

SCA ELIGIBLE CONTRACT LABOR CATEGORY JOB DESCRIPTIONS

Skill Classification: Accounting Clerk I

Job Description: Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions.

Skill Classification: Accounting Clerk II

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

Skill Classification: Accounting Clerk III

Job Description: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and at least 5 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Skill Classification: Administrative Assistant

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

Skill Classification: Data Entry Operator I

Job Description: Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. Operates a data entry device to input lists, records, or other data points into an electronic format. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Skill Classification: Data Entry Operator II

Job Description: Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. Operates a data entry device to input lists, records, or other data points into an electronic format. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected.

Skill Classification: Dispatcher, Motor Vehicle

Job Description: Assigns drivers and vehicles to convey freight or passengers. Coordinates drivers according to customer requests in compliance with DOT regulations and company rules; communicates with customers to determine driver needs and schedules and notifies drivers of assignments; enters assignment data in computer database. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. May be required to coordinate with appropriate personnel to ensure that they meet their annual DOT physical requirements.

Skill Classification: Documentation Preparation Clerk

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

Skill Classification: Duplicating Machine Operator

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

Skill Classification: General Clerk I

Job Description: Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Skill Classification: General Clerk II

Job Description: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Skill Classification: General Clerk III

Job Description: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Skill Classification: Messenger Courier

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

Skill Classification: Order Clerk I

Job Description: This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order. Works under supervision and does not exercise discretionary authority.

Skill Classification: Order Clerk II

Job Description: This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. Works under minimal supervisor.

Skill Classification: Personnel Assistant – Employment I

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

Skill Classification: Personnel Assistant – Employment II

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

Skill Classification: Personnel Assistant – Employment III

Job Description: Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc., and

screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

Skill Classification: Production Control Clerk

Job Description: Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies or material to workers. Provides the Units with scheduling data, status-to-date, and process controls, and forecasts completions and computations of various tasks on contract units.

Skill Classification: Receptionist

Job Description: This position greets visitors determines nature of visits and directs visitors to the appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages, keeping records of calls placed and received, providing information to callers and visitors, making appointments, keeps a log of visitors and issues visitor passes. In this position, one may also work on computer and perform other routine clerical work that may occupy the major portion of the worker's time.

Skill Classification: Scheduler, Maintenance

Job Description: Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services. High school diploma or its equivalent preferred. No prior experience required.

Skill Classification: Secretary I

Job Description: Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Responds to routine telephone requests which have standard answers. Refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Skill Classification: Secretary II

Job Description: Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Screens telephone calls, visitors, and incoming correspondence. Personally responds to requests for information concerning office procedures. Determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name;

Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

Skill Classification: Secretary III

Job Description: Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered. Read publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions. Advises secretaries in

subordinate offices on new procedures. Requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Skill Classification: Service Order Dispatcher

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

Skill Classification: Supply Technician

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

Skill Classification: Word Processor I

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

Skill Classification: Word Processor II

Job Description: Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Skill Classification: Word Processor III

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

Skill Classification: Automobile Body Repairer, Fiberglass

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

Skill Classification: Automotive Electrician

Job Description: Tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplidyne control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.

Skill Classification: Automobile Glass Installer

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

Skill Classification: Automotive Worker

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

Skill Classification: Mobile Equipment Servicer

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

Skill Classification: Motor Equipment Metal Mechanic

Job Description: Repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. Removes upholstery, accessories, electrical and hydraulic window- and seat-operating equipment, and trim to gain access to vehicle body and fenders. Positions block against surface of dented area and beats opposite surface to remove dents, using hammer. Fills depressions with solder or other plastic material. Removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement. Straightens bent frames, using hydraulic jack and pulling device. Files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander. Aims headlights, aligns wheels, and bleeds hydraulic brake system. May paint surface after performing body repairs.

Skill Classification: Motor Equipment Metal Worker

Job Description: Assists Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.

Skill Classification: Motor Vehicle Mechanic

Job Description: Repairs, rebuilds, modifies, and overhauls internal combustion motor-driven wheeled tactical vehicles, including front wheel drive, and electrical and gasoline powered materials handling equipment. Responsible for diagnosing the source of trouble and determining the extent of repairs required. Replaces worn or broken parts such as piston rings, bearings, or other engine parts. Adjusts valves, rebuilds carburetors, overhauls transmissions, repairs fuel injection, lighting and ignition systems. Follows work instructions, maintenance manuals and safety procedures in performance of assigned tasks. Documents work performed in maintenance forms and records.

