

**10 Supervisor-Accounting**

First line supervisor responsible for supervision of workers engaged in maintaining accounting records and processing accounting transactions. May be responsible for accounts payable, or accounts receivable, and/or the payroll function. Determines work assignments, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit.

**12 Manager-Accounting-Mid Level**

Supervise the accounting functions of the organization. Assign and audit work of accountants and accounting clerks engaged in accounting procedures. Direct the timely preparation of accounting records, reports and special analysis. Personally engage in the more critical and confidential aspects of accounting. Exercise normal supervisory functions. This is considered a mid-level management position.

**16 Supervisor-Security**

Supervise the security guards and in some organizations other building services personnel. Ensure that policy and procedures are implemented that protect company property and equipment. Ensure the safety of employees.

**20 Supervisor-Production**

First level supervisor over a production unit. Determines work assignments, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit.

**24 Manager-Maintenance**

Manages maintenance activities relating to organization's physical property. Directs provision of building maintenance, operation, or janitor functions. Arranges building lease agreements and renovation or new construction projects. Ensures work done adheres to zoning, hazardous waste, or traffic regulations. Supervises facilities maintenance manager or maintenance supervisor. Usually requires a degree plus 4-7 years relevant experience, or equivalent.

**25 Sr Supervisor-Production**

Experienced first-line supervisor typically responsible for two or more production units. May be responsible for only one unit requiring high-skilled production operators (or technicians) or a considerably large production unit. May supervise work through two or more team leaders or subordinate supervisors. Determines work assignments, schedules, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit(s).

**26 Manager-Production/Operations**

Directs production operations and processes for a plant, division, or company. Plans and maintains production schedules. Measures progress by established standards of performance. Recognizes and solves problems affecting production including schedules, staff, quality, and order of production line. Might also manage facilities and equipment maintenance. Usually the top production management level. Typical incumbent has a 4 year degree and 6-8 years relevant experience, or equivalent.

**30 Supervisor-Quality Assurance**

Responsible for the supervision of the employees involved in the testing and inspection of products at various stages of production. Compiles and evaluates statistical data to determine and maintain quality and reliability of products. May set-up and perform destructive and nondestructive tests on materials and parts. May recommend changes in standards. Typically has Associates Degree or equivalent plus two years of more directly related experience.

**32 Customer Service Supervisor**

Ensures that customers receive the best sales service possible, and coordinates functions with purchasing, production, engineering or shipping. Processes orders and general correspondence.

**33 Supervisor-Shipping/Receiving**

Supervises employees involved in either the shipping and/or receiving function of the company. Ensures that materials are checked against vendor's invoices, bills of lading, customer orders and similar papers.

**35 Supervisor-Warehouse**

Supervise and coordinates activities of workers concerned with ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts, in stockroom, warehouse, or yard. Interview job applicants, conduct performance reviews and is involved in pay administration.

**37 Supervisor-Materials**

Supervise employees that are responsible for managing the flow of materials into the production process. Train employees in MRP, MSP and material movement.

**44 Manager-IT**

Directs IS operations including computer operations, technical support, systems analysis and programming. May also direct database management, telecommunications, IS training and microcomputer technology. Establishes technical priorities, standards, and procedures. Ensures sufficient systems capacity for organizational needs. Requires an MIS degree and 6 or more years of experience.

**45 Supervisor-Maintenance**

First level supervisor over the maintenance unit. Determines work assignments, evaluates performance, administers company policies and procedures. Responsible for performance of the assigned work unit.

**46 Dir/Manager Logistics and/or Distribution**

Manages all aspects of logistics (i.e. distribution, inventory control, fulfillment, etc.) Arranges warehousing and transportation of product to customer.

**48 Manager-Distribution**

Manages the ordering and distribution of products, parts, and accessories. Ensures timely deliveries to maximize sales. Maintains contact with retailers on product delivery and with the merchandising department on the receiving of products. May require an associate's degree with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and typically reports to a senior manager.

**55 Project/Program Mgr-1st Level**

Provides technical project leadership/supervision to assigned projects or major phases of significant projects or programs by coordinating the efforts of assigned technical staff. Organizes project and task workloads within budget and schedule guidelines. Include in this job first level supervisors or leads performing these tasks. Typically has a B.S. degree and extensive knowledge and experience within assigned technical discipline.

