

Appendix E

Survey Job Descriptions

Jobs Which Are Required To Be Surveyed

<i>Survey Job No.</i>	<i>Job Title</i>	<i>Computer Job No.</i>	<i>Job grade</i>
1.....	Janitor (Light)001.....	1
2.....	Food Service Worker002.....	1
4.....	Food Service Worker004.....	2
31.....	Fast Food Worker031.....	2
5.....	Janitor.....	.005.....	2
6.....	Laborer (Light).....	.006.....	2
7.....	Laborer (Heavy)007.....	3
8.....	Service Station Attendant008.....	3
9.....	Stock Handler.....	.009.....	4
10.....	Short Order Cook.....	.010.....	5
11.....	Materials Handling Equipment Operator.....	.011.....	5
12.....	Warehouseman.....	.012.....	5
13.....	Service Station Attendant013.....	5
14.....	Truck Driver (Light)014.....	5
16.....	Truck Driver (Medium)016.....	6
18.....	Truck Driver (Heavy).....	.018.....	7
20.....	Cook.....	.020.....	8
21.....	Carpenter.....	.021.....	9
22.....	Painter022.....	9
23.....	Automotive Mechanic.....	.023.....	10
24.....	Electrician024.....	10

Jobs Which May Be Surveyed on an Optional Basis (See S5-6b(4)(ii))

<i>Survey Job No.</i>	<i>Job Title</i>	<i>Computer Job No.</i>	<i>Job grade</i>
3.....	Service Station Attendant003.....	1
29.....	Groundskeeper029.....	4
30.....	Grill Attendant030.....	4
15.....	Tractor Operator.....	.015.....	6
17.....	Bowling Equipment Mechanic.....	.017.....	7
25.....	Building Maintenance Worker.....	.025.....	7
19.....	Vending Machine Mechanic019.....	8
26.....	Building Maintenance Worker.....	.026.....	8
27.....	Air Conditioning Equipment Mechanic.....	.027.....	8
50.....	Truck Driver (Trailer)050.....	8
28.....	Air Conditioning Equipment Mechanic.....	.028.....	10

Survey Job Descriptions

1. Janitor (Light)

Grade: 1

- Performs light custodial work in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include a combination of the following: sweeps, vacuums, dry-mops, waxes, and polishes floors.
- Dusts and polishes furniture.
- Empties ashtrays and wastebaskets.
- Cleans and polishes lavatory bowls, basins, and exposed plumbing fixtures.
- Replenishes soap and paper supplies.
- May use lightweight hand or household-type electrical cleaning equipment.

2. Food Service Worker

Grade: 1

Performs *one or more* of the following tasks:

In the Service Area:

- Sets up glasses, silverware, butter, condiments, salads, desserts, bread, and cold beverages on serving counter as instructed.
- Removes soiled dishes from tables and transports to the dishwashing unit.
- Wipes or washes tables.

In the Food Preparation Area:

- Cuts, scrapes, chops, dices, peels fruits and vegetables, and operates electric potato peeler.
- Cleans, scrubs, wipes, or washes service equipment such as worktables and refrigerators.

In the Dishwashing Area:

- Separates food waste and trash.
- Pre-rinses dishes.
- Loads dishes in dishwasher.
- Stacks and stores dishes.

4. Food Service Worker

Grade: 2

Performs *one or more* of the following tasks:

In the Serving Area:

- Sets up food service counter, steam tables, dining room tables, and side service stands with hot and cold foods.
- Serves food cafeteria-style to customers.

In the Food Preparation Area:

- Makes coffee in large urns according to the number of servings desired, with responsibility for timing and brewing.
- Makes a variety of fruit and vegetable salads.
- Places standard amounts of food in small dishes or glasses.
- Prepares sandwiches that require *no* cooking.
- Packs lunches.