Skill Classification: Motor Vehicle Mechanic Helper

Job Description: Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

Skill Classification: Motor Vehicle Upholstery Worker

Job Description: Repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.

Skill Classification: Motor Vehicle Wrecker

Job Description: Operates gasoline, diesel, or electric-powered vehicle equipped with special purpose powered equipment used to tow motor vehicles or other equipment.

Skill Classification: Painter, Automotive

Job Description: Prepares and Coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from vehicles, using liquid paint remover and scrapers. Smooths surface with sandpaper and steel wool. The Painter, Automotive Worker roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters or numerals on vehicle surface using stencils.

Skill Classification: Radiator Repair Specialist

Job Description: Repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals. Locates and repairs leaks. Removes defective parts, and installs new parts.

Skill Classification: Tire Repairer

Job Description: Repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles: Raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench. Removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist. Locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture. Seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Separates tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer. Removes inner tube from tire and inspects tire casing for defects, such as holes and tears. Glues boot (tire patch) over rupture in tire casing using rubber cement. Inflates inner tube and immerses it in water to locate leak. Buffs defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. Reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel. Hammers required counterweights onto rim of wheel.

Skill Classification: Transmission Repair Specialist

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

Skill Classification: Cleaner Vehicles

Job Description: Cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars. Cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whisk broom. Cleans windows with water, cleansing compounds, and cloth or chamois. Replenishes sanitary supplies in vehicle compartments. Removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. May polish exterior of vehicle. May fumigate interior of vehicle, using fumigating gases or sprays.

Skill Classification: Janitor

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

Skill Classification: Laborer, Grounds Maintenance

Job Description: Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Skill Classification: Librarian Technician

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

Skill Classification: Computer Operator I

Job Description: This is an entry level position in the centralized operation of mainframe and micro-processing units. Sets up and operates computer peripheral devices, such as printers. Monitors the system for error messages and ensures efficiency. Performs routine preventative maintenance on equipment according to user manuals and installation standards. Submits job requests based on appropriate computer schedule. Observes operation of the computer to detect errors, machine stoppage or faulty output. Makes necessary adjustments or notifies supervisor of unusual or difficult problems with computer operations. May perform the role of Data Entry Operator, keying data and basic maintenance. Develops and implements new processes and procedures when necessary.

Skill Classification: Computer Operator II

Job Description: This is intermediate level work in the operation of mainframe and micro-processing units. Perform all work of a Computer Operator I with a higher degree of judgment, discretion and technical expertise. Exercise judgment in troubleshooting hardware problems and in meeting performance objectives. Mentors and trains the Computer Operator I. Operates with minimum

Skill Classification: Computer Operator III

Job Description: Perform all work of a Computer Operator II with a higher degree of judgment, discretion and technical expertise. Exercise judgment in responding to operation/production problems associated with an assigned shift. Receive and respond to customer questions/problems regarding on-line systems. Participate in the training of Computer Operators and provide guidance and consultation as required. Perform related work as required. Mentors the Computer Operator I and II. Observes operation of the computer to detect errors, machine stoppage or faulty output. Makes necessary adjustments or notifies supervisor of unusual or difficult problems with computer operations. May perform the role of Data Entry Operator, keying data and basic maintenance. Develops and implements new processes and procedures when necessary. Operates with minimum supervision and express discretionary authority.

Skill Classification: Computer Operator IV

Job Description: Perform all work of a Computer Operator III with a higher degree of judgment, discretion and technical expertise. Exercise judgment in responding to operation/production problems associated with an assigned shift. Receive and respond to customer questions/problems regarding on-line systems. Conducts training of Computer Operators and provide guidance and consultation as required. Perform related work as required. Mentors the Computer Operator I, II and III. Observes operation of the computer to detect errors, machine stoppage or faulty output. Makes necessary adjustments or notifies supervisor of unusual or difficult problems with computer operations. May perform the role of Data Entry Operator, keying data and basic maintenance. Develops and implements new processes and procedures when necessary. Operates with minimum supervision and express discretionary authority. Acts as an intermediary with respect to upper management and the Computer support function.

