



Dictionary of Occupations for Trinidad and Tobago

DICTIONARY OF OCCUPATIONS FOR TRINIDAD AND TOBAGO

**© Occupational Research Unit
Technical and Vocational Education and Training Division
of the
Ministry of Education 1992**

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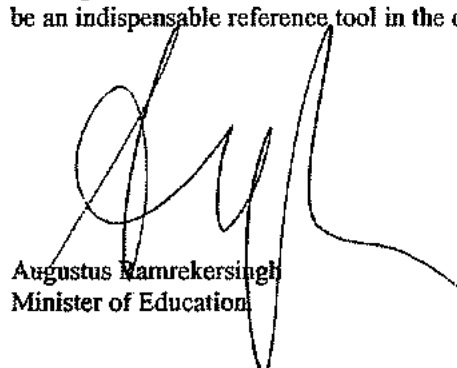
FOREWORD

It is with pleasure that I announce the release of the Dictionary of Occupations for Trinidad and Tobago.

The DOTT is the product of several years of field research, verification, codification and compilation, carried out by the Occupational Research Unit of the Technical and Vocational Education and Training Division of this Ministry.

The DOTT provides information on all occupations found to be existing in Trinidad and Tobago, some 2,400 occupations, and includes data on job content, required qualifications, physical demands and desirable personality traits.

The previously published handbooks of the DOTT have proved to be very useful to researchers, personnel managers, students, vocational counsellors, trade unionists, educators, and many others seeking information on the world of work, and I am sure that this comprehensive volume will prove to be an indispensable reference tool in the development of a national occupational information system.



Augustus Ramreakersingh
Minister of Education

NOTICE

The occupational descriptions contained in this Dictionary have been compiled on the basis of analysis and study conducted by occupational analysts, in various establishments in different parts of the country. Analysis was followed by consultation and discussion with the experts in respective fields.

These occupational descriptions represent the average picture of the various occupations at national level. There could, thus be variations in job titles, occupational descriptions, and other factors from establishment to establishment. Consequently, workers engaged in these occupations may not necessarily perform all the duties and task listed or may perform a combination of duties based on the work organisation or personnel policies of employers. Similarly, occupational nomenclature and descriptions of some occupations may eventually need revision or modification due to technological changes or recognised occupational structures.

In conformity with aims and objectives of occupational analysis all over the world, these occupational definitions, descriptions and profiles have no applicability to industrial disputes in such matters as wages or salary fixation, determination, settlement or revision, working conditions and recruitment practices.

For decoding information contained in Occupational Profiles at the end of occupational descriptions, refer to the "Guide to Occupational Profile" at the rear of the book.

ACKNOWLEDGEMENTS

The Dictionary of Occupations for Trinidad and Tobago (DOTT) was planned and developed by the Occupational Research Unit of the Technical and Vocational Education and Training Division of the Ministry of Education, with consultative services in the early phase being provided by Mr. Jaswant Gulati, International Labour Organisation (ILO) Adviser in Occupational Classification.

The project was supervised and coordinated by Jennifer Sampson, Christine Jorsling-Pantin and Judy Yeates. The data for the publication was collected and compiled by the following Occupational Analysts: Earl Alfred, Roma Chevalier, Amryll Dicareau, Junior Joseph, Zubaida Mohammed-Ali, Peter O'Neil, Christine Jorsling-Pantin, Rosanna Richardson-Tiah, Anthony Rowley, Jennifer Sampson and Judy Yeates. Editorial assistance was provided by Avril Ross and clerical support services by Grace Lashley, Patricia Pierre and Ann Marie Alleyne. The DOTT was typeset by Nicola Gilbert, under the direct supervision of Mrs. Jorsling-Pantin.

Special mention must be made of the many government departments, business establishments, private individuals, professional associations and all others who facilitated job analysis exercises and provided comments on descriptions. Acknowledgement must be made to Cathleen Jones, who designed the cover for the DOTT.

Particular thanks are due to Complete Computer Systems (CCS) for loaning a SYSNET computer to the Division to facilitate completion of the DOTT.

Thanks are also due to Creative Computers for their loan of a computer.

UPDATING OF THE DOTT

Occupational changes take place quite frequently in response to technological developments, new industrial agreements, etcetera.

The Occupational Research Unit in the Ministry of Education would welcome information on the development of new occupations or changes in occupations to facilitate periodic updating of the DOTT.

Information may be forwarded to the following address:

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CONTENTS

| | Page |
|--|--------|
| ACKNOWLEDGEMENTS..... | vi |
| UPDATING OF THE DOTT..... | viii |
| INTRODUCTION..... | ix |
| Approach | |
| Basis and Structure of the Classification and Code Structure | |
| Coding Style | |
| Components of an Occupational Description | |
| Occupational Code Number | |
| Titles used in DOTT | |
| Occupational Definition | |
| Statement of Duties | |
| Occupational Profile | |
| Other Features of the DOTT | |
| CODE STRUCTURE..... | xvi |
| TERM DESCRIPTIONS..... | xxxvii |
| OCCUPATIONAL DESCRIPTIONS..... | 1 |
| GLOSSARY..... | 617 |
| SECTORAL INDEX..... | 621 |
| ALPHABETICAL INDEX..... | 645 |
| APPENDIX: GUIDE TO OCCUPATIONAL PROFILE..... | 689 |

INTRODUCTION

THE DICTIONARY OF OCCUPATIONS FOR TRINIDAD AND TOBAGO (DOTT) is a publication containing an occupational classification and coding system, as well as a listing of descriptions for all occupations in the country. It also includes sections explaining the salient features of the classification of the DOTT, an expanded alphabetical index, a sectoral index and detailed notes on the Occupational Profile included at the end of every description. The DOTT is expected to be accepted as the national classification of occupations, since the users of the occupational classification, including representatives of employers' associations and workers' unions, were actively involved in the finalisation of the Dictionary's classification and code structure. Categories in the code structure for occupations not found in Trinidad and Tobago have not been eliminated, as they may be relevant to users of the Dictionary in other territories in the Caribbean region. It is hoped that descriptions for existing occupations which are not found in this first edition will be included in a future edition of the Dictionary.

APPROACH

The programme of occupational research used in the preparation of the Dictionary was implemented with the assistance and co-operation of personnel from representative establishments in the public and private sectors, employers' associations, trade unions and professional bodies across the country. It consisted of on-site job analysis through direct observation of workers on the job, interviews with workers, their supervisors and senior managerial members of the establishments with which they are employed, and by consultations with experts.

The term "occupation" is applied to a group of jobs (a group of positions which are alike with regard to their major duties) having common or closely related responsibilities and duties, and occurring in representative establishments all over the country. As such, the descriptions of occupations in the DOTT present only average pictures. In a given establishment, there may be identifiable variables (combinations or breakdowns of duties) in the performance of the constituent tasks of an occupation. This is because workers are often divided in employing establishments according to "positions" for purposes such as division of labour, fixing of rates of wages, grades, levels of responsibility, etcetera, within the hierarchy of the same occupation.

Occupational descriptions in the Dictionary identify the type of work performed, not the individual worker. A deliberate attempt has been made to eliminate the use of "sexually biased" nomenclatures, although at times it was not possible to eliminate them altogether.

BASIS AND STRUCTURE OF THE CLASSIFICATION AND CODE STRUCTURE

The Classification of Occupations for Trinidad and Tobago is modelled on the 1988 International Standard Classification of Occupations (ISCO), which places occupations into groups based on the criteria of work performed and on the skill or ability necessary to carry out the relevant duties, ranging in a progression from the broadest to the most detailed level of aggregation. However, the ISCO has been adapted, where deemed necessary, to reflect the occupations existent in this country, and the system used in the Dictionary is the one recommended for use by all agencies involved in categorising occupational data for statistical purposes.

Accordingly, there are 10 Major Groups (one-digit numbers) which are sub-divided into 30 Sub-Major Groups (two-digit numbers), 118 Minor Groups (three-digit numbers) and 440 Unit Groups (four-digit numbers). The unit groups consist in most cases of more than one occupation and detailed descriptions have also been developed at the occupational or six-digit level. However, the latter do not form part of the classification system but are included in the descriptive component of the DOTT.

Major Groups are the broadest grouping of occupations. Apart from Major Groups 1 and 0, the groups are based on the skill levels of workers and on very general areas of economic activity, and are a convenient means of grouping all occupations falling within these wide fields of work. They are as follows:-

| | |
|----------------------|---|
| Major Group 1 | Legislators, Senior Officials and Managers |
| Major Group 2 | Professionals |
| Major Group 3 | Technicians and Associate Professionals |
| Major Group 4 | Clerks |
| Major Group 5 | Service Workers and Shop Sales Workers |
| Major Group 6 | Skilled Agricultural and Fishery Workers |
| Major Group 7 | Craft and Related Workers |
| Major Group 8 | Plant and Machine Operators and Assemblers |
| Major Group 9 | Elementary Occupations |
| Major Group 0 | Defence Force. |

Sub-Major Groups are divisions of the respective Major Groups. These, and the sub-divisions which follow, are based on skill specialisation relating to the field of knowledge required, the tools and machinery used, materials worked on or with, and the kinds of goods and services produced.

Minor Groups are a breakdown of Sub-Major Groups and are also a collection of Unit Groups. The groupings at this level are still fairly general.

Unit Groups are the most specific groupings of occupations. They are basic groups of occupations in which the main tasks have many similar characteristics. Unit Groups thus have occupational homogeneity, and there is a closer relationship between occupations in the same unit group in terms of work performed than between occupations from different unit groups.

Residual Unit Groups are identified by the fourth digit "9" in code numbers and by a unit group title beginning with the word "other". These groups generally do not exhibit the same homogeneity with regard to the other occupations included in the other Unit Groups.

The following outline of the Major Groups is given to facilitate use of the classification system.

Major Group 1 **Legislators, Senior Officials and Managers**

This major group includes occupations whose main duties consist of determining and formulating government policies, laws and public regulations and overseeing their implementation, representing governments and acting on their behalf, or planning, directing and coordinating the policies and activities of enterprises and organisations or departments. Reference to skill level has not been made in defining the scope of this major group which has been divided into 3 sub-major groups, 7 minor groups and 29 unit groups, reflecting differences in duties associated with different areas of authority and different types of enterprises and organisations.

Major Group 2 **Professionals**

This major group includes occupations whose main duties require a high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities. Most occupations in this major group require skills obtained through pursuit of university or equivalent-level education. This major group has been divided into 4 sub-major groups, 17 minor groups and 56 unit groups reflecting differences in tasks associated with different fields of knowledge and specialisation.

Major Group 3 **Technicians and Associate Professionals**

This major group includes occupations whose main duties require technical knowledge and experience in one or more fields of physical and life sciences, or social sciences and humanities. Most occupations in this major group require skills obtained through secondary and post-secondary education leading to awards not equivalent to a university degree. This

major group has been divided into 4 sub-major groups, 22 minor groups and 71 unit groups reflecting differences in tasks associated with different fields of knowledge and specialisation.

Major Group 4 Clerks

This major group includes occupations whose main duties require the knowledge and experience necessary to organise, store, compute and retrieve information. The main tasks consist of performing secretarial duties, operating word processors and other office machines, recording and computing numerical data, and performing a number of customer-oriented clerical duties. Most occupations in this major group require skills obtained in the first and second stages of secondary education. This major group has been divided into 3 sub-major groups, 8 minor groups and 26 unit groups reflecting differences in tasks associated with different areas of specialisation.

Major Group 5 Service Workers and Shop Sales Workers

This major group includes occupations whose main duties require the knowledge and experience necessary to provide personal and protective services and to sell goods in stores. The main tasks consist of providing services related to travel, house-keeping, catering, personal care, protection of individuals and property, maintaining law and order, and to selling goods. Most occupations in this major group require skills obtained in the first or second stages of secondary education. This major group has been divided into 3 sub-major groups, 8 minor groups and 21 unit groups reflecting differences in tasks associated with different areas of specialisation.

Major Group 6 Skilled Agricultural and Fishery Workers

This major group includes occupations whose main duties require the knowledge and experience necessary to produce farm, forestry and fishery products. The main tasks consist of growing crops, breeding or hunting animals, catching or cultivating fish, conserving and exploiting forests and, especially in the case of market-oriented agricultural and fishery workers, selling products to purchasers, marketing organisations are at markets. Most occupations in this major group require skills obtained in the first or second stages of secondary education. This major group has been divided into 1 sub-major group, 5 minor groups and 16 unit groups reflecting differences in tasks associated with different areas of specialisation.

Major Group 7 Craft and Related Workers

This major group includes occupations whose main duties require the knowledge and experience of skilled trades or handicrafts, of materials and tools to be used, as well as of all stages of the production process, including the characteristics and the intended use of the final product. The main tasks consist of extracting raw materials, constructing buildings and other structures and making various products. Most occupations in this major group require skills acquired in the first or second stages of secondary education, in apprenticeship and/or through on-the-job training in craft areas. This major group has been divided into 4 sub-major groups, 17 minor groups and 85 unit groups reflecting differences in tasks associated with different areas of specialisation.

Major Group 8 Plant and Machine Operators and Assemblers

This major group includes occupations whose main tasks require the knowledge and experience necessary to operate and monitor large-scale, and often highly automated, industrial machinery and equipment. The main tasks consist of operating and monitoring mining, processing and production machinery and equipment, as well as driving vehicles and operating mobile plant, or assembling products from component parts. Most occupations in this major group require skills acquired in the first or second stages of secondary education. This major group has been divided into 3 sub-major groups, 20 minor groups and 84 unit groups reflecting differences in tasks associated with different areas of specialisation.

Related Titles are variations of the Base Title, but are not sufficiently different from them to justify their classification as separate six-digit occupations. These titles are printed in capital letters at the end of the description, in a separate paragraph preceded by the phrase "May be designated". The titles, arranged in alphabetical order, may be briefly described. The list of the Related Titles is illustrative and not exhaustive.

Associate Titles, appearing in the body of the Occupational Description, are printed in upper/lower case, in bold-face type. These titles refer to personnel with whom the Base Title worker has a working relationship. Information on the duties performed by the associate worker(s) can be obtained, where necessary, by referring to the relevant occupational description.

Combination Titles, appearing at the beginning or end of the Occupational Description, are printed in all bold capital letters, indicating that the Base Title worker performs some of the duties/tasks of the Combination Title worker as part of his regular duties. To avoid repetition, a full description of the Combination Title worker's occupation is not given, since this can be cross-referenced through the index.

Occupational Definition

The opening statement, following the Base Title and/or Alternate Title, is the definition of an occupation, succinctly describing the nature and purpose of the occupation and the worker's principal duties.

Statement of Duties

The statement of duties is contained in a paragraph separated by a colon (:) from the occupational definition. The present tense and a terse style have been adopted and the use of articles has been eliminated wherever possible. The statement of duties also elaborates and clarifies the definition, and provides information on the what, why and how aspects of the tasks performed in a sequential order or according to the importance of the various functions performed.

"May" items, appearing in a separate paragraph, after the statement of duties, indicate that the duties following the word "May" are not necessarily considered as inherent in the occupation, but are performed by some workers in a few establishments. "May" items do not indicate nor imply that every worker will sometimes perform these tasks.

Occupational Profile

Occupational Profiles are provided for all six-digit occupational categories.

Occupational Profiles are given in the form of ratings, symbolised by letters and numbers, at the end of the Occupational Descriptions, in the following order:

- DPT** Data, People, Things;
- ETD** Educational and Training Development;
- SVP** Specific Vocational Preparation;
- TEMP** Temperaments;
- APT** Aptitudes;
- INT** Interests;
- PD** Physical Demands;
- EC** Environmental Conditions; *and*
- PH** Physical Handicaps which will not impede the performance of duties.

Occupational information contained in these profiles provides information for use in educational and vocational guidance, job development and placement, development of apprenticeship and training programmes, etcetera. Profile ratings do not apply to the "May" items in descriptions.

For a detailed explanation of the Occupational Profile, please refer to the Appendix.

OTHER FEATURES OF THE DOTT

Industrial Affiliation

In the DOTT, industrial affiliation has not usually been indicated since an occupational classification cuts across an industrial classification. For example, the occupations of clerk, joiner and driver may occur in a factory, government office, or an export house. Nevertheless, in the DOTT, an inference can often be drawn about the industrial affiliation of an occupation because of the information contained in the job descriptions such as

- (a) The location of an occupation;
- (b) The line of the products manufactured;
- (c) The raw materials used;
- (d) Processes used; *or*
- (e) The duties or services performed.

However, where an occupational title is common to a number of industries or processes (frequently in Major Groups 7 and 8), industrial affiliation has been indicated, after the Base or Alternate Title(s), where considered necessary, to identify, clarify or distinguish such occupational titles from similar occupational nomenclature in other industrial fields.

Supervisors and Forepersons:

Shop-floor supervisors and forepersons, in charge of specified production units in workshops and manufacturing plants, are responsible for all the supervisory functions leading to the production of an accessory or a finished product. They often have organising, controlling and overseeing functions over a number of workers in various occupations, such as allotting work to other workers, planning and coordinating their work programme and the sequence of operations, and procuring and issuing materials and machinery. They generally do not participate directly in the production work. Such shop-floor supervisors and forepersons have been allotted the first unit group in most minor groups in Major Groups 7 and 8. In other groups the occupations involving supervisory tasks are usually signalled by the digits 05 or 07 after the decimal point.

Glossary of terms

Technical terms and words not ordinarily found in a standard English dictionary, or connoting meanings different from those ordinarily understood, have been printed in *italics* and explained in the Glossary at the end of the DOTT.

Term Descriptions

These descriptions pertain to activities which are common to occupations sharing the same or similar characteristics, but which cut across many unit groups, e.g. *MANAGER*. Term titles do not refer to single occupations, and as such are not assigned code numbers or occupational profiles.

Occasional Workers

Some activities, by their very nature, are intermittent and, as such, the associated workers are not required continuously. Among these are *RETURNING OFFICER* and *POLL CLERK*, who are employed at the time of government elections. These occupations are marked with an asterisk in the text and in the indices.