31. Fast Food Worker

Grade: 2

- Operates kitchen equipment that fries, grills, broils, bakes, mixes, or dispenses such *simple* food items as French fries, fish or chicken portions, hamburgers, pizzas, milk shakes and beverages.
- Food preparation is *highly automated, standardized, and production-line-like*. The preparation process is often controlled by *automatic or simple manual timing devices*. Employees are usually assigned to various "*stations*" where food items are prepared, assembled, dispensed, or packaged. Employees at each "station" perform repetitious and *standardized* tasks. Employees may rotate between "stations" as needed. Simple tools such as "spatulas," "serving tongs," or "pizza paddles" may be used.
- Workers may be required to perform *one or more* of the following tasks in any *one or more* of the areas or "stations" responsible for preparing the following types of food:

Hamburgers/Cheeseburgers

- Places hamburgers on a grill or conveyor-type feeder.
- Workers add pre-measured or standardized amounts of cheese and condiments in assembling the final sandwich for sale to customers.

French Fries, Fish, Chicken

- Places fries, fish, or chicken into deep-fat fryer equipped with a timer.
- Worker is required to unload finished food and package in bags, trays, or other containers for sale to customer.

Pizza

- Worker adds tomato sauce, cheeses, and various toppings as requested by customer.
- Places pizza in pre-set oven, determines readiness by visual inspection, and removes when done.
- Cuts finished pizza and places on a tray or in a container.

Milk Shakes and Other Beverages

- Fills milk shake, soda, or coffee machines with proper amount of solution, syrup, or ingredient.
- Dispenses beverages into cups, mixes milk shakes, and stocks for future sales to customers.

Matching Emphasis and Comments

Employees who grill steaks, chops, poultry, fish, bacon, or eggs *to order*, turning as required and adjusting the heat; or that cook to a recipe; or that make a *large variety* of *specialized* sandwiches are *not* a match.

5. Janitor

Grade: 2

- Performs custodial work in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include a combination of the following:

- Scrubs, wet-mops, waxes, and polishes floor.
- Cleans walls, ceilings, and room partitions; polishes fixtures that require use of a ladder.
- Washes and replaces Venetian blinds.
- Removes stains from surfaces such as rugs, drapes, walls, floors, and fixtures by use of chemicals and cleaning solutions.
- Moves furniture cabinets, boxes, crates, and comparable items to sweep and remove trash or other refuse.
- Uses industrial-type powered cleaning equipment.

Exclude workers who specialize in window washing.

6. Laborer (Light)

Grade: 2

- Performs a variety of manual laboring tasks in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include one or more of the following:
 - Loads and unloads materials on or from trucks, freight cars, or other transporting devices.
 - Moves materials by hand, hand truck, or dolly.
 - Opens and closes packages and boxes using hammers, shears, and crowbars.
 - Sorts and stacks various items by obvious breakdowns.
 - Collects items such as sacks, paper, rags, scrap lumber, and other waste materials, sorting into piles according to coloring, marking, shape, or other easily recognized features.
 - Places reusable items in containers and disposes of wastes by bailing or burning.

NOTE: Report data for workers moving, loading, or unloading materials frequently weighing 23 kilograms (50 pounds) or more under Laborer (Heavy).

7. Laborer (Heavy)

Grade: 3

- Performs a variety of heavy manual laboring tasks in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include the following:
 - Loads and unloads materials on or from trucks, freight cars, or other transporting devices.
 - Moves materials by hand, hand truck, or dolly.
 - Opens and closes heavy wooden crates and boxes.
 - Sorts and stacks various items by obvious breakdowns.
 - Uses hammers, shears, and crowbars.
 - Frequently handles objects weighing 23 kilograms (50 pounds) or more.

8. Service Station Attendant

Grade: 3

- Performs a variety of the following duties:
 - Operates pumps to dispense gasoline; checks crank case, radiator, and battery levels; and adds appropriate fluids as required.
 - Checks air pressure in tires; inflates tires to correct pressure.