Skill Classification: Computer Operator V

Job Description: Perform all work of a Computer Operator IV with a higher degree of judgment, discretion and technical expertise. Exercise judgment in responding to operation/production problems associated with an assigned shift. Receive and respond to customer questions/problems regarding on-line systems. Conducts training of Computer Operators and provide guidance and consultation as required. Perform related work as required. Mentors the Computer Operator I, II and III. Observes operation of the computer to detect errors, machine stoppage or faulty output. Makes necessary adjustments or notifies supervisor of unusual or difficult problems with computer operations. May perform the role of Data Entry Operator, keying data and basic maintenance. Develops and implements new processes and procedures when necessary. Operates with minimum supervision and express discretionary authority. Acts as an intermediary with respect to upper management and the Computer support function. Acts as a supervisor on an as needed basis.

Skill Classification: Computer Programmer I

Job Description: Programmer includes providing software development and analysis to create Database management solutions and administration. Ability to provide reporting documents and live demonstrations of software projects to end users and other customers. Must demonstrate effective communication skills with business users and technical team members.

Skill Classification: Computer Programmer II

Job Description: Analyze, design, code, test and document programs and enhancements. Assist with defining and meeting business requirements. Prepare detailed software specifications. Utilize Mainframe COBOL. Java, C++ would be a plus. Provide program and system level estimates. Conduct code walk-throughs to assure quality of programs developed by other associates. Provide system support. Mentor less-experienced programmer analysts. Assist with interviewing and selecting potential job candidates. Programmer includes providing software development and analysis to create Database management solutions and administration.

Skill Classification: Computer Programmer III

Job Description: The successful candidate must be able to perform the following: 1) be able to build and maintain Microsoft Access databases, construct data queries and generate analysis reports; 2) perform data analysis, data tracking, and quality assurance checks to assure data integrity and conformity to the data standards and file naming structures for various business systems; 3) develop and run complex queries for users related to the various business systems; 4) provide help desk support for business systems by logging and analyzing requests, researching the problem/request and recommending and implementing required technical expertise to solve the problem; 5) participate in action item meetings addressing issues, tracking, and documenting action items and resolutions of issues; 7) document and implement backup procedures for locally developed databases on shared drives; and 8) be responsible for developing and maintaining operational procedures documentation and knowledge base from problem/resolution documentation. Provide training to lower level Computer Programmers.

Skill Classification: Computer Programmer IV

Job Description: Must perform all of the duties of a level III operator with greater authority and expertise. Must be able to build and maintain Microsoft Access databases, construct data queries and generate analysis reports; 2) perform data analysis, data tracking, and quality assurance checks to assure data integrity and conformity to the data standards and file naming structures for various business systems; 3) develop and run complex queries for users related to the various business systems; 4) provide help desk support for business systems by logging and analyzing requests, researching the problem/request and recommending and implementing required technical expertise to solve the problem; 5) participate in action item meetings addressing issues, tracking, and documenting action items and resolutions of issues; 7) document and implement backup procedures for locally developed databases on shared drives; and 8) be responsible for developing and maintaining operational procedures documentation and knowledge base from problem/resolution documentation. Provide training to lower level Computer Programmers.

Skill Classification: Computer Systems Analyst I

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

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

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

Skill Classification: Computer Systems Analyst II

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

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

Skill Classification: Computer Systems Analyst III

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

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

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

Skill Classification: Peripheral Equipment Operator

Job Description: Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment. Excludes workers (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.

Skill Classification: Aircrew Training Devices Instructor (Non-Rated)

Job Description: Responsible for the accomplishment of ground-based and/or aircrew training devices (ATD) training of aircraft crewmembers (non-rated for Air Force/Navy contracts). This worker instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures. The Aircrew Training Devices Instructor assists in projects and development work as assigned, performs administrative and collateral duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs.

Skill Classification: Aircrew Training Devices Instructor (Rated)

Job Description: Responsible for the accomplishment of ground-based and/or aircrew training devices (ATD) training of aircraft crewmembers (non-rated for Air Force/Navy contracts) either individually or in combination with pilot instructors. The incumbent instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures, and assists in projects and development work as assigned.

This Rated Instructor conducts ATD and other ground training of crew members in their specialized aircraft operations, including diagnosis and remediation of student problems following course outline and programmed simulator exercises. This person performs administrative and collateral duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs.

