline among attendants and supervising their work.
6. Supervising group of nurse's aides or graduate nurses.

QUALIFICATIONS

Certification necessary to practice nursing in the State.

Intermediate - Grade A

REINFORCING STEEL WORKER

JOB DESCRIPTION

Under general supervision to place and fasten steel reinforcing rods or mesh for concrete construction except in road building, and to perform related work.

TYPICAL TASKS

1. Preparing reinforcing steel for placement in forms; cutting, bending and shaping reinforcing rods or mesh.
2. Placing and fastening steel reinforcing rods or mesh according to plan.
3. Setting dowels.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE: For rodmen or bar placers in road building see LABORER.

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REPORTER

JOB DESCRIPTION

Under general supervision to report in readable written form facts found through using libraries, personal interviews, county records, etc., and to perform related work.

TYPICAL TASKS

1. Preparing a description of places by visiting the areas, consulting libraries, and, if necessary, interviewing residents.
2. Writing the facts secured into readable manuscript form.
3. Taking descriptions prepared by other workers, checking the facts therein by the above methods, and preparing suggestions for revision or the revision itself.
4. Securing stories or legends from newspaper files in libraries or by interviewing persons and reporting these stories in readable written form to the supervisor.

QUALIFICATIONS

Education: Training equivalent to high school graduation; two years of college work. For each year of the required college work there may be substituted one year of equivalent training in the form of business school study or work as a reporter on a newspaper or as a copy writer in advertising agency.

Experience: At least two years' experience as a newspaper reporter or feature writer, or as a contributor of factual magazine articles or as a copy writer.

Personal Traits: Accuracy and reliability.

Skilled

RESEARCH ASSISTANT

JOB DESCRIPTION

Under general supervision to direct field research workers and research checkers in obtaining and checking data, and to perform related work.

TYPICAL TASKS

1. Directing the work of a group of research field workers, making assignments of working areas or territory.
2. Supervising the work of a group of research checkers.
3. At times, doing field research work or checking himself.
4. Examining, checking and correcting work of staff.
5. Making necessary progress reports.
6. Maintaining contacts with other sections performing similar work.

QUALIFICATIONS

Education: Training equivalent to high school graduation. College education is desirable.

Experience: At least two years experience in editing and checking miscellaneous data; or in a specialized line of research work; or in clerical, sales or investigating work; or in a supervisory capacity in gathering or reviewing statistical data. This experience must demonstrate ability to perform work assigned.

Knowledge: Of some approved research or statistical techniques and ways of gathering information.

Personal Traits: Carefulness, reliability, supervising ability.

NOTE: See RESEARCH FIELD WORKER and RESEARCH CHECKER in the Intermediate classification and RESEARCH EDITOR in the Professional.

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Intermediate - ~~Grade A~~ RESEARCH CHECKER

JOB DESCRIPTION

Under general supervision to check or edit schedules, forms and other documents for errors, and to determine that they are consistent and complete, and to perform related work.

TYPICAL TASKS

1. Checking schedules, forms, questionnaires, tables and other documents for omissions and errors.
2. Noting errors and inconsistencies and giving direction for correction.
3. Submitting reports and summaries as required.

QUALIFICATIONS

Education: Training equivalent to graduation from high school.

Experience: General office experience is desirable.

Knowledge: Knowledge of general office procedures.

Personal Traits: Accuracy and alertness.

Professional and Technical

RESEARCH EDITOR

JOB DESCRIPTION

Upon assignment on research or survey project to edit, check and arrange in final form for publication, material of a technical, historical or scientific nature gathered and prepared by Intermediate and Skilled workers.

TYPICAL TASKS

1. Planning and directing the classification, listing and cataloging of material obtained from public records.
2. Editing, checking, arranging, rewriting and preparing material in final form.
3. Preparing reports on the results obtained by scientific investigation or experimentation.
4. Supervising a number of research checkers, field workers, assistants, etc.

QUALIFICATIONS

Education: Training equivalent to graduation from college or university of recognized standing with special courses in Social Science, English, Education and related subjects.

Experience: Not less than three years' experience in research or editing work which would demonstrate ability to perform work assigned.

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Intermediate - ~~Grade B~~ RESEARCH FIELD WORKER

JOB DESCRIPTION

Under supervision to obtain basic research data by means of interviews, numerical counts, copying public records or other methods as directed, and to perform related work.

TYPICAL TASKS

1. Filling out schedules or forms containing information about public records.
2. Making traffic checks.
3. Obtaining numerical and statistical data from individuals and records.
4. Interviewing people and recording their answers or questionnaires or forms.
5. Making numerical counts of objects as directed.

QUALIFICATIONS

Education: Training equivalent to high school graduation.

Experience: General clerical, sales, teaching or research experience sufficient to demonstrate aptitude in and ability to perform work assigned.

Ability: Ability to write legibly, accuracy, tact and courtesy.

Intermediate - Grade A

RIG DRILL OPERATOR

JOB DESCRIPTION

Under supervision to operate and maintain a portable rig or wagon drill machine, and to perform related work.

TYPICAL TASKS

1. Locating and setting up rig drill.
2. Connecting with air compressor.
3. Drilling blasting holes at any angle required.

QUALIFICATIONS

Sufficient experience as a helper or as an operator of a drilling machine to demonstrate ability to perform work assigned.

Skilled

RIGGER

JOB DESCRIPTION

Under general supervision to use cables, chains, ropes, block and falls, chain blocks, screw and hydraulic jacks, rollers and cribbing, skids and timber in the shifting, elevating or lowering of heavy machinery or equipment; to rig swinging scaffolds; and to perform related work.

TYPICAL TASKS

1. Rigging and re-rigging machines.
2. Splicing cables and ropes.
3. Selecting and placing sheave blocks, tackle, ropes, and cables; drawing cables through sheave blocks.
4. Fastening cables to fixed objects for anchorages.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

RIPRAPPER

JOB DESCRIPTION

Under immediate supervision to lay and arrange in close contact irregularly shaped field stone or rough hewn quarry stones, and to perform related work.

TYPICAL TASKS

1. Laying stone.
2. Forming road berms and gutters as a finish surface to a given line using grout, clay or dirt as a binder.
3. Laying stone on slopes or against stream banks to prevent erosion.
4. Building a dry stone wall to serve as a barricade or retaining wall, using field or roughly hewn quarried stone on highway or creek work. This is not to be confused with the dry wall built by a stone mason of cut stone deriving its strength from the skilled manner in which the bond is created and from the carefully planned footing upon which it rests.

QUALIFICATIONS

Sufficient experience in road construction, or rough landscaping to demonstrate ability to perform work assigned.

Intermediate - Grade A — RODMAN-CHAINMAN

JOB DESCRIPTION

Under immediate supervision to assist an INSTRUMENT MAN or ENGINEER in field work, by using line or level rods, measuring chains or tapes, or by marking points as directed, and to perform related work.

TYPICAL TASKS

1. Holding, adjusting and reading survey rods.
2. Measuring accurately with chain or tape and plumb bob.
3. Keeping notes accurately and neatly.
4. Marking intersections, station points or elevations.
5. Cutting and clearing brush.
6. Taking and recording soundings.

QUALIFICATIONS

Education: High school graduation or its equivalent required. Additional engineering study desirable.

Knowledge: Familiarity with surveyor's signs and symbols.

Ability: Ability to keep engineering notes.

Personal Traits: Accuracy.

Skilled

ROLLER OPERATOR

JOB DESCRIPTION

Under general supervision to operate a steam, diesel or gasoline powered road roller, and to perform related work.

TYPICAL TASKS

1. Fueling and starting engine, or firing and adding water to boiler.
2. Filling water tank if rolls are to be moistened.
3. Operating roller backward and forward over surfaces.
4. Operating roller to drag scarifier.
5. Oiling and greasing machine and making minor repairs.

QUALIFICATIONS

Sufficient experience in the operation of a road roller to demonstrate ability to perform the work assigned.

License if required.

Intermediate - Grade B

ROOFER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a ROOFER, to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Assisting with the erection of scaffolding.
2. Assisting in laying roofing felt.
3. Carrying roofing materials up ladders.
4. Firing a tar pot.
5. Spreading slag.

QUALIFICATIONS

Sufficient experience helping construction mechanics to demonstrate ability to perform work assigned.

Acquaintance with the hazards involved in working on roofs, or scaffolding.

Good physical condition.

Skilled

SANDBLASTER

JOB DESCRIPTION

Under general supervision to remove rust scales, dirt, etc., from structures by sandblasting, and to perform related work.

TYPICAL TASKS

1. Erecting and rigging scaffold.
2. Directing spray of sand and compressed air over surface to be cleaned.
3. Removing rust and scales from metal structures.
4. Maintaining and caring for equipment.

QUALIFICATIONS

Sufficient experience as sandblaster or at similar work to demonstrate ability to perform work assigned. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

SAWYER

JOB DESCRIPTION

Under general supervision to take charge of the sawing of lumber or cordwood in a portable or small stationary sawmill, and to perform related work.

TYPICAL TASKS

1. Operating, maintaining and repairing a small stationary or portable sawmill power by electricity, steam or gas.

2. Directing a group of assistants engaged in operating the machinery and handling the logs or sawed lumber.

QUALIFICATIONS

Sufficient experience in operating machine powered sawmills, or in and around lumber yards to perform work assigned.

Working knowledge of sawmill machinery and equipment.

Intermediate - Grade A SCOUT

JOB DESCRIPTION

Under general supervision to locate, spray or otherwise treat diseased trees or shrubs, and to perform related work.

TYPICAL TASKS

1. Contacting property owners seeking admittance to estates, gardens, parks and other places.
2. Climbing trees without injuring them.
3. Collecting samples of suspicious trees.
4. Sterilizing equipment.
5. Denoting position of diseased trees on maps.
6. Handling the more hazardous parts of the work in connection with the treating or removal of the diseased trees.
7. Operating a dust gun in eradicating insects.
8. Setting out poisoned bait.
9. Mixing poisons in proper proportions and distributing them.