MAJOR GROUPS

- 1 **LEGISLATORS, SENIOR OFFICIALS AND MANAGERS**
- 2 **PROFESSIONALS**
- 3 **TECHNICIANS AND ASSOCIATE PROFESSIONALS**
- 4 **CLERKS**
- 5 **SERVICE WORKERS AND SHOP SALES WORKERS**
- 6 **SKILLED AGRICULTURAL AND FISHERY WORKERS**
- 7 **CRAFT AND RELATED WORKERS**
- 8 **PLANT AND MACHINE OPERATORS AND ASSEMBLERS**
- 9 **ELEMENTARY OCCUPATIONS**
- 0 **DEFENCE FORCE**

CODE STRUCTURE

MAJOR GROUP I - LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11 Legislators and Senior Officials

111 Legislators

1110 Legislators

112 Senior Government Officials

1120 Senior Government Officials

113 Senior Officials of Special-Interest Organisations

1131 Senior Officials of Political Parties/Organisations

1132 Senior Officials of Economic-Interest Organisations

1133 Senior Officials of Humanitarian and Other Special-Interest Organisations

1134 Senior Officials of Religious Organisations

12 Corporate and Specialised Managers

121 Directors and Chief Executives

1210 Directors and Chief Executives

122 Specialised Managers (except Production and Operations)

1221 Finance and Administration Managers

1222 Personnel and Industrial Relations Managers

1223 Sales and Marketing Managers

1224 Advertising and Public Relations Managers

1225 Supply, Warehousing and Distribution Managers

1226 Computing Service Managers

1227 Research and Development Managers

1228 Education, Health and Other Social Services Managers

1229 Other Specialised Managers

123 Specialised Managers (Production and Operations)

1231 Production and Operations Managers in Manufacturing

1232 Production and Operations Managers in Physical and Engineering Science and Related Fields

1233 Production and Operations Managers in Transport and Communications

1239 Other Production and Operations Managers

13 Small Business Managers and Managing Supervisors

131 Small Business Managers and Managing Supervisors

1311 Small Business Managers and Managing Supervisors in Agriculture

1312 Small Business Managers and Managing Supervisors in Manufacturing

1313 Small Business Managers and Managing Supervisors in Construction

1314 Small Business Managers and Managing Supervisors in Retail and Wholesale Trade

1315 Small Business Managers and Managing Supervisors of Restaurants, Hotels and Guest Houses

1316 Small Business Managers and Managing Supervisors in Transportation, Storage and Communications

1317 Small Business Managers and Managing Supervisors of Business Service Firms

1318 Small Business Managers and Managing Supervisors in Personal Care, Cleaning, Repairs and Related Services

1319 Other Small Business Managers and Managing Supervisors

MAJOR GROUP 2 - PROFESSIONALS

21 Physics, Mathematics, Building and Engineering Science Professionals

211 Physical Scientists and Related Professionals

- 2111 Physicists and Astronomers
- 2112 Meteorologists
- 2113 Chemists
- 2114 Geologists, Geophysicists and Related Professionals
- 2119 Other Physical Scientists and Related Professionals

212 Mathematicians, Statisticians and Related Professionals

- 2121 Mathematicians and Related Professionals
- 2122 Statisticians and Demographers

213 Computer Professionals

- 2131 System Designers and Analysts

214 Architects, Engineers and Related Professionals

- 2141 Architects, Town and Traffic Planners
- 2142 Civil Engineers
- 2143 Electrical Engineers
- 2144 Electronic and Telecommunications Engineers
- 2145 Mechanical Engineers
- 2146 Chemical Engineers
- 2147 Mining Engineers, Metallurgists and Related Professionals
- 2148 Surveyors
- 2149 Other Architects, Engineers and Related Professionals

22 Life Science and Health Professionals

221 Life Science Professionals

- 2211 Biologists, Botanists, Zoologists and Related Professionals
- 2212 Pharmacologists, Pathologists and Related Professionals
- 2213 Agronomists and Related Professionals

222 Health Professionals

- 2221 Medical Doctors
- 2222 Dentists
- 2223 Veterinarians
- 2224 Optometrists and Orthoptists
- 2225 Dietitians and Nutritionists
- 2226 Physiotherapists and Related Workers
- 2229 Other Health Professionals

23 Graduate Teaching Professionals

231 Graduate Teaching Professionals

- 2310 College, University and Higher Education Lecturers and Related Workers

232 Secondary Education Graduate Teachers

- 2320 Secondary Education Graduate Teachers

- 233 Technical and Vocational Education Graduate Teachers**
 - 2330 Technical and Vocational Graduate Teachers
- 239 Other Graduate Teaching Professionals and Related Workers**
 - 2391 Education Researchers and Related Professionals
 - 2392 School Supervisors
 - 2399 Other Graduate Teaching Professionals and Related Workers Not Elsewhere Classified

24 Other Professionals

- 241 Business and Government Professionals**
 - 2411 Accountants
 - 2412 Personnel and Occupational Specialists
 - 2413 Government Administrators and Other Professionals
 - 2419 Other Business and Government Professionals
- 242 Legal Professionals**
 - 2421 Judges
 - 2422 Attorneys-at-Law
 - 2423 Magistrates
 - 2429 Other Legal Professionals
- 243 Archivists, Librarians and Other Information Professionals**
 - 2431 Archivists and Curators
 - 2432 Librarians and Other Related Information Professionals
- 244 Social Science and Related Professionals**
 - 2441 Economists
 - 2442 Sociologists, Anthropologists and Related Professionals
 - 2443 Historians and Political Scientists
 - 2444 Linguists, Translators and Interpreters
 - 2445 Psychologists and Counsellors
 - 2446 Social Work Professionals
- 245 Artistic Professionals**
 - 2451 Authors, Journalists and Other Writers
 - 2452 Sculptors, Painters and Related Artists
 - 2453 Composers, Musicians and Singers
 - 2454 Choreographers and Dancers
 - 2455 Film, Stage and Related Performers and Directors
- 246 Religious Professionals**
 - 2460 Religious Professionals
- 247 Ships' Captains and Pilots**
 - 2470 Ships' Captains and Pilots

MAJOR GROUP 3 - TECHNICIANS AND ASSOCIATE PROFESSIONALS

31 Physical Science and Engineering Associate Professionals

311 Physical Science and Engineering Technicians

- 3111 Chemical and Physical Science Technicians
- 3112 Civil Engineering Technicians
- 3113 Electrical Engineering Technicians
- 3114 Electronics and Telecommunications Engineering Technicians
- 3115 Mechanical Engineering Technicians
- 3117 Mining and Metallurgical Technicians
- 3118 Technical Draughters
- 3119 Other Physical Science and Engineering Technicians

312 Computer Programmers and Equipment Controllers

- 3121 Computer Programmers
- 3122 Computing Equipment Controllers

313 Optical and Electronic Equipment Controllers

- 3131 Photographers and Image and Sound Recording Equipment Controllers
- 3132 Broadcasting and Telecommunications Equipment Controllers
- 3133 Medical Equipment Controllers
- 3139 Other Optical and Electronic Equipment Controllers

314 Ship and Aircraft Controllers and Technicians

- 3141 Ship's Captains, Deck Officers and Related Workers
- 3142 Ship's Engineers
- 3143 Aircraft Pilots and Related Workers
- 3144 Air Traffic Controllers

315 Building, Safety, Health and Quality Inspectors

- 3151 Building and Fire Inspectors
- 3152 Safety, Health and Quality Inspectors (Vehicles, Processes and Products)

32 Associate Life Science and Health Professionals

321 Life Science Technicians and Related Workers

- 3211 Life Science Technicians
- 3212 Agronomy and Forestry Technicians
- 3213 Agricultural and Forestry Advisers

322 Associate Modern Health Professionals

- 3221 Pharmacists
- 3222 Dispensing Opticians
- 3223 Masseurs and Related Workers
- 3224 Veterinary Assistants
- 3225 Dental Nurses
- 3226 Nurses
- 3227 Midwives
- 3229 Other Associate Modern Health Professionals

323 Traditional Healers

- 3230 Herbalists

33 Non-Graduate Teachers

331 Non-Graduate Secondary Education Teachers

3310 Non-Graduate Secondary Education Teachers

332 Non-Graduate Technical and Vocational Educational Teachers

3320 Non-Graduate Technical and Vocational Education Teachers

333 Primary Education Teachers

3330 Primary Education Teachers

334 Pre-Primary Education Teachers

3340 Pre-Primary Education Teachers

335 Special Education Teachers

3350 Special Education Teachers

339 Other Non-Graduate Teachers and Related Workers

3390 Other Non-Graduate Teachers and Related Workers

34 Other Associate Professionals

341 Finance and Sales Associate Professionals

3411 Securities and Finance Dealers and Brokers

3412 Insurance Representatives

3413 Estate Agents

3414 Travel Consultants and Organisers

3415 Technical and Commercial Sales Representatives

3416 Buyers

3417 Appraisers and Valuers

3418 Auctioneers

3419 Other Finance and Sales Associate Professionals

342 Trade Brokers and Business Services Agents

3421 Trade Brokers

3422 Clearing and Forwarding Agents

3423 Employment Agents

3429 Other Trade Brokers and Business Service Agents

343 Administrative Associate Professionals

3431 Administrative and Related Associate Professionals

3432 Legal and Business Associate Professionals

3433 Accounting Associate Professionals

3434 Statistical and Mathematical Associate Professionals

3439 Other Administrative Associate Professionals

344 Government Regulatory Officers

3441 Customs and Excise Officers

3442 Immigration Officers

3443 Tax, Treasury and Revenue Officers

3444 Licensing Officers

3445 Welfare and Pension Officers

3449 Other Government Regulatory Officers

- 345 Social Work Associate Professionals**
 - 3450 Social Work Associate Professionals
- 346 Creative, Entertainment and Sports Associate Professionals**
 - 3461 Decorators and Commercial Designers
 - 3462 Radio and Television Associate Professionals
 - 3463 Street, Nightclub and Related Musicians, Singers and Dancers
 - 3464 Clowns, Magicians, Acrobats and Related Workers
 - 3465 Athletes and Related Workers
 - 3469 Other Creative, Entertainment and Sports Associate Professionals
- 347 Religious Associate Professionals**
 - 3470 Religious Associate Professionals
- 349 Other Associate Professionals**
 - 3490 Other Associate Professionals

MAJOR GROUP 4 - CLERKS

41 Office Clerks

411 Secretaries and Keyboard Operators

- 4111 Secretaries
- 4112 Stenographers and Typists
- 4113 Word-Processing and Related Operators
- 4114 Data-Entry Operators
- 4115 Calculating-Machine Operators
- 4119 Other Secretaries and Keyboard Operators

412 Numerical Clerks

- 4121 Accounting and Book Keeping Clerks
- 4122 Statistical and Finance Clerks

413 Material-Recording and Transport Clerks

- 4131 Stock Clerks
- 4132 Production Clerks
- 4133 Transport Clerks

414 Library, Mail and Related Clerks

- 4141 Library and Record-Keeping Clerks
- 4142 Mail Carriers and Sorting Clerks
- 4143 Coding, Proof-reading and Related Clerks

415 Other Office Clerks

- 4151 Legal Clerks
- 4152 Business Service Clerks
- 4159 Other Office Clerks Not Elsewhere classified

42 Customer Service Clerks

421 Cashiers, Tellers and Related Clerks

- 4211 Cashiers and Ticket Issuers
- 4212 Tellers and Other Counter Clerks
- 4213 Bet Bookmakers and Related Workers
- 4214 Pawnbrokers and Money-Lenders
- 4215 Bill, Debt and Related Cash Collectors

422 Client Information Clerks and Telephone Operators

- 4221 Travel Clerks
- 4222 Receptionists and Information Clerks
- 4223 Telephone Switchboard Operators

43 Other Clerks and Related Workers

430 Other Clerks and Related Workers

- 4300 Other Clerks and Related Workers

MAJOR GROUP 5 - SERVICE WORKERS AND SHOP SALES WORKERS

51 Personal Service Workers

511 Travel Attendants and Guides

- 5111 Flight Attendants and Travel Stewards
- 5112 Transport Conductors
- 5113 Tour Guides

512 Housekeeping and Restaurant Service Workers

- 5121 House Stewards and Housekeepers
- 5122 Cooks
- 5123 Waiters and Bartenders

513 Personal Care Workers

- 5131 Child-care Workers
- 5132 Institution-Based Personal Care Workers
- 5133 Home-Based Personal Care Workers

514 Other Personal Service Workers

- 5141 Hairdressers, Barbers, Aestheticians and Related Workers
- 5143 Embalmers and Related Workers
- 5149 Other Personal Service Workers Not Elsewhere Classified

515 Astrologers, Fortune Tellers and Related Workers

- 5151 Astrologers and Related Workers
- 5152 Fortune-Tellers, Palmists and Related Workers

52 Protective Service Workers

521 Protective Service Workers

- 5211 Fire-Fighters
- 5212 Police Officers
- 5213 Prison Officers
- 5214 Estate Constables
- 5219 Other Protective Service Workers

53 Sales Persons, Demonstrators and Models

531 Shop Salespersons and Demonstrators

- 5310 Shop Salespersons and Demonstrators

532 Fashion and Other Models

- 5320 Fashion and Other Models

MAJOR GROUP 6 - SKILLED AGRICULTURAL AND FISHERY WORKERS

61 Farmers

611 Field Crop and Vegetable Growers Skilled Agricultural and Fishery Workers

- 6111 Field Crop and Vegetable Growers
- 6112 Tree and Shrub Crop Growers
- 6113 Gardeners, Horticultural and Nursery Growers
- 6114 Mixed Crop Growers

612 General and Specialised Farmers and Animal Producers

- 6121 Dairy and Livestock Producers
- 6122 Poultry Producers
- 6123 Apiarists
- 6124 Mixed Animal Producers
- 6129 Other Animal Producers and Related Workers

613 Crop and Animal Producers

- 6130 Crop and Animal Producers

614 Forestry and Related Workers

- 6141 Forestry Workers and Loggers
- 6142 Charcoal Burners

615 Fishery Workers

- 6151 Aquatic Life Cultivation Workers
- 6152 Inland and Coastal Waters Fishery Workers
- 6153 Deep-Sea Fishery Workers
- 6154 Hunters

MAJOR GROUP 7 - CRAFT AND RELATED WORKERS

71 Extraction and Building Trades Workers

711 Miners and Blasters, Stone Cutters and Carvers

- 7110 Supervisors, Miners, Blasters, Stone Cutters and Carvers
- 7111 Quarry Workers
- 7112 Shot Firers and Blasters
- 7113 Stone Splitters, Cutters and Carvers

712 Building Frame and Related Trades Workers

- 7120 Supervisors, Building Frame and Related Trades Workers
- 7121 Bricklayers and Masons
- 7122 Reinforced Concrete Workers and Finishers
- 7123 Carpenters and Joiners
- 7129 Other Building Frame and Related Trades Workers

713 Building Finishers and Related Trades Workers

- 7130 Supervisors, Building Finishers and Related Trades Workers
- 7131 Roofers
- 7132 Insulators and Waterproofers
- 7133 Glaziers
- 7134 Plumbers and Pipe Fitters
- 7135 Building and Related Electricians
- 7136 Floor Layers and Tile Setters
- 7139 Other Building Finishers and Related Trades Workers

714 Painters, Structural Cleaners and Related Workers

- 7140 Supervisors in Painting, Structural Cleaning and Related Areas
- 7141 Painters and Related Workers
- 7142 Lacquerers and Spray Painters
- 7143 Structural Cleaners

72 Metal and Machinery Trades Workers

721 Metal Cutters, Welders, Sheet-Metal Workers, Structural Metal Preparers and Related Workers

- 7210 Supervisors, Metal Trades Workers (except Blacksmiths, Toolmakers and Related Workers)
- 7211 Metal Moulders and Core-Makers
- 7212 Welders and Flame-Cutters
- 7213 Sheet-Metal Workers
- 7214 Structural Metal Preparers and Erectors
- 7215 Riggers and Cable Splicers
- 7216 Underwater Workers

722 Blacksmiths, Toolmakers and Related Workers

- 7220 Supervisors and Blacksmiths, Toolmakers and Related Workers
- 7221 Blacksmiths, Hammersmiths and Forging-Press Workers
- 7222 Toolmakers, Metal Pattern Makers and Metal Markers
- 7223 Machine-Tool Setter-Operators
- 7224 Metal Grinders, Polishers and Tool Sharpeners

723 Machinery Mechanics and Fitters

- 7230 Supervisors in Machinery Repair and Fitting
- 7231 Motor Vehicle Mechanics and Fitters
- 7232 Aircraft Mechanics and Fitters
- 7233 Heavy Machinery Mechanics and Fitters

724 Electrical and Electronics Mechanics, Fitters, Installers and Repairers

- 7240 Supervisors, Electrical and Electronics Mechanics, Fitters, Installers, and Repairers
- 724 Electrical Fitters, Installers and Repairers
- 7242 Electronics Fitters and Installers
- 7243 Electronics Mechanics and Repairers
- 7244 Telephone and Telegraph Installers and Repairers
- 7245 Electrical Line Installers, Repairers and Cable Jointers

73 Precision, Handicraft, Printing and Related Trades Workers

731 Precision Workers in Metal and Other Related Materials

- 7310 Supervisors, Precision Workers and Metal and Related Material Workers
- 7311 Precision Instrument Makers and Repairers
- 7312 Acoustical, Musical Instrument Makers and Tuners
- 7313 Jewellery and Precious-Metal Workers

732 Potters, Glass Formers and Related Workers

- 7320 Supervisors, Potters, Glass Formers and Related Workers
- 7321 Potters and Related Clay and Abrasives Formers
- 7322 Glass Formers, Cutters, Grinders and Finishers
- 7323 Glass Engravers and Etchers
- 7324 Glass, Ceramics and Related Decorative Printers

733 Handicraft Workers in Wood, Textile, Leather and Related Materials

- 7330 Supervisors, Handicraft Workers
- 7331 Handicraft Workers in Wood and Related Materials
- 7332 Handicraft Workers in Textile, Leather and Related Materials
- 7333 Handicraft Workers in Straw, Terite and Related Materials
- 7339 Other Handicraft Workers

734 Printing and Related Trades Workers

- 7340 Supervisors, Printing and Related Trades Workers
- 7341 Compositors and Typesetters
- 7342 Stereotypers and Electrotypes
- 7343 Printing Engravers and Etchers
- 7344 Bookbinders and Related Workers
- 7345 Silk Screen, Block and Textile Printers
- 7346 Photographic and Related Workers

74 Other Craft and Related Trades Workers

741 Food and Related Products Processing Trades Workers

- 7410 Supervisors, Food and Related Products Processing Trades Wkrs
- 7411 Meat and Fish Butchers and Preparers
- 7412 Bakers, Pastrycooks, and Confectionery Makers
- 7415 Dairy Products Makers
- 7416 Fruit, Vegetable and Related Preservers

- 742 **Cabinet Makers, Wood Treaters and Related Trade Workers**
 - 7420 Supervisors, Cabinet Makers, Wood Treaters and Related Trades Workers
 - 7421 Wood Treaters
 - 7422 Cabinet-Makers and Related Workers
 - 7423 Woodworking Machine Setter-Operators
 - 7424 Brush Makers and Related Workers

- 743 **Textile and Garment and Related Trades Workers**
 - 7430 Supervisors, Textile and Garment Trade Workers
 - 7431 Hand Weavers, Knitters and Other Hand Textile Products Makers
 - 7432 Tailors, Dressmakers and Hatters
 - 7433 Textile Patternmakers and Cutters
 - 7434 Sewers, Embroiderers and Related Workers
 - 7435 Upholsterers and Related Workers

- 744 **Leather Goods Workers**
 - 7440 Supervisors, Leather and Shoemaking Trades Workers
 - 7441 Tanners
 - 7442 Shoemakers and Related Workers

- 749 **Other Craft and Related Trades Workers (Not elsewhere classified)**
 - 7490 Supervisors, Other Craft and Related Trades Workers (Not elsewhere classified)
 - 7499 Other Craft and Related Trades Workers (Not Elsewhere Classified)

MAJOR GROUP 8 - PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81 Industrial Plant Operators

811 Mining and Mineral-Processing Plant Operators

- 8110 Supervisors, Mining and Mineral-Processing Plant Operators
- 8111 Quarry Plant Operators
- 8112 Mineral Ore and Stone Treating Plant Operators
- 8113 Well Drillers and Borers and Related Workers

812 Metal-Processing Plant Operators

- 8120 Supervisors, Metal-Processing Plant Operators
- 8121 Ore Smelting, Metal Converting and Refining Furnace Operators
- 8122 Metal Melters and Casters and Rolling Mill Operators
- 8123 Metal Heat-Treating Machine Operators
- 8124 Metal Drawers and Extruders