- Charges batteries and insures that proper amounts of water and acid are added.
- Removes and installs windshield wiper and replaces light bulbs.
- Records meter reading of pumps and "dipstick" measures of gasoline storage tanks; checks for presence of water in storage tanks.
- Completely washes exterior and interior of cars.
- Cleans equipment, station areas, and rest rooms.
- Collects money; makes change for sale of gasoline, motor oil, etc.
- May operate a cash register.

9. Stock Handler

Grade: 4

- Performs various stock handling duties in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include a combination of the following:
 - Unloads incoming trucks and checks marking for quantities against figures shown on receiving documents.
 - Identifies and reports damaged items.
 - Places items in stockroom locations, stacking items in groups by commodity and size.
 - Stocks empty spaces on shelves and cases, arranging the merchandise in a neat and orderly manner.
 - Assists in inventories of stock by counting items and giving figures to responsible person.

10. Short Order Cook

Grade: 5

- Performs a *wide variety* of "short-order" cooking.
- Prepares and cooks to order such things as hamburgers, chops, steaks, poultry, bacon, vegetables, eggs, and pancakes.
- Seasons food and regulates cooking time and temperatures.
- *May assist* senior cooks in the preparation of food that requires special or difficult recipes and long preparation time.

Matching Emphasis and Comments.

Jobs are a match when, in addition to the primary duty of short order cooking, lower level tasks such as the following are performed: selling prepackaged food items; serving soft drinks, tea, coffee, or milk; and/or taking money and making change.

11. Materials Handling Equipment Operator

Grade: 5

- Performs materials handling duties in wholesale, retail, service, or recreational establishments.
- Typical duties include the following:
 - Operates gasoline, diesel, or electric powered warehouse tractors or tow trucks to move materials or equipment in and around such locations as warehouses or large storage areas.
 - May also operate forklift equipment with a rated capacity of less than 4,500 kilograms (10,000 pounds).

12. Warehouseman

Grade: 5

- Performs warehousing duties in wholesale, retail, service, or recreational establishments.
- Typical tasks include a combination of the following:
 - Verifies items received against receiving documents, noting discrepancies and reporting findings.
 - Selects specific storage locations within the framework of a general warehousing plan.
 - Stores, stacks, and palletizes items considering factors such as size, weight, quantity, spoilage, pilferage, and safety to others.
 - Examines stock for deterioration and damage and files reports of findings.
 - Selects and assembles items for shipment or issue, and insures that shipments are properly loaded on correct conveyances.
 - Conducts inventory of stock on hand and reports reasons for discrepancies.
 - Loads materials on trucks and freight cars.
 - Moves stock by hand, hand trucks, or dollies.

13. Service Station Attendant

Grade: 5

- Performs a variety of the following duties:
 - Greases and lubricates vehicle parts such as universal joints, steering knuckles, springs, and front-end rods using hand and compressed-air powered grease guns.
 - Drains crankcase and refills with prescribed kind and amount of oil.
 - Checks fluid levels in transmissions, braking systems, rear-end and power steering reservoirs.
 - Checks oil filters, air filters, fan belts, windshield wipers, tail pipes, head and tail lights, hoses and similar items; makes replacements and adjustments.
 - Performs State required vehicle safety inspections.
 - Occasionally washes and steam-cleans vehicles.
 - Records inventory of gasoline, oil, and other supplies used.

14. Truck Driver (Light)

Grade: 5

- Drives a vehicle (truck, carryall, automobile, jeep, station wagon) within the *local commuting area* to transport materials or passengers between various establishments.
- May load or unload vehicle and may collect money. The load carrying capacity of the truck drivers is up to and including 0.9 metric ton (1 ton).

NOTE: Jobs which include sales responsibilities are *not* a match.

16. Truck Driver (Medium)

Grade: 6

- Drives a truck within the *local commuting area* to transport materials or passengers between various establishments.
- May load or unload truck and may collect money. The load carrying capacity of the trucks is over 0.9 metric ton (1 ton) but less than 3.6 metric tons (4 tons).