QUALIFICATIONS

Ability to climb trees with ropes or spurs.

Good physical condition; good eyesight.

Carefulness and reliability.

Acqaintance with hazards involved in operation of a dust gun or in setting out poisons and knowledge of safety principles.

NOTE: See EXTERMINATOR or FORESTER AIDE for similar work requiring less skill and without the element of hazard faced in the above job.

Unskilled - Grade B - SEAMSTRESS

JOB DESCRIPTION

Under immediate supervision to sew, knit, or quilt any kind of textile material by hand or with domestic type machine, and to perform related work.

TYPICAL TASKS

1. Sewing or knitting or quilting by hand.
2. Sewing by treadle or electric type domestic sewing machine.
3. Operating a manually operated knitting machine.
4. Hand finishing by making button holes, by pinking, or by overcasting.
5. Pressing and folding articles.
6. Inspecting and checking articles.
7. Performing simple repair work.
8. Tagging, bundling and wrapping articles or garments.

QUALIFICATIONS

Reliability.

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~~Professional & Technical~~

SECRETARY

JOB DESCRIPTION

Under supervision to assist an executive by stenographic and clerical work, and to perform related work.

TYPICAL TASKS

1. Taking shorthand notes and transcribing them and otherwise performing a stenographer's duties.
2. Performing detailed work involved in the disposition of correspondence.
3. Maintaining records, accounts and files.
4. Collecting and preparing information for executive action.
5. Interviewing callers, making appointments, taking messages.
6. Relieving superior of details of his job.
7. Handling routine matters independently.

QUALIFICATIONS

Education: Training equivalent to high school graduation, with major courses in shorthand, typewriting and business English; or two years training in secretarial or business school of recognized standing.

Experience: At least two years' successful clerical and stenographic experience which has demonstrated ability to perform work assigned.

Personal Traits: Good hearing, diplomacy, tact, initiative, reliability.

NOTE: See STENOGRAPHER.

Professional & Technical

SENIOR ACCOUNTANT

JOB DESCRIPTION

Upon assignment, to supervise a group of accountants or clerks in skilled or intermediate classes; to do more difficult and responsible accounting work; and to perform related tasks.

TYPICAL TASKS

1. Assigning, reviewing, supervising, a group of skilled accountants and clerical assistants.
2. Laying out working plans and methods.
3. Revising and editing accounting work performed by others.
4. Doing accounting work requiring knowledge of special laws, methods and practices.
5. Examining account books and records.
6. Advising on accounting problems.

QUALIFICATIONS

Education: Graduation from an accounting school of recognized standing.

Experience: Not less than four years' experience as an accountant in a mercantile establishment, bank, public office, etc.

Professional & Technical

SENIOR ARTIST

JOB DESCRIPTION

Upon assignment to teach or to create, design and produce works in the graphic, plastic, visual or creative arts, and to perform related work.

TYPICAL TASKS

1. Teaching in the fields of applied or fine arts.
2. Supervising the production of creative work in the fields of applied or fine arts.
3. Producing creative work of a recognized professional standard in the fields of applied or fine arts.

QUALIFICATIONS

Education: Training equivalent to course of study in a professional art school of recognized standing or extended study under qualified professional artists.

Experience: At least four years professional and/or commercial experience as a professional artist, demonstrating ability and aptitude for the creation of work of acceptable quality.

Knowledge: General liberal educational background with adequate knowledge of history of art and professional technical processes involved in the creation of works of art.

Ability: To work upon assignment.

Personal Traits: Originality, artistic ability.

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SENIOR CLERK

JOB DESCRIPTION

Under general instructions to do general clerical work involving responsibility or special training, or supervising work of typists, operators of office machines, clerks, and to perform related tasks.

TYPICAL TASKS

1. Assuming responsibility for maintaining economical and efficient production of office work.
2. Initiating and distributing assignments to subordinates.
3. Examining and correcting work performed by subordinates.
4. Keeping records of activities and attendance of subordinates.
5. Devising office procedure, developing filing systems.
6. Making necessary reports of work accomplished in particular unit or section under him.
7. Being responsible for requisitions and use of supplies.
8. Maintaining contacts with other sections or units.
9. Handling any special clerical work involving judgment or considerable responsibility.

QUALIFICATIONS

Education: Training equivalent to high school graduation or two years of business school.

Experience: At least two years of successful experience in office responsibility or supervision of others, demonstrating ability to handle work assigned.

Knowledge: Working knowledge of office practices and procedures; of office machines and their accessories; knowledge of tasks to be performed by subordinates; knowledge or training in performing special tasks.

Ability: Work from instructions, oral or written, and be able to assume responsibility. Determine work limitations and other qualifications of subordinates and assign tasks accordingly for most efficient accomplishment of office work.

Personal Traits: Reliability; administrative ability, ability to get along with others.

Professional and Technical

SENIOR DRAFTSMAN

JOB DESCRIPTION

Upon assignment to supervise the work of other draftsmen; to prepare intricate and difficult statistical, architectural, engineering or mechanical working plans and detailed drawings; and to perform related work.

TYPICAL TASKS

1. Independently, or in a supervisory capacity, making general building, bridge, road or other designs and detailed plans or layout drawings.
2. Making free hand drawings of elevations or plans and perspective sketches involving a high degree of skill.
3. Performing computations and estimations of materials and costs.
4. Designing and drawing statistical graphs and charts.
5. Checking working drawings and details with code and specification requirements.
6. Supervising the work of a group of draftsmen or tracers.

QUALIFICATIONS

Education: Training equivalent to graduation from college with major work in engineering.

Experience: Not less than three years' responsible experience in an engineering or draftsman's office; part of this time shall have been spent in a supervisory position.

NOTE: See DRAFTSMAN in the Skilled - Non-Manual classification.

Intermediate - Grade B

SENIOR GARMENT MAKER

JOB DESCRIPTION

Under supervision to sew, knit, or quilt any kind of textile material by hand, or with domestic type machine, including the laying out of material and cutting to pattern, and to perform related work. This may include the supervision of unskilled workers performing the same type of work.

TYPICAL TASKS

1. To perform all of typical tasks required of an unskilled "Seamstress."
2. To lay out materials economically and cut to pattern.
3. To make model samples of sewing processes or model garments for guidance of "Seamstresses".

QUALIFICATIONS

Sufficient knowledge of various steps in the making of garments to permit the performance of the assigned work with a minimum of supervision, together with a degree of skill requiring a minimum of inspection.

Professional and Technical — SENIOR LIBRARIAN

JOB DESCRIPTION

Under general supervision to do difficult, important, and responsible specialized supervisory work in library science of service, and to perform related work.

TYPICAL TASKS

1. Administering a library.
2. Making decisions on difficult questions as to classification and cataloguing of material.
3. Classifying, indexing, issuing and receiving books, documents, periodicals and data.
4. Preparing reading lists for the use of students or the public.
5. Furnishing expert critical advice in connection with library problems or policies.
6. Supervising a group of LIBRARIANS or other assistants.

QUALIFICATIONS

Education: Training equivalent to graduation from college or university of recognized standing with special courses in library science.

Experience: Not less than two years' experience in library work which would demonstrate ability to handle work assigned.

Professional and Technical — SENIOR MUSICIAN

JOB DESCRIPTION

Upon assignment as an instrumentalist or vocalist, to do work of a professional nature in the field of music; as a soloist or in collaboration with others to give performances requiring a marked musicianship, a usable technic and interpretative ability of an acceptable order.

TYPICAL TASKS

1. Doing solo, ensembles band or orchestral work in the rendition of classical or popular music.

2. Rehearsing regularly in preparation for public appearances.

QUALIFICATIONS

Education: Common school; at least six years of music training on his (or her) instrument or in singing.

Experience: At least four years successful and consistent professional experience in one or more types of work, such as symphony orchestra, concert band, dance orchestra, instrumental or vocal ensemble or solo work.

Knowledge: A technical knowledge of the elements of music, theory and harmony, terminology, form and style, history and appreciation.

Ability to: Read at sight, easily, selections from the standard and modern literature written for his (or her) instrument, or for the voice, and to demonstrate a mastery in the following:

Tone (Instrumental or vocal)
Technic
Rhythm and Phrases
Intelligence in Interpretation
Individuality of Style
Pitch
Breath Technic
Pronunciation (Vocal)

NOTE: See MUSICIAN in the skilled classification.

Skilled

SHEET-METAL WORKER

JOB DESCRIPTION

Under general supervision to make, install, and repair various kinds of sheetmetal, and to perform related work.

TYPICAL TASKS

1. Selecting materials; designing and developing patterns.
2. Cutting, forming, and assembling material.
3. Erecting necessary scaffolding and hoisting equipment.
4. Erecting and fastening the material specified; making such connections, attachments, seams, and joints as may be required.
5. Installing or repairing iron or tin roofs, gutters, or spouts, etc.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

SHEETMETAL WORKER'S HELPER

JOB DESCRIPTION

Under immediate supervision to help a SHEETMETAL WORKER: to do the simpler and more routine work of a SHEETMETAL WORKER; and to perform related work.

TYPICAL TASKS

1. Scribing or prick-punching a line or metal to serve as a guide for shearing, punching, or shaping.
2. Assisting in cutting, bending and shaping sheet-metal by hand or machine.
3. Assisting in fitting and assembling parts together.
4. Assisting in riveting, bolting, or soldering seams and joints.
5. Assisting in the erection of hangers and in the installation of sheetmetal products, fastening them to building structure.

QUALIFICATIONS

Sufficient experience helping sheetmetal workers or around machine shop to perform work assigned.

Intermediate - Grade B

SHOE REPAIRER

JOB DESCRIPTION

Under general supervision to repair boots and shoes and to perform related work.

TYPICAL TASKS

1. Applying half or whole soles.
2. Applying top lifts and rubber, wood or leather heels.
3. Patching or repairing tops, shanks and other parts of the uppers.
4. Performing any tasks related to the manufacture or repair of boots and shoes.