813 Glass and Ceramics Kiln and Related Plant Operators

- 8130 Supervisors, Glass and Ceramics Kiln and Related Plant Operators
- 8131 Glass and Ceramics Kiln and Related Plant Operators
- 8139 Other Kiln and Related Plant Operators

814 Wood-Processing Plant Operators

- 8140 Supervisors, Wood-Processing Plant Operators
- 8141 Sawmill, Wood Panel and Related Wood-Processing Plant Ops

815 Chemical Processing Plant Operators

- 8150 Supervisors, Chemical Processing Plant Operators
- 8151 Crushing, Grinding and Mixing Equipment Operators
- 8152 Cooking, Roasting and Related Heat-Treating Plant Operators
- 8153 Filtering and Separating Equipment Operators
- 8154 Still and Reactor Operators
- 8155 Petroleum and Natural-Gas Refining Plant Operators
- 8159 Other Chemical Processing Plant Operators

816 Power-Generating and Related Plant Operators

- 8160 Supervisors, Power Generating and Related Plant Operators
- 8161 Power Generating Plant Operators
- 8162 Steam Turbine, Boiler and Engine Operators
- 8169 Other Power Generating and Related Plant Operators

817 Automated Assembly-Line Operators

- 8170 Supervisors, Automated Assembly-Line Operators
- 8171 Automated Assembly-Line Operators

82 Stationary Machine Operators and Assemblers

821 Metal and Mineral Products Processing Machine Operators

- 8210 Supervisors, Metal and Mineral Products Proc. Mach. Operators
- 8211 Machine-Tool Operators
- 8212 Cement and Other Mineral Processing Machine Operators

822 Chemical Products Machine Operators

- 8220 Supervisors, Chemical Products Processing Machine Operators

- 8221 Pharmaceutical and Toiletry-Products Machine Operators
- 8222 Metal Finishers, Platers and Coaters
- 8223 Photographic Products Machine Operators
- 8229 Other Chemical Products Machine Operators
- 823 Rubber, Plastic and Leather Products Machine Operators**
 - 8230 Supervisors, Rubber Plastic and Leather Products Machine Operators
 - 8231 Rubber-Products Machine Operators
 - 8232 Plastic Products Machine Operators
- 824 Wood Products Machine Operators**
 - 8241 Wood Products Machine Operators
- 825 Printing, Binding and Paper Products Machine Operators**
 - 8250 Supervisors, Printing, Binding and Paper Products Machine Operators
 - 8251 Printing Machine Operators
 - 8252 Book Binding Machine Operators
 - 8253 Paper and Paperboard Products Machine Operators
- 826 Textile Products Machine Operators**
 - 8260 Supervisors, Textile and Leather Products Machine Operators
 - 8261 Spinning and Winding Machine Operators
 - 8262 Weaving and Knitting Machine Operators
 - 8263 Sewing and Embroidering Machine Operators
 - 8264 Textile Bleaching, Dyeing and Cleaning Machine Operators
 - 8265 Shoe Manufacturing Machine Operators
 - 8269 Other Textile Products Machine Operators
- 827 Food and Related Products Processing Machine Operators**
 - 8270 Supervisors, Food and Related Products Processing Machine Operators
 - 8271 Meat and Fish Processing Machine Operators
 - 8272 Dairy Products Machine Operators
 - 8273 Grain and Spice Milling Operators
 - 8274 Baked-Goods, Cereals and Confectionery Products and Processing Machine Operators
 - 8275 Fruit-Vegetable-and Nut-Processing Machine Operators
 - 8276 Sugar-Processing and-Refining Machine Operators
 - 8277 Coffee, Cocoa and Chocolate Preparing and Production Machine Operators
 - 8278 Tobacco Products Processing Machine Operators
 - 8279 Brewers and Wine and Other Beverage-Making-Machine Operators
- 828 Assemblers**
 - 8280 Supervisors, Assemblers
 - 8281 Mechanical Machinery Assemblers
 - 8282 Electrical Machinery and Equipment Assemblers
 - 8283 Electronic Equipment Assemblers
 - 8284 Metal-Rubber-and Plastic-Products Assemblers
 - 8285 Wood and Related Materials Products Assemblers
 - 8286 Paperboard, Leather, Textile and Related Products Assemblers
 - 8289 Other Assemblers
- 829 Other Stationary Machine Operators and Assembler**
 - 8290 Supervisors, Other Stationary Machine Operators and Assemblers
 - 8299 Other Stationary Machine Operators and Assemblers (Not elsewhere classified)

83 Drivers and Mobile-Machinery Operators

831 Railway Engine Drivers and Related Workers

- 8310 Supervisors, Railway Engine Drivers and Related Workers
- 8311 Railway Engine Drivers
- 8312 Railway Brakers, Signallers and Shunters

832 Motor Vehicle Drivers and Riders

- 8320 Supervisors, Motor Vehicle Drivers and Riders
- 8321 Motorcycle Riders
- 8322 Car, Taxi and Light Van Drivers
- 8323 Bus Drivers
- 8324 Heavy Vehicle Drivers

833 Agricultural-Earthmoving-Lifting-and Other Mobile-Machinery Operators

- 8330 Supervisors, Mobile-Machinery Operators
- 8331 Motorised Farm and Forestry Machinery Operators
- 8332 Earth-Moving and Related Machinery Operators
- 8333 Crane, Hoist and Related Machinery Operators
- 8334 Lifting-Truck Operators
- 8339 Other Mobile-Machinery Operators

834 Ships' Deck Crews and Related Workers

- 8340 Ships' Deck Crews and Related Workers

MAJOR GROUP 9 - ELEMENTARY OCCUPATIONS

91 Sales and Services Elementary Occupations

911 Street and Stall Vendors and Related Workers

- 9111 Street Food Vendors
- 9112 Street Vendors, Miscellaneous Products
- 9113 Door-To-Door And Telephone Salespersons
- 9114 Stall and Market Vendors

912 Shoe Cleaning and Other Street Service Elementary Occupations

- 9120 Shoe Cleaning and Other Street Service Elementary Occupations

913 Domestic Helpers and Cleaners and Related Workers

- 9131 Domestic Helpers and Cleaners
- 9132 Helpers and Cleaners in Offices, Hotels and Other Business Ests
- 9133 Hand Launderers and Pressers

914 Building Caretakers and Window Cleaners

- 9141 Building and Other Caretakers
- 9142 Window Cleaners

915 Messengers, Watchers, and Related Workers

- 9151 Messengers, Package and Luggage Porters and Deliverers
- 9152 Watchers and Doorkeepers
- 9153 Vending Machine Money Collectors and Meter Readers

916 Garbage Collectors and Related Labourers

- 9161 Garbage Collectors
- 9162 Sweepers and Related Labourers

919 Other Sales and Services Elementary Occupations

- 9190 Other Sales and Services Elementary Occupations

92 Agricultural, Animal Husbandry, Fishery and Related Workers and Labourers

921 Agricultural, Animal Husbandry, Fishery and Related Labourers

- 9211 Farmhands and Labourers
- 9212 Forestry Labourers
- 9213 Fishery and Hunting Labourers

93 Labourers in Mining, Construction, Manufacturing and Transport

931 Mining and Construction Labourers

- 9311 Mining and Related Labourers
- 9312 Construction and Maintenance Labourers
- 9313 Building Construction Labourers

932 Manufacturing Labourers

- 9322 Hand Packers
- 9323 Printing and Related Trade Labourers
- 9329 Other Manufacturing Labourers

933 Transport Labourers

9331 Freight Handlers and Related Workers

9332 Drivers and Operators of Animal-Drawn Vehicles and Machinery

9339 Other Transport Labourers

94 Other Labourers

940 Other Labourers (Not elsewhere classified)

9400 Other Labourers

MAJOR GROUP 0 - DEFENCE FORCE

01 Defence Force

011 Defence Force

0110 Defence Force Officers

0111 Defence Force Ratings/Other Ranks

TERM DESCRIPTIONS

CROP FARMER/Crop Grower

Operates farm or estate to produce cash crops for marketing:

Directs activities relating to farm operations; determines acreage and type of crop for cultivation, based on market demands and previous crop yield; inspects crops during growth and institutes appropriate measures to obtain best results; visits work sheds, fermentary, drying houses and storage areas to observe general conditions and identify maintenance, replanting or disease-control needs; liaises with subordinate supervisory personnel to ascertain crop yields, schedule activities, discuss budget, work techniques and personnel matters and determine supply needs; selects and arranges for purchase of supplies such as young plants, chemicals and agricultural equipment; determines acreage, planting sequence, irrigation method and required chemical applications for crop; directs, supervises and trains Farm Workers to prepare lands and cultivate, harvest and prepare crop for market; performs duties of FARM WORKERS if necessary; liaises with Agricultural Extension Officers and personnel in other agencies to obtain information on new techniques for cultivation, weed and pest control measures and other advisory services; recruits and discharges workers; arranges with marketing company for sale and transport of produce or sells produce directly; compiles and analyses financial and production records to determine production and profitability of establishment and plan future activities

MANAGER

Plans, supervises and manages operations of assigned division of industrial, commercial or other establishment:

Coordinates activities of subordinate workers in division through supervisory personnel; develops plans and formulates policies to ensure optimum productivity, evaluates unit performance and takes appropriate action; ensures availability of staff to meet departmental commitments and provides technical advice and assistance; liaises with personnel in other departments to exchange information and plan integrated operations; requisitions equipment and supplies for department, negotiating prices where applicable, and maintains records; assesses skills and performance of subordinate supervisory personnel and organises necessary training; ensures adherence to deadlines and maintenance of standards and discipline in department; makes recommendations for promotions or disciplinary action and fosters good personnel relations; assists in staff recruitment; prepares and submits departmental plans, reports, budgets and fore-

casts; implements plans and budgets; represents organisation at conferences, seminars and other fora; handles correspondence, enquiries and complaints.

May participate in grievance matters and trade union negotiations.

PRODUCTION SUPERVISOR

Supervises and coordinates activities of workers engaged in processing, assembling and/or fabricating products:

Examines work orders received from superior; ensures correct set-up of machinery according to product type and specifications; requisitions and verifies availability of equipment, materials and supplies; schedules activities and allocates tasks to employees to ensure realisation of production targets and deadlines; supervises and coordinates activities of workers and institutes measures to maximise output; inspects product samples, sub-assemblies and packaging processes for conformance to specifications; examines reports detailing product defects, diagnoses related operating difficulties and gives technical advice; conducts periodic visual inspections and checks machinery and safety equipment to ensure good working order; requests adjustment, repair or replacement of equipment if required; trains or arranges for training of workers; promotes preventative maintenance, and ensures that industrial health and safety practices are observed; recommends or initiates personnel action such as promotion, dismissal or suspension in accordance with company's policies; meets with workers and/or their representatives to resolve problems and explain company policy; maintains time and production records and prepares departmental status reports

SMALL BUSINESS MANAGER/Managing Supervisor

Manages and coordinates activities related to operation of small business by performing any combination of the following duties:

Purchases and/or rents essential supplies and commodities such as equipment, appliances, furnishings, linen and foodstuffs, to establish small business; determines quantity of materials required to fill orders or supply customer demands, takes daily and periodic stock inventory and places orders and/or purchases goods to replenish supplies; interviews, hires, trains and disciplines staff; monitors establishment's operations and supervises employees, advising on work performance and techniques; meets with workers and/or their representatives to resolve complaints and explain organisational policies; institutes or

recommends measures to maximise output and improve quality of product and/or service rendered; pays salaries, bills, insurance fees and taxes; receives payment, issues receipts and keeps income and expenditure accounts; prepares cost estimates of goods and services provided to determine appropriate charges; analyses financial statements to determine business trends and takes action to ensure profitable operation of establishment; maintains

administrative and other records; handles business correspondence; organises maintenance, repair, refurbishing and/or replacement of furniture, equipment and property; arranges for advertisement of services; seeks licences from relevant authorities to operate specific services if necessary; performs duties of other personnel in establishment during rush periods and in cases of absence; ensures that premises and facilities are kept in good order.

MAJOR GROUP 1
Legislators,
Senior Officials and Managers

11 LEGISLATORS AND SENIOR OFFICIALS

111 LEGISLATORS

Workers in this minor group participate in formulating policies, legislation and official regulations and interpret policies.

1110 LEGISLATORS

Workers in this unit group preside over or participate in the proceedings of central government, legislative bodies and local government administrative councils to formulate and decide on policies, budgets, laws and regulations

1110.15 GOVERNMENT MINISTER

Participates in policy formulation and exercises general direction and control of assigned ministry to ensure effective functioning and policy implementation:

Participates in Cabinet meetings and assists in formulation of government policy; meets frequently with Chief Official, Government Department and other senior officials to apprise them of policy decisions, be briefed on ministry matters and resolve issues; ensures implementation of policy directives by ministry staff; liaises with members of trade associations, overseas delegations and other groupings to discuss issues pertinent to functioning of ministry or performance of assigned duties; represents country at conferences and meetings; serves as spokesperson for ministry in parliament and performs other duties of MEMBER OF PARLIAMENT

1110.20 MEMBER OF PARLIAMENT

Participates in parliamentary activities as elected or appointed member:

Assists in moulding of government policy and initiating, formulating, amending or repealing of legislation by introducing proposals, tabling questions, speaking in debates, and voting on motions put before the Houses of Parliament; serves as parliamentary committee member to review policy matters, monitor disbursement and spending of government funds and deal with pressing issues; represents interests of constituents, if elected member, and investigates matters of concern to the general public or special interest groups; holds meetings with constituents to assist with problem-solving and cement relationship; attends community functions and meetings to gauge public opinion and provide information on government actions and political developments

May be designated according to level of responsibility or area of specialisation; for example,

LEADER OF GOVERNMENT BUSINESS IN THE HOUSE OF REPRESENTATIVES

LEADER OF GOVERNMENT BUSINESS IN THE SENATE

LEADER OF THE OPPOSITION

PARLIAMENTARY SECRETARY

SENATOR

1110.25 ASSEMBLY SECRETARY

Manages and directs affairs of designated division of House of Assembly to ensure effective functioning:

Directs day-to-day functioning of designated division in collaboration with administrative and technical personnel attached to same; meets with Assembly Chairman, other Assembly Secretaries, technical personnel and members of specialised committees to discuss annual budgetary requirements, cost estimates and other pertinent matters and make recommendations; serves as member of statutory and other committees to review work programmes and other matters; attends plenary sittings of the House to present reports and provide clarification if required; handles complaints from members of the public; addresses groups and organisations on matters related to area of work

1110.30 MAYOR

Manages operations of assigned borough or city council:

Attends conferences, functions and ceremonies in official role and addresses participants and guests if required; performs functions of Justice of the Peace, setting bail, taking oaths and making statutory declarations; signs documents dealing with land grants, leases, rights and other matters; presides at statutory meetings of city or borough council; chairs committees ex officio and represents city council on boards and other groups; acts as liaison between council and national political executive and with other agencies doing business with council; develops and maintains relationships with organisations in other cities; meets with citizens to discuss problems and arbitrates in disputes; makes and receives courtesy calls.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 5;

TEMP: P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 4

112 SENIOR GOVERNMENT OFFICIALS

Workers in this minor group direct the interpretation and execution of government departments to implement government policy and laws, public rules and regulations; make decisions on critical issues in government organisations.

1120 SENIOR GOVERNMENT OFFICIALS

Workers in this unit group advise government on policy matters and plan, direct and coordinate administrative and technical activities of governmental ministries, agencies, sections and departments; their duties include establishing implementation procedures and monitoring progress to ensure adherence to government policies, laws, rules and regulations.

1120.05 MANAGER, PUBLIC SERVICE

Plans, directs and controls activities of a government ministry or department:

Establishes procedures to implement policy directives and formulates policy for assigned ministry or department, independently or in consultation with senior subordinate personnel; coordinates activities through senior personnel to ensure policy implementation and achievement of organisational goals; reviews and approves draft notes for Cabinet, work programmes, recommendations, reports, budgets and other important documents prior to discussion with Government Minister; advises Government Minister on policy questions and strategies for goal attainment and refers major matters for final decision; authorises release of funds for programme implementation and oversees management of financial resources; identifies human resource needs and manages resources to ensure organisational efficiency; evaluates performance of ministry or department and initiates new procedures or reorganises system; formulates strategies for improvement of work environment; liaises with senior counterparts in other ministries and departments to discuss matters of mutual concern and negotiate issues relating to policy implementation; represents ministry or department on committees and at national and international conferences; prepares research papers and administrative reports; participates in industrial relations negotiations if required.

May be designated according to area of work; for example,

CHIEF PERSONNEL OFFICER
COMPTROLLER OF ACCOUNTS
DIRECTOR OF PERSONNEL ADMINISTRATION
PERMANENT SECRETARY

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 8;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a(P), 2a(P), 3b.

1120.10 SENIOR GOVERNMENT OFFICIAL

Plans, directs and coordinates administrative or technical activities of section or division within government ministry and/or assists departmental head with coordination of activities:

Formulates and approves or submits for approval policies and programmes geared towards achievement of specific sectional aims, consulting with senior subordinate administrative and technical personnel; consults and advises superior on policy questions, programmes and administrative and other matters to ensure conformity with national and departmental priorities; collaborates with financial personnel to prepare sectional or divisional budget and draft estimates of expenditure; issues guidelines and establishes implementation procedures for section controlled; assigns duties to and coordinates activities through subordinate supervisory personnel to ensure programme implementation; makes field visits where applicable, meets with subordinates, reviews reports to monitor progress of projects and provides technical advice; liaises with relevant personnel in other government ministries or departments and regional and international organisations; represents ministry on committees and at national and international conferences; participates in staff recruitment interviews; trains subordinate staff attached to section and/or advises training personnel on institutional and in-service training programmes; prepares research papers, administrative reports and performance appraisals of staff directly supervised.

May direct and control administrative and/or technical activities of entire ministry, authorise disbursement of approved funds, recommend award of contracts within specified budgetary limits, counsel subordinate professional staff on career development and related concerns and handle industrial relations disputes.

May be designated according to level and area of responsibility; for example,

ASSISTANT DIRECTOR
CHIEF TECHNICAL OFFICER
DEPUTY DIRECTOR
DIRECTOR

OCCUPATIONAL PROFILE

DPT: 037; **ETD:** 6; **SVP:** 7;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,n);
PH: 1a(P), 2a(P), 3b, 4.

1120.15 OMBUDSMAN

Plans, directs and coordinates activities of government department engaged in investigating claims, to resolve alleged injustices:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; initiates investigations to ascertain validity of allegations made by complainants against government departments, statutory boards and related institutions; summons witnesses to give evidence and provide documents regarding matters such as alleged breach of duty, misconduct, criminal offence and fault in administration of government establishment; orders payment of fees, allowances and other expenses for witnesses; inspects premises of institutions if required and examines and retains documentation; conducts investigations and/or studies reports and recommendations prepared by Investigators, Ombudsman's Office; makes additional recommendations to resolve problem, specifying time period required for rectifying injustice; refers matters requiring further action to relevant authorities; corresponds with government department and complainant on related matters.

OCCUPATIONAL PROFILE

DPT: 037; **ETD:** 7; **SVP:** 8*;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a(P), 4.