**65 Mgr-Engineering Department**

Provides supervision/management of the activities and staff of a research or technical business unit. Responsible for overall unit performance within budgetary and schedule guidelines. Identifies and recommends objectives and scope of technical projects and communicates goals, scope, approach and schedules to assigned personnel. Establishes budgets, forecasts manpower, equipment and supply needs. Include in this job second level managers who have direct reports of one or more first level project/program managers or leads. Typically has prior management experience, a BS degree and extensive knowledge and experience within assigned technical discipline.

**66 Manager-Materials**

Directs and formulates procedures and policies to make certain materials are available or delivered when needed. Manages incoming and outgoing movement of materials. Monitors material and supply inventories through computer information systems. Supervises purchasing and materials handling employees. Usually requires a 4 year degree plus 8-9 years relevant experience, or equivalent.

**67 Director/VP Engineering**

Directs engineering functions for a product line, company, or division. Product design or re-design responsibilities include meeting quality objectives through the use of effective production techniques and quality materials. Examines cost estimates or proposals before approving. Offers technical guidance, reviews progress, and advises procedural changes if required. Usually the top level in small organizations or the second level in larger ones, and requires an advanced degree plus 10 years relevant experience, or equivalent.

**68 Manager-Traffic**

Directs the company's program for transport of orders or shipments. Evaluates and selects a suitable route and method of transport. Examines claims for loss or damage and approves for processing. Appraises shipper quality, timeliness, and charges. Recommends shipping containers or method of packing. Could serve as company representative to state or federal agencies. Usually the highest level traffic position, and requires a BS degree plus 3-6 years relevant experience, or equivalent.

**69 Manager-Quality Control**

Directs quality assurance operations for a plant, division, or company. Develops and controls quality programs. Monitors Production Department's conformance with QA standards and procedures. Conducts quality assurance training for employees engaged in materials handling or product assembly. Suggests methods for improving product quality or design, or manufacturing processes. Supervises quality assurance specialists or inspectors. Usually the top quality assurance position. Typical incumbent has a 4 year degree and 4-6 years relevant experience, or equivalent.

**70 Mgr-Human Resources-Mid Level**

Manages one or more functions within the area of Human Resources. May be responsible for all Human Resource activities for a small to mid-size site, plant, division or small company. Or, may be responsible for one/two Human Resource management function(s) at the corporate level of a large organization. This is considered a mid-level management position responsible for implementing company policies and programs and recommending changes or new programs to senior level management for approval.

**75 Mgr-Safety & Environment**

Develops and implements safety program to prevent or correct unsafe environmental working conditions, utilizing knowledge of industrial processes, mechanics, engineering, chemistry, psychology, and industrial health and safety laws. BS degree in safety engineering or related discipline.

**80 Plant Manager**

Directs and coordinates overall plant operations. Ensures that objectives are achieved at the lowest cost consistent with quality requirements. Directs operations through supervisors in production, maintenance, and other related operations.

**101 Accounting Clerk**

Performs one or more accounting related clerical tasks in support of accounts payable, accounts receivable, payroll, billing, reconciling accounts or preparing journal vouchers. Typically has a high school diploma or equivalent. Minimum experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**102 Administrative Assistant (non-ex)**

Performs general administrative and clerical duties necessary to meet needs of the department, and assumes responsibility for other duties based on degree of knowledge of department operations, such as, prepares designated reports for management; responds to inquiries and provides information in accordance with policies and procedures. (Match exempt-level administrative assistants to Job 216 - Staff Assistant)

**103 Clerk - Generic**

Performs a combination of clerical tasks to support office, business, or administrative operations. Use this benchmark if you cannot match to a specific clerk job family. Typically has a high school diploma or equivalent. Minimum experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**106 Human Resource Assistant**

Responsible for a wide variety of assigned activities, which may include: employment interviewing for hourly and clerical jobs, wage and salary record keeping, assisting in benefit administration, maintenance of employee and applicant records, and other related clerical duties. Typically requires 3 years of related experience in Human Resources and/or relevant training and education

**111 Receptionist / Telephone Operator**

Operates a telephone switchboard to relay incoming, outgoing and interoffice calls. Receives visitors, schedules appointments, and direct callers to destination. May also perform clerical duties, such as typing, proofreading, and sorting mail.