- NOTE:* a. Jobs which include sales responsibilities are *not* a match.
b. Trucks pulling a trailer or semi-trailer are *not* a match.

18. Truck Driver (Heavy)

Grade: 7

- Drives a truck within the *local commuting* area to transport materials and passengers between various establishments.
- May load or unload truck and may collect money. The load carrying capacity of the truck is 3.6 metric tons (4 tons) and over.

- NOTE:* a. Jobs which include sales responsibilities are *not* a match.
b. Trucks pulling a trailer or semi-trailer are *not* a match.

20. Cook

Grade: 8

- Prepares a *full variety* of meats, poultry, seafood, vegetables, sauces, and gravies.
- Prepares several menu items for one meal ensuring that all items cooked are ready for serving at the same time.
- Prepares food requiring common to complex recipes and/or long preparation time.

Matching Emphasis and Comments

A "chef" who is responsible for *managing* and *supervising* other cooks and kitchen employees is *not* a match for this cook.

21. Carpenter

Grade: 9

- Performs carpentry duties in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include most of the following:
 - Constructs and maintains in good repair wooden articles and structures such as counters, benches, partitions, doors, floors, stair casings, and wood trim.
 - Plans and lays out work from blueprints, drawings, or oral instructions.
 - Selects materials and tools to be used.
 - Measures and cuts materials to required length, using hand or portable power tools of the carpentry trade, shop wood working equipment, and standard measuring instruments such as rulers, carpenter's squares, and levels.
 - Makes standard shop computations relating to dimensions of work.

Exclude wage data for workers engaged in constructing and repairing cabinets and furniture, or wooden furnishings on boats, where the skills of a cabinetmaker are required; constructing or repairing wooden boats; fabricating wooden boxes and crates; blocking and bracing materials and equipment on vehicles or railroad cars.

22. Painter

Grade: 9

- Performs painting duties in wholesale, retail, service, or recreational establishments.

- Typical tasks performed include most of the following:
 - Paints and redecorates walls, woodwork, and fixtures using brushes, rollers, and spray guns.
 - Examines surfaces to determine proper coating materials.
 - Prepares wood, metal, and other surfaces by sanding and scraping.
 - Blends colors and mixes paints and other surfacing material.
 - Applies prime, intermediate, and finishes coats including decorative finishes by stippling, graining, marbling, and mottling.

Exclude data for workers whose primary duties are automobile or sign painting.

23. Automotive Mechanic

Grade: 10

- Overhauls and repairs automobiles, buses, trucks, and tractors of an establishment.
- Performs automotive mechanic duties in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include most of the following:
 - Diagnoses the source of trouble and determines the extent of repairs required on engines, power transmissions, suspension, steering, and braking systems, and related electrical, fuel, hydraulic, and wheel assemblies.
 - As specified in manufacturer's manuals, tears down, adjusts, repairs, reassembles, and runs operational checks on components to prescribed operating tolerances.
 - Uses specialized testing equipment, such as compression testers, motor analyzers, test benches, and specialized measuring instruments such as micrometers, vernier calipers, and dial indicators.

24. Electrician

Grade: 10

- Performs electrical duties in wholesale, retail, service, or recreational establishments.
- Typical tasks performed include most of the following:
 - Installs, repairs, and tests electrical systems, electrical shop equipment, emergency or standby generation systems, and internal electrical power distribution facilities, such as switchboards, controllers, circuit breakers, motors, heating units, and conduit systems.
 - Plans and lays out work from blueprints, sketches, wiring diagrams, or specifications.
 - Diagnoses trouble in the electrical system or equipment.
 - Makes standard computations relating to load requirements of wiring or electrical equipment.
 - Uses specialized measuring and testing instruments such as voltmeters, ammeters, wattmeters, ohmmeters, and meggers.