1120.17 MEDICAL ADMINISTRATOR

Plans, directs and coordinates national health-care programmes and activities to ensure promotion and maintenance of public health:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; makes periodic visits to health institutions to obtain first-hand information on functioning of health services; investigates technical and administrative problems and recommends action; chairs or serves on committees responsible for monitoring and implementing

national health policies; advises government and private agencies on health-related matters; initiates research into health problems and ensures that results are applied to solution of problems; directs and controls or monitors implementation of community and environmental health programmes; directs investigations to determine cause and distribution of diseases and develop methods to prevent spread of diseases; controls administration of health institutions.

May be designated according to level of responsibility and area of specialisation; for example,
CHIEF MEDICAL OFFICER
DIRECTOR, HEALTH PLANNING SERVICES
PRINCIPAL MEDICAL OFFICER, COMMUNITY HEALTH SERVICES
PRINCIPAL MEDICAL OFFICER, ENVIRONMENTAL HEALTH
PRINCIPAL MEDICAL OFFICER, EPIDEMIOLOGY
PRINCIPAL MEDICAL OFFICER, INSTITUTIONS

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 7; **SVP:** 8*;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(L), 4f, 5(a,b), 6a, 7(a,g), 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 3b.

1120.19 SOLICITOR GENERAL

Coordinates and directs legal activities of civil litigation and registry departments of relevant government ministry:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; studies cases and judgements to ascertain trends and findings on legal matters; appears in supreme and appeal court to lead team of **State Counsels** in complex proceedings; vets pleadings, legal opinions and contract documents prepared by subordinate legal staff for accuracy; advises personnel of government ministries and statutory boards on civil litigation matters; chairs divisional conferences to discuss legal and administrative issues.

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 8*;
TEMP: V, D, P, I, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a(P), 2a, 3b, 4, 5a

1120.21 POSTMASTER GENERAL

Plans, directs and coordinates activities of the national postal service:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; negotiates terms of agreement with Postal Agents and personnel of international mail transportation services; monitors activities to ensure adherence to trade union agreements; chairs stamp advisory committee which makes recommendations to government on matters such as stamp design and issue of first-day covers.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 3;

TEMP: V, D, P, J;

APT: G(P), V, N, P, Q;

INT: 11;

PD: 1a(S,L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 1a(P), 2a(P), 3b, 4.

1120.23 REGISTRAR GENERAL

Plans, directs and coordinates activities of government department engaged in maintaining vital national records, to ensure compliance with laws:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; supervises and directs workers engaged in registration of births, deaths, marriages, deeds, trade marks and similar documents, through senior supervisory staff; authorises and signs documents and certified copies; visits District Registrars, Births and Deaths periodically and inspects registers to ensure adherence to procedures; authorises registration of births and deaths not registered for periods exceeding twelve months; corrects errors appearing in registers and on certificates; authorises and approves applications for registration of companies, business names and newspapers and reviews articles and memoranda of association to ensure adherence to legal requirements; interviews persons wishing to obtain marriage licences to ascertain eligibility, advises applicants on requirements for registration of marriages and conducts civil marriages when required; reviews applications to re-classify property from old property laws to contemporary ordinance, makes appropriate comments and submits for judicial consideration; checks entries and other transactions for accuracy; adjudicates in industrial disputes involving police, fire and prison services, and gives judgements as necessary; advises individuals and private and public organisations on document registration and related matters.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 1a(P), 4, 5a.

1120.25 CHIEF PARLIAMENTARY COUNSEL

Plans, directs and coordinates work activities of government legal department engaged in drafting and revising legislative enactments:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; supervises and directs workers engaged in legal drafting; serves as member of law reform committee to review and consolidate laws; convenes and presides at staff conferences to discuss legislative drafting and administrative matters; confers with relevant ministerial personnel and heads of departments, or attends meeting of legislature on request to provide expert advice relating to the drafting of legislation.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a(P), 4, 5a.

1120.27 DIRECTOR, TOWN AND COUNTRY PLANNING

Plans and directs activities of national town and country planning division:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; liaises with policy-making personnel and divisional staff members on matters pertaining to preparation of plans for national physical development; confers with professional and technical personnel on major land development projects; responds to public queries and complaints regarding decisions made by division.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8;

TEMP: D, P, J;

APT: G(P), V, S, P, Q;

INT: 7, 11;

PD: 1a(S,L), 4f, 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 2a, 3b, 4.

1120.29 EDUCATION DIRECTOR

Plans, directs and coordinates national activities of education ministry or division to ensure efficient functioning of system:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; directs statistical and other research work geared to measuring impact of economic and social changes on education and formulates related policy; coordinates examination and analysis of trends and projections in areas such as employment and national development to determine training needs; liaises with representatives of industrial and commercial establishments and civic organisations to develop relevant programmes; ensures design of pertinent curricula and monitoring and appraisal of school teaching programmes; ensures functioning of support and evaluation services; selects appointees to and coordinates activities of specialised educational committees; coordinates and supervises ministerial services performed in collaboration with international agencies and foreign governments; serves on interviewing and selection panel for senior staff in ministry

May be designated according to area of specialisation; for example,

DIRECTOR, CURRICULUM DEVELOPMENT
DIRECTOR, EDUCATIONAL PLANNING
DIRECTOR, EDUCATION SERVICES
DIRECTOR, SCHOOL SUPERVISION
DIRECTOR, TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 8;
TEMP: V, D, P, I, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,e);
EC: 1(a,i,j,m,n);
PH: 1a(P), 2a, 4

1120.31 COMMISSIONER OF INLAND REVENUE

Plans, organises and directs activities of inland revenue division:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; manages and monitors operations of division to ensure compliance with tax laws; advises minister on matters affecting tax policy; prepares reports and statistics for submission to relevant ministry to enable evaluation of effectiveness of policies; participates in national budget exercises; ensures that all payments to division are properly accounted for in accordance with financial

regulations; maintains systems to ensure that taxpayers' accounts are regularly updated to reflect current status; ensures that proper systems are in place for collection and recovery of delinquent accounts; ensures existence of adequate programmes for taxpayer education and assistance, audit and verification of taxpayers accounts and determination of tax liabilities

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 8*;
TEMP: D, P, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 3a, 4(a,b,d), 5(a,b), 6a, 7a, 8e;
EC: 1(a,i,m,n);
PH: 3b, 4

1120.33 AMBASSADOR/High Commissioner

Directs activities of foreign mission to maintain and promote friendly relations with assigned country and ensure that interests of home country are protected and advanced:

Develops plan of action for foreign mission and monitors staff performance to ensure effective and efficient programme implementation; seeks beneficial trade agreements with decision-makers and advisers at political and bureaucratic levels and negotiates with governmental authorities to gain access for export products from home country; advises exporters and/or authorised export corporation in home country on legal and other requirements to facilitate acceptance of products into host market; meets with leaders of business communities to promote investment opportunities in home country by providing information on political climate, infrastructure arrangements and incentives; identifies and meets with governmental and non-governmental agency personnel to obtain financial aid and technical assistance for home country; provides head of state and Government Ministers with updated information on policy and other matters in host country; prepares reports for submission to home government; receives high-ranking home government officials on visits to host country and plans schedule of activities; maintains contact with other Ambassadors serving in same region; promotes relationships between organisations and groups in home and host countries by establishing trade, cultural and social linkages; plans and organises receptions, reviewing and updating guest-lists where necessary; represents home state at official ceremonies, functions and conferences; attends to matters of protocol; develops and maintains contact with resident and visiting nationals to provide information and/or assistance as required; establishes links through network

of contact persons to provide and receive information on matters pertinent to home country; delivers addresses to interested groups on topics of general or specific interest.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 7;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 4.

1120.35 DIRECTOR, ENERGY AND NATURAL RESOURCES

Plans, directs and coordinates activities pertaining to national hydrocarbon exploration:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; advises government on design of appropriate legislation for petroleum, natural gas, mining and related industries and on related technical matters to ensure optimum utilisation of resources; provides information and advice to oil companies, quarries and governmental and other bodies on geological matters; ensures that quarrying, mining and related operations are carried out in compliance with relevant legislative stipulations and contractual obligations; meets with oil and gas company personnel to discuss problems and projects, ensure conformance to acceptable safety standards and practices and for general negotiations; makes recommendations to government to induce innovative development in petroleum and mining industries; directs ministry's investigation of accidents in petroleum and quarrying sectors; visits newly commissioned petroleum installations.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 7;

TEMP: V, D, P, J;

APT: G(P), V, S, P, Q;

INT: 2, 11;

PD: 1a(S), 4f, 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,b,c,i,m,n);

PH: 1a, 2a

1120.37 DIRECTOR, AGRICULTURAL DIVISION

Plans, directs and coordinates activities of agricultural division:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; coordinates research, planning and development activities in assigned agricultural area; advises relevant government agencies on operating policies, ensuring that

priorities are met in areas of crop and livestock research, animal health, extension services, fisheries, forestry, agricultural engineering and other designated areas; approves implementation of projects such as reforestation, soil and water conservation, irrigation and drainage works; visits agricultural field projects and monitors progress to ensure that targets are met; provides technical advice and discusses reasons for constraints; represents government on various committees dealing with agricultural matters.

May be designated according to area of specialisation or level of responsibility; for example,

DIRECTOR, FISHERIES

DIRECTOR, FORESTRY

DIRECTOR, RESEARCH, CROPS AND LIVESTOCK

DIRECTOR, VETERINARY DIVISION SERVICES

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;

TEMP: D, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: 1a(P), 2a(P), 3b, 4

1120.39 DIRECTOR, MARITIME SERVICES

Plans, directs and coordinates activities of maritime services division:

Performs duties of **SENIOR GOVERNMENT OFFICIAL** to discharge functions of division in accordance with national and international maritime conventions, legislation, codes and guidelines; advises government on maritime safety policy and development and amendment of legislation; studies reports of **Marine Surveyors** and other marine officers on condition of locally registered/licensed vessels operating in national waters and takes action to ensure safety and seaworthiness; determines need for navigational aids such as light-houses, buoys and beacons in national harbours, ports and waters to facilitate safe navigation of ships; participates in search and rescue operations in local and other designated waters; facilitates conduct of enquiries into shipping casualties and marine pollution in accordance with existing laws; ensures that training, examination and certification of seafarers conform to national and international standards; participates in establishing policies related to employment, welfare and safety of officers.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;

TEMP: V, D, P, J;

APT: G(P), V, N, Q;

INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,g);
EC: 1(a,b,i,j,k,m,n), 6(b,e), 7(e,h);
PH: 1a, 2a, 3b.

1120.41 DIRECTOR, LIBRARY SERVICES

Plans, directs and coordinates activities of country's public, school and special libraries:

Performs duties of SENIOR GOVERNMENT OFFICIAL; coordinates activities of division with other relevant bodies to ensure development of national information network; liaises with publishers, their representatives and other literature sources regarding acquisition of library materials; visits libraries periodically to ensure efficient provision of services and proper maintenance of equipment and facilities; prepares briefs for construction of new libraries in liaison with personnel from relevant government ministry and monitors building construction; formulates proposals for scholarship training programmes for library studies and serves on interview panel to select scholarship winners; liaises with trainees in overseas programmes to ensure availability of suitably trained and adequate numbers of professional staff

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8*;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4

1120.43 DIRECTOR, RESEARCH, PLANNING AND DEVELOPMENT

Plans, directs and coordinates research, development or planning activities of unit or department:

Performs duties similar to those of SENIOR GOVERNMENT OFFICIAL; coordinates activities of professional and technical personnel engaged in collection, analysis and compilation of social, economic, financial, industrial relations and other data; reviews publications and directives of government personnel and superiors to formulate research methodology and projects; examines policies and recommends changes relating to functions and structure of organisation; develops and maintains systems for collection, storage and retrieval of data; assists in formulation, implementation and monitoring of projects to ensure consistency with policies and objectives and adherence to professional standards; monitors national and international trends and practices to assist in formulation of policies and laws

OCCUPATIONAL PROFILE

DPT: 137; ETD: 7; SVP: 7*;
TEMP: D, P, J;
APT: G(P), V, N;
INT: 7, 11;
PD: 1a(L), 4(b,c,f), 5(a,b), 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 3b, 4.

1120.45 DIRECTOR, CULTURE

Plans, directs and coordinates activities of national cultural division to ensure promotion and preservation of culture:

Performs duties of SENIOR GOVERNMENT OFFICIAL; directs programmes in cultural research and development with emphasis on folklore, cultural anthropology and ethno-musicology; initiates organisation of courses and projects in music, visual and literary arts, dance and drama, for special groups; prepares special papers for various cultural and international agencies; inaugurates cultural events and delivers lectures, addresses and broadcasts in field; maintains liaison with artistes, personnel from relevant professional bodies and regional institutes, community groups and organisations to monitor cultural developments and provide assistance with projects.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 1, 11;
PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 2a, 4

1120.47 DIRECTOR, HEALTH EDUCATION

Plans, organises and directs national public-health education programmes by performing any combination of the following duties:

Performs duties of SENIOR GOVERNMENT OFFICIAL; liaises with medical personnel and examines statistical reports to determine current health-related problems in specified geographical areas and methods of dealing with same; develops health education programmes for communities and schools; lectures to health and teaching personnel and community group leaders to promote health awareness; develops guidelines for proposed research projects and production of audio-visual materials, media programmes and supportive materials, in collaboration with technical staff and experts; assigns departmental staff to serve on various boards and com-

mittees dealing with health-related matters; designs training programmes for health workers and persons in allied professions, such as community development and teaching personnel.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6*;

TEMP: D, P, J;

APT: G(P), V, N, Q;

INT: 11;

PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,e);

EC: 1(a,i,j,m,n);

PH: ---

1120.49 TECHNICAL SUPERVISOR, PUBLIC SERVICE/Section Head, Public Service

Coordinates and supervises technical activities of section or unit and performs complementary administrative duties:

Liaises with Senior Government Official to determine unit/section policies and activities; collaborates with subordinate staff to devise plans for achievement of goals; assigns workload and monitors staff performance to ensure adherence to rules and regulations; reviews reports, provides technical advice and renders assistance if required; plans and implements or arranges for staff training programmes; prepares staff and technical reports, research papers, draft cabinet notes, estimates of expenditure and circulars; liaises with members of the public to answer queries and resolve complaints; confers with personnel attached to other sections and government and non-government agencies to obtain and disseminate information; attends meetings, seminars and conferences; performs technical duties related to work of section; maintains records.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 5;

TEMP: D, P, J;

APT: G(P), V, Q;

INT: 7;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,e);

EC: 1(a,i,m,n);

PH: 1a(P), 2a(P), 3b, 4.

1120.51 COMMISSIONER OF POLICE

Plans, coordinates and directs activities of police service:

Performs duties of SENIOR GOVERNMENT OFFICIAL; develops and maintains, through subordinate senior officers, rules and regulations to provide for security of state and protection of life and property; conducts periodic inspection of personnel, quarters and equipment, checking records and procedures to verify conformance with departmental policies and procedures;

issues standing orders to subordinate senior officers and reviews their reports to take appropriate action; recommends and directs establishment or relocation of police stations; establishes and maintains working relationships with civic organisations, protective agencies and members of the public; liaises with international crime-fighting agencies to request or provide assistance on matters involving international crime; spearheads investigation of major crimes, commanding field operations when necessary; handles disciplinary charges and complaints against officers of police service; issues and revokes licences and permits for possession and use of firearms and grants permits for holding public marches and meetings; participates in criminal investigations and prosecutions if required.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8;

TEMP: V, D, P, S, J;

APT: G(P), V, Q;

INT: 4, 11;

PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,g,h), 8(a,b,e);

EC: 1(a,b,k,m,n), 6b, 7h;

PH: ---

1120.53 CHIEF FIRE OFFICER

Plans, directs and coordinates activities of fire service:

Performs duties of SENIOR GOVERNMENT OFFICIAL; develops fire-fighting and fire prevention policies and procedures based on available manpower and equipment, utilising knowledge of modern methods and techniques; visits fire stations to inspect personnel, equipment and quarters and checks records and procedures to ensure conformity with departmental rules and regulations; inspects or arranges for inspection of high-risk areas, institutional grounds, buildings and facilities, to identify and remedy fire and safety hazards; hears disciplinary charges and recommends awards and promotions for fire-fighting activities and exemplary service; maintains general supervision of ambulance service

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8;

TEMP: D, P, J;

APT: G(P), V, Q;

INT: 4, 11;

PD: 1(a[L,M]), 2a, 3a, 4f, 5(a,b), 6(a,b), 7(a,h), 8(a,b,e);

EC: 1(a,b,i,j,k,m,n), 2a, 4a, 6(a,b,i,j), 7(a,d,e,h);

PH: 3b.

1120.55 COMMISSIONER OF PRISONS

Plans, directs and coordinates activities of correctional institutions, through subordinate supervisory staff, to ensure proper management of prison service:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; inspects prison inmates and work gangs periodically to ensure that regulations concerning safe custody and due application of labour are enforced; reports to relevant state authority on prisoners deemed unfit for prison discipline; interviews prisoners on reception and prior to discharge to determine extent of rehabilitation and provides advice as required; investigates and reports on complaints and disciplinary matters involving inmates and staff; examines and registers warrants and commitments; conducts hearings on breach of prison rules and regulations and provides for security of inmates and safe custody of arms and ammunition

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8*;
TEMP: D, P, I, J;
APT: G(P), V, P, Q;
INT: 4, 11;
PD: 1a(S,L), 3a, 4f, 5a, 6a, 7(a,h), 8(a,b,g);
EC: 1(a,i,j,k,m,n);
PH: 2a, 3b.

1120.57 COMPTROLLER OF CUSTOMS AND EXCISE

Plans, organises and directs activities of customs and excise division to facilitate collection of revenue:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; formulates and issues departmental circulars delineating orders, rules and regulations relative to collection of customs and excise revenue; interviews members of the public concerning customs and excise matters and resolves complaints and disputes; keeps abreast of customs and excise laws and procedures of other countries to facilitate flow of international trade and collection of resulting revenues; advises financial planners on trade and tariff agreements likely to affect market prices, expected revenue and work of division; visits stations and offices of division to ensure adherence to customs and excise laws and regulations

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8*;
TEMP: D, P, J;
APT: G(P), V, P, Q;
INT: 7, 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 2a, 3b.

1120.59 CHIEF IMMIGRATION OFFICER

Plans, directs and administers immigration division:

Performs duties of **SENIOR GOVERNMENT OFFI-**

CIAL; drafts guidelines, based on immigration requirements and ensures circulation for benefit of citizens, residents and immigrants; determines admissibility or reasons for deportation of persons seeking entry into country; assigns personnel to deal with cases of inquiry and appeals against adverse judgements; reviews and resolves problematic cases according to established policies; conducts hearings on violations of immigration laws and regulations and takes decisions on matters such as deportation of offenders and revocation of visas and passports; approves or vetoes applications for permanent residency and official and diplomatic passports; conducts interviews and holds inquiries into matters with legal implications; prepares notices and media releases and performs other public relations functions for department.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7*;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 7;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,i,j,m,n);
PH: 2a, 3b

1120.61 DIRECTOR, SOCIAL WORK DIVISION

Plans, directs and coordinates national activities of government social work division:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; establishes division's objectives and priorities in respect of areas such as probation service, social welfare, and youth and community development; sets up machinery for recruitment and in-camp training of youth camp trainees and establishment of job placement procedures for graduates; ensures that youth camp food supplies are collected, adequately stored and distributed; makes recommendations with respect to grants of land and annual subventions to bodies performing community services; meets with members of voluntary organisations to advise on solutions to difficult problems; inspects industrial schools and children's homes and provides advice and assistance as required

May be designated according to field of employment; for example,

CHIEF PROBATION OFFICER
DIRECTOR, COMMUNITY DEVELOPMENT
DIRECTOR, SOCIAL WELFARE
DIRECTOR, YOUTH AFFAIRS

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8*;
TEMP: V, D, P, I, J;

APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a(P), 4

1120.63 NURSING DIRECTOR

Advises senior government personnel on formulation and execution of policies and programmes relating to nursing and midwifery:

Performs duties similar to those of **TECHNICAL SUPERVISOR, PUBLIC SERVICE**; participates in planning, formulation and conduct of health care and nursing programmes; visits specified health establishments periodically to obtain first-hand knowledge of services rendered and monitor and evaluate programmes; assists health establishment personnel in problem-solving and development and implementation of projects; coordinates nursing services of medical and para-medical institutions; represents nursing division on relevant advisory bodies.