**112 Purchasing Clerk**

Compiles information and records to prepare purchase orders for procurement of material or supplies. May maintain records of items purchased, prices, deliveries and inventories.

**113 Secretary**

Performs diverse secretarial and administrative duties such as typing, answering phones, arranging appointments, and maintaining filing systems. This job involves exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment. Typically has a high school diploma or equivalent.

**114 Secretary, Executive**

Performs secretarial and administrative duties for an executive in the highest management levels (i.e. CEO, Executive VP, Director). Job may involve responsibility for flow of clerical work. Independently acts on correspondence that does not require the attention of a superior. Arranges appointments, travel, etc. Has good understanding of organization's policies and procedures.

**121 Customer Service Representative**

Match to this position customer service representatives who receive calls from customers requesting service, or sales order entry clerks who receive calls from customers, sales personnel, and/or distributors placing orders for company products. Incumbent processes information in accordance with company policy and procedures.

**201 Accountant**

Prepares financial statements and accounting reports. May conduct research and analysis to provide department level management with definitive financial and/or cost information on operations. Typically has B. S. degree in Accounting or equivalent. Typical minimum experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years or more.

**202 Buyer**

Evaluates, selects, negotiates, places, provides technical liaison and otherwise administers a wide variety of procurement contracts. Works closely with company technical personnel to have a thorough knowledge of the company's functions translated into purchasing requirements. Researches available supply fields to keep informed of new supply items. Typically has B. S. degree or equivalent experience. Minimum Experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years; Specialist level 12 years.

**203 Comp and/or Benefits Specialist**

Responsible for various activities involved in the design and administration of the company's compensation programs. These activities include developing salary ranges, merit increase budgets, job descriptions, working with survey data, providing counsel on starting salaries and salary adjustments, and communicating the company's policies and practices. May also be assigned responsibility for benefit plan development.

**204 Contracts Administrator**

Prepares proposals or bids, negotiates contracts, and performs related contract administrative tasks, including the analysis of contract performance requirements, special provisions, and terms and conditions. Typically has B. S. degree or equivalent experience. Minimum Experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years; Specialist level 12 years

**205 Human Resources Specialist**

Performs various Human Resources functions in one or more of the following areas: employment of exempt and/or nonexempt staff, EEO and AAP compliance programs, employee relations, policy development, performance management, transfer programs or safety. Typically has B. S. degree or equivalent experience. Minimum Experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years or more.

**208 Training Coordinator**

Responsible for conducting supervisory, management or non-technical skills training courses for internal staff. Interfaces with functional organizations to develop specifications for content of courses. Prepares lesson plans including the method, media and documentation to be presented. Instructs participants in classroom lectures and/or group sessions. Conducts follow-up to determine applicability of course material. Typically has B. S. degree or equivalent experience. Minimum Experience: Entry level 0 - 3 years; Intermediate level 4 years; Senior level 8 years; Specialist level 12 years. (Match trainers in the HR department to this benchmark.)

**210 Office Manager**

Performs and/or is responsible for multiple business functions such as accounting, marketing, human resources, contract administration, purchasing, security, training, etc. Typically has a BS or advanced degree in Business Administration or equivalent.

**214 Material Planner**

Responsible for planning, scheduling and monitoring the movement of material through the production cycle. Coordinates the efficient movement of materials with purchasing, production and other departments. Typically a Bachelors degree or equivalent. Typical minimum experience: Intermediate level 3 years; Senior level 6 years.

**216 Staff Assistant**

Under limited supervision, plans and conducts assigned administrative tasks and projects which are broad in nature. Applies independent judgment and originality in the solution of problems. Typically has a bachelors degree and at least 3 years of experience related to the assignment.

**220 Program Administrator-Mfg**

Under general supervision, coordinate all aspects of a customer's order to ensure customer satisfaction and on-time delivery. Interface directly with customer to ensure a clear understanding of all issues concerning the order. Work with appropriate people regarding material requirements, forecasts, and accounting issues. Typically has an Associates Degree in business or engineering technology. Typical minimum experience: 4 years related experience.

**221 Program Manager - Mfg**

Under general direction, coordinate all aspects of a customer's order to ensure customer satisfaction and on-time delivery. Interface directly with customer to ensure a clear understanding of all issues concerning the order. Work with appropriate people regarding material requirements, forecasts, and accounting issues. Typically has an Bachelor's Degree in business or engineering. Typical minimum experience: 4 years related experience which includes 2 years in a management/supervisory role.