QUALIFICATIONS

Sufficient shoe making or repairing experience to demonstrate ability to perform work assigned.

Intermediate - Grade B

SHORER

JOB DESCRIPTION

Under immediate supervision to shore, timber and brace the sides of trenches or the sides and ceilings of tunnel excavations, and to perform related work.

TYPICAL TASKS

1. Sawing lengths of heavy timber, splicing these timbers with boards and nails or metal plates and nuts and bolts to form walers.
2. Directing placement of the walers in tunnels, trenches or ditches being shored.
3. Sawing to length and shape knee braces, struts, spreaders and ties to be used as waler braces.
4. Cutting, sheathing and driving into place with sledge.
5. Cutting timber to support ceilings.
6. Using wedges, jacks and prys in setting supports.

QUALIFICATIONS

Sufficient experience in the handling of heavy hand tools in shoring or timbering work to demonstrate ability to perform work assigned.

Skilled

SIGN WRITER

JOB DESCRIPTION

Under general supervision to letter and paint signs and to perform related work.

TYPICAL TASKS

1. Sketching a prospective sign.
2. Making a wooden sign board; fastening mouldings or suitable framework.
3. Mixing and using lead and oil ground paint or primer.
4. Designing, laying out, lettering and decorating signs.
5. Using gold and silver leaf in lettering and trimming.
6. Painting show cards following an original or prescribed design using show card colors.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. Worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

SIGN WRITER'S HELPER

JOB DESCRIPTION

Under supervision to letter and paint signs not requiring original designing or talent in the painting of pictures, or to assist a Skilled Sign Writer by the performance of the simple routine duties of the trade.

TYPICAL TASKS

1. Making a wooden sign board; fastening mouldings or suitable frame work.
2. Laying out and lettering signs following a prescribed design.
3. Lettering sign with the aid of pre-cut stencils.

QUALIFICATIONS

Ability to space and form letters in a uniform design and sufficient knowledge and skill in the application of prepared paints to permit the completion of an acceptable sign.

Skilled

SLATE (OR TILE) ROOFER

JOB DESCRIPTION

Under general supervision to apply slate, tile, terra cotta and asbestos tile roofing, and to perform related work.

TYPICAL TASKS

1. Erecting scaffolding.
2. Covering wooden sheathing of roof with overlapping strips of roofing felt.
3. Applying roofing.
4. Applying flashing (sheet metal strips bent to fit angles between walls and roof or between intersecting roof surfaces)
5. Covering nails of uppermost row of slate and tile with roofing cement.
6. Cleaning surfaces of finished roof with a dilute acid solution.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE: When making an assignment the exact title such as "Slate Roofer" or "Tile Roofer" should be used. For sheet metal roofers use the title of "Sheet Metal Worker".

Professional and Technical — SOCIAL SCIENTIST

JOB DESCRIPTION

Upon assignment to perform responsible research work in connection with a specialized field in the social sciences and to perform related work.

TYPICAL TASKS

1. Carrying out research assignments in a specialized field of the social sciences.
2. Compiling, tabulating, and comparing data in a specialized field of the social sciences.
3. Accepting and combining data collected by various assistants and collating it.
4. Analyzing, classifying, describing and indexing specimens in a specialized field of the social sciences.
5. Furnishing professional advice in connection with problems pertaining to a specialized field of the social sciences.
6. Interpreting the results of experiments and drawing from such interpretations results of the studies.
7. Conducting field surveys.
8. Supervising a group of assistants in carrying out experiments or making surveys relating to a specialized field of the social sciences.
9. Preparing for publication, reports on studies and experiments.

QUALIFICATIONS

Education: Training equivalent to college graduation with major courses in the particular field of the social sciences to which he is assigned.

Experience: At least three years responsible professional experience in a specialized field of the social sciences which would demonstrate ability to handle work assigned. (Note: One year of post graduate study in the specialized or in related fields may be substituted for each year of experience.)

Knowledge: Working knowledge of a specialized field of the social sciences and of supporting sciences and their literature. Knowledge of techniques at use in a specialized field of the social sciences. Working knowledge of scientific methods.

Ability to: Plan working details; make assignment; carry on independent professional work in a specialized field of the social sciences.

Professional and Technical — STAGE DIRECTOR

JOB DESCRIPTION

Upon assignment to superintend the production of a play and to perform related work.

TYPICAL TASKS

1. Superintending the casting of a play.
2. Superintending the rehearsing and performing of the theatre company.
3. Planning the movements of actors and assisting them in the creation of characterizations and manner in which their speeches shall be delivered.
4. Planning the general production in relation to setting, lighting, costuming, etc.
5. Coordinating the various mechanical details of production with other individuals including producers, technicians, designers, etc.

QUALIFICATIONS

Education: Training equivalent to college graduation with credits in dramatics is desirable or theatre training under competent instructors.

Experience: Sufficient bona fide professional experience in directing stage productions or related work to demonstrate ability to perform work assigned. A minimum of one year attested to by documentary evidence such as press clippings, contracts, etc. is required.

Extensive experience with semi-professional groups under professional leadership would count in weighing experience.

Knowledge: Of the fundamentals of acting and playwriting; of the principles and practices of the stage; familiarity with state terms and usages, etc.

Skilled

STEAMFITTER

JOB DESCRIPTION

Under general supervision to install or repair various types of steam, vapor, air, oil or processing pipe, fittings and connections to pumps, boilers, radiators, machinery or other equipment, and to perform related work.

TYPICAL TASKS

1. Selecting proper materials.
2. Cutting, threading, assembling, and installing pipe and tubing.
3. Setting and securing radiators and other heating units.
4. Connecting valves, traps, thermostats, and radiators to the pipe system.
5. Installing furnaces and boilers.
6. Checking operation of system when completed.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

STEAMFITTER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a STEAMFITTER and to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Assisting STEAMFITTERS to assemble and install boilers and radiators.
2. Assisting STEAMFITTERS to install pipe and pipe fittings to connect boiler to radiators.
3. Assisting STEAMFITTER to install pipe from service line to meter or to lay other outside pipe lines.
4. Assisting STEAMFITTER to test installation when completed.
5. Cutting, reaming and threading pipe, either by hand or with cutting and threading machine.
6. Drilling holes in concrete and fastening pipe hangers to structure with bolts or nails.

QUALIFICATIONS

Sufficient experience in helping STEAMFITTERS or PLUMBERS or in plumbing work to demonstrate ability to perform work assigned.

~~Skilled~~ Intermediate - Aug. 25, 1939
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STENOGRAPHER

JOB DESCRIPTION

Under immediate supervision to take dictation or notes by shorthand method and transcribe them and to perform related work.

TYPICAL TASKS

1. Taking correspondence down in shorthand and transcribing it.
2. Taking reports in shorthand and transcribing them.
3. Typewriting form letters in accordance with prescribed procedures.
4. Arranging material, phrasing, centering typewritten data.
5. Cutting stencils.
6. Copying from rough drafts, written or printed material.

QUALIFICATIONS

Education: Training equivalent to graduation from high school with major courses in shorthand, typing and business English or two years of business school or

Experience: Sufficient experience as a typist and stenographer to demonstrate ability to handle work assigned at a fair rate of speed.

Ability: Ability to take shorthand correctly and transcribe accurately, spell properly, punctuate and phrase; to do neat work.

NOTE: See TYPIST and SECRETARY.

Skilled

STEWARD

JOB DESCRIPTION

Upon assignment to supervise operations entailed in management of kitchen and dining or lunch room employing ten or more workers, and to perform related work.

TYPICAL TASKS

1. Planning menus and general diets.
2. Requisitioning, inspecting and issuing supplies and equipment.
3. Making necessary progress reports.
4. Supervising employees in cooking and serving food, in caring for and keeping in sanitary condition the kitchen and dining room and equipment.
5. Planning and establishing kitchen and dining room routine.

QUALIFICATIONS

Experience: Not less than two years' successful supervisory experience as a chef, chief cook or steward in a club, institution, ship hotel or restaurant, demonstrating ability to perform work or as a nutritionist or dietician.

Knowledge: Of kitchen management and institutional management, practices of foods and their preparation.

Personal Traits: Free from communicable diseases, cleanliness, courtesy, administrative ability.

Intermediate - Grade B

STOCK CLERK

JOB DESCRIPTION

Under general supervision to receive, inspect, issue, and account for supplies, tools or finished goods in a stockroom or warehouse, and to do the moderately difficult clerical tasks involved in physical receipt, storage, custody, maintenance and issuing of supplies, and performing related work.

TYPICAL TASKS

1. Providing for, arranging and maintaining stock.
2. Receiving, storing and issuing goods.
3. Keeping records of material received and issued.
4. Seeing that quarters occupied are kept in orderly condition.
5. Supervising a small group of helpers.
6. Filling requisitions.
7. Keeping current inventories of goods on hand.

QUALIFICATIONS

Education: Common school education - high school training is desirable.

Experience: Sufficient experience as stock clerk, storekeeper, or material man to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of standard practices and methods of keeping records of receipts and deliveries and of stock inventory and practical acquaintance with materials stored and its trade of inventory names.

Personal Traits: Honesty and accuracy.

NOTE: If working outdoors, should know how to protect material from weather, fire and theft hazards.

Skilled

STONE CUTTER

JOB DESCRIPTION

Under general supervision to cut stone to specified dimensions, exact sizes, or shapes with hand or pneumatic tools, and to perform related work.

TYPICAL TASKS

1. Marking, drilling and splitting stone blocks to size.
2. Facing sides of stone block by knocking off jagged edges, and facing and finishing surfaces.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade B

STONE DRESSER

JOB DESCRIPTION

Under immediate supervision to split and dress field or quarry stone to rough dimensions, and to perform related work.

TYPICAL TASKS

1. Selecting stone according to color.
2. Using bars, chisels and hammers in the splitting and rough dressing of stone.
3. Shaping stone to approximate dimensions.
4. Cleaning stone surface.