3. Service Station Attendant

Grade: 1

- Operates electrically controlled pumps to refuel vehicles.
- May wash windshields and accept payment.
- Does *not* perform "under-the-hood" checks or servicing.

29. Groundskeeper

Grade: 4

- According to directions, performs a combination of several duties such as:
 - Planting, transplanting, seeding, resodding, mulching, dusting, spraying, watering, cultivating, cutting, arranging, pruning, and trimming trees, shrubs, flowers, and grass.
 - Operates a variety of hand and power garden tools and equipment such as lawn mowers, seeders, spreaders, edgers, hedge trimmers, and sprayers.
 - On a golf course mows grass on tees and greens.
 - Applies specified amounts of fertilizer, insecticide, and fungicide to designated areas on the golf course.
 - Connects hose and sprinkler to irrigate turf.
 - Sets tee markers; rakes and refills sand traps.

Matching Emphasis and Comments

- a. The Groundskeeper works according to directions given by a greenskeeper, which makes it different from a laborer's job.
- b. The Groundskeeper is *not* responsible for determining *when* or *which* methods are to be used.

30. Grill Attendant

Grade: 4

- Performs a *limited variety of simple cooking tasks* without detailed instructions. For example, *grills to order* eggs, bacon, sausages, pancakes, and other quickly prepared food.
- Issues to waiters or serves to customers over the counter.

NOTE: Does *not* assist senior cooks in the preparation of food that requires special or difficult recipes and long preparation time.

15. Tractor Operator

Grade: 6

- Operates a *field-type* tractor with attached or towed equipment such as mowers, cutter bars, plows, harrows, sprayers, discs, front end loaders, movable dozer blades, and backhoes.
- Makes multiple connections to the tractor such as attaching and setting the depth of plow blades or the height of mower blades.
- Work is usually performed on the level or rolling terrain of golf courses.

17. Bowling Equipment Mechanic

Grade: 7

- Performs major repairs and maintenance for electrical and mechanical bowling alley equipment such as automatic pinsetters, ball returns, ball cleaners, speed cradle stops, telescore units, and hole borers.
- Diagnoses malfunctions, and disassembles, replaces parts, reassembles, adjusts, and makes final operational test using standard repair techniques, materials, and tools.
- Uses a variety of tools such as soldering irons, wrenches, pliers, and screwdrivers.
- Cleans and lubricates machines.

- Performs general housekeeping tasks relating to proper standards of appearance, cleanliness, and safety.

NOTE: Jobs that *only* sand and varnish bowling lanes are not a match.

25. Building Maintenance Worker

Grade: 7

- Performs work in at least two of the three occupational areas described below:
 - (1) *Carpentry:*
 - Measuring, cutting, constructing, or repairing wood or wood substitute items, such as scaffolds, staging parts, panels, bins, pallets, concrete forms, dry wall interiors, sheathing, and roof decking.
 - Close tolerances or the application of complex trade mathematics and methods are not required.
 - (2) *Painting:*
 - Following specific oral or written instructions, this worker performs the following tasks:
 - Mixes coating materials (paints, varnishes, shellacs).
 - Removes rust, scale, dirt, old paint from surface by brushing or sanding.
 - Applies coating to surface using brushes, rollers, sprayguns, etc., insuring that the surfaces are fully coated and free from drips or runs.
 - (3) *Plumbing:*
 - Makes plumbing repairs that can be accomplished by removing, cleaning, replacing, packing, and sealing defective parts, such as dirty traps, sections of broken tile pipe, leaky drains, faucets, and unions.

19. Vending Machine Mechanic

Grade: 8

- Installs, repairs, and adjusts a variety of parts and accessories of vending machines such as wired and printed circuits, liquid pumps, and tubing.
- Makes adjustments and settings to manufacturer's specifications.
- Determines when parts should be cleaned or replaced.
- Uses common hand tools such as wrenches, pliers, soldering irons, squares, levels, and screwdrivers.
- Also uses a variety of test equipment such as voltage meters, AMX meters, circuit testers, pressure, and dial gauges.