**301 Computer Operator**

Determines equipment setup and operation; loads equipment with required items; and switches necessary auxiliary equipment into circuit. Typically has a high school diploma and additional vocational training with computers.

**302 Data Entry Operator**

Responsible for data entry of material from source documents into a computer . Verifies data entered. Follows established procedures in processing the data. Typically has a high school diploma and basic typing skills.

**303 Drafter, CAD**

Prepares detail drawing of mechanical or electrical parts, components and assemblies for engineering, manufacturing or repair purposes using CAD equipment. Typically has completed 2 years of vocational training in drafting.

**304 Drafter, Designer (CAD)**

Assists engineers in the design and development of complex plans and drawings using CAD equipment. Prepares new or modified designs and verifies completed work. May delegate completion of drawings to drafters. Coordinates with other internal departments affected by design development. Typically has completed 2 years of vocational training in drafting and has a minimum of 6 years experience.

**307 Engineering Technician**

Provides technical support to engineers working in such areas as research, design, development, testing or manufacturing process improvement. Works from schematics, diagrams, written and verbal descriptions or defined plans to perform testing and troubleshooting functions on electronic or mechanical components, equipment or systems. Conducts engineering tests and detailed experimental testing to collect design data or assist in research work. Typically has completed 2 years vocational training in electronics.

**308 Field Service Engineer**

Provides on-site support to customers for hardware products and systems. May also support operating system software. Troubleshoots system following standard procedures to locate and fix problems. Typically has completed 2 years vocational training in electronics.

**309 Graphics Spec/Technical Illustrator**

Prepares graphic illustrations for various publications. Completes assignments from concept phase through production for specific graphic projects. Coordinates the printing and typesetting of materials, and prepares the graphic design illustrations for review and approval. Typically has an Associates degree or a certificate in graphic design with experience in art work preparation, photography, and printing processes. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

**310 Network Support Technician**

Supports internal users in the installation, and upgrading of desktop computers. Primarily works with the operating system and software which supports networking capability. Can perform some hardware repairs and upgrades. Typically has a high school diploma and additional vocational training with computers. Minimum Experience: Entry level 0 - 1 year; Intermediate level 3 years; Senior level 6 years.

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**311 Technical Support Representative**

Provides first level technical support to customers via telephone, fax or email. Escalates complex problems to Technical Support Engineer.

**312 NC Programmer**

Programs / sets up / operates computer controlled machines to perform a variety of operations. Analyzes drawings, sketches and design data to determine dimension and configuration of cuts, selecting tools, machine speed and feed, according to knowledge of processes. Writes program to control tool movements.

**313 Laboratory Technician**

Performs chemical and/or physical analyses or scientific tests for research, development or quality control for processes or products. Assists in compiling, analyzing and interpreting results. Typically has completed 2 years or more of specialized training.

**316 Quality Control Technician**

Assists quality assurance function in the inspection of products, monitoring processes, or supporting quality engineers in developing and implementing quality assurance practices and procedures.

**402 Electrical Design Engineer**

Performs work in which the principles, theories and general body of knowledge of electrical engineering is required. May be involved in one or more phases of the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in electrical engineering.

**403 Industrial/Manufacturing Engineer**

Responsible for developing, implementing and maintaining methods, operation sequence and processes in the fabrication of parts, components, sub-assemblies and final assemblies. May work in the role of a Quality Engineer. Typically has a B.S. degree in engineering. Typical minimum experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years; Specialist level 9 years, Staff Consultant level 12 years.

**405 Mechanical Design Engineer**

Performs work in which the principles, theories and general body of knowledge of mechanical engineering are required. May be involved in the development cycle of an organization's products or in providing services to external customers. Typically has a B.S. degree in mechanical engineering. Minimum Experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years; Specialist or Lead level 9 years or more; Senior Specialist level 12 years or more; Consulting Engineer/Scientist level 15 years or more.

**406 MIS Programmer/Analyst**

Performs work involved with the design, development, testing and documentation of computer programs which support an organization's internal management information system. Typically has a B.S. degree in management information systems or computer science.