QUALIFICATIONS

Sufficient experience in quarry work and in the dressing of stone to demonstrate ability to perform work assigned.

Knowledge of the grain and cleavage of the stone.

Skilled

STONE MASON

JOB DESCRIPTION

Under general supervision to use mortar and stone in the construction of stone walls, piers, pilasters, partitions, and stone veneering, and to perform related work.

TYPICAL TASKS

1. Shaping stone preparatory to setting.
2. Setting stone by hand or with crane.
3. Applying facing stone or stone veneering to concrete structure.
4. Finishing face of wall.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

STONEMASON'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a STONEMASON; to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Helping in moving large stones into place.
2. Breaking tile to supply STONEMASON with material to be used with grout for filling crevices between stones.
3. Fastening stones into position with wooden braces and wire ties.
4. Pointing stone work.

QUALIFICATIONS

Sufficient experience handling stone in quarry or construction work to demonstrate ability to perform work assigned.

NOTE: On small projects may be combined with a HOD CARRIER.

Skilled

STONESETTER

JOB DESCRIPTION

Under general supervision to install finished or surfaced stone as an exterior or interior finish of a structure, and to perform related work.

TYPICAL TASKS

1. Supervising and assisting in moving heavy stones, with winches, hoists, and rollers.
2. Trimming, facing, cutting, and surfacing stones to proper size, fit, or finish.
3. Setting stones inmortar to proper line or position.
4. Cleaning walls with water, soap or dilute acid.
5. Drilling holes in stones, using electric or hand drill.
6. Pointing and patching stones that have been broken.
7. Caulking joints that are exposed to weather with a plastic caulking compound.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

STRUCTURAL IRON WORKER

JOB DESCRIPTION

Under general supervision to raise and place fabricated structural steel members such as girders, columns, and plates, to fasten them in a permanent structure, and to perform related work.

TYPICAL TASKS

1. Setting up and rigging hoisting equipment.
2. Hanging and erecting working platforms and scaffolding.
3. Unloading and preparing steel for hoisting.
4. Shifting, fitting and setting structural steel.
5. Operating pneumatic or electric tools in drilling, riveting, reaming, etc.
6. Working as a member of a riveting gang, heating rivets, etc.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

TAXIDERMIST

JOB DESCRIPTION

Under general supervision to prepare, stuff and mount skins of animals, birds and fish in lifelike form, and to perform related work.

TYPICAL TASKS

1. Processing skins and bones and other parts of the bodies of animals, birds and fish.
2. Setting up skeletons using wire, glue and similar adhesive agents.
3. Covering skeleton with plaster of paris, papier-mache or other compound.
4. Covering structure withhide or skin.
5. Preparing pedestals or base.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Unskilled - Grade B

TEAMSTER

JOB DESCRIPTION

Under supervision to drive a team of horses, mules, or other animals used in hauling or carrying, and to perform related work.

TYPICAL TASKS

1. Feeding and otherwise caring for draft animals.
2. Maintaining harness and vehicles in good repair.
3. Hitching and driving wagons, road or farm equipment.
4. Assisting in loading and unloading.
5. Assisting in the repair, care, and cleaning of corrals and stables.

QUALIFICATIONS

Strength for handling animals, machines and equipment.

Sufficient experience with teams or in similar work to demonstrate ability to handle work assigned.

Skilled

TERRAZZO LAYER

JOB DESCRIPTION

Under general supervision to lay and finish a mixture of small fragments of marble and cement known as terrazzo, and to perform related work.

TYPICAL TASKS

1. Preparing floor to receive terrazzo.
2. Applying terrazzo to prepared base.
3. Scattering marble chips on soft surface of top course; rolling marble chips into surface.
4. Grinding and polishing terrazzo surface level with floor surfacing machine.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

TERRAZZO LAYER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a TERRAZZO LAYER; to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Sweeping and otherwise cleaning surfaces in preparation for terrazzo finishers.
2. Mixing mortar and binders by hand in mortar box or by mortar mixing machines.
3. Carrying or wheeling mixed materials to the TERRAZZO LAYER.
4. Assisting in screeding and smoothing and in the placing of brass or bronze dividing strips.
5. Operating and maintaining finishing and polishing machines.
6. Scrubbing finished surfaces.

QUALIFICATIONS

Sufficient experience in preparing mortars and in helping TILE or TERRAZZO LAYERS to demonstrate ability to perform work assigned.

Good physical condition.

Skilled

TILE SETTER

JOB DESCRIPTION

Under general supervision to lay various kinds of tile, plain and in patterns, on floors or walls, and to perform related work.

TYPICAL TASKS

1. Preparing tiles.
2. Preparing surface to receive tile.
3. Laying tile block in cement mortar according to pattern.
4. Grouting joints.
5. Cleaning tile surfaces; removing cement stain when tile has set properly.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Intermediate - Grade A

TILE SETTER'S HELPER

JOB DESCRIPTION

Under immediate supervision to assist a TILE SETTER; to do the simpler and more routine work of the trade, and to perform related work.

TYPICAL TASKS

1. Assisting with the erection of scaffolding.
2. Preparing mortar.
3. Cleaning surfaces in preparation for tile.
4. Assisting in fastening lath and grounds.
5. Soaking tile.
6. Supplying mechanic with tools and material as required.

QUALIFICATIONS

Sufficient experience helping a TILE or TERRAZZO LAYER and in the mixing of mortars to demonstrate ability to perform work assigned.

Intermediate - Grade B

TIMBERMAN

JOB DESCRIPTION

Under supervision to prepare dimensional logs or to construct or repair timber trestles, bridges, piers, docks, timber bulkheads, or related tasks on work not requiring skill or experience of a carpenter.

TYPICAL TASKS

1. Using and keeping in good condition sharp edged tools.
2. Selecting and falling trees.
3. Trimming, barking and squaring with adze, drawknife or other hard edged tools.
4. Using heavy hand tools in performing work involved in construction and maintenance of trestles, bridges, piers, docks or bulkheads.

QUALIFICATIONS

Sufficient experience in heavy construction work involving the use of hand tools to demonstrate ability to perform work assigned such as adze, drawknife, etc.

NOTE: See SHORER and CARPENTER'S HELPER.

Intermediate - Grade B

TOOL REPAIRMAN

JOB DESCRIPTION

Under supervision to recondition or sharpen tools and to perform related work.

TYPICAL TASKS

1. Replacing handles in wood handled tools.
2. Grinding off burrs from chisels and calking tools.
3. Sharpening any sharp edged hand tool.
4. Replacing handles in wheelbarrows or slip scoops.
5. Using emery wheel or grindstone, hand or power, in reconditioning or sharpening tools.

QUALIFICATIONS

Sufficient experience in the use and care of hand tools or around blacksmith and machine shops to demonstrate ability to perform work assigned.

Intermediate - Grade A

TRACER

JOB DESCRIPTION

Under immediate supervision to use draftsmen's tools in the tracing and copying of drawings or maps, and to perform related work.

TYPICAL TASKS

1. Making tracings of architectural, engineering or mechanical drawings or sketches by pencil or pen and ink.
2. Making minor and simple layouts from rough sketches.
3. Making simple drawings and diagrams.
4. Doing straight lettering.

QUALIFICATIONS

Training equivalent to high school graduation.

Knowledge of use of drawing instruments.

Knowledge of conventional drafting symbols and of terminology used by draftsmen.

Sufficient experience in an engineer's or architect's office or as a draftsman to demonstrate ability to handle work assigned.

NOTE: See DRAFTSMAN

Intermediate - Grade A

TRACTOR DRIVER

JOB DESCRIPTION

Under supervision to operate and maintain a gasoline, kerosene or diesel powered tractor, used individually or solely for towing various types of tractor attachments which are operated by another person or which may be manipulated by the driver by means of a trip rope or other simple devices not requiring additional skill of the driver.

TYPICAL TASKS

1. Operating machine in connection with any construction or excavation work.

2. Cleaning and greasing and otherwise maintaining the machine.

QUALIFICATIONS

Sufficient experience in the operation of a tractor and in the use of trailer attachments to demonstrate ability to perform work assigned.

Familiarity with manufacturer's instructions and with the limitations of the machine. Working knowledge of one or more types of tractor and trailer attachments. Knowledge of traffic regulations.

Skilled

TRACTOR OPERATOR

JOB DESCRIPTION

Under supervision to operate and maintain a gasoline, kerosene or diesel powered tractor to which may be attached various kinds of heavy excavating or other type equipment controlled by the operator and requiring additional skill and knowledge to operate.

TYPICAL TASKS

1. Operating machine in connection with any construction or excavation work.

2. In addition to operating tractor, manipulating controls or any device attached.

3. Cleaning and greasing and otherwise maintaining the machine.

QUALIFICATIONS

Sufficient experience in the operation of a tractor and in the use of trailer attachments to demonstrate ability to perform work assigned.

Familiarity with manufacturer's instructions and with the limitation of the machine. Working knowledge of one or more types of tractor and trailer attachments. Knowledge of traffic regulations.

Skilled

TREE SURGEON

JOB DESCRIPTION

Under general supervision to repair damages to trees; to treat them for decay or diseased conditions; and to perform related work.

TYPICAL TASKS

1. Examining trees to determine the necessary treatment.
2. Locating infected trees, recognizing the various kinds of infestations.
3. Giving advice on problems related to care of trees.
4. Pruning and treating the trunk at the point of severance.
5. Applying plant food through holes made in the ground with iron bars.
6. Cutting away diseased parts of limbs or trunks; filling voids with various compounds.
7. Fastening iron bands about crotches to eliminate the danger of splitting.
8. Supervising a group of manual workers in the field.

QUALIFICATIONS

Completion of a tree surgery course or the equivalent in closely directed work.

Not less than one year's experience as a tree surgeon in responsible work which would demonstrate ability to perform work assigned.

Intermediate - Grade A TYPIST

JOB DESCRIPTION

Under supervision to type from printed or written copy or from correct manuscripts and to perform varied typing tasks of more than average difficulty, and related work.