May be designated according to area of responsibility; for example,

DIRECTOR, COMMUNITY NURSING
DIRECTOR, INSTITUTIONAL NURSING
DIRECTOR, NURSING EDUCATION

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8*;
TEMP: V, D, P, I, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a(P), 3b, 4

1120.65 SUPERINTENDENT OF POLICE

Administers and supervises, through subordinate personnel, operations of major division or branch of police service:

Visits police stations, duty posts and patrols to ensure efficient performance of duties and adherence to established departmental policies and regulations; supervises subordinates engaged in preservation of order at public functions and similar events; issues directives geared to solution of serious crimes such as arson and homicide; makes recommendations pertaining to applications for permits to carry firearms and operate clubs and cinemas, and licences to deal in liquor and explosives; serves as prosecutor in significant cases at magistrate's court; investigates complaints against members of police service and high-ranking officials and initiates court action when necessary; liaises with media personnel; lectures to

subordinates and other interested persons on topics relevant to police work and plans activities to foster good public relations; recommends promotion of divisional staff members; handles major correspondence; directs clerical and accounting activities of branch or division; reviews diaries of subordinate personnel and takes disciplinary action when necessary; maintains liaison with representatives of management and labour in times of industrial unrest; reviews and comments on reports of major crimes and serious accidents.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7;
TEMP: D, P, I, S, J;
APT: G(T), V, Q;
INT: 4, 7;
PD: 1a(L), 3a, 4f, 5(a,b), 6a, 7(a,b,c,e,h), 8(a,b,c);
EC: 1(c,k,m,n), 7(c,d,h);
PH: ---

1120.67 CLERK OF PARLIAMENT

Plans, organises and directs administrative functions of parliament:

Advises **President of the Senate or Speaker and Members of Parliament** on parliamentary practices and procedures; ensures that matters to be laid before the Houses of Parliament, including questions and motions, are promptly processed; prepares notices and order papers for sittings of the Houses; attends sittings, parliamentary committee and other related meetings and ensures proper recording of proceedings, including members present, verbatim discussions, votes on motions, and action taken; reviews and certifies minutes of parliamentary proceedings; liaises with legal personnel to ensure accuracy of text of bills passed by the Houses, and certifies and dates them; arranges for assent to bills and forwards copies to legal department for preparation of related laws; certifies copies for printing, publishing and distribution; ensures circulation of notices, minutes and other documents to **Members of Parliament**; maintains appropriate records of votes, bills, acts and other documents laid before the Houses; serves as accounting officer of parliament and supervises personnel function of department; serves as secretary to electoral college.

May be designated according to parliamentary chamber to which assigned; for example,

CLERK OF THE HOUSE
CLERK OF THE SENATE

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7*;
TEMP: D, P, J;

APT: G(P), V, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 4.

1120.69 CHIEF ADMINISTRATOR, LOCAL GOVERNMENT BODY

Directs and coordinates administrative and technical activities and programmes of borough or county council or city corporation:

Performs duties of SENIOR GOVERNMENT OFFICIAL; communicates with members of the public to resolve complaints and on matters relating to council functions; instructs appropriate departmental personnel to advertise sale of properties for recovery of outstanding rates and charges and prepares relevant warrants; negotiates contractual arrangements on behalf of organisation; prepares agenda for council or corporation meetings; participates in and takes minutes of meetings; serves as secretary to local health authority.

May be designated according to area of work; for example,

CHIEF ADMINISTRATIVE OFFICER, COUNTY COUNCIL
CITY CLERK
TOWN CLERK

OCCUPATIONAL PROFILE

DPT: 117; ETD: 5; SVP: 7*;
TEMP: V, D, P, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a(P), 2a(P), 4.

113 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS

Workers in this minor group determine, formulate and direct implementation of policies of special-interest organisations such as political parties, employers' organisations, trade unions and humanitarian, religious or charitable organisations.

1131 SENIOR OFFICIALS OF POLITICAL PARTIES/ORGANISATIONS

Workers in this unit group formulate policies governing their organisations and coordinate the organisation's activities

1131.15 EXECUTIVE SECRETARY, POLITICAL PARTY

Manages affairs of political party's central office and ensures that activities and programmes adhere to party policies and constitution:

Recruits and supervises staff for central office; prepares agenda, reports and other documentation for meetings, consultations and conventions, and coordinates activities preparatory to annual convention; serves as secretary to central executive and in-house committees and refers decisions to relevant personnel for implementation; prepares and circulates data to party's general membership; monitors membership registration procedures, payment of dues and activities of regional councils and constituency groups to ensure conformity with party policies and constitution; ensures that party's assets are properly managed; assists with arrangements for fund-raising and community service ventures; keeps abreast of public opinion through media reports and programmes; liaises with party leadership to report on concerns expressed by general membership; serves as party spokesperson on current issues and vets press releases prior to publication; maintains contact with regional and international agencies and meets with foreign visitors to provide information on national issues, policies and philosophy of party; delivers talks on community and national issues; handles correspondence and complaints and provides advice to members of the public; ensures proper maintenance of records

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m);
PH: 3b, 4.

1132 SENIOR OFFICIALS OF ECONOMIC-INTEREST ORGANISATIONS

Workers in this unit group formulate and/or assist in formulation of policies and regulations for economic-interest organisations and direct and coordinate implementation activities

1132.15 MANAGER, EMPLOYERS' ASSOCIATION

Supervises and coordinates association's activities and assists members of association with industrial relations and personnel problems:

Prepares statistics on social and labour trends; interfaces with personnel from agencies with responsibilities for

social and labour issues; negotiates collective agreements on behalf of association members and considers proposals for revision of existing contracts; represents membership at technical meetings and conferences with trade union executive members and personnel of other agencies; attends meetings of association's council and executive committees; liaises with regional and international labour organisations and employers' associations and provides technical inputs and comments on proposed conventions, legislation, standards/practices and other matters as required; conducts membership drives; coordinates association's training activities; pays visits to members of organisation and gives advice on problems; manages administrative functions of office.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 7;
TEMP: D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4(b,d), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 4.

1132.20 TRADE UNION PRESIDENT

Directs, coordinates and supervises general operations of trade union:

Provides general direction on union activities; handles issues affecting national membership and leads collective bargaining negotiations or assigns task to selected officers; drafts press releases and statements; coordinates efforts at mobilisation of membership for industrial action, ensuring education and preparation of members to take action; leads marches and other industrial action; chairs meetings of central executive, general council and conference of delegates; liaises with government personnel and members of other agencies when necessary; acts as chief representative of affiliates; represents union at meetings locally and regionally and serves as signatory to financial transactions; supervises recruitment, disciplinary and other personnel activities and advises and assists members; handles complaints from members and officers; prepares and presents major causes for industrial court proceedings; supervises registration and certification process; supervises preparation of report on activities and projections of union and represents presidential address to conference of delegates.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 6*;
TEMP: D, P, S, J;
APT: G(T), V, Q;
INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,c);
EC: 1(a,i,j,m,n);
PH: 1a, 4.

1132.25 GENERAL SECRETARY, TRADE UNION

Handles financial and administrative affairs of trade union:

Receives and deposits trade union funds and makes decisions on matters of expenditure; approves payment to union's creditors and liaises with accounting personnel for preparation of cheques; serves as signatory to financial transactions; provides data on funds collected and disbursed to membership and auditing personnel; liaises with banking personnel to discuss financial needs and decisions; makes recommendations in collaboration with Trade Union President on investment proposals, for submission to executive body; participates in executive and general council meetings to deal with union concerns; ensures that executive decisions are adequately recorded and implemented; meets with members of authorised registration authority to provide essential data and present records for examination; submits annual report to union's conference of delegates; visits branch membership periodically to provide documents and update on union activities; assists in handling of grievances; ensures maintenance of membership and financial records.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 3; **SVP:** 6;
TEMP: P, J;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S,L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 4

1133 SENIOR OFFICIALS OF HUMANITARIAN AND OTHER SPECIAL-INTEREST ORGANISATIONS

Workers in this unit group formulate and/or assist in the formulation of policies governing humanitarian, sports or other special-interest organisations and directs and coordinates the organisation's activities.

1133.15 DIRECTOR, LAY COVENANTED COMMUNITY

Plans, organises and directs programmes and activities of religious community:

Plans and conducts spiritual programmes such as seminars, retreats and prayer meetings in collaboration with core community members and prepares materials for use

in sessions; organises and assists with outreach programmes and support services to alleviate hardship and suffering and raise spiritual consciousness of members of the public; interviews and selects programme coordinators in consultation with other community members and professional personnel; meets with coordinators to discuss problems and other matters and provides advice and assistance as required; supervises coordinators, other voluntary workers and paid staff attached to community; provides spiritual guidance and direction, counsels and prays with community members and persons in need; oversees financial affairs of community in liaison with members of financial committee; initiates fund-raising activities and visits funding agencies locally and abroad; handles correspondence.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 7;
TEMP: V, D, P, I, J;
APT: G(T), V;
INT: 10;
PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 1a, 2a, 4, 5a

1133.20 EXECUTIVE SECRETARY, CHARITABLE ORGANISATION

Coordinates activities of charitable organisation to provide assistance to persons in distress by performing any combination of the following duties:

Liaises with executive members to plan organisation's activities and programmes; supervises paid staff and volunteer workers attached to organisation; interviews needy persons and examines letters of referral to validate cases; assesses degree of need, provides assistance in cash, foodstuff and clothing and/or refers cases to designated board members for approval and advice on sum of money to be disbursed; prepares cheques and vouchers in recipient's name; refers cases to and sets up contacts with funding agencies, service clubs and other establishments to seek services on beneficiaries' behalf; prepares draft estimates of expenditure for submission to board members; prepares reports for presentation at board meetings and/or submission to relevant government personnel; contacts superior to report emergencies and property maintenance needs; attends sub-group meetings, and visits social welfare institutions under aegis of organisation to monitor operations; organises and conducts workshop and training sessions for organisation's membership; administers trust fund; ensures that funds received are recorded, deposited and allocated in keeping with organisation's policies and regulations; liaises with advertising and printing personnel for production of promo-

tional material; represents organisation on various committees to deal with social concerns; informs public of activities and needs of organisation through lectures, articles and broadcast programmes; promotes fund-raising appeals and activities; handles correspondence and maintains records

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: V, D, P, J;
APT: G(P), V, N;
INT: 7, 10;
PD: 1a(S,L), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,m,n);
PH: 1a

1133.25 RACE-CLUB SECRETARY

Plans and organises race-meetings and assigns handicap weights to horses at race-track:

Confers with track management personnel to determine types of races to be held and amount of prize-money to be paid at race meetings; accepts and reviews applications from racehorse owners and registers persons having monetary interest in horses entered; directs activities of workers engaged in duties such as compiling racing information, assigning stable space to horses and maintaining physical aspects of racing plant; analyses official workouts and racing records of horses to arrange races between horses of similar experience and ability; assigns weights to horses on basis of knowledge of handicapping and data such as age and sex of horse, record of winnings and distances of races won; records changes of horse ownership and reports data to track officials.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 8;
TEMP: D, P, J;
APT: G(T), N, Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4

1134 SENIOR OFFICIALS OF RELIGIOUS ORGANISATIONS

Workers in this unit group formulate and/or assist in formulation of policies governing religious organisations and direct and coordinate organisations' activities

1134.15 SENIOR CHURCH ADMINISTRATOR

Directs and coordinates spiritual and administrative affairs of specific denomination by performing any combination of the following duties:

Interprets and promotes church policies based on consultations and/or disseminates information on accepted policies to clergy and laity; presents official church opinion on issues affecting church and society through sermons, articles, interviews and press conferences; officiates at special offices such as confirmation of believers and ordination of clergymen and participates in consecration of high ranking church official; visits member churches to conduct workshop services and observances; appoints and grants licences to Ministers of Religion or informs them of appointments to official posts within diocese or region; supervises members of the clergy and religious orders and applies or initiates disciplinary procedures; organises and coordinates special programmes and activities such as retreats, conferences and courses for clergy and/or lay members; serves as chief trustee and examines and discusses accounts with financial board members; nominates management board members of denominational secondary schools and selects School Principals in collaboration with board; presides over church synods and participates in episcopal conferences to discuss and determine matters of common concern; meets with leaders of other faiths and denominations to foster mutual tolerance and understanding; serves as chairperson of various church boards and committees; prepares reports for submission to foreign-based superior and seeks audience with superior to discuss pertinent matters; interviews divorced persons and examines recommendations of advisory committee to permit remarriage; performs some duties of MINISTER OF RELIGION.

May be designated according to religious denomination; for example,
 ARCHBISHOP
 BISHOP
 CHURCH MODERATOR
 CHURCH PRESIDENT
 CHURCH SUPERINTENDENT

OCCUPATIONAL PROFILE

DPT: 107; ETD: 6; SVP: 8*;
 TEMP: V, D, P, I, J;
 APT: G(P), V, Q;
 INT: 10, 11;
 PD: 1a(S,L), 3(a,b,e), 4(a,b,f), 5(a,b), 6a, 7a, 8(a,b,g);
 EC: 1(a,i,j,m,n);
 PH: 1a(P), 2a(P), 4.

1134.20 DIRECTOR, CHRISTIAN EDUCATION/Director, Catechetics

Directs and coordinates religious education programmes and activities by performing any combination of the following duties:

Organises and coordinates Christian education activities such as leadership development seminars, youth camps and retreats for teaching personnel, lay leaders and congregational members; develops curriculum materials and study courses and selects suitable textbooks and other educational material in collaboration with school administrators; organises and directs writing, editing and proof-reading of manuscripts; produces texts for use by specific target groups; liaises with regional counterparts to plan and assess curriculum materials; plans training schedules and co-opts suitable resource persons to assist with programmes; conducts training sessions for religious education teachers and church members, using audio-visual and other aids and employing appropriate teaching techniques; visits schools and/or churches to observe and evaluate teaching or training sessions and discuss problems; supervises activities of subordinate professional and ancillary staff; prepares budgetary estimates and evaluative reports; performs general administrative duties at religious education centres.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 5; SVP: 7*;
 TEMP: V, D, P, I, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S,L), 4(a,b,f), 5(a,b), 6a, 7a, 8(a,b,g);
 EC: 1(a,i,m,n);
 PH: 1a, 2a(P), 4, 5a.

12 CORPORATE AND SPECIALISED MANAGERS

121 DIRECTORS AND CHIEF EXECUTIVES
 Workers in this minor group direct the operations of organisations.

1210 DIRECTORS AND CHIEF EXECUTIVES
 Workers in this unit group formulate policies and plans for enterprises and organisations, direct managers and coordinate activities to ensure efficient functioning

1210.15 UNIVERSITY PRINCIPAL/College President

Administers and directs activities of higher education institution:

Serves as chairperson and/or member of various committees determining institution's policy; coordinates activities through subordinate supervisory personnel to ensure adherence to prescribed policies, student welfare and good

personnel and industrial relations practices; monitors activities of teaching and administrative staff periodically and provides assistance with problems; handles disciplinary matters; supervises academic developments such as introduction of new education programmes and physical developments such as plant expansion; co-ordinates preparation of institution's financial estimates; prepares and presents reports on institution's functioning and requirements to relevant bodies; liaises between local and external campuses and represents institution on government and other committees dealing with education issues.

May appoint sponsors and advisors for campus organisations, make recommendations on staff appointments, remuneration and study sabbaticals for faculty members

OCCUPATIONAL PROFILE

DPT: 117; ETD 7; SVP 8;
TEMP: V, D, P, I, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 1a, 2a, 4

1210.20 COMPANY DIRECTOR

Formulates or assists in formulation of policies for registered company:

Formulates company's philosophy and policies governing financial, administrative, personnel and other matters in collaboration with other Company Directors, specialist advisors and/or Managers; studies reports on company's activities and related matters; approves medium- and long-term objectives and ensures that systems are in place to optimise firm's operations; ensures that company's financial activities comply with statutory regulations and ethical principles; participates in selection of top management executives and determination of remuneration packages; grants approval for public dissemination of reports and documents; determines company's level of participation in public affairs.

May be designated according to level of responsibility; for example,
BOARD CHAIRPERSON, if engaged in coordinating activities of company board of directors to ensure policy implementation

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 5;
TEMP: D, J;
APT: G(P), V, N, Q;

INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a(P), 4.

1210.25 GENERAL MANAGER/ Chief Executive Officer

Directs, manages and coordinates activities to ensure efficient and viable operation of company:

Initiates plans and/or collaborates with managerial personnel to prepare strategic and development plans and objectives for organisation; studies documentation and makes recommendations to board of directors; analyses trends affecting organisation, sets targets and develops strategies; participates in board meetings to formulate plans and policies for proper management and functioning of organisation; implements board decisions through subordinate managerial staff and keeps board informed of decisions; reviews departmental status reports and performance audits, provides advice and initiates actions to create improvements and resolve problems; coordinates preparation of annual budgets and authorises major capital expenditure with board approval; represents organisation in negotiations; communicates with local and international agencies on related matters; assists in selection of senior managerial personnel; prepares and presents papers at local and international fora to present viewpoint of organisation; serves as member of regional and international associations.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 7*;
TEMP: D, P, I, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a, 2a(P), 4.

1210.30 HOTEL MANAGER

Directs, manages and coordinates operations of hotel to ensure efficient and profitable functioning:

Performs duties of MANAGER; meets with board of management to formulate policies and programmes for operation of hotel; monitors functioning of hotel through daily inspection tours and reports, and provides appropriate advice or initiates remedial action; checks takings and hotel occupancy rates and compares with budget and occupancy estimates to determine profitability of operations; handles correspondence; performs administrative functions pertinent to hotel operations; liaises with external organisations and maintains good business relationships

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 8;
 TEMP: V, D, P, J;
 APT: G(P), V, N, Q;
 INT: 7, 11;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 1a, 2a(P), 4

121 SPECIALISED MANAGERS (EXCEPT PRODUCTION AND OPERATIONS)

Workers in this minor group plan, organise, coordinate and control the activities of establishments, other than those related to production and operations.

1221 FINANCE AND ADMINISTRATION MANAGERS

Workers in this unit group direct, coordinate and advise on financial or administrative activities in private and government agencies under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

**1221.15 FINANCIAL COMPTROLLER/
Finance Manager**

Plans, organises and controls financial activities of organisation to ensure adherence to accounting principles and procedures and advises on financial matters:

Develops and implements accounting system to provide accurate records of organisation's assets, liabilities and financial transactions; coordinates activities of accounting department through senior accounting personnel to ensure that accounting procedures are maintained; recommends changes to accounting system, if necessary, to promote efficiency; ensures that organisation's assets are adequately insured against loss; prepares periodic financial statements to detail budget and financial position; collaborates with Auditor to conduct audit exercises and with other managerial personnel on financial issues; evaluates departmental proposals regarding expenditure on equipment or projects; advises company personnel on financial and related matters; liaises and corresponds with public and private agencies on financial issues; participates in wage negotiations on organisation's behalf; trains subordinate departmental staff in financial principles and techniques.