**408 System Admin/Network Analyst**

Responsible for the evaluation, acquisition, installation and support of local area networks and/or wide area networks. Also match to this position exempt level systems administrators responsible for the on-going administration and support of a LAN or WAN. Typically has a B.S. degree in engineering or computer science or substantial directly related experience.

**409 System Design Engineer**

Analyzes customer systems and functions and determines requirements for equipment and/or software. Designs and documents a system to accomplish system functions in an optimum manner. Develops plans for system from project inception to conclusion. Typically has a B.S. degree in engineering or computer science.

**410 Database Analyst**

Plans, designs, implements and may maintain computerized databases, including database definition, structure, documentation, long range requirements, operational guidelines, and protection. Typically has a B.S. degree in computer science or MIS.

**413 Web Developer**

Creates and/or maintains organization web sites and links to other web sites. Creates Web front-end user interfaces to new or existing databases using a combination of HTML and SQL, C, VB (Visual Basic), or other languages. May develop custom programs using other languages such as Perl, C, C++, Java, ActiveX or VRML (Virtual Reality Modeling Language). Typically has a B.S. degree in computer science or extensive directly related experience. Minimum Experience: 2 years

**414 Web Administrator**

Performs the ongoing day-to-day operation of server software including maintaining system security, monitoring usage statistics and logs, modifying configuration settings and backing up the system. Uses knowledge of operating systems such as UNIX, and Windows NT, TCP/IP, and Internet services such as HTTP and FTP servers and focuses primarily on files within the server root. Typically has a B.S. degree in computer science. or extensive directly related experience. Minimum Experience: Intermediate level 2 years; Senior level 5 years; Specialist level 9 years.

**423 System Analyst**

Develops, gathers and organizes system related information. Analyzes and formats information developed and used to evaluate the system. Develops, plans, coordinates and integrates systems related requirements to support operational needs. Conducts studies, technical assessments, system analysis and architectural level analysis to determine system performance and effectiveness. May formulate and use mathematical models or representations to conduct analysis. Typically has a B.S. Degree in technical field or directly related experience. Typical minimum experience: Entry level 0-1 year; Intermediate 2 years; Senior level 5 years; Specialist level 9 years; Staff Consultant level 12 years; Consulting Engineer/Scientist level 15 years or more.

**424 Chemist**

Performs research, development, testing, and/or analysis activities using the principles, theories and general body of knowledge in the field of chemistry. May be involved with development or an organization's products or in providing services to external customers. Typically has a B.S. Degree or an advanced degree in chemistry.

**427 Chemical Engineer**

Designs chemical plant equipment and devises processes for manufacturing chemicals and products. Conducts research to develop new and improved manufacturing processes. Designs, plans layout, and oversees personnel engaged in constructing, controlling, and improving equipment for carrying out chemical processes on a commercial scale. Oversees personnel controlling equipment such as condensers, absorption and evaporation towers, columns, and stills. Typically has a B.S. degree in chemical engineering.

**428 Quality/Test Engineer**

Performs duties and responsibilities focused on increasing the quality and reliability of processes, products, or services provided by the company. May design and conduct tests. Will analyze results of tests or outputs intended for customers. May use mathematical and statistical methods. Will make recommendations based on findings. Minimum Experience: Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years, Specialist level 9 years; Staff Consultant level 12 years.

**431 Environmental Engineer**

Specializes in solving problems concerned with environment. Plans, designs, and oversees construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power-plants, water and sewage systems, and waste disposal units to solve environmental problems. BS degree in environmental engineering. Entry level 0 - 1 year; Intermediate level 2 years; Senior level 5 years.

**500 Assembler-Unskilled**

Use this classification for production workers involved in assembly type jobs other than Job 502 (Floor Assembly).

**501 Assembler-Semi-Skilled**

Assembles electrical and electronic components on printed circuit boards, wiring harnesses, power supplies, and other electrical assemblies or subassemblies. Typically has a high school diploma or equivalent.

**502 Assembler-Precision**

Assembles small mechanical parts and subassemblies. Fits and assembles small mechanical and electrical parts for subassemblies. Combines subassemblies into final assemblies. Typically has a high school diploma or equivalent.

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**503 CNC Operator**

Sets up and operates multi-purpose computerized numerically-controlled machine to perform any combinations of machining operations.

**504 Fabricator**

Fabricates and assembles products as specified by work order, diagrams and templates, using hand tools, power tools, and machinery. Shapes components to specific dimensions and welds or fastens them.