TYPICAL TASKS

1. Typing smooth copies from involved rough drafts, printed or written copies or corrected manuscripts.
2. Cutting stencils.
3. Typing complicated tabular material or schedules.
4. Typing routine letters according to prescribed form.
5. Doing typing work requiring a high degree of accuracy.
6. Arranging and centering and punctuating material.
7. Typing technical and scientific data.

QUALIFICATIONS

Education: Training equivalent to two years of high school or one year of clerical or business school.

Experience: In lieu of the above education, sufficient experience as a typist to demonstrate ability to handle work assigned.

Ability: Ability to select and arrange material for typing, type accurately and with fair speed; clerical aptitude, neatness.

Unskilled - Grade B

UNDER CLERK

JOB DESCRIPTION

Under immediate supervision to perform simple, routine, repetitive office work carrying little responsibility and to perform related work.

TYPICAL TASKS

1. Receiving, opening, time stamping, sorting, distributing, collecting and dispatching mail.
2. Addressing and stuffing envelopes.
3. Acting as a receptionist; meeting callers and referring them to proper authorities; keeping records of callers.
4. Filing correspondence, clippings or card records according to prescribed system; clipping new material for files; locating material in files.
5. Storing and distributing office supplies.
6. Operating simple office machines as mimeograph and addressograph and assisting in operation of others.
7. Sorting, assembling or stapling papers.
8. Keeping simple records.
9. Working under direction of and assisting SENIOR CLERK, STOCK CLERK, or others.

QUALIFICATIONS

Ability to write legibly; clerical aptitude; neatness; office experience is desirable.

NOTE: See also JUNIOR CLERK for work involving greater responsibility and more difficult clerical tasks.

Skilled

UPHOLSTERER

JOB DESCRIPTION

Under general supervision to apply fabrics, linings, padding, springs, and similar items or materials to furniture or passenger vehicles, and to perform related work.

TYPICAL TASKS

1. Making, fitting, and attaching seat cushions, backs, headrests, mattresses, pillows, curtains and other interior furnishings, to vehicles or equipment.

2. Upholstering furniture with or without springs using textiles or leather.

3. Making a variety of accessories of leather or heavy textile materials; making small sails or canvas shields of heavy or light materials, prescribed size or dimensions.

4. Operating cutting and sewing machines.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Unskilled - Grade B

WATCHMAN

JOB DESCRIPTION

Under supervision to watch and guard property, and to perform related tasks.

TYPICAL TASKS

1. Protecting public property from storm, fire or theft.
2. Filling and keeping lighted lanterns or flares.
3. Noticing and advising superiors of hazards.
4. Patrolling grounds or areas at regular intervals noting irregularities.
5. Closing windows in case of storm.
6. Seeing that unauthorized persons do not trespass.

QUALIFICATIONS

Reliability.

Alertness.

Intermediate - Grade A

WATERPROOFER

JOB DESCRIPTION

Under general supervision to apply waterproofing material to serve as a protective coating, and to perform related work.

TYPICAL TASKS

1. Assisting in erecting and removing scaffolding.
2. Preparing the surface for waterproofing.
3. Applying the waterproofing material.
4. Forcing waterproofing material between masonry joints with a hand gun.

QUALIFICATIONS

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Skilled

WELLDRILLER

JOB DESCRIPTION

Under general supervision to operate a well drilling machine and to perform related work.

TYPICAL TASKS

1. Moving drilling machine to work site under its own power.
2. Placing and leveling machine; erecting and guying mast in a vertical position.
3. Operating levers to start and stop reciprocating action of the machine, to drill, to drive casing and bail loose material from the hole.
4. Connecting drill, drive plates, or bailer to the cable as needed.
5. Lowering perforated tubing to bottom of hole to admit subsoil water into well casing; raising casing to top of screening by use of heavy jacks and by jarring the casing with the reciprocating cable.
6. Using fishing tools to recover drilling equipment lost in hole.
7. Maintaining and repairing equipment; dressing tools.

QUALIFICATIONS

Sufficient experience in the operation of a well drilling machine to demonstrate ability to perform work assigned.

Professional and Technical

WRITER

JOB DESCRIPTION

Upon assignment to write essays, articles, etc., and to rewrite material submitted by other workers, and to perform related work.

TYPICAL TASKS

1. Writing essays or articles.

2. Assembling a collection of rough written notes prepared by other workers and rewriting it in the form of an essay or article.

3. Rewriting material prepared by reporters in order to improve the readability and to meet space requirements.

4. Rewriting descriptions of areas prepared by other workers and, if necessary, visiting libraries and the area concerned for first-hand information.

QUALIFICATIONS

Education: Training equivalent to college graduation is desirable.

Experience: Sufficient experience as a newspaper rewrite man, editor for a magazine or publishing house or in similar work to demonstrate ability to perform work assigned. At least two years' experience in such work is required.

Examples of other kinds of experience that might be considered are: preparing copy for advertising campaign; or preparing instructive bulletins for organizations; or free lance writing, with not less than four stories or articles published by national newspaper, syndicate or magazine of national circulation.

If necessary, ability to perform this work may by tested by rewriting a rough manuscript selected by the Supervisor of the Writers' Project.

NOTE: See REPORTER in the Skilled classification.

CHAPTER II

SPECIFICATIONS AND WAGE CLASSIFICATION OF OCCUPATIONAL TITLES APPROVED FOR USE ON PROJECTS OPERATED BY THE NATIONAL YOUTH ADMINISTRATION

SECTION A - WAGE CLASSIFICATION

Occupational titles listed in this Chapter apply to only those youth employed on projects operated by the National Youth Administration and have no relationship whatsoever to any similar occupational title used in connection with WPA, and in private industry.

For the purpose of determining the maximum monthly wage permitted youth employed on NYA projects, such workers will, as in the case of workers employed on WPA projects, be divided into the same five major wage classes but unlike the WPA classifications, the unskilled and intermediate will not be further divided into grades.

Since the National Youth Administration program is one designed primarily for training of youth, it is not intended that youth who are classified on NYA projects as unskilled, intermediate, skilled or professional or technical will be required to exhibit the same amount of dexterity in connection with their work as required of workers employed in a similar capacity on WPA projects, or in private industry. Classifications used herein will indicate only the stage of development in the training of the youth. A general explanation of the types of work on NYA projects which are included in each of the five major classifications follows:

1. Unskilled

This includes work of a routine and simple nature which requires little or no formal education, previous training or experience regardless of whether it is of a manual or non-manual nature. Such work may include use of simple hand tools and equipment, and is performed under very close supervision.

2. Intermediate

This classification will be used for youth who have shown during their period of training as unskilled workers an aptitude for a particular type of work but who have not developed to the point of being skilled in any definite phase of that work. By "type of work" is meant clerical, mechanical, domestic, supervisory or work in one of the handicrafts.

3. Skilled

This classification applies to youth who have reached a stage of development in their training where they are sufficiently adept at a specific occupation to permit them to perform the task assigned to them with a minimum of supervision. Such youth should have either undergone a period of training as an intermediate worker in one of the related types of work indicated in Item 2, or have had previous training prior to his assignment to the project, which training must be reflected in his employment record or be established by a certificate from a previous employer or a recognized training school, copy of which must be provided the WPA District Division of Employment.

4. Professional and Technical

The term "Professional and Technical" as used in connection with either youth or adults employed on NYA projects does not necessarily indicate professional and technical training, but is used herein to indicate merely a higher degree of training and leadership than that required for a skilled worker.

5. Supervisory and Administrative

Determination of the type of work to be classed as Supervisory and Administrative on projects operated by the National Youth Administration and the method for establishing the monthly wage rate and minimum hours per month for such workers shall be in accordance with the same regulations outlined for WPA projects in Item 5, Section A, Chapter I, except that the occupational titles to be used shall be those indicated in Section B of this Chapter which pertains to NYA only.

SECTION B - OCCUPATIONAL TITLES AND SPECIFICATIONS

Due to the fact that youth employed on NYA projects are being trained to perform various general types of work instead of being expected to be proficient at certain occupations at the time of their assignment, the number of occupational titles approved for use by the NYA has been limited to a very few general terms. For the same reason the specification sheet for each of these occupational titles has been limited to the occupational title and wage class; definition of the title itself given in the broadest general terms and in some instances a few of the typical tasks performed by a worker doing that general type of work.

1. Index to Approved Occupational Titles for Use on NYA projects

The following is a list of all occupational titles which have been approved for use on projects operated by the National Youth Administration in Kentucky. This list has been compiled in accordance with the wage classification and may serve as an index to the occupational titles for which specification sheets have been prepared, except that no specification sheets are, or will be included for Supervisory and Administrative titles. Before any occupational title not included herein may be used, it will be necessary that authority be secured from the State Division of Employment who will issue a specification sheet covering that occupation.

(a) UNSKILLED

Youth Worker

(b) INTERMEDIATE

Handicraft Worker
Household Trainee
Junior Clerk
Junior Leader
Junior Mechanic

(c) SKILLED

Carpenter
Clerk
Driver
Electrician
Leader
Mason

Mechanic
Painter
Practical Nurse
Stenographer

(d) PROFESSIONAL AND TECHNICAL

Counsellor
Senior Leader

(e) SUPERVISORY AND ADMINISTRATIVE

Area Engineer
Area Supervisor
Construction Superintendent
District Engineer
District Supervisor
Project Engineer
Project Supervisor
State Supervisor
Supervising Home Economist
Supervising Social Worker
Supervisor and Assistant Supervisor

SECTION B - OCCUPATIONAL TITLES AND SPECIFICATIONS (Cont'd)

2. Specification Sheets

The following pages consist of a separate specification sheet for each occupational title listed in Item 1, except those included in the Supervisory and Administrative classification. As sheets are issued for additional occupational titles approved for use on projects operated by the National Youth Administration, or as previously issued specifications are revised, they should be inserted in their proper alphabetical order and the old sheets (if for a revision) destroyed.