Skill Classification: Aircrew Training Devices Instructor (Pilot)

Job Description: This Pilot Instructor is responsible for the accomplishment of ground-based and/or aircrew training devices (ATD) training of pilots. As a qualified pilot, the incumbent conducts simulator and other ground training of pilots and other crewmembers in aircraft operating procedures, in-flight IFR/VFR, operational and tactical procedures, measures training progress of pilot students and diagnosis and remediate problems, provides input on needed corrections, modifications and updates to courseware and to training policies and procedures.

Administrative and collateral duties include record keeping, counseling, training development, maintenance of training programs and serving as subject matter expert for students and other personnel as required. This instructor assists in projects and development work as assigned and maintains a high level of current subject knowledge, capability and expertise.

Skill Classification: Computer Based Training Specialist/Instructor

Job Description: The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

Skill Classification: Technical Instructor

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

Skill Classification: Technical Instructor/Course Developer

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

Skill Classification: Machine Tool Operator (Tool Room)

Job Description: Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and performing

difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined; determining proper feeds, speeds, tooling, and operation sequence or selecting those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; and making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (tool room) at the skill level called for in this classification requires extensive knowledge of machine-shop and tool room practice usually acquired though considerable on-the-job training and experience.

Skill Classification: Tool and Die Maker

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

Skill Classification: Forklift Operator

Job Description: Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. May be required to operate Raymond Stand up forklifts.

Skill Classification: Material Coordinator

Job Description: Coordinates and expedites flow of materials, parts, and assemblies/parts/equipment between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records: Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material. Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability. Examines material delivered to production departments to verify conformance to specifications. Arranges in-plant transfer of materials to meet production schedules. Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes. Compiles and maintains

manual or computerized records, such as material inventory, in-process production reports, and status and location of materials. May move or transport materials from one department to another, manually or using material handling equipment. May arrange for repair and assembly of material or part. May monitor and control movement of material and parts on automated conveyor system.

Skill Classification: Material Expediter

Job Description: Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal. High school diploma or its equivalent preferred with 1 year of related experience.

Skill Classification: Material Handling Laborer

Job Description: Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Skill Classification: Order Filler

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

Skill Classification: Production Line Worker – Food Processor

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

Skill Classification: Shipping Packer

Job Description: Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items

of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

Skill Classification: Shipping/Receiving Clerk

Job Description: Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Skill Classification: Store Worker I

Job Description: Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to

affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

Skill Classification: Stock Clerk

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

Skill Classification: Tool and Parts Attendant

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

Skill Classification: Warehouse Specialist

Job Description: As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose



communications

Integrated Systems

Vertex Aerospace

primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Skill Classification: Aircraft Mechanic I

Job Description: Services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. Repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. Reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. Examines engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves. Inspects turbine blades to detect cracks or breaks. Tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, and ammeter, to locate source of malfunction. Replaces or repairs worn or damaged components, such as carburetors, alternators, and magnetos, using hand tools, gauges, and testing equipment. Removes engine from aircraft, using hoist or forklift truck. Disassembles and inspects parts for wear, warping, or other defects. Repairs or replaces defective engine parts and reassembles and installs engine in aircraft. Adjusts, repairs, or replaces electrical wiring system and aircraft accessories. Performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens, greasing moving parts, and checking brakes. May be required to be licensed by Federal Aviation Administration. May service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition. May specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies. May specialize in engine repair.

Skill Classification: Aircraft Mechanic II

Job Description: Exhibits progressively more expertise than the aircraft assembler I. Services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. Repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. Reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. Examines engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves. Inspects turbine blades to detect cracks or breaks. Tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, and ammeter, to locate source of malfunction. Replaces or repairs worn or damaged components, such as carburetors, alternators, and magnetos, using hand tools, gauges, and testing equipment. Removes engine from aircraft, using hoist or forklift truck. Disassembles and inspects parts for wear, warping, or other defects. Repairs or replaces defective engine parts and reassembles and installs engine in aircraft. Adjusts, repairs, or replaces electrical wiring system and aircraft accessories. Performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens, greasing moving parts, and checking brakes. May be required to be licensed by Federal Aviation Administration. May service engines and airframe components at line station making repairs, short of overhaul, required to

keep aircraft in safe operating condition. May specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies. May specialize in engine repair.