May examine daily bank balances to determine organisation's cash flow position

May be designated according to field of employment; for example, CAMPUS BURSAR, if engaged in organising and managing financial department of university.

OCCUPATIONAL PROFILE

DPT: 017; ETD: 6; SVP: 7*;
 TEMP: D, P, J, T;
 APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(S), 4f, 5(a,b), 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 3b, 4, 5a;

1221.20 LEGAL SECRETARY

Supervises administrative activities and prepares documentation in government legal department:

Plans work activities, assigns duties to subordinates and supervises work performance; prepares and circulates agenda and related documentation for technical meetings and takes minutes at meetings; conducts research and prepares reports and memoranda on specified legal and administrative matters; discusses reports at technical meetings and incorporates comments as necessary; prepares draft cabinet notes for submission by relevant Government Minister; serves as secretary to legal commission or similar body, if required, and makes synopses and extracts of statements of principle made in meetings, for incorporation in new or revised legislation; participates in conferences in government ministries on matters with legal bearing; investigates legal problems submitted by government departments and gives opinion or refers matters to appropriate division for further action; interviews members of the public and other personnel on matters relating to law reform and revision; schedules meetings and appointments for superior.

May be designated according to area of employment; for example,

LEGAL SECRETARY TO CHIEF JUSTICE
 DEPUTY LEGAL SECRETARY
 LEGAL SECRETARY, OMBUDSMAN'S OFFICE
 SECRETARY, LAW COMMISSION

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
 TEMP: V, D, P, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 1a(P), 2a(P), 3b, 4

1221.25 DIRECTOR OF CONTRACTS

Plans, directs and coordinates activities relating to purchase or sale of equipment, materials or services and award of contracts by government:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; consults with tenders board members to develop policies and procedures; implements board decisions regarding acceptance, rejection or amendments to tenders and disposal of unserviceable and/or surplus articles; develops methods for preparing and obtaining competitive bids and optimising sources of supply; liaises with major suppliers and contractors to exchange information on supply of goods and services; prepares and/or supervises preparation of tender documents, invitations to tender and related advertisements; confers with subordinate staff, departmental administrators and suppliers on matters concerning standardisation and specifications for goods and services; advises government officers and members of the public on tendering and contract matters; opens or witnesses opening of tender boxes and certifies validity of tenders received

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 7;
TEMP: D, P, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 1a, 3b

1221.30 SECRETARY, REGISTRATION, RECOGNITION AND CERTIFICATION BOARD

Coordinates and directs activities relating to registration, recognition and certification of trade unions:

Performs duties of **ADMINISTRATIVE SECRETARY**; directs processing of applications from trade unions for certification, to ensure adherence to stipulated procedures; prepares reports concerning applications, petitions and referrals for submission to Board; mounts hearings between Board and unions; conducts ballots and issues summonses and notices on behalf of Board; monitors and administers industrial relations charitable fund; performs audit of trade union records; prepares case submissions to Industrial Court in consultation with board chairman; represents Board at hearings, conferences and committees

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;
TEMP: D, P, J;

APT: G(P), V, N, Q;
INT: 7, 11;
PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 1a(P), 2a(P), 4, 5a.

1221.35 REGISTRAR, INDUSTRIAL COURT

Directs and coordinates work of departments of Industrial Court to ensure efficiency:

Coordinates activities of research, library, registry and accounts department of Industrial Court through subordinate supervisory staff to ensure efficient functioning; monitors expenditure of Court's funds to ensure proper utilisation; examines new collective bargaining agreements submitted to Court to ensure consistency with provisions of relevant Act; registers court judgements; issues memoranda of agreement to companies' negotiating teams and union officials; informs parties to collective bargaining agreements of objections to agreements and assists them to rectify problems; collects fines imposed by Court; issues certificates indicating non-compliance with compensation orders of Court for registration by High Court; furnishes copies of relevant documentation on request of appeal court; liaises with departmental heads and union officials on Court matters; trains registry staff in areas such as preparation of court orders and procedures for summoning witnesses to court; serves on interviewing panel to recruit research staff for employment

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 7;
PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 1a(P), 2a(P), 4, 5a

1221.40 MANAGER FINANCIAL INSTITUTION

Plans, organises and directs activities of financial institution to ensure efficient functioning:

Performs duties of **MANAGER** to direct and coordinate operations of institutions such as banks, trust companies, general finance companies and credit unions; develops, establishes and supervises application of financial and accounting procedures and practices to ensure achievement of corporate objectives; monitors cash flow position periodically and ensures maintenance of effective liquidity levels through matching of company needs, bank balances and deposits; develops internal control procedures for efficient and safe keeping of documents and

1222 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS

Workers in this unit group plan, direct and coordinate personnel and industrial relations activities of an organisation or enterprise under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1222.15 HUMAN RESOURCE MANAGER

Plans, directs and coordinates personnel management and industrial relations activities of organisation:

Formulates personnel policies of organisation; organises and develops systems for maintenance of personnel records; implements personnel policies relating to recruitment, selection, promotion and merit increases; serves on interviewing panel to select applicants for employment; organises orientation programmes to acquaint newly recruited staff with organisation's policies and procedures; directs industrial relations research to determine compensation scales for employees; analyses trade union proposals on wages and conditions of employment to prepare bargaining position during wage negotiations; supervises subordinate staff engaged in research and other activities to ensure efficient performance of duties; liaises with Financial Comptroller and other managerial staff to ascertain potential implications for company of accepting union proposals; negotiates terms and conditions of employment on behalf of organisation and monitors implementation of collective bargaining agreements; meets with union representatives and other industrial relations personnel to resolve grievances; represents company at conciliatory proceedings and disputes; conducts human resource audits to obtain personnel information regarding performance, age, educational achievements and years of service of employees; trains and advises subordinate departmental workers and other managerial staff on personnel and industrial relations matters.

May collaborate with professional and legal consultants to develop employment benefit schemes, advise government agencies on industrial relations issues and serve as member of company's board of directors.

May be designated according to level of responsibility; for example, GROUP PERSONNEL MANAGER if also engaged in designing and updating policy manual for organisation, coordinating personnel and industrial relations activities of subsidiary companies and supervising activities of subordinate Personnel and Industrial Relations Officers.

OCCUPATIONAL PROFILE

DPT: 017; ETD: 6; SVP: 6;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a, 4, 5a.

1222.20 TRAINING MANAGER

Plans, directs and coordinates establishment's training programmes to increase employee efficiency:

Performs duties of MANAGER; reviews company's organisational structure and defines responsibilities of subordinate professional, technical and supervisory personnel to ensure efficient functioning of establishment; examines job duties of company personnel to identify training needs; formulates training policies and prepares training programmes for employees in collaboration with other management personnel; develops manuals and testing and evaluation instruments and instructs subordinate staff in methodology and techniques of training; conducts training sessions for company employees, using lecture-demonstrations, manuals and audio-visual aids; devises appropriate evaluation techniques to determine effectiveness of training programmes; advises company personnel on training and related matters; serves on interviewing panel to select staff and prepares induction programmes for recruits.

May develop reference library for use by departmental staff.

OCCUPATIONAL PROFILE

DPT: 027; ETD: 6; SVP: 6;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 4.

1223 SALES AND MARKETING MANAGERS

Workers in this unit group plan, direct and coordinate sales and related activities for industrial or commercial organisations under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1223.10 SALES AND MARKETING MANAGER

Plans, directs and coordinates sales, distribution and related activities for industrial or commercial organisation by performing any combination of the following duties:

Performs duties of **MANAGER**; reviews pertinent publications, conducts market surveys and liaises with personnel of trade-related establishments to determine market conditions, develop new markets and ensure that sales figures are maintained or increased; liaises with production and senior management personnel to determine production capacity, prices and conditions of purchase and supply of products; advises relevant personnel on areas such as improvements in packaging and changes in raw materials; negotiates with product manufacturing subcontractors on factors such as price and supply time; liaises with advertising agency on pertinent matters and approves material before publication; fosters good customer relations.

May negotiate sales bids and contracts.

May be designated according to area of specialisation; for example,

CIRCULATION MANAGER, NEWSPAPERS

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6;

TEMP: D, P, J;

APT: G(P), V, P, Q;

INT: 7, 11;

PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 1a(P), 2a(P), 4

1223.15 IMPORT-EXPORT MANAGER

Plans, directs and coordinates import and export activities of organisation:

Performs duties of **MANAGER**; reviews trade literature and government publications to obtain information on import and export markets; confers with importers and exporters to discuss conditions of trade, terms of agreement and related matters; prepares and/or obtains documents required for export or import of products such as customs declarations, export and import licences and freight and insurance papers; arranges for receipt or payment of funds by letters of credit or bills of exchange; solicits advance orders from local and foreign buyers; liaises with production and marketing personnel to promote sales and ensure that orders can be met; arranges for transportation or receipt of goods.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 7;

TEMP: V, D, I, P, J;

APT: G(P), V, N, P, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 1a, 4.

1224 ADVERTISING AND PUBLIC RELATIONS MANAGERS

Workers in this unit group plan, direct and coordinate the advertising and public relations activities of an enterprise or organisation under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1224.15 PUBLIC RELATIONS MANAGER

Plans and conducts programme of activities to promote understanding between organisation and its publics and create and maintain favourable public image of organisation:

Performs duties of **MANAGER**; conducts or coordinates surveys designed to monitor public image of organisation; participates in design of material for public release; ensures distribution of promotional and informational releases, and coordinates implementation of promotional media campaigns; monitors press reports pertaining to organisation; organises media briefings and attends press interviews of other staff members to ensure adherence to established organisational policies; liaises with external publics important to company and maintains useful social contacts; liaises with advertising agencies and participates in implementation of corporate advertising campaigns; plans and attends organisation's functions, ensuring efficient operations and adherence to protocol; organises and participates in community and charity projects.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 5;

TEMP: V, D, P, I, J;

APT: G(P), V, S, P, Q, C;

INT: 11;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: 1a, 4.

1224.20 SALES MANAGER, MEDIA ADVERTISING

Plans and coordinates operations of advertising sales department of television station:

Performs duties of **MANAGER**; liaises with **Programme Director, Radio/Television Station** to develop saleable programme ideas, arrange adequate sponsorship and determine appropriate timing for transmission of programmes; negotiates contracts with agencies and individual clients and advises clients on advertising campaigns; vets contracts drafted by department prior to

submission for final approval; ensures correct allotment of commercial spots and arranges for compensation of clients if necessary

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 7;

TEMP: D, P, I, J;

APT: G(P), V, Q;

INT: 1, 11;

PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a, 4.

1225 SUPPLY, WAREHOUSING AND DISTRIBUTION MANAGERS

Workers in this unit group plan, direct and coordinate the supply and distribution activities and warehousing operations of an establishment or organisation under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments

1225.15 SUPPLY MANAGER/

Purchasing Manager

Plans, directs and coordinates purchasing and issue of supplies and materials by performing any combination of the following duties:

Performs duties of **MANAGER**; reviews departmental requests for procurement of materials or service to ensure adherence to purchasing policies and principles; examines purchasing documents and stock valuation reports prepared by departmental staff, to ensure accuracy; vets contract documents inviting bids from suppliers for purchase or service of items; serves on tenders committee to evaluate suppliers' ability to meet contractual obligations and award procurement contracts; terminates supply and procurement contracts in cases of unsatisfactory performance; visits port to resolve shipping problems and liaises with shipping companies to negotiate freight rates and container rental charges; authorises payment for supply and transport of materials; obtains information from suppliers to determine storage requirements; applies to relevant authorities for import licences.

May perform duties relating to storage of materials, prepare letters of credit for creditors and negotiate contract prices with tenderers for supply of materials or services.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 6;

TEMP: V, D, P, J;

APT: G(P), V, N, Q;

INT: 7;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 1a, 2a, 4.

1225.20 DISTRIBUTION MANAGER

Plans, organises and controls distribution activities of industrial establishment to ensure smooth and efficient flow of goods:

Performs duties of **MANAGER**; conducts detailed surveys and analyses sales estimates from marketing department to determine customer needs, buying habits and type and frequency of service demanded; determines inventory levels based on sales forecasts and other economic criteria and monitors and adjusts levels to maintain rapid turn-over of stock; sets up and monitors systems to process orders and ensure efficient delivery of stock; liaises with production department personnel regarding maintenance of adequate production levels; monitors in-house warehousing and customer storage facilities to ensure adherence to company requirements; determines transport rates and ensures economic use of transport vehicles and adequate maintenance of company vehicles; liaises with selected agencies to arrange for product distribution overseas.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 5;

TEMP: V, D, P, J;

APT: G(P), N, Q;

INT: 7;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2a, 3b, 4.

1225.25 WAREHOUSE MANAGER/Stores Manager

Directs and supervises warehouse operations to ensure implementation of storage and distribution procedures by performing any combination of the following duties:

Performs duties of **MANAGER**; establishes operational procedures and stores accounting systems and monitors their implementation to ensure that receipt, storage and issue of warehoused items are adequately handled; monitors stock levels and rate at which items are used to forecast stock requirements; tallies stock records with requisitions and contacts relevant departments to clarify discrepancies; liaises with personnel in purchasing, supply or transportation departments to request supplies and report erroneous deliveries; checks supplies received to ensure that items tally with stock requisitioned; monitors overstocking, and orders action to remedy situation and avoid wastage; orders condemnation or return to supplier

of expired and spoilt goods, following appropriate procedures; visits warehouses and storerooms to determine availability of space and ensure proper storage of stock and observance of adequate maintenance standards; enforces sanitation and safety regulations

May perform duties of **PURCHASING MANAGER** and advise on use of items in stock.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6;

TEMP: D, P, J;

APT: G(P), N, Q;

INT: 7;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 1a, 2a, 3b, 4.

1226 COMPUTING SERVICE MANAGERS

Workers in this unit group plan, direct and coordinate electronic data processing activities of an enterprise or organisation under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1226.10 MANAGER, ELECTRONIC DATA PROCESSING

Plans, directs and coordinates electronic data processing activities to provide efficient support systems and services:

Performs duties of **MANAGER**; confers with other managerial personnel to ascertain data processing requirements of organisation; plans work programmes and implements and maintains systems accordingly; reviews requests for additional data processing services and identifies impact on current and planned resources; evaluates new hardware and software technology and assesses applicability to organisation's requirements; coordinates selection, purchase, installation and use of computer hardware and software; develops and maintains systems and methods to ensure confidentiality and security of data.

May be designated according to area of specialisation; for example,

MANAGER, SYSTEMS DEVELOPMENT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6*;

TEMP: V, D, P, J, T;

APT: G(P), V, N, P, Q, K;

INT: 11;

PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2a, 3b, 4.

1227 RESEARCH AND DEVELOPMENT MANAGERS

Workers in this unit group plan, direct and coordinate research and development activities of a department, institute or establishment under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments

1227.15 DIRECTOR, RESEARCH AND DEVELOPMENT INSTITUTE

Plans, directs and administers activities of research and development institute:

Performs duties of **MANAGER**; directs research and development, teaching and/or training programmes of institute, ensuring conformity with prescribed policy; liaises with government representatives and personnel from external organisations to obtain funding for institute's research projects; coordinates regional or international project activities conducted locally; organises special programmes and projects, training workshops, seminars and conferences for discussion and evaluation of research issues; conducts research and provides professional consultative services to local, regional and international bodies; publicises activities of institute.

May perform duties of **UNIVERSITY LECTURER**.

OCCUPATIONAL PROFILE

DPT: 017; ETD: 7; SVP: 8*;

TEMP: V, D, P, J;

APT: G(P), V, N, Q;

INT: 11;

PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,l,m,n);

PH: 1a(P), 2a(P), 4.

1227.20 MANAGER, RESEARCH AND DEVELOPMENT

Plans, directs and coordinates research and development activities of establishment or department by performing any combination of the following duties:

Performs duties similar to those of **MANAGER**; formulates research methodology and programmes and directs execution of programmes through subordinate staff; initiates research to meet specific needs, solve problems and develop or modify products; monitors development and progress of research activities to ensure cost-effectiveness; evaluates research projects and makes recommendations to senior management personnel; gives technical advice to other managerial staff attached to establishment; conducts advanced research activities; ensures adequate storage and retrieval of data

OCCUPATIONAL PROFILE

DPT: 137; ETD: 7; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: ---

1228 EDUCATION, HEALTH AND OTHER SOCIAL SERVICES MANAGERS

Workers in this unit group direct and coordinate operations of education, health or other social service organisations under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1228.15 MEDICAL DIRECTOR/Medical Service Specialist

Plans, organises and directs work of professional and technical personnel engaged in performing medical and related activities:

Performs duties of SENIOR GOVERNMENT OFFICIAL; confers with professional and technical staff to ensure implementation of policies and procedures for care and treatment of patients; plans and directs activities of medical institutions or specialist medical divisions such as general and specialist hospitals, specialised laboratories, radiology, pathology and public health services; provides consultative services to professional and technical staff; performs specialised medical functions in professional field; conducts inspection tours of physical and medical facilities; recommends improvements and purchase of new equipment when required; collaborates with and other professional and administrative personnel on matters affecting function of medical institutions.

May assist in recruitment of medical staff and lecture on medical and health matters.

May be designated according to area of specialisation and level of responsibility; for example,
DIRECTOR, RADIOTHERAPY CENTRE
DIRECTOR, NATIONAL BLOOD TRANSFUSION CENTRE
HOSPITAL MEDICAL DIRECTOR
MEDICAL CHIEF OF STAFF

OCCUPATIONAL PROFILE

DPT: 114; ETD: 7; SVP: 8*;

TEMP: V, D, P, I, S, J;

APT: G(P), V, S, P, K, F, M, C;

INT: 11;

PD: 1a(S,L), 4(a,b,c,d,f), 5a, 6a, 7(a,c,f,g), 8(a,b,c);

EC: 1(a,i,j,m,n); 6d;

PH: 3b, 4.

1228.17 CAMPUS DEAN

Directs and coordinates activities of university faculty:

Coordinates departmental activities, including introduction of new courses and programmes within faculty, ensuring compatibility with overall plans for faculty development; monitors teaching, research and out-reach programmes; supervises Assistant Campus Deans and administrative staff attached to office; coordinates faculty's budgetary requirements and submits budget to university administration for grant of allocation; manages faculty accounts and authorises expenditures such as payment of tutorial staff and purchase of materials; represents faculty on committees dealing with matters such as staff recruitment, assessment and promotion, faculty requirements, finance and planning and related issues; liaises with faculty members and university administration to ensure coordination and assist in problem-solving; liaises with personnel from outside agencies to mobilise research funds for faculty and on other issues; ensures proper maintenance of faculty buildings and equipment; prepares reports on faculty activities.

May perform duties of UNIVERSITY LECTURER, in area of specialisation.

May be designated according to level of responsibility; for example,
UNIVERSITY DEAN, if engaged in directing and coordinating faculty activities of all of university's campuses.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 7; SVP: 8*;

TEMP: V, D, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: 1a(P), 2a(P), 4, 5a.