Skilled

CARPENTER
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who is performing under supervision any types of work requiring the use of carpentry tools including cabinet work and the various types of wood-working conducted with machinery and hand tools.

Skilled

CLERK
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who is performing under supervision any type of advance clerical work except stenography.

UCKY

Professional and Technical

COUNSELLOR
(For NYA Use Only)

DEFINITION OF TITLE

A person employed on an NYA project who upon assignment acts in the capacity of an adviser to youth in connection with their training by the National Youth Administration and their efforts to secure employment.

Skilled

DRIVER
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who under supervision is operating any power-driven mobile type machine such as trucks and tractors, such work would normally include oiling, greasing and making simple repairs on the machine operated.

Skilled

ELECTRICIAN
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who under supervision is capable of and required to lay out, assemble, install or test electrical fixtures, apparatus and wiring used in the alarm, radio, communication, light or power system of a building or other type of construction project.

Intermediate

HANDICRAFT WORKER
(For NYA Use Only)

DEFINITION OF TITLE

A youth who is being trained on an NYA project in any of the various handicrafts and who has not reached a stage of development in his training where he is able to perform in one of the specific crafts without close supervision.

TYPICAL TASKS

Performing the more simple and routine tasks connected with carpentry, masonry, electrical work, painting, cabinet making, machine shop and similar types of work.

Intermediate

HOUSEHOLD TRAINEE
(For NYA Use Only)

DEFINITION OF TITLE

A female youth who under immediate supervision is being trained on an NYA project in any of the arts or crafts normally associated with the efficient management of a household.

TYPICAL TASKS

Performing the more simple and routine tasks connected with such work as cooking, sewing, child care and feeding and other related domestic functions.

Intermediate

JUNIOR CLERK
(For NYA Use Only)

DEFINITION OF TITLE

A youth who is being trained in, or performing, clerical work on an NYA project, and who has not reached a stage of development in his training where he can perform his duties without immediate supervision, or assume the responsibility for a specific clerical function without requiring close direction and planning by his supervisor.

TYPICAL TASKS

1. Typing.
2. Maintaining simple preconceived filing systems.
3. Keeping simple records on predesigned forms.
4. Drafting (tracing only).
5. Performing any type of routine clerical duty requiring some formal education and previous experience.

Intermediate

JUNIOR LEADER
(For NYA Use Only)

DEFINITION OF TITLE

A youth being trained on an NYA project who has been found to possess qualities of leadership which it is desired to develop and who is permitted by his supervisors to act as a sub-supervisor in connection with the carrying out of minor phases of program.

Intermediate

JUNIOR MECHANIC
(For NYA Use Only)

DEFINITION OF TITLE

A youth who under immediate supervision is being trained on an NYA project in the construction, operation and maintainance of any electrical, gas, steam propelled or hand powered machinery used or to be used in the operation of National Youth Administration projects.

UCKY

Skilled

LEADER
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who has reached a stage of development in his training in leadership where he is permitted under general supervision to both plan and supervise the work of other trainees or youth employed on a project, including that of JUNIOR LEADERS.

Skilled

MASON
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who under supervision is capable of and required to perform any type of stone, brick or cement masonry and related types of work.

TYPICAL TASKS

Cutting or chipping stone to rough dimensions, laying brick, hollow tile or stone in accordance with a pre-conceived plan; mixing and applying various types of plastering materials; finishing cement surfaces with hand tools; laying or setting tile.

Skilled

MECHANIC
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who under supervision is capable of and required to repair or assemble general or specialized types of mechanical equipment.

Skilled

PAINTER
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who under supervision is capable of and required to mix and apply various types of decorative and preserving liquids used to finish the surface of buildings or objects. This title will also apply to a youth doing sign painting where he is required to lay out his own sign.

Skilled

PRACTICAL NURSE
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project capable of and required to perform without supervision all of the routine duties connected with the care of a sick person or other persons not capable of caring for themselves, except those duties requiring a knowledge of medicine or surgery, or previous professional and technical training.

Intermediate

RESIDENT WORKER
(For NYA Use Only)

DEFINITION OF TITLE

A youth in residence on a project who is receiving preliminary work training and instruction in any of the various arts, trades, crafts or homemaking practices, and who has not reached a stage of development in his training where he is able to perform his work without close supervision.

Professional and Technical

SENIOR LEADER
(For NYA Use Only)

DEFINITION OF TITLE

A person who upon assignment is capable of and required to plan and supervise the operation of an NYA project including the supervision of LEADERS and JUNIOR LEADERS.

Skilled

STENOGRAPHER
(For NYA Use Only)

DEFINITION OF TITLE

A youth on an NYA project who under supervision is capable of and required to take dictation, or notes, transcribe them on the typewriter by use of the touch system and perform various clerical duties in connection with the filing of correspondence.

UCKY

Unskilled

YOUTH WORKER
(For NYA Use Only)

DEFINITION OF TITLE

A youth who under immediate supervision on an NYA project performs general work of a simple and routine nature which requires little or no formal education, previous training or experience whether of a manual or non-manual nature, and who has not been definitely assigned to a particular type of work.

CHAPTER III

WAGE RATES, HOURS OF WORK, MAXIMUM MONTHLY EARNINGS AND LABOR POLICIES FOR PROJECTS OPERATED ON A FORCE ACCOUNT BASIS

SECTION A - GENERAL WAGE AUTHORITY

The provisions of this chapter shall apply only to projects of the Works Progress Administration and those projects operated under the supervision of other Federal Agencies in the State of Kentucky. The term "project" as used herein shall mean any project or portion of a project prosecuted by means of force account which is financed in whole or in part from funds appropriated by any of the Emergency Relief Appropriation Acts and on which the provisions of Executive Order #7046, dated May 20, 1935 or amendments thereto are applicable.

All workers engaged upon projects, whether paid from Federal funds or paid directly by the sponsor, shall be paid in accordance with the hourly or monthly rate and be permitted to work the maximum or required to work the minimum hours per month established by Administrative Orders of the "WR" series signed by the State Administrator, unless specifically exempted in accordance with the provisions of Section C of this chapter.

1. Administrative Orders of the "WR" Series

The hourly wage rate, maximum hours of work per month and maximum monthly earnings permitted workers in the unskilled, intermediate, skilled and professional and technical classifications are established by an Administrative Order of the "WR" series for each county, portion of a county or individual project for which a separate schedule is provided, except that a single order establishes the schedule for all NYA projects in the state. Minimum hours of work per month and monthly salaries for supervisory and administrative project employees of the WPA and NYA throughout the entire state and in some instances for projects operated by other Federal Agencies are respectively established by a single order for each agency.

When changes from the originally established schedules are approved and authorized, a new order will be issued superseding the previously issued order and setting forth such changes. Each order will bear a fixed serial number representing the political sub-division, project or agency which it governs and in addition a second number indicating the number of orders which have been issued for that same unit. For example: the first wage order issued for Jefferson County was WR 56-1, the current order is WR 56-17 which means that there have been sixteen revisions or amendments to the Jefferson County wage scale since the original order was issued in July 1936. As each order is superseded, the old order should be destroyed to avoid possible use of an obsolete schedule.

It shall be the specific responsibility of the District Division of Employment to see that foremen, timekeepers and all other persons responsible for handling and interpreting assignment documents are provided with copies of current wage schedules. The project supervisor or foreman will be responsible for advising the worker regarding the hourly wage rate and maximum hours of work per month permitted according to his occupational title and wage classification.

2. Application of the Schedule of Monthly Earnings to Areas

a. Project Covering More Than One County

Where the physical continuity of an individual project covers more than one county and where the operation of the individual project requires that the same group of workers perform work in more than one county, the schedule of monthly earnings for any class of work on the project shall be that of the highest schedule applicable. Workers are paid rates applicable to the area in which the project is located, irrespective of their places of residence.

By the phrase "perform work in more than one county" is meant that such workers are required to be constantly shifting from one county to the other to the extent that they can not be definitely said to be employed in any specific county. This does not apply to a group of workers definitely assigned to work on a portion of a project located in one county which has another portion of the same official project on which they are not employed located in another county.

b. State-Wide Projects

Persons employed on nation-wide, state-wide or district-wide projects shall be paid in accordance with the monthly earnings schedule applicable to the places in which the workers perform their work and not that of the highest schedule applicable to the state or district.

3. Workers Quartered In Camps

Hourly wage rates, maximum hours of work per month and a reasonable charge for lodging, food, proper sanitation, water and bathing facilities, medical and dental care furnished to workers who are quartered in camps or lodging houses under the supervision of the Works Progress Administration or other Federal Agencies at or near the site of the project will be determined by the State Administrator and authorized by a specific WR Administrative Order applying to each such camp. Deductions for subsistence determined for the above shall be made semi-monthly from the earnings of such workers.

4. Assignment of Wages

Wages of project workers shall be paid them in full, except where employees are indebted to the Federal Government as a result of overpayments, subsistence in work camps, etc. No recognition shall be given assignments of wages or judgments rendered against workers because of private debts.

5. Transportation Costs Due to Job Location

In traveling to and from projects, workers shall not be required to pay transportation costs in excess of the fares customarily paid on local carriers. Transportation costs in excess of the fares customarily paid on local carriers should be assumed by the sponsor or charged to the cost of the project. In those cases where remote projects of other Federal Agencies enjoy priority in assignment over local W.P.A. projects, such priority need not be recognized if the sponsor fails to provide adequate and safe transportation or to make proper provision for the costs of transportation in excess of usual local charges.

SECTION B - HOURS OF WORK

1. General Regulations

The maximum hours of work for project workers, other than those employed on N.Y.A. projects(except supervisory and administrative employees) shall be 8 hours per day, 40 hours per week, and 140 hours per month. These hours do not apply in case of an emergency involving public welfare or the protection of work already done on a project, or in exceptional or unusual circumstances, including the exceeding of monthly hour limitations for the purpose of making up time lost (see Item 4 of this Section) when, in the judgment of the State Administrator or his authorized representative, the above limitations are not practicable. In such cases the State Administrator or his authorized representative will determine the number of hours and working days for each class of project, each project, and class of work on a project. The normal hours to be worked at the determined hourly rate by any worker are established by the Administrative Order of the WR Series governing the county or project on which the worker is employed, or in the case of an exempted employee by the hours indicated on his assignment document.