Skill Classification: Aircraft Mechanic III

Job Description: Exhibits progressively more expertise than the aircraft assembler I. Works at a higher level of expertise and responsibility than the Aircraft Mechanic II. Will act as a mentor and trainer for lower level mechanics. Services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. Repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. Reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. Examines engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves. Inspects turbine blades to detect cracks or breaks. Tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, and ammeter, to locate source of malfunction. Replaces or repairs worn or damaged components, such as carburetors, alternators, and magnetos, using hand tools, gauges, and testing equipment. Removes engine from aircraft, using hoist or forklift truck. Disassembles and inspects parts for wear, warping, or other defects. Repairs or replaces defective engine parts and reassembles and installs engine in aircraft. Adjusts, repairs, or replaces electrical wiring system and aircraft accessories. Performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens, greasing moving parts, and checking brakes. May be required to be licensed by Federal Aviation Administration. May service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition. May specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies. May specialize in engine repair.

Skill Classification: Aircraft Mechanic Helper

Job Description: Assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties. Adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools. Removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed. Disconnects instruments, ignition systems, and fuel and oil lines. Assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections. Performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment. Cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions. Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun. May assist flight line mechanic in servicing and repairing aircraft prior to flight.

Skill Classification: Aircraft Painter

Job Description: Removes and restores protective coating on aircraft and equipment surfaces and performs corrosion control tasks required to ensure durability and specified appearance. Removes old paint from aircraft surfaces using liquid paint remover and scraper. Inspects for and treats corrosion. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool so paint adheres to surface. Masks and covers portions of surfaces not to be painted. Coats surfaces of aircraft or equipment with paint, lacquer, epoxy, resin or other material using spray guns and other devices. Applies surface markings, paints insignia, letters and numerals on aircraft using stencils or decals. Uses personal protective equipment such as air-supplied respirators, rubber gloves and other devices. Follows Technical Manuals, Safety Procedures, OSHA and EPA guidelines to preclude personal injury or environmental damage.

Skill Classification: Aircraft Servicer

Job Description: Services aircraft, performing any combination of the following tasks. Directs incoming and outgoing aircraft near terminal area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign. Secures aircraft in parking position with blocks and stakes. Operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste. Checks for fuel contamination by draining sumps and fuel drains. Operates ground support equipment such as electrical power supply and engine starting units. Examines tires for specified air pressure and condition. Removes and replaces defective tires. Positions and removes boarding platforms to unload or load aircraft passengers. Unloads and loads luggage, mail, freight, and other cargo, using tow truck with luggage carts. Cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. May deice aircraft wings and assemblies, using glycol mixture. May load and unload containers of food, beverages, and dishes for in-flight meal services. May trace lost luggage for customers and prepare lost baggage claims. May install drag chutes or retrieve them and send them to parachute shop for re-packing.

Skill Classification: Aircraft Worker

Job Description: Makes repairs and modifications to aircraft under the guidance of an aircraft mechanic. Removes, cleans, reinstalls, or replaces defective parts, accessories and components such as fittings, couplings, actuators, accumulators, fuel lines, oil lines, worn cables, pulleys and burned-out landing lights, using common hand tools. Makes adjustments and settings such as cable tension, seat movement settings and adjustments. Follows work instructions, maintenance manual and safety requirements in performance of assigned tasks. Documents work performed in aircraft forms, records, and work instructions.

Skill Classification: Appliance Mechanic

Job Description: Installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. Connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter. Observes readings on meters and graphic recorders. Examines

appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts. Disassembles appliances and examines mechanical and electrical parts. Traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter. Calibrates timers, thermostats and adjusts contact points. Cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. Replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring. Repairs and adjusts appliance motors. Reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

Skill Classification: Cable Splicer

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

Skill Classification: Carpenter, Maintenance

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

Skill Classification: Electrician, Maintenance

Job Description: Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded

training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Skill Classification: Electronics Technician Maintenance I

Job Description: Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Skill Classification: Electronics Technician Maintenance II

Job Description: Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Skill Classification: Electronics Technician Maintenance III

Job Description: Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety

procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks.