**507 Quality Control Inspector**

Follows a well-defined method of visually inspecting, testing, and measuring parts, materials, sub-assemblies or final assemblies for conformance to quality standards. Typically has a high school diploma or equivalent.

**508 Production (Machine) Operator**

Has knowledge of and operates various types of machines. Inspects work for conformance to standards. Assists with machine setup and stacking, packing and marking finished products. Typically has a high school diploma or equivalent.

**509 Machine-Tool Operator**

Sets up and operates machine tools and fits and assembles parts to make or repair metal parts, mechanisms, tools or machines. Plans sequence of operations. Sets up and operates lathe, milling machine, shaper, or grinder to machine parts to specifications. Typically has a high school diploma or equivalent.

**510 Production Scheduler**

Schedules and coordinates flow of work within or between departments of manufacturing plant to expedite production. Establishes priorities for specific customer orders and revises schedule according to specifications, priorities, and availability of manpower, parts, material, etc.

**512 Inventory Control / Material Planner**

Compiles information on receipt or disbursement of inventories and computer inventory balances, prices and costs. Operates a personal computer and appropriate software package. Reconciles discrepancies in inventories. Notifies appropriate people of irregularities and when levels reach designated reorder points. Provides information to determine status of current orders and to forecast needs to fill future orders.

**514 Test Operator**

Sets up and conducts routine and repetitive tests on circuits, components and final assemblies using automatic electronic testing equipment following established test procedures. Typically has a high school diploma or equivalent.

**515 Tool and Die Maker**

Constructs and repairs machine shop tools, jigs, fixtures or dies for forging, punching and other metal forming work.

**516 Welder**

Has the ability to weld in all positions and on all types of materials used in accordance with specific code requirements.

**517 Production Painter**

Applies paint, lacquer, rust-proofing agent or other coating onto metal, wood or fabricated items, using spray equipment or brush. Positions work pieces, cleans surfaces, and paints or coats according to job specifications.

**518 Tool Crib Attendant**

Receives, stores and issues hand tools, machine tools, dies, measuring devices and other equipment. Keeps records of tools issued. Takes inventory and requisitions stock as needed. Inspects tools for wear or defects and takes appropriate action.

**519 Saw Operator**

Operates machines to cut various types of material to predetermined specifications. Perform other tasks related to the primary assignment.

**520 Operator-Prod/Processing Equip**

Tends or controls equipment or system for a continuous manufacturing process producing substances for industrial use or consumer products.

**522 Packaging Operator**

Pack and/or wrap containers with products and materials. May perform job manually or operate machinery to perform function. Inspects packaged items for conformance with specifications. May weigh and transport containers to other areas in plant. May operate scanning system for data entry.

**523 Sheetmetal Operator**

Operates fabricating machines, such as shears, brakes, bending rolls, and punch and drill presses to cut, bend, and straighten sheet metal. May shape metal over anvils, blocks or forms, using hammer. May setup and operate soldering and welding equipment to join sheet metal parts.

**524 Extruding, Forming Machine Operator**

Operate and adjust molding machine to produce parts to very exacting tolerances. Maintain proper cycle time, temperature and pressure. Activate injection or compression molding machines set up by others. Prepare mold and raw material for cycle run.

**525 Grinding/Deburring Setup Operator**

Sets up and operates grinding, honing, lapping, or deburring machines to remove excess materials or burrs from internal and external surfaces.

**526 Crane Operator**

Operates traveling or stationary overhead crane (cab or ground controlled) to lift, move, and position loads, such as machinery, equipment, products, and solid or bulk materials, using hoisting attachments, such as hook, sling, electromagnet or bucket.

**527 Sewing Machine Operator**

Operate or tend sewing machines to join together, reinforce, decorate, or perform related sewing operations in the manufacturing of garment products.

**528 Textile Knitting / Weaving / Mach Opr**

Set up, operate, or tend machines that knit, loop, weave, or draw in textiles.

**529 Machine Feeders and Offbearers**

Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.

**531 Textile Workers, All Others**

All textile, apparel and furnishings workers not listed separately.

**602 Janitor**

Maintains buildings in a clean and orderly condition. Sweeps and mops floors, empties trash cans, washes windows and performs related duties.

**603 Auto Mechanic**

Experienced with diesel engines, heavy equipment and hydraulics. Performs repairs and maintenance on equipment as needed.