2. Legal Holidays

Project employees shall not be required to work on legal holidays, but such time lost shall be regarded as a temporary interruption in project work to be made up in accordance with the provisions of Item 4 of this Section.

3. Maximum Hours for N.Y.A. Workers

Maximum hours of work for youths employed on projects of the National Youth Administration are prescribed in Administrative Order No. WR 127-3, or revisions thereof. In no case shall the hours of work exceed eight hours per day, forty hours per week and seventy hours per month, except for the purpose of making up lost time.

4. Lost Time

Payment shall be made only for time actually worked, but workers shall be allowed every reasonable opportunity to make up time lost due to illness, weather conditions, temporary interruptions in the operation of projects beyond the control of the worker, or injury as provided in Administrative Order No. 47, in order to earn scheduled monthly earnings at the determined hourly wage rate. Such time lost may be made up during the current and succeeding pay roll months. Projects should be so scheduled for operation that accumulation of lost time will be held at a minimum.

Since workers may have to travel a considerable distance to reach a project, every effort should be made in advance to notify workers as soon as it is determined the job cannot operate.

The project supervisor or foreman shall have full responsibility for determining whether or not his project will operate. If the project is closed due to inclement weather, all workers normally assigned to work that day shall be given the opportunity of making up time lost, whether or not they reported for work. If a worker does not report upon days that the operation of the project is doubtful because of inclement weather, he may be permitted, at the discretion of the project supervisor, or foreman, to make up such time lost if operation of the project will allow.

5. Determination of When Lost Time May be Made Up

WPA Form 403 R is not to be issued releasing a worker from a project because of temporary interruption in the operation of the project.

This may be interpreted to mean that a worker may accumulate allowable hours during the entire time he is officially and continuously assigned to projects. Release from the project by WPA Form 403 R does not cancel such allowable hours previously accrued, in the event of a subsequent assignment, but workers may not accumulate allowable time subsequent to their release from the project.

For the purpose of determining when workers employed on a WPA project or any other Works Program project prosecuted under force account shall be released by means of WPA Form 403 R, transferred to another project, or allowed to accumulate allowable time which may be made up, the following definitions shall be used in connection with the phrase "Temporary interruptions in the operation of projects beyond the control of the worker."

a. "Temporary Interruptions". Shall be construed as those interruptions occurring because of shortage of materials, break-down of machinery, right-of-way difficulties, etc., and where there is definite reason to believe that such interruption will be of only a few days' duration. In such cases, workers shall not be released from the project and shall be allowed to make up time so lost.

   In the case of a "temporary interruption", which prolongs itself for a period of as much as a week, it should be known by that time whether to continue as such, or to term the interruption as an "indefinite suspension" and act accordingly.

b. "Indefinite Suspension". Shall be construed to mean interruption in the operation of a project, where there is definite reason to believe the project will not operate for a considerable length of time, but that operation will eventually be resumed. The following circumstances will fall under the category of indefinite suspensions:

(1) Where presidential limitation of funds has been expended, even though supplementary or new project approval for additional funds has been submitted.

(2) Right-of-way difficulties requiring extensive litigation.

(3) Controversies where the sponsor of the W.P.A. has taken action toward suspension of operation of the project. This may include change of location, design, type of work, etc.

When it has been determined that a project is "indefinitely suspended", all workers on that project should immediately be transferred to other projects or released by means of WPA Form 403 R.

Workers who are reclassified during a period of continuous employment at the beginning of the payroll month will be entitled to work their newly assigned hours. If the reclassification is effected at the beginning of the second half of the payroll month, they will be entitled to work a proportionate part of the assigned hours for the new occupation. If the workers also have allowable hours to be worked, they will be entitled to work that proportionate part of the allowable hours which will permit them to receive at the new rate approximately the same earnings they would have received for the allowable hours at the old rate. The determination of the hours which a worker is entitled to work after a reclassification is definitely the responsibility of the Division of Finance and Statistics and shall be made in accordance with instructions issued by that Division.

SECTION C - EXEMPTIONS TO WAGE PROVISIONS OF SECTION A AND B OF THIS CHAPTER

In accordance with the provisions of Washington Administrative Order No. 54, employment of persons on projects who are permitted to earn a wage in excess of the schedule of monthly earnings as established by Administrative Orders of the "WR" series shall be limited to 5% of the total workers employed on the project at any time including Supervisory and Administrative employees, unless specifically exempted by the State Administrator under authority granted by the Federal Works Progress Administrator in Washington Administrative Order #57 or by the Federal Administrator in the case of exemptions of more than 10%. Likewise the employment of non-certified workers is limited to 5% unless exempted as indicated above. Although the employment of non-certified workers has nothing to do with wages or hours of work the procedure for securing an exemption permitting the employment of such persons and for controlling that employment within the limits of the authorized exemption is the same as for non-security wage earners and is therefore included in this Part and Chapter.

Requests for exemption should be limited to those projects or counties where it has been determined that efficient operation would be impaired materially by the limitations established in Administrative Order No. 54. If approved, such exemptions should be reserved primarily for the filling of key positions and securing of qualified supervision.

When it has been shown that the successful operation of a project or projects requires the employment of a greater number of exempted persons than is permissible within the limitations of the authorized 5%, exemptions may be requested in accordance with the following procedure:

1. Submission of Requests for Exemption Authorizations WPA Form 406 and 406-A

   a. WPA Local Projects and Other Federal Agencies

      Two copies of WPA Form 406 A in the case of county wide exemption requests and projects of other Federal agencies requesting less than 10%, or two copies of WPA Form 406 A and three copies of WPA Form 406 if for individual projects requiring more than a 10% exemption, shall be prepared by the District Division of Employment from information furnished by the operating division or agency having supervision over the project. All exemption requests shall show the present actual employment on the project and give a full and complete justification regarding the necessity for the proposed employment of exemped persons, except when the project has not yet been started in which case the proposed employment on the project should be shown and indicated as such.

In preparing exemption requests on a county-wide basis, full explanation of the employment situation in the county must be given, including a reference to the individual project whose requirements of exempted persons will cause the county to exceed 5%, and a statement showing the total number of exempted persons and total employment for the district as a whole. All WPA Forms 406 A whether for WPA projects or projects operated by other Federal Agencies should be signed by the WPA District Director and District Supervisor, Division of Employment, and should be forwarded to the State Office of the WPA, Division of Employment, not less than 10 days in advance of the requested effective date. In the future no exemption authorizations will be made retroactive.

b. WPA State Wide Projects

WPA Forms 406 A and 406 will be prepared for WPA State-wide projects by the State Director or Supervisor of the project and submitted to the State Director of the Operating Division having supervision over the project for preliminary approval before submission to the state Division of Employment.

2. Approval of Requests for Exemption Authorizations

If a Request for Exemption Authorization is approved by the State Administrator the necessary Exemption Authorization From Certified Status and/or Exemption Authorization From Schedule of Monthly Earnings will be issued and returned together with a copy of the request to the District Director or State Division Director in the case of State-Wide Projects, originating the request. Additional copies will be provided all Districts, Divisions or Agencies affected. If the request is not approved, a copy of the WPA Form 406 A will be returned with a notice of such disapproval.

Copies of Authorizations will be provided the District Director and the requesting agency in accordance with the numbers desired.

3. Method of Obtaining Authority to make Assignments of Supervisory or Administrative Occupational Titles not Listed in Item 2-(9), Section B, Chapter I, of this Part.

Where it is desired within the authorized limitation for the specific project to make assignments of persons to an occupational title denoting Supervisory or Administrative responsibilities, which title is not included in Item 2-(9), Section B, Chapter I, of this Part, it will be necessary to request authority of the State Office, Division of Employment to make such assignments. Such requests shall give a detailed justification for construing such persons as Supervisory or Administrative in accordance with the definitions given in Item 5, Section A, Chapter I, of this Part. If approved, authority will be given to the District Division of Employment and the Division of Finance and Statistics to make and pass assignments at the approved occupational title.

4. Method of Obtaining Adjustments in Hourly Wage Rates

In order to obtain adjustments in established hourly wage rates for any occupation or classification of occupations, the District Director of the W.P.A. shall submit to the State Administrator a request in writing, accompanied by supporting documents in the form of statements from various reputable employees of labor, labor unions, etc., showing that the requested wage more nearly conforms to the local prevailing wage than does the wage currently in effect. If the request is approved by the State Administrator, the necessary adjusting Administrative Order will be issued; if disapproved, the District Director will be so advised.

5. Owner-Operators of Equipment

"Owner-Operators of teams, trucks and equipment", as the term is used in Administrative Order No. 54, including both certified and non-certified, are not considered as persons engaged upon projects and are therefore excluded from both the 5% and 95% limitations governing maximum monthly earnings. Such persons are to be paid a schedule of monthly earnings established by Administrative Orders of the "WR" series and applying exclusively to this type of service.

6. Control of the Employment of Exempted Persons

Administrative Order No. WR 147-1 authorizes the employment of exempted persons on WPA Local Projects only, up to but not to exceed 10% of the total employment on any individual project, provided that the total employment of such exempted persons in the state does not exceed 5% of all persons employed. Specific authorization must be secured before any project may employ more than 10% exempted persons.

a. Control of Employment of Exempted Persons on an Individual Project

The area representative of the operating division having supervision over the project shall be responsible for seeing that employment of exempted persons does not exceed 10% of the total on any individual project, or does not exceed the number and percentage of persons authorized by the State Administrator for that project. Whenever a non-security wage earner is transferred from one project to another, he shall be transferred as an exempted person and, if it is found that it is not necessary for that person to exceed the maximum hours regularly established for his occupational title, or that the percentage of exempted persons authorized for that project does not allow an additional such person, WPA Form 404-R shall be issued immediately reducing that worker to the normal hours allowed for his occupation.