1228.19 DIRECTOR, EPIDEMIOLOGY CENTRE

Plans and directs activities of regional epidemiology centre:

Participates in policy discussions with staff at headquarters; directs centre's diagnostic, surveillance and training activities through senior administrative and scientific staff; oversees management of centre's finances; liaises with medical and health administrators of local, regional and international agencies to obtain financial contribu-

tions and exchange information on health services and statistics; provides technical guidance on improvement of health facilities; liaises with donor agencies to obtain special funding for service or research projects; reviews reports on country visits and research papers prepared by scientific staff for technical and procedural accuracy before submission to authorities or presentation at seminars; represents centre on various bodies; makes recommendations for recruitment of senior staff members and sits on selection committees to recruit other staff; ensures good staff relations and proper working conditions; ensures adherence to safety rules in laboratories and general areas; prepares annual work programmes and administrative reports

OCCUPATIONAL PROFILE

DPT: 117; ETD: 7; SVP: 8*;
TEMP: V, D, P, I, S, J;
APT: G(P), V, N, P, Q;
INT: 7, 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,k,l,m,n), 6b;
PH: 1a(P), 2a(P), 4.

1228.21 HEAD OF DEPARTMENT HIGHER EDUCATION INSTITUTION

Plans, organises and coordinates activities of academic department of university or college and performs lecturing duties;

Confers with colleagues, exchanges ideas and develops policies pertaining to departmental activities and direction, including introduction of new courses and programmes; arranges course schedules and assigns staff to conduct classes in collaboration with University Lecturers or College Instructors attached to department; serves on committees dealing with matters such as curriculum revision, course and degree requirements, staff recruitment and other academic issues; reviews employment applications, prepares short list of candidates and submits list to selection board; provides academic leadership and guidance to junior department members and monitors their research programmes; identifies sources of funds and liaises with appropriate agencies to mobilise research funds for use by department members; liaises with personnel of other university and college departments and organisations involved in similar activities; supervises department's administrative, clerical and technical staff; prepares and submits confidential reports on staff; reports on department's activities and requirements and budget; performs duties of UNIVERSITY LECTURER or COLLEGE INSTRUCTOR.

May be designated according to area of specialisation; for example,

TUTOR, EXTRAMURAL STUDIES, if engaged in performing duties such as planning, organising, coordinating and monitoring activities of university's extramural department

OCCUPATIONAL PROFILE

DPT: 117; ETD: 7; SVP: 7*;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n), 7c;
PH: 1a(P), 2a(P), 4, 5a

1228.23 PRINCIPAL, THEOLOGICAL COLLEGE/Rector, Seminary

Directs and coordinates educational, administrative and counselling activities at theological college or seminary:

Plans curriculum and prepares course outlines for ordination and/or laity training programmes in collaboration with lecturing personnel; selects and recruits suitable academic staff and co-opts resource persons to implement programmes at college or seminary; prepares teaching schedules for staff; liaises with students to discuss pertinent issues, projects and assignments; provides counselling services and/or confers periodically with counsellors and provides assistance when necessary; supervises students and members of academic, non-academic and ancillary staff; meets with academic and non-academic personnel to discuss matters such as training courses, physical facilities, and students' performance and suitability for church ministry; prepares students' reports for submission to governing body and recommends disciplinary action and/or acceptance or rejection of candidates for church ministry; prepares and submits annual progress reports to relevant authorities; meets with relevant personnel to determine budgetary requirements for submission to governing body and discusses financial concerns; attends meetings, delivers lectures and conducts and participates in seminars and missions locally and abroad; performs duties of THEOLOGY LECTURER in selected subject areas; oversees general maintenance of property and environs

May select and order reference texts and other material for library, assign specific duties to resident students, supervise in-house student committees and special outreach projects, serve as ex-officio member of various committees and organise development programmes for faculty members

OCCUPATIONAL PROFILE

DPT: 107; ETD: 6; SVP: 8;
TEMP: V, D, P, I, J;

APT: G(P), V, N, Q;
 INT: 10, 11;
 PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a(P), 4.

1228.25 DIRECTOR-PRINCIPAL, POST-SECONDARY EDUCATION AND TRAINING INSTITUTION

Plans, directs and coordinates activities of technical and vocational training institution by performing any combination of the following duties:

Plans and coordinates implementation of institution's programme of work in collaboration with subordinate supervisory and/or teaching staff; prepares class and examination time-tables; assigns staff to perform teaching and other duties such as counselling, department co-ordination and library supervision; supervises teaching, administrative and clerical staff; visits classrooms and other training areas periodically to supervise teaching activities and monitor adherence to curricula; conducts training sessions for staff and ensures development of training skills; counsels students and staff and liaises with parents and staff to solve students' problems; ensures maintenance of discipline; liaises with staff of other training institutions, government and private agencies and regional or international organisations to facilitate mounting of training programmes, placement of students in jobs and other related matters; represents institution on committees and at meetings, seminars and conferences; prepares financial estimates for institution in conjunction with accounting personnel and submits draft for approval; authorises expenditure to specified limits and ensures adherence to budgets; prepares recommendations pertaining to institution's staffing, training and space requirements; handles correspondence and supervises maintenance of records; liaises with and monitors activities, maintenance and security personnel; participates in staff recruitment; reviews and approves requests for use of institution's premises and facilities; lectures to service organisations and educational institutions on request; prepares confidential staff and administrative reports for submission to governing board or government ministry

May perform teaching duties and serve as external examiner for student teachers' examinations

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8*;
 TEMP: V, D, P, I, J;
 APT: G(P), N, Q;
 INT: 11;
 PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n);
 PH: 1a(P), 2a(P).

1228.27 CHIEF EXAMINER/Supervisor of Examinations

Supervises and coordinates activities of secretariat dealing with administration of national, regional and/or external examinations by performing any combination of the following duties:

Plans departmental activities, allocates duties to and coordinates and supervises work of subordinate staff to ensure efficient organisation and conduct of written and practical examinations; visits schools to ensure that theoretical and practical course work is in accordance with approved syllabuses; makes recommendations to governing council on appointment of Examiners and Moderators and conducts and/or arranges seminars for them on standards of competence and testing, and techniques of setting, marking and moderating papers; reviews question papers submitted by Examiners and Moderators to ensure accordance with prescribed syllabuses; selects personnel from teaching staff at schools to mark examination scripts; conducts seminars on proper procedures; organises receipt, printing and security of examination papers; ensures provision of suitable facilities and conduct of examinations in accordance with security standards and proper invigilation procedures; examines specific scripts and other examination material to ensure maintenance of proper marking standards; maintains liaison with examinations committees, boards and councils; circularises School Principals regarding syllabus changes and related matters; submits pass lists and compiles or supervises preparation of examination statistics for approval of governing body and arranges for prompt publication of approved results; makes arrangements for accommodation of Examiners where necessary and for their remuneration; prepares regular reports on examination standards and other data

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7;
 TEMP: D, P, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S,L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,b,i,m,n);
 PH: 1a(P), 2a, 4, 5a

1228.29 HEAD OF DEPARTMENT, TECHNICAL INSTITUTE

Organises, supervises and coordinates training activities of department in technical and vocational training institute:

Formulates departmental policy and advises superior on matters relating to curriculum, new course introduction, staffing, training and other pertinent matters; conducts research into technical and vocational issues as aid to development of departmental programmes and preparation of curriculum materials; supervises departmental staff, ensuring proper coordination of programmes; lectures to students in area of specialisation and arranges for guest lectures; monitors students' progress and maintains records of attendance and performance, liaising with other staff members as required; visits schools and business and industrial organisations to assess students' performance during on-the-job training, or practice teaching/training assignments; prepares departmental timetable, supervises and participates in preparation of examination papers and marking of scripts and ensures posting of results; determines and orders equipment and materials needed for department; maintains records and ensures proper maintenance and security in department; prepares departmental estimates in consultation with Bursar, Educational Institution and ensures that expenditure is within budgeted limits; liaises with personnel from other institutions involved in technical and vocational education; represents institute at meetings and seminars and on committees dealing with technical and vocational matters; prepares reports on departmental activities and confidential reports on persons supervised.

May be designated according to area of specialisation; for example,

HEAD OF DEPARTMENT, TECHNICAL TEACHER TRAINING

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 3e, 4(b,f), 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a, 4, 5a.

1228.31 PRINCIPAL, SCHOOL OF NURSING
Plans, directs and administers programmes and activities for school of nursing:

Develops standards, policies and procedures for administration of school of nursing, and monitors implementation of same; supervises and assists faculty members in planning and organising course material; correlates teaching methods with nursing practice on wards of hospital to ensure that students receive necessary experience to complete training; schedules time-table for lectures, block schemes, and clinical instruction; plans and organises

nursing procedure committees to keep abreast of latest developments in field of institutional nursing; arranges for additional training of professional nursing staff; prepares lectures and assists in teaching subjects prescribed in nursing school syllabus such as anatomy, physiology, public health, obstetrics and psychiatric nursing; counsels students on personal and academic matters.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

PD: 1a(L), 4f, 5(a,b), 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 1a(P), 3b.

1228.33 DIRECTOR, STUDENT ADVISORY SERVICES/Dean of Student Affairs

Directs and administers university or college student services and programmes by performing any combination of the following duties:

Coordinates administration of university or college halls of residence, off-campus housing, cafeteria, bookstore, sports facilities, and guidance and placement services; ensures student welfare and maintenance of discipline; counsels students on educational, vocational and other issues, referring to specialist counsellor if necessary; facilitates processing of immigration documents for foreign students; plans and administers orientation and social programmes for students in consultation with other staff members; prepares and circulates policies and regulations for student conduct to faculty, staff and students; appoints faculty sponsors for student organisations, and liaises with sponsors; serves as chairperson or member of student affairs committees and councils; develops job specifications for personnel directing or supervising students in extra-curricular capacity; administers student affairs budget and loan fund, referring requests for large sums to institution's finance committee; makes initial allocation of places in halls of residence to students, and/or approves off-campus housing; liaises with relevant administrative, technical and support staff and student representatives; supervises subordinate staff, preparing confidential reports and recommendations pertaining to promotion, training, discipline and related issues; prepares reports on departmental activities

May lecture to students in area of specialisation

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 4;

TEMP: D, P, I, J;

APT: G(P), V, Q;

INT: 10, 11
PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a, 4, 5a

1228.35 SCHOOL PRINCIPAL

Plans, coordinates and supervises activities of teaching, clerical and ancillary staff at primary-or secondary-level educational institution:

Liaises with School Supervisors, other supervisory personnel and/or parents to deal with matters such as student placement, examinations and discipline; prepares time-table to facilitate application of prescribed syllabuses; allocates staff and assigns students to classes; monitors and evaluates staff performance by liaising with subordinate supervisory staff, making personal observations, and/or scrutinising plans of work, report books and examination results; prepares staff evaluation reports for administrative purposes; addresses and counsels students, makes periodic rounds throughout school compound and takes measures necessary to maintain school discipline; supervises clerical personnel to ensure maintenance of records and preparation of reports and correspondence; administers school funds; prepares or approves requisitions and ensures proper use, storage and maintenance of equipment and supplies by establishing specific procedures; supervises and/or liaises with school security and maintenance personnel to ensure physical safety of staff and students and proper maintenance of grounds and facilities; establishes parent-teacher association; promotes extra-curricular activities with staff input to foster all-round development of students; plans and coordinates fund-raising activities to assist with school projects and liaises with parents and private and governmental organisations to facilitate implementation of same.

May teach students in area of specialisation, demonstrate teaching techniques represent school on various committees, participate in staff recruitment, purchase supplies and equipment and grant permission for use of premises.

May be designated according to level of responsibility; for example,
PRINCIPAL I/II

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 2a(P), 5a

1228.37 NURSING ADMINISTRATOR/Matron Plans, directs and coordinates hospital nursing services:

Plans and prepares duty rosters to ensure adequate staffing of units with nursing personnel to carry out basic and specialised nursing work; discusses night reports with Nursing Supervisor and/or Head Nurses and deals with problems where possible or refers situations to relevant authority for action; makes regular tours of duty to meet nursing personnel and perform spot checks to ensure proper care and treatment of patients and satisfactory working conditions; discusses problems and matters arising out of reports on patient care and treatment, and administration of institution with senior hospital medical and administrative personnel; meets with members of the public to discuss problems, maintains discipline and counsels and assists nursing staff; liaises with government departments, board of directors and/or other governing bodies concerning implementation of policies and operating procedures; adjusts and implements approved nursing programmes, transmits relevant policies and interprets implications to nursing personnel; participates in selection, orientation and in-service education of nursing personnel; prepares and forwards evaluation reports to departmental head or relevant authority; assists in preparation of budget proposals and deals with other administrative matters; participates in staff meetings and functions and institutes measures to ensure welfare of nursing staff; ensures good housekeeping of departments supervised and availability and maintenance of instruments and equipment in good working order; liaises with other health institutions to improve health care services to community.

May be designated according to position held and level of responsibility; for example,
NURSING ADMINISTRATOR I/II

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8*
TEMP: D, P, J, T;
APT: G(P), V, Q;
INT: 10, 11;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b

1228.39 PRINCIPAL, SCHOOL FOR THE HANDICAPPED/Principal, School for the Disabled

Plans, organises and coordinates educational programmes at institution for the disabled and supervises activities of teaching staff:

Performs duties of **SCHOOL PRINCIPAL**; interviews parents or guardians of handicapped students, assesses incoming students or refers them to specialist personnel for assessment to determine degree of disability and individual needs; adapts and modifies elementary school curriculum in collaboration with teaching staff to suit special needs of students; organises and/or conducts in-service training courses for newly-appointed staff members and trains them in methods of handling students with specific types of handicap and developing suitable individual and small-group tutoring programmes; organises supervision of students on arrival, during breaks and prior to departure; counsels parents and guardians of handicapped students, explaining nature of individual problems and advising on methods of treatment, care, education and rehabilitation; serves as resource person to visitors, research personnel and those involved in teaching and caring for disable persons; performs relevant administrative duties and teaching duties of staff members in cases of absence

May participate in case conferences to discuss problems affecting individual students, visit students' homes to arrange home training programmes, contribute articles to print media and address audiences on various aspects of special education

OCCUPATIONAL PROFILE

DPT: 127; **ETD:** 5; **SVP:** 7*;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 10, 11;
PD: 1a(L), 3e, 4(b,c,d,f), 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a.

1228.41 MANAGER, RESIDENTIAL CHILDREN'S INSTITUTION

Plans, administers and coordinates activities of residential institution for children:

Determines goals and objectives of institution in liaison with board of management; coordinates activities through subordinate supervisory personnel and ensures policy implementation; prepares institution's budget and estimates of expenditure for submission to board and authorises expenditure; liaises with School Principal and staff to solve problems pertaining to students and monitor their performance; interviews parents and relatives of residents and makes decisions with respect to home visits and related issues; counsels staff and residents with problems; organises and participates in in-service training sessions for staff; monitors vocational education programmes and other institutional activities periodically and remains on call for emergency situations; ensures maintenance of buildings and grounds in

good condition; liaises with staff of government and non-government departments and agencies on matters pertaining to institution and its residents; serves on related boards and committees; educates members of the public on institution's role and serves as liaison between institution and community; reviews personnel reports submitted by subordinate supervisory staff and prepares confidential reports; prepares administrative reports, including evaluation of staffing and training requirements, for submission to board of management

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 6*;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 10, 11;
PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,k,m,n);
PH: 1a(P), 4.

1228.43 MANAGER, YOUTH/VOCATIONAL CENTRE

Plans, directs and coordinates activities of centre providing vocational training to students, by performing any combination of the following duties:

Plans programme of educational, vocational, recreational and cultural activities in consultation with centre's advisory board or management team and representatives of student body; interviews students on entry to programme, obtains brief social history and prepares induction programme; interviews prospective staff members and recommends employment; supervises teaching, clerical and other categories of staff attached to centre, providing on-the-job training as required; visits classrooms and workshops to monitor adherence to specified curricula; observes students during training period and monitors progress, counsels those with problems and maintains contact with parents/guardians as required; holds general assemblies with students to impart information and counsel and motivate them on a group basis; monitors night-time activities of residential centres; organises graduation ceremonies, exhibitions of work, open days and other activities; assists youth groups affiliated to centre with programme implementation by obtaining services of resource personnel and monitors programme activities periodically; liaises with representatives of government departments, business firms and community organisations to obtain assistance and facilitate centre's operation; ensures that facilities and equipment are kept in good condition; prepares budgets and estimates of expenditure, reports on centre's activities and performs other related administrative duties

May be designated according to type of centre to which attached; for example,
MANAGER, LIFE CENTRE
SUPERINTENDENT, YOUTH/VOCATIONAL CENTRE
TRADE CENTRE SUPERINTENDENT
YOUTH CAMP DIRECTOR

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: V, D, P, I, J;
APT: G(P), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 1a(P), 2a(P)

1229 OTHER SPECIALISED MANAGERS

Workers in this unit group plan, direct and coordinate activities related to types of organisations, bodies or establishments other than those classified in the preceding unit groups of this sector

1229.15 INDUSTRIAL COURT PRESIDENT

Directs and coordinates judicial activities of Industrial Court:

Reviews collective bargaining agreements and ensures conformity of agreements with statutory requirements; confers with Industrial Court Members and Registrar, Industrial Court and provides advice on court matters; reviews cases pending hearing; determines procedures to be followed for expeditious and efficient dispatch of cases and directs parties accordingly; assigns Industrial Court Members to conciliate between parties and adjudicate on court matters; orders rehearing of cases in circumstances where judgement is not unanimous; participates in adjudication of trade disputes.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 7; SVP: 8*;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4f, 5(a,b), 6(a,b), 7(a,c), 8c;
EC: 1(a,i,j,m,n);
PH: 4, 5a

1229.20 STADIUM MANAGER

Plans, directs and coordinates activities related to stadium operations:

Meets with organisers of events to discuss details such as facilities, accommodation of patrons, equipment and conditions for use of stadium; approves applications for

use of stadium, informs clients and signs contracts with clients; meets with stadium and other relevant personnel to plan integrated operations in preparation for upcoming events; liaises with contractors and other personnel to ensure proper maintenance and security of buildings, grounds and equipment; makes periodic inspections of stadium to ensure efficient operation and recommends improvements where necessary; attends meetings with board of management and senior government personnel to discuss related matters; supervises staff attached to facility; maintains schedule of stadium engagements, prepares and submits budget proposals and manages and controls revenue and expenditure accounts; prepares annual reports for board of management.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 6;
TEMP: D, P, J;
APT: G(P), Q, V;
INT: 7;
PD: 1a(S,L), 3a, 4(b,d), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 2a(P), 3b.

123 SPECIALISED MANAGERS, PRODUCTION AND OPERATIONS

Workers in this minor group plan, organise, coordinate and control the production and operations activities of establishments engaged in manufacturing, physical and engineering sciences and public utilities.

1231 PRODUCTION AND OPERATIONS MANAGERS IN MANUFACTURING

Workers in this unit group plan, direct and coordinate the production activities of enterprises under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1231.10 PRODUCTION MANAGER

Plans and directs production activities of manufacturing establishment through subordinate supervisory staff:

Collaborates with other managerial personnel to plan production priorities and targets, operating budget and related matters; prepares production schedules to meet required deadlines and targets and implements operating procedures; monitors production to ensure adherence to budgets and targets and quality control, safety and sanitation standards; keeps abreast of relevant technology to apply up-to-date techniques to improve operations; gives technical advice to eliminate production problems; ensures availability of required raw materials.