**604 Dispatcher**

Responsible for ensuring all trucks are servicing correct routes and customers. Responsible for customer service calls during the day and directing the correct response by drivers to service that customer.

**605 Electrician**

Repairs, installs, replaces and tests electrical circuits, equipment and appliances, using hand tools and testing instruments, to supply electrical power for lighting, equipment, and machine operations.

**606 Electrical & Control Mechanic**

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment or electrical systems. Include technicians responsible for maintaining computerized production control systems in this category.

**607 Multi-Craft Maintenance**

Has demonstrated journeyman type skills in more than one area within the maintenance function such as electrical and mechanical skills.

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**608 Maintenance-Carpenter**

Performs the carpentry duties necessary to construct and maintain building woodwork such as bins, counters, shelves, benches, stairs, doors, and windows.

**609 General Maintenance Worker**

Repairs and maintains physical structures using hand tools and power tools. The work requires training and experience in two or more craft areas such as carpentry, painting and plastering, plumbing. May also service machines, or perform vehicle servicing.

**610 Maintenance-Painter**

Applies paint, lacquer, rust-proofing agent or other coating onto metal, wood or fabricated items, using spray equipment or brush. Positions work pieces, cleans surfaces, and paints or coats according to job specifications

**613 Maintenance Mechanic**

Repairs and maintains machinery and mechanical equipment, such as motors, pumps, conveyors, belts, fans air conditioners, etc. Examines mechanical equipment to diagnose trouble. Disassembles machines and repairs or replaces broken parts. Adjusts functional parts of mechanical devices as necessary. Cleans and lubricates parts. Orders replacement parts. Requisitions new parts and equipment.

**614 Fork Lift / Industrial Equipment Operator**

Performs duties related to the movement and storage of stock within assigned area. Generally operates a forklift to assist in movement of stock. May use other equipment designed for lifting and movement of material. May be assigned responsibility for packing or unpacking products or raw materials and maintaining records.

**615 Offset Press Operator**

Operates offset/multilith printing press and other related equipment. Ensures that production deadlines are met. May prepare plates and collate finished pages. Cleans, services, adjusts and makes routine equipment repairs. Ensures adequate supplies of paper, ink and other materials are available.

**616 Security Guard**

Ensures the company facility entrances and exits are secure. Monitors and records visitors, employees, and calls to the company facility after hours.

**617 Shipping and Receiving Worker**

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.

**618 Pick/Packer**

Prepares and packs a variety of parts for shipment. Assembles customer orders from stock and places order on pallets, shelves, on conveyors. May construct boxes or containers. Checks against packing list. Applies required labels.

**619 Truck Driver - Light**

Operates truck of less than three tons. Transports cargo to and from specified destinations. Verifies truck load to ensure conformance with shipping documents. May load, secure and unload cargo. May collect payment for goods delivered. Maintains contact with supervisor or dispatcher. Maintains records and logs.

**620 Truck Driver - Heavy**

Operates truck of more than three tons. Transports cargo to and from specified destinations. Verifies truck load to ensure conformance with shipping documents. May load, secure and unload cargo. May collect payment for goods delivered. Maintains contact with supervisor or dispatcher. Maintains records and logs. Also includes tractor trailer drivers.

**621 Truck Driver-Tractor Trailer**

Operates tractor trailer truck. Transport cargo to and from specified destinations. May load, secure, and unload cargo. Must hold applicable driver's license.

**623 Truck Driver - Generic**

Includes all truck drivers reported in jobs 619, 620, and 621. Transport cargo to and from specified destinations. Verifies truck load to ensure conformance with shipping documents. May load, secure and unload cargo. May collect payment for goods delivered. Maintains contact with supervisor or dispatcher. Maintains records and logs.

**624 Maintenance Planner**

Responsible for planning and scheduling the work of mechanics and electricians. Develops detailed job plans including the labor (type and quantity), materials, tools, and work procedures for repairs, alternations, and preventative maintenance for the facility and all types of equipment.

**625 Construction Worker**

Performs combination of duties on construction projects, transferring from one task to another where demands require worker with varied experience and ability to work without close supervision.

**627 Millwright**

Installs machinery and equipment according to layout plans, blueprints, and other drawings in industrial establishments.