The District Division of Employment shall be responsible for bringing to the attention of the District Director the fact that employment of exempted persons on any individual official project exceeds the number and percentage authorized. In this connection, the weekly report of employment made by the Division of Finance, will be taken as the official count.

Since the permissible number and/or percentage of non-certified persons or non-security wage earners on State-Wide projects must be controlled by the State Director of the project, it will be necessary that the District Division of Employment inform the State Office - Division of Employment, each week, as to the number of non-certified persons, non-security wage earners, and total persons employed on each State-Wide project operating within the Districts. A summary of such employment will be made by the State Office - Division of Employment, and the appropriate Operating Division notified in the case of excessive employment of exempted persons.

The WPA District Division of Employment will be responsible for seeing that projects operated by other Federal Agencies stay within their authorized limitations.

In computing the number of non-certified persons or non-security wage earners who may be employed on a project in accordance with the authorized percentage the following regulations will be observed:

(1) On a project employing ten or less persons, and to which applies the 95%-5% ratio no non-certified person or non-security wage earner may be employed.

(2) On a project employing more than ten but less than twenty persons, and to which applies the 95%-5% ratio, one non-certified person and one non-security wage earner may be employed.

(3) Except on projects employing ten or less persons where the number of non-certified persons or non-security wage earners permitted in accordance with the authorized percent is as much as one half such fractional part will permit the employment of one person. For example - a total of thirty persons will permit the employment of two exempted persons on the project.

(4) Crews of a master project will be counted in the total employment on the project and the provision of paragraph (3) above will not apply to individual crews.

b. Control of Exempted Persons within the County.

The District Division of Employment shall be responsible for limiting the employment of exempted persons to 5% of the total persons employed on all projects within the county. Such control shall be exercised through approval of WPA Form 402-R, or WPA Form 404-R, authorizing any individual to exceed the regular established schedule of monthly earnings. In the event a request is made for the assignment of an exempted person, or WPA Form 404-R is received requesting reclassification of a security wage earner to a maximum number of hours which would permit him to exceed the schedule of monthly earnings, and such approval would cause the county to exceed the 5% allowed, the District Division of Employment shall return such request to the representative of the operating division originating same, with a notation that approval is withheld due to the fact that the county as a whole is already employing the maximum number of exempted persons permitted. Before the employment of exempted persons in any individual county may be permitted to exceed 5% of the total, WPA Form 406-A must be submitted to the State Administrator, through the State Division of Employment, requesting the necessary exemption on a county-wide basis, and only for the actual number and percentage required to take care of the current needs of the county. This form shall be prepared to indicate the current employment for the county as a whole and complete justification given as to the necessity for that county exceeding the 5% authorized.

In computing the number and percentage of exempted persons in relation to the total employment within the county, or district, employment on a state-wide project shall be excluded. However, employment of exempted persons on any individual project which exceeds 10%, and which has been authorized by an individual project exemption, shall be included in the 5% allowed that county.

In the event that the total employment of certified persons or security wage earners in the county is reduced through release of workers from projects to a point where the number of exempted persons employed in that county exceeds 5% of the total employment, the District Division of Employment shall notify the District Director to that effect, by means of Form Letter P-18, "Notice of Excessive Employment of Non-Certified Persons and/or Non-Security Wage Earners". This form letter shall be prepared to indicate the total employment on all projects in the county exclusive of State-Wide projects instead of on an individual project basis.

c. Authority for Exemption from WR Orders Establishing Maximum Hours of Work.

Administrative Order No. WR 147-1 authorizes the employment of persons in any occupational title up to a maximum of 140 hours per month within the limitation of 10% of any individual WPA project, except those operated on a State-Wide basis, or 5% for the state as a whole. Approval of WPA Form 402-R or WPA Form 404-R, specifying a maximum number of hours of work in excess of the established maximum hours for any occupational title within the limits of this authority shall constitute an automatic exemption from the WR Order establishing wages for that county, insofar as that individual worker and occupational title are concerned.

CHAPTER IV

LABOR POLICIES

SECTION A - LABOR POLICIES

1. Responsibility for Formulation of Policies

The Division of Employment with the aid and advice of the Labor Policies Board of the Washington office has general responsibility for the formulation of labor policies and the maintenance of satisfactory labor relations on the Works Program.

It is the direct responsibility of the State Works Progress Administration, through its Division of Employment and operating divisions, to see that satisfactory labor relations are maintained. It shall also be the responsibility of these divisions to see that workers and administrative staffs are fully informed of all changes in policy which may affect them. All general regulations, orders and letters published by the Works Progress Administration are regarded as public information and copies shall be furnished the workers on their request.

2. Right to Organize

Workers have the right to organize and select representatives of their own choice for the purpose of adjusting grievances with the Works Progress Administration, and shall not be required to limit their choice of representatives to persons engaged on the Works Program. The use of espionage, "blacklists" or any other lists which may serve to discriminate against individual workers or groups, is prohibited. No entry such as "agitator" or any other expression which may be construed as referring to organizational activity may be made on any worker's record or notice of termination of employment.

The service of the Division of Investigation of the Federal Works Progress Administration will not be used to spy upon workers nor concern itself with legitimate organizational activities of WPA workers.

No labor organization is recognized by the Works Progress Administration as a sole bargaining agency for WPA workers. Any labor organization may present grievances or petitions in behalf of its own members. The Works Progress Administration does not enter into written agreements with labor organizations.

3. Discrimination

Workers who are qualified by training and experience to be assigned to work projects shall not be discriminated against for organizational activity or race; nor shall their jobs be in jeopardy because of failure to make any contribution to any political party or for failure to support, or for supporting any candidate of any political organization, or for any other reason. No person employed by, or seeking employment with the Works Progress Administration shall be denied the benefit of the Works Program because he is a member or officer of any labor union, league, council, or an association of the unemployed, or because of any petition or complaint he has filed.

4. Maintenance of Order

The maintenance of order is the function of the State and Local Governments, and if protection is necessary in connection with WPA activities, it shall be secured from the regular police force of the locality. WPA funds shall not be used for the employment of armed guards.

5. Shirking

Project workers must discharge their duties to the fullest extent of their ability. Habitual and intentional shirking on projects will not be tolerated. In cases of demonstrated shirking or misconduct, employees may be either suspended without pay for periods not exceeding one month, or be discharged. For each case of suspension or discharge of a WPA worker, a complete statement of reasons must be given on Notice of Termination of Employment - WPA Form 403 Revised, by the foreman or WPA official initiating the action.

6. Private and Public Employment

The provisions of the Emergency Relief Appropriation Act of 1938 relating to private and public employment are set forth in items a and b below:

a. Private Employment

A certified person employed upon a work project shall be expected to accept private employment when offered, whether of a permanent or temporary nature, provided:

(1) The work is suitable to his training and experience.

(2) The employment provides reasonable working conditions.

(3) The work pays as much or more in compensation for the same length of service as he receives or could receive under the Works Program. For this purpose, the hourly rate shall be used as the basis of comparison.

Upon determination by the Works Progress Administration that a worker has refused private employment meeting the conditions cited above, such worker shall not be eligible for employment on the Works Program during the period for which such private employment would have been available.

Any person who accepts such private employment shall at the expiration thereof be entitled to immediate resumption of his previous employment status if he is still in need of relief and if he has lost the private employment through no fault of his own.

However, the provisions of Item 3 of this section shall not preclude the requirement that persons who have been assigned to, or who are awaiting assignment for, work on the Works Program shall accept private employment when work suitable to their training and experience is offered, if the work provides a full-time job at a standard prevailing rate of pay and is not in conflict with established union relationships.

6. Private and Public Employment - (Cont'd.)

A neutral policy shall be maintained by the Works Progress Administration in all disputes between workers and employers in private industry. Workers may not be discharged from projects for refusal to accept jobs where employees are locked out or on strike.

b. Public Employment

In order to avoid competition between the Works Progress Administration and other Federal Agencies, it has been determined that no certified person shall be eligible for employment on any Works Progress Administration project who refuses to accept employment on a project of another Federal Agency, whether prosecuted by contract or force account, at an hourly wage rate equal to, or higher than the hourly wage rate established for similar work on projects of the Works Progress Administration. Any certified worker who has been engaged on a project of another Federal Agency, and whose service has been regularly terminated through no fault of his own, shall not lose his eligibility or opportunity for reemployment on any project of the Works Progress Administration or any other Federal Agency on account of such previous employment.

SECTION B - COMPLAINTS

1. Procedure and Responsibility for Adjusting Complaints

Complaints arising in the operation of any project shall first be submitted to the foreman. If the decision of the foreman is not acceptable to the complainant, the matter should be submitted to the representative of the Division of Employment in the District authorized by the State Administrator to handle labor relations. If a complaint cannot be satisfactorily adjusted in the District, the worker may appeal either individually or through his organization, to the State Works Progress Administration for adjustment of the complaint by the Division of Employment. In the event that the decision of the State Administration is not acceptable to the complainant, the matter may be appealed to the Labor Policies Board of the Federal Works Progress Administration for review. On notice by the worker that the decision of the State Administration is not acceptable to him, the entire matter, together with all documents and information, shall be forwarded by the State Works Progress Administrator to the Labor Policies Board of the Washington office for review. It shall be the duty of the State Administrator to inform workers or others presenting grievances as follows:

2. Right of Appeal

Workers at all time have the right of appeal from the decision of local WPA officials to State WPA officials, and from State WPA officials to the Labor Policies Board, Works Progress Administration at Washington, D. C., and it is not necessary to engage counsel for such appeals, nor to incur any expense for their presentation. In presenting all cases, names and locations of all WPA officials concerned are to be stated. The Labor Policies Board, may, upon study of the file of any case submitted to it for review, decline to grant a hearing in the case, and shall accordingly notify all parties concerned.

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