May assist in plant design and selection of departmental personnel, train subordinate staff in production methods and techniques and serve on company team to negotiate terms and conditions of employment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;

TEMP: D, P, J;

APT: G(P), N, P, Q;

INT: 6, 7;

PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,f,i,k,m,n), 5a, 7d;

PH: 3b.

1231.15 TECHNICAL MANAGER

Plans, directs and coordinates activities of technical department of industrial establishment:

Performs duties of MANAGER; participates in formulation of plant policies and prepares related research and development programmes; evaluates competitive products and raw materials to be used in production process and advises purchasing personnel accordingly; advises production personnel on technical aspects of product manufacture and ensures that quality-control specifications are maintained; sets up or assists in setting up new equipment; visits customers and provides technical assistance concerning products; collaborates with foreign and local companies on technical issues, problems and technological development and organises training programmes for external personnel.

May assist in setting up new laboratories and collaborate with union representatives to resolve or effect settlement of grievances.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P, Q;

INT: 5, 7;

PD: 1a(L), 2a, 3a, 4(a,b,c,d), 5(a,b), 6(a,b), 7(a,f,d,g), 8(a,b,c);

EC: 1(a,b,i,k,m,n), 5a, 6(a,e), 7(a,b,c,d,e);

PH: —.

1231.20 OPERATIONS MANAGER, PETROLEUM REFINERY

Plans, directs and coordinates refinery operations to ensure maximum operating efficiency:

Inspects operating equipment and determines improvements and maintenance needed; recommends or implements corrective action and monitors operations to evalu-

ate performance; confers with engineering and other personnel to plan and execute shut-downs and maintenance activities; liaises with plant, maintenance, inspection and other personnel to coordinate production activities; issues or authorises issuing of *hot-work* permits; ensures maintenance of optimal stock levels for special materials and chemicals; monitors maintenance of operational records, charts and sample testing results to ensure accuracy

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;

TEMP: D, P, J;

APT: G(P), V, N, Q;

INT: 6;

PD: 1a(L), 2(a,b), 4f, 5a, 6(a,b), 7a, 8(a,b,c);

EC: 1(c,i,j,m,n), 5a, 6(a,b), 7(a,f,h);

PH: 3b.

1231.25 OPERATIONS SUPERINTENDENT, NATURAL GAS COMPRESSION

Develops, implements and monitors procedures for safe and efficient operations of platform gas compressors and ancillary equipment:

Plans and develops work programmes for platform operations, liaising with other departmental heads as required; ensures availability of supplies, allocates assignments, supervises work performance and ensures efficient and timely completion of work; prepares work specifications, bills of materials and cost estimates for jobs to be contracted and verifies and approves invoices for service contracts; ensures adherence to specifications for provision of support services such as catering, and marine and helicopter transportation; monitors application of company policies and practices relating to safety, financial, legal and other corporate matters; prepares departmental budgets and reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, Q;

INT: 5, 7;

PD: 1a(L), 4f, 5a, 6(a,b), 7(a,d,h), 8(a,b,c);

EC: 1(a,b,i,n);

PH: 3b

1231.30 POWER STATION SUPERINTENDENT

Supervises generation of electricity at power station to service transmission and distribution networks:

Performs duties similar to those of MANAGER; interprets and enforces company policies, standing instruc-

tions, safety rules and industrial agreements; schedules planned maintenance for plant and equipment to ensure reliable supply of electricity; plans outages and load-shedding to facilitate maintenance and repair activities; advises control personnel on operating status of generating unit; enhances power station capabilities by designing or modifying facilities and liaising with **Power Station Engineer** to ensure adherence to engineering principles and practice; reviews and assesses security measures within power station and introduces changes as necessary to ensure security of plant, equipment and property.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 7*;
TEMP: D, P, S, J, T;
APT: G(P), V, N, S, P, Q;
INT: 5, 7;
PD: 1a(L), 4f, 5a, 6a, 7(a,d), 8(a,b,e);
EC: 1(a,b,i,j,m), 2a, 5(a,b);
PH: 2a, 3b.

1231.35 QUALITY CONTROL MANAGER

Organises and coordinates quality control activities of industrial establishment to ensure adherence to manufacturing specifications:

Formulates quality control standards and objectives in accordance with manufacturer's specifications; develops testing and sampling methods to be utilised at various stages of production to monitor quality; advises company personnel on quality control matters; instructs and trains workers in quality and reliability principles and techniques; directs supervision of workers engaged in testing and inspection to ensure efficient quality control of products; reviews data prepared by subordinate staff to monitor attainment of standards; observes overall production procedures to detect quality control problems; collaborates with **Production Manager** and other managerial personnel to modify operating procedures; investigates customer and dealer queries on quality control issues and ensures that remedial measures are taken to solve related problems.

May coordinate activities of quality circles

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6;
TEMP: V, D, P, J, T;
APT: G(P), V, N, P, Q;
INT: 5, 11;
PD: 1a(S,L), 4f, 5(a,b), 6a, 7(a,c,g), 8(a,b,e);
EC: 1(a,i,m,n),
PH: 3b, 4a.

1231.40 PRODUCTION AND OPERATIONS MANAGER, FOOD AND BEVERAGE PROCESSING

Plans, directs and coordinates food and beverage production and processing:

Performs duties of **PRODUCTION MANAGER**; liaises with other managerial personnel with respect to purchasing of crops, produce, livestock, or other raw materials and examines same for quality and freshness; supervises cleaning, treating and processing of edible products.

May be designated according to area of specialisation; for example,

DISTILLERY MANAGER
FACTORY MANAGER, LIQUOR PRODUCTION
PRODUCTION MANAGER, POULTRY PROCESSING PLANT
PRODUCTION MANAGER, SNACK MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
TEMP: D, P, J;
APT: G(P), N, P, Q;
INT: 6;
PD: 1a(L), 2a, 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,e);
EC: 1(a,f,i,k,m,n), 5a, 6a, 7(b,c,d);
PH: 3b.

1232 PRODUCTION AND OPERATIONS MANAGERS IN PHYSICAL AND ENGINEERING SCIENCE AND RELATED FIELDS

Workers in this unit group plan, direct and coordinate the construction, resource exploitation and engineering related activities of organisations under the broad direction of the directors and general managers of their establishments and in consultation with managers of other departments.

1232.15 DIRECTOR, WATER RESOURCES AGENCY

Plans, directs and coordinates activities of water resources agency:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; initiates and supervises programmes for collection, analysis and dissemination of hydrological data; liaises with user agencies in private and public sectors to ensure that requirements are met; carries out hydrological studies, utilising data on factors such as rainfall, evaporation, surface and ground water flows, sedimentation and pollution; analyses data for presentation in various forms such as charts, graphs and maps and indicates relationships to water supply, irrigation and

flood control; collaborates with personnel responsible for winning, purification and distribution of water; prepares engineering designs for water-related structures delineating specifications relevant to award of contracts

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 7; **SVP:** 7*;
TEMP: D, J, T;
APT: G(P), S, P, Q;
INT: 2, 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,b,i,m,n), 4a, 7(c,d,h);
PH: 3b.

1232.17 CONTRACTS MANAGER

Coordinates activities of, and supervises one or more construction projects to ensure profitable and efficient implementation:

Reads drawings and specifications to become acquainted with projects and provides information requirements to consultant professionals as project progresses; supervises **Construction Managers**, monitoring projects, reviewing progress reports and giving technical advice; ensures availability of funding for project; authorises or vetoes requisitions and payment authorisations made by **Construction Managers**; checks nominations of sub-contractors and recruits or assists in recruitment of direct sub-contractors supervision of site personnel; carries out occasional site inspections

May assist in drawing up project programmes and assessing project costs and recommend disciplinary action or promotion.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 8*;
TEMP: V, D, P, J;
APT: G(P), V, N, S, P, Q;
INT: 5, 7;
PD: 1a(S,L), 4f, 5a, 6a, 7(a,b,d), 8(a,b,g);
EC: 1(a,b,i,m,n), 5a, 6(f,h), 7(c,d,h);
PH: 1a, 2a, 4.

1232.19 EXPLORATIONS MANAGER

Directs and coordinates exploration activities to maximise discovery of new oil and gas reserves:

Performs duties of **MANAGER**; evaluates work programmes and proposals submitted by section heads in exploration group, determines their validity and makes and submits recommendations where required to board of directors for final approval; approves short and long-term plans for departments supervised, in consultation with

department heads; monitors exploratory activities to ensure that expenditure is kept within budget allocations; participates in negotiations with joint-venture partners on behalf of company; monitors activities to protect company's interest and advises company's legal staff on technical requirements of contracts and other agreements; identifies new technological developments in oil exploration to improve efficiency and cost-effectiveness; bids for new acreage and negotiates leases; plans, organises and conducts periodic meetings on joint venture and oil exploration activities and participates in annual review meetings with board of directors.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 8*;
TEMP: D, P, J;
APT: G(P), V, N, S, P, Q;
INT: 2, 11;
PD: 1a(S,L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,d,g), 8(a,b,g);
EC: 1(a,b,i,m,n), 6h, 7(d,h);
PH: 3b.

1232.21 OPERATIONS MANAGER, PETROLEUM INDUSTRY

Directs, controls and coordinates drilling, production and other related activities to ensure maximisation of crude oil and gas production:

Performs duties of **MANAGER**; determines operational targets in consultation with subordinate managers; interprets reservoir recovery reports and projects and makes recommendations to management; vets budget proposals of operations group for feasibility and monitors projects to ensure timely implementation; plans labour force and production activities to maintain safety and efficiency; keeps abreast and evaluates new areas of technology; ensures compliance with policy and procedures regarding award of contracts and employment of contractors

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 8;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2, 11;
PD: 1a(S,L), 3a, 4(a,b,f), 5a, 6(a,b), 7(a,b,c,d,e,f,g), 8(a,b,g);
EC: 1(a,b,i,m,n), 5(a,b), 6(a,b,h), 7(d,h);
PH: 3b

1232.23 DRILLING AND WORKOVER MANAGER, PETROLEUM INDUSTRY

Directs, supervises and coordinates oil well drilling and related activities:

ensure that work is progressing according to schedule and specifications; provides technical advice to subordinates; controls expenditure to ensure economic and effective use of resources; prepares financial and operational progress reports for record and control purposes; represents organisation on committees relating to programmes and projects

May participate in training programmes for technical staff and approve bills for payment.

May be designated according to area of specialisation; for example,

BRIDGES SUPERINTENDENT
BUILDING SUPERINTENDENT
DRAINAGE SUPERINTENDENT
ROADS SUPERINTENDENT
WORKS SUPERINTENDENT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;
TEMP: D, P, J;
APT: G(P), V, N, S, P, Q;
INT: 5;
PD: 1a(L), 4f, 5a, 6a, 7(a,b,c,d,e), 8(a,b,e);
EC: 1(g,i,n), 5a, 6(b,h), 7(c,d,h);
PH: 3a.

1233 PRODUCTION AND OPERATIONS MANAGERS IN TRANSPORT AND COMMUNICATIONS

Workers in this unit group plan, direct and coordinate transport and communication activities under the broad direction of directors and general managers, in consultation with managers of other departments.

1233.15 DIRECTOR, TELECOMMUNICATIONS

Plans, organises and directs activities of telecommunications unit:

Performs duties of SENIOR GOVERNMENT OFFICIAL to ensure efficient national radio frequency management; organises and develops monitoring system for telecommunications operations, and ensures conformity with applicable national and international laws and regulations; interprets applicability of laws and regulations to local operations and advises on granting of licences and concessions; liaises with international agencies and attends meetings and conferences; serves on various telecommunications bodies and conducts proceedings in accordance with telecommunications legislation; represents government on relevant boards; ensures preparation of annual estimates for department and controls expenditure; performs other related work.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8*;
TEMP: D, P, J;
APT: G(P), V;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7a, 8e;
EC: 1(a,i,m,n);
PH: 1a, 2a, 4.

1233.17 PORT MANAGER/Marine Manager

Plans, directs and coordinates port and marine activities to ensure adherence to company policy and efficiency of port and marine operations:

Performs duties of MANAGER; coordinates activities through subordinate supervisory personnel, providing technical advice as required; monitors activities such as vessel movement and cargo handling and storage to ensure adherence to approved standards, policies and safety practices; coordinates maintenance of port, marine facilities, craft and equipment; directs and supervises chartering of vessels; represents company in negotiations with labour unions; keeps abreast of international developments in marine management.

May negotiate contracts with shipping companies, importers, exporters and other clients.

May be designated according to area of employment; for example,
PORTMANAGER, FERRY AND MARINE OPERATIONS
PORT MANAGER, TECHNICAL OPERATIONS

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 8*;
TEMP: V, D, S, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,e);
EC: 1(a,b,i,m,n);
PH: 1a, 2a, 4.

1233.19 MANAGER, AIRPORT SERVICES

Organises, directs and controls passenger, ramp and baggage services at airport to ensure proper customer service:

Performs duties of MANAGER; reviews performance of assigned airport units on continuous basis to evaluate suitability of existing passenger/ramp service infrastructure and ensure adherence to established policies, procedures and systems; establishes modifications in systems accordingly and as indicated by recommendations from section heads; liaises with government and industrial

agencies regarding company operations at airport, identifies areas of potential dispute with these agencies and initiates corrective action; deals with non-routine complaints from passengers and other agencies and establishes mechanisms to reduce incidence of passenger discomfort and disturbance.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;

TEMP: V, D, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 1a, 2a, 4.

1233.21 HEAD, AIRLINE OPERATIONS CONTROL

Administers assigned sections of flight operations control department to promote in-flight safety of aircraft and ensure adherence to commercial schedules:

Performs duties of **MANAGER**; monitors operational constraints and problems as member of scheduling and planning committee; analyses schedules to determine potential constraints to operations, such as adequacy of airfield length at proposed ports of call; coordinates services to ensure attainment of schedules and, in event of disruption, takes action to bring schedule back into operation expeditiously, in accordance with guidelines on safety, cost efficiency and passenger service policies; ensures full briefing of staff in system, ensures that they monitor flight plans and receives briefings from them on upsets in system; takes appropriate action through subordinate managerial staff on matters such as flight consolidation and changes in schedule; ensures that schedules run as published and vets changes; reviews daily operations, noting factors such as adherence to schedules, and evaluates delays to determine avoidability; analyses statistics, and makes recommendations and takes action to eradicate avoidable delays and solve related problems; monitors changes in airways and relays information regarding effect on slot times of airline; takes action to optimise fuel use.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 8*;

TEMP: V, P, J;

APT: G(P), V;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,c);

EC: 1(a,i,k,m,n);

PH: 1a, 4.

1233.23 CHIEF TRAFFIC ENGINEER

Prepares, implements and monitors traffic management plan for control of public and private transportation:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; directs investigative surveys carried out by subordinate field officers; synthesises data such as road capacity, vehicle count reports and projections of volume and size of vehicles using roadways and bridges; develops plans and facilities for making maximum use of existing road facilities and for modifying conditions to relieve traffic congestion and promote safety; plans and ensures implementation of experimental routing and control systems, analyses results of experiments and comments from motoring public; compiles reports delineating proposed road facilities and traffic systems; liaises with other organisations involved in traffic management such as police department and road safety association, and with legal department to advise on drafting of laws and regulations relevant to traffic control; analyses expected effects of proposed land use changes on traffic circulation; maintains and updates traffic records and flow patterns for all areas; prepares public information releases to encourage cooperation of motoring public for safe and congestion-free driving.

OCCUPATIONAL PROFILE

DPT: 037; **ETD:** 6; **SVP:** 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P;

INT: 11;

PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,b,d,e), 8(a,b,c);

EC: 1(a,b,i,m,n), 7(a,c,h);

PH: 2a, 3b.

1233.25 DIRECTOR OF CIVIL AVIATION

Plans and directs activities of civil aviation division:

Performs duties of **TECHNICAL SUPERVISOR**; participates in development and implementation of national laws and procedures relating to civil aviation activities, based on international standards; disseminates aeronautical information to airline and traffic control authorities operating locally and internationally; ensures compliance with regulations governing licensing of Pilots, Flight Engineers and Aircraft Maintenance Engineers; approves applications for registration of local aircraft; ensures availability of aeronautical charts for use by divisions; monitors maintenance of locally-registered aircraft and telecommunications and air navigation equipment to ensure adherence to acceptable standards and recommends remedial action where necessary; investigates aircraft accidents, prepares reports and takes preventative or other action; ensures provision of alerting

services for air search and rescue operations; coordinates activities of technical and clerical staff; represents government on local bodies and at national and international conferences; participates in training and rating of **Air Traffic Controllers**.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;
TEMP: D, P, J, T;
APT: G(P), V, P, Q;
INT: 11;
PD: 1a(S,L), 3a, 4(b,f), 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b.

1233.27 AIRPORT MANAGER

Manages, coordinates and monitors activities concerned with safe and efficient operation of airport:

Supervises activities of maintenance personnel to ensure that systems are in order; conducts inspections of ramps and runways to determine repairs, replacements or improvements required; liaises with personnel of government divisions operating at airport to ascertain needs; plans airline schedules to avoid congestion on airfield and at immigration and customs areas; meets with airline personnel to ensure provision of safe and proper service to customers; ensures adequate security of airport terminal; develops and coordinates simulated exercises to prepare emergency agencies such as Red Cross and fire and police services to handle airport disasters; monitors passenger flows and activities of concessionaires and recommends changes and improvements to increase efficiency; oversees ground transporta exercises; arranges for visits and tours of airport; handles correspondence from international agencies, regarding airport matters.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;
TEMP: D, P, J, T;
APT: G(P), V, P, Q;
INT: 7, 11;
PD: 1a(S,L), 2a, 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,k,m,n), 5(a,b);
PH: 3b.

1233.29 HEAD, AIRLINE TRAFFIC PLANNING AND SCHEDULING

Coordinates development of traffic plans and commercial schedules to facilitate implementation of marketing plans:

Performs duties of **MANAGER** to direct operations of units supervised; coordinates schedule research and route planning studies, analyses information and revises oper-

ating schedules to produce optimum results; ensures maximum exposure and timely insertion of company commercial schedules in world airline guides and other trade publications; collates feedback and publishes airline schedule integrity and on-time performance reports; ensures that airline scheduling committees and coordination committees are provided with data on passenger traffic projections and flights; coordinates activities of assigned units with those of other company units to resolve problems; drafts charter contracts, revises related procedures and assists in determining charter prices to be applied.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7;
TEMP: D, J, P;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4, 5a.

1233.31 SYSTEMS MANAGER, FLIGHT OPERATIONS

Directs operations of assigned units to ensure efficient use of flight crews:

Performs duties of **MANAGER** to direct operations of units supervised; liaises with fleet managers to develop and disseminate standards for flight crew performance and ensure safety and compliance with government regulations; formulates recruitment standards for cockpit crews and ensures adherence to these; participates in evaluation projects for existing fleet and future acquisition programmes; ensures maintenance of accurate crew-scheduling systems and provision of related information for personnel and payroll departments; ensures preparation and distribution of operations manuals; advises on matters related to cockpit crew negotiations and participates in negotiations if necessary; liaises with personnel involved in technical operations cost control studies to optimise utilisation of cockpit crew and reduce quantity and cost of fuel uplifts.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 6; **SVP:** 7*;
TEMP: D, P, I, J;
APT: G(P), V, S, P, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 4.

1233.33 TRAFFIC MANAGER, BUS SERVICE Plans, organises and directs activities of traffic department in bus station:

Performs duties of **MANAGER