**628 Stockroom Clerk**

Delivers requested supplies to internal departments. Receives orders and reviews for proper approval. Stock delivered items and maintains appropriate inventory levels.

**630 Maintenance-Plumber**

Inspects, installs, repairs and replaces pipes, fittings, and plumbing fixtures to maintain the heating, water, gas and drainage systems.

**631 Waste Water Treatment Technician**

Tends pumps, conveyors, blowers, chlorinators, vacuum filters, and other equipment used to decontaminate waste water.

**701 Staff Nurse**

Staff Registered Nurse. Assesses health care data on patients by performing examinations and diagnostic procedures. Plans, implements and evaluates health care plans.

**702 Nurse Practitioner**

A licensed Registered Nurse who provides diagnostic assessment and therapeutic services within established policy guidelines and under the supervision of a physician. May have prescriptive authority.

**703 Nurse, LPN**

Licensed Practical Nurse. Performs routine health care procedures such as monitoring blood pressure and temperature and assisting in the performance of other medical procedures and providing hygiene and bed care. Records patients' conditions and reports changes. Administers prescribed medication and carries out prescribed health care plans.

**704 Nurse, Industrial**

Provides nursing services to ill or injured employees or other persons who become ill or are injured on the premises of an establishment.

**721 Radiology Technologist**

Operates x-ray equipment to make radiographs of designated portions of the body and to provide radiation therapy to patients under the supervision of a radiologist. Prepares patients for x-ray exams and may maintain required clerical records and reports. ARRT registered.

**722 Ultrasound Technologist**

Performs diagnostic sonographic exams utilizing ultrasonic equipment in various modes and techniques to locate, evaluate, and record pertinent anatomical, pathological, and functional data. Schedules and coordinates tests and prepares and maintains operational logs. Records test results and updates patient records for referring physicians. Maintains and calibrates equipment, and orders necessary supplies. Must be Registered.

**725 MRI Technologist**

Under general supervision and according to established policies and procedures, administers radioactive materials in order to perform the imaging, laboratory, and dynamic function studies necessary in order to aid physicians in diagnosis and treatment of illness. Operates radioactive equipment and performs a variety of laboratory tests. Posts test results to patient charts for physician review.

**727 Medical Assistant**

Performs clinical procedures to prepare patients and research participants for treatment or research protocols; assists with completion of treatment/protocols; maintains exam room inventories. Performs simple, non-invasive patient procedures. Performs medical charting, recordkeeping, typing, insurance filing and other clerical duties as requested.

**730 Nuclear Medicine Technologist**

Performs clinical diagnostic nuclear medicine testing including: general studies, cardiac studies, and the computer interactions associated with these studies. Bachelors Degree required.

**755 Medical Lab Assistant (Phlebotomist)**

Collect blood specimens (venous and capillary) from hospitalized patients and on outpatients referred to the laboratory. Processes specimens, and performs clerical duties. May prepare and issue blood and components for transfusion. May prepare media or stains for processing specimens. May prepare and stain specimens for cytologic evaluation.

**757 Medical Lab Technician (MLT)**

Provides technical assistance in the performance of routine tests in the laboratory. Prepares reagents and solutions. Reports abnormalities in tests, procedures and results. Maintains detailed records of daily activities. Certified MLT.

**764 Registered Occupational Therapist**

Plans, organizes and conducts occupational therapy programs in a variety of sensorimotor, educational, recreational and social activities designed to help patients regain physical or mental functioning or adjust to their handicaps. Teaches patient skills and techniques required for participation in activities. Studies and evaluates patient reactions to the program and prepares progress reports. This position requires a license.

**767 Physical Therapist**

Treats patients with disabilities, disorders and injuries to relieve pain or restore function using physical means such as exercise, massage, heat and related methodologies, as prescribed by a physician.

**792 Pharmacy Technician**

Works under the direct supervision of a Registered Pharmacist to perform routine and complementary tasks in the department.

**981 Skilled Workers (NOC)**

This classification includes production (skilled) workers that do not match other manufacturing job titles in the survey.

**982 Semiskilled Workers (NOC)**

This classification includes production (semiskilled) workers that do not match other manufacturing job titles in the survey.

**983 Laborers / Helpers (NOC)**

Performs a variety of non-skilled work inside and outside of the facility. May assist in movement of material, and office furniture. Performs grounds keeping work as well as general clean-up activities.