26. Building Maintenance Worker

Grade: 8

- Performs work in at least two of the three occupational areas described below:
 - (1) *Refrigeration and Air Conditioning Equipment Repair:*
 - Troubleshoots and repairs a variety of domestic and commercial refrigeration and air conditioning units and systems, such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers, evaporative fans, water dispensers, window units, and other equipment of comparable complexity. The units and systems serviced are

usually designed so that a few testing techniques will locate worn or broken parts, and the repairs are not normally complicated.

(2) *Heating Equipment Repair:*

- Installs, troubleshoots, and repairs a variety of small and domestic heating units and systems. These include coal, oil, and gas burning floor furnaces, hot air furnaces, low pressure hot water and steam boilers, and other equipment with comparable arrangements of heat sources, controls, and circulating methods.
- Works from oral or written instructions.
- Traces malfunctions and replaces fixtures such as safety devices, thermostats, heating elements, overload switches, heater strips, and magnetic coils.
- Installs, adjusts, and repairs stokers, motors, blowers, pilots, and igniters.

(3) *Electrical Work:*

- Makes electrical repairs that can be accomplished by removing, replacing, tightening, splicing, soldering, and insulating defective wiring, controls, equipment, and fixtures, such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures, and poorly operating thermostats.

27. Air Conditioning Equipment Mechanic **Grade: 8**

- Installs, troubleshoots, and repairs a variety of domestic and commercial refrigeration and air conditioning units and systems such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers, evaporative coolers, attic and evaporative fans, water dispensers, window units, and other equipment of comparable complexity. The units and systems serviced are usually designed so that a few testing techniques will locate worn or broken parts, and the repairs are not normally complicated.

Note: This mechanic works on smaller, less complex refrigeration and air conditioning equipment, whereas our 028 job is concerned with large, complex systems that perform a variety of air conditioning functions such as heating, cooling, humidifying, dehumidifying, cleaning, filtering, and circulating air.

50. Truck Driver (Trailer) **Grade: 8**

- Performs truck driver duties in wholesale, retail, service, or recreational establishments.
- Typical duties include the following:
 - Backs and drives truck with trailer, or a truck with semitrailer, or a trailer coupled by use of a turntable (fifth wheel) or pintle (pivot) hook, to transport merchandise between various establishments.
 - Directs and occasionally assists in the loading and unloading of trailer and arranging of the cargoes.
 - Connects and disconnects truck to or from a trailer.
 - Follows orders of dispatcher or supervisor as to destination, purpose of trip, and work to be done.
 - Determines route to be followed.
 - Usually signs for and obtains required receipts for cargo.

28. Air Conditioning Equipment Mechanic

Grade: 10

- Installs and makes repairs on large systems that provide for a variety of air-conditioning functions such as heating, cooling, humidifying, dehumidifying, cleaning, filtering and circulating air. The systems are used to condition the air of structures such as large office buildings and complexes, including those with areas that have special requirements such as communications centers, electronic data processing centers, and other areas with sensitive equipment.
- Uses knowledge of the refrigeration cycle of several commercial and industrial systems to locate and check elements and defective parts.
- Dismantles, repairs, and reassembles units such as pumps, impellers, compressors, chillers, receivers, and evaporators.
- When making repairs of this nature, installs and fits connecting rods, crankshafts, piston rings, bearings, and bushings; adjusts or replaces gaskets, springs, floats, diaphragms, seals, and couplings; and aligns motors and flywheel drives.
- Uses refrigerant tables and calculates air flow in order to locate and repair faulty equipment.

Note: This mechanic works on large, complex systems whereas our 027 job is concerned with smaller refrigeration and air conditioning equipment such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers and other equipment of comparable complexity and size.