Skill Classification: Fabric Worker

Job Description: Makes, alters, and repairs a variety of fabric articles such as clothing, awnings, tents, gun covers, sleeping bags, parachutes, inflatable shelters, flags, bed linens, and belts. Fabrics include wool, cotton, canvas, nylon, polyester, olefin, metallic fabrics, leatherette, velour, burlap, felt, vinyl, and

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

Skill Classification: Fire Alarm Systems Mechanic

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

Skill Classification: Fire Extinguisher Repairer

Job Description: Repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, using hand tools and hydrostatic test equipment. Dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects. Replaces worn or damaged parts, using hand tools. Cleans extinguishers and recharges them with materials, such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions. Tests extinguishers for conformity with legal specifications, using hydrostatic test equipment. May install cabinets and brackets to hold extinguishers.

Skill Classification: Fuel Distribution System Mechanic

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

distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.

Skill Classification: Fuel Distribution System Operator

Job Description: The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ships documents, and visually inspects samples of fuel and checks gravity and flashpoint. This operator gauges tanks for water, temperature and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems, assists in maintenance of government owned

railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Skill Classification: General Maintenance Worker

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

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

Skill Classification: Heating, Ventilation and Air Conditioning Mechanic

Job Description: Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity



controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Skill Classification: Heavy Equipment Mechanic

Job Description: The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous operating machines.

Skill Classification: Heavy Equipment Operator

Job Description: The Heavy Equipment Operator works with power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, tractor trailers and pneumatic tools. This worker inspects all vehicles before beginning operations to check for excessive wear of various equipment. Follows appropriate vehicle service and log records. Performs fueling operations as needed.

Skill Classification: Instrument Mechanic

Job Description: Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. Disassembles malfunctioning instruments, and examines and tests mechanism and circuitry for defects. Troubleshoots equipment in or out of control system and replaces or repairs defective parts. Reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, Resistance Bridge, manometer, and pressure gauge. Inspects instruments periodically and makes minor calibration adjustments to insure functioning within specified standards. May adjust and repair final

control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

Skill Classification: Laborer

Job Description: Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

Skill Classification: Machinery, Maintenance Mechanic

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

Skill Classification: Machinist, Maintenance

Job Description: Sets up and operates various machine shop equipment such as milling machines, lathes, drill presses, shears, brakes, etc. Machines (shapes) parts to close tolerances and makes standard shop

computations relating to dimensions of work, tooling, feeds and speeds of machining. Plans and lays out work by interpretation of written instructions, drawings, military specifications and standards. Produces replacement parts, new parts, fits and assembles parts in mechanical equipment. Knowledgeable of the working properties of the common metals and selects standard materials, parts and equipment required. Uses precision measuring instruments. Follows work instructions, safety procedures, military specifications, standards and technical manuals in performance of assigned tasks. Documents work performed on maintenance forms and records.

Skill Classification: Maintenance Trades Helper

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

Skill Classification: Painter, Maintenance

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

Skill Classification: Pipe fitter, Maintenance

Job Description: Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance

pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Skill Classification: Plumber, Maintenance

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

Skill Classification: Pneudraulic Systems Mechanic

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

Skill Classification: Rigger

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

Skill Classification: Sheet Metal Worker, Maintenance

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

Skill Classification: Small Engine Mechanic

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

Skill Classification: Welder, Combination, Maintenance

Job Description: Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal

parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Skill Classification: Woodcraft Worker

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

reinforce joints. Sands and scrapes surfaces and joints of articles to prepare articles for finishing. May dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint. May install hardware, such as hinges, catches, and drawer pulls.

Skill Classification: Wood Worker

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

Skill Classification: Engineering Technician I

Job Description: This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completions. This person performs one or a combination of such typical duties as, assembling or installing equipment or parts requiring simple wiring, soldering or connecting, performing simple or routine tasks or tests such as tensile or hardness tests, operating and adjusting simple test equipment, records test data, gathering and maintaining specified records of engineering data such as tests, drawings, etc. Performs computations by substituting numbers in specified formulas plotting data and draws simple curves and graphs.

Skill Classification: Engineering Technician II

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

Skill Classification: Engineering Technician III

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

Skill Classification: Engineering Technician IV

Job Description: Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy

(or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Skill Classification: Engineering Technician V

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

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Skill Classification: Engineering Technician VI

Job Description: Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Skill Classification: Environmental Technician

Job Description: Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Skill Classification: Photo Optics Technician

Job Description: Sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects. Operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams. Operates test equipment and performs analysis of data for engineering and scientific personnel. May install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations. May evaluate adequacy of data obtained to determine need for future changes in instrumentation. May modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

Skill Classification: Technical Writer I

Job Description: Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures and installation operation and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalog, drawings and other data relative to operation, maintenance and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups and product samples to integrate and delineate technology, operating procedure and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style and terminology. May maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material. May assist in writing speeches, articles and public or employee relations releases.

Skill Classification: Technical Writer II

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

Skill Classification: Technical Writer III

Job Description: Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures. Trains lesser skilled Technical Writers.

Skill Classification: Unexploded Ordinance (UXO) Technician I

Job Description: Assist in performing: reconnaissance and classification of UXO. Identification of U.S. and foreign guided missiles; bombs and bomb fuses; projectiles and projectile fuses; grenades and grenade fuses; rockets and rocket fuses; land mines and associated components; pyrotechnic items; military explosives and demolition materials. Perform location of subsurface UXO using military and/or civilian magnetometers. Assists in performing excavation procedures on buried UXO. Perform operator maintenance of military and/or civilian magnetometers. Locate surface UXO using visual means. Assist in transporting and storing UXO and demolition materials. Assist in preparing non-electric firing system for an UXO disposal operation. Assist in preparing electric firing system for an UXO disposal operation disposing of ammunition/ explosives by burning; disposing of ammunition/explosives by detonation. Assist in the operation of a personnel decontamination station. Don and Doff appropriate personal protective equipment in contaminated areas. Assist in the inspection of salvage UXO-related material and erection of UXO-related protective works.

Skill Classification: Unexploded Ordinance (UXO) Technician II

Job Description: Perform: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles; bombs and bomb fuses; projectiles and projectile fuses; grenades and grenades fuses rockets and rocket fuses; land mines and associated components; pyrotechnics; military explosives and demolition materials.

Locate subsurface UXO using military and/or civilian magnetometers. Perform excavation procedures on buried UXO by manual means; mechanical means. Perform operator maintenance of military and/or civilian magnetometers. Locate surface UXO using visual mean. Operate motor vehicle transporting UXO. Prepare an on-site safe holding area for UXO. Perform storage of UXO and demolition materials. Prepare an UXO disposal site. Prepare non-electric firing system for an UXO disposal operation; electric firing system for an UXO disposal operation; a detonating cord firing system. Dispose of UXO/explosives by burning; detonation. Operate a personnel decontamination station. Don and doff appropriate personal protective equipment in contaminated areas. Inspect salvage UXO-related material. Erect UXO-related protective works. Determine a magnetic azimuth using a lensatic compass. Perform field expedient identification procedures to ID explosive-contaminated soil. Perform emergency leak seal and packaging of chemical warfare material. Use radiographic (x-ray) equipment.

Skill Classification: Unexploded Ordinance (UXO) Technician III

Job Description: Perform: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles; bombs and bomb fuses; projectiles and projectile fuses; grenades and grenade fuses; rockets and rocket fuses; land mines and associated components; pyrotechnic items; military explosives and demolition materials.

Supervise: the location of subsurface UXO using military and/or civilian magnetometers. Supervises the excavation and recovery of subsurface UXO; construction of UXO-related protective works; the location of surface UXO by visual means; transporting and storing UXO assuring compliance with Federal, state, and local laws; disposal of UXO by burning/detonation; preparation of an UXO disposal site; preparation of an on-site safe holding area for UXO. Determine UXO-related storage compatibility. Prepare an explosive storage plan. Supervise donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment. Prepare UXO related administrative reports; standard operating procedures. Conduct daily team safety briefing. Supervise: segregation of UXO-related scrap from non-UXO related scrap; safe handling procedures; team preventive medicine and field sanitation procedures. Perform risk hazard analysis; interpret x-ray of UXO. Supervise: field expedient identification procedures to ID explosive contaminated soil; the determining of a magnetic azimuth using a lensatic compass; emergency leak sealing and packaging of chemical warfare material.

Skill Classification: Bus Driver

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

Skill Classification: Shuttle Bus Driver

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

Skill Classification: Truck driver, Light

Job Description: Operates a Straight truck, under 1 1/2 tons, usually 4 wheels.

Skill Classification: Truck driver, Medium

Job Description: Operates a Straight truck, 1 1/2 to 4 tons inclusive, usually wheels.

Skill Classification: Truck driver, Heavy

Job Description: Operates Straight truck, over 4 tons, usually 10 wheels.

Skill Classification: Truck Driver, Tractor-Trailer

Job Description: Operates Straight truck, over 4 tons, usually 10 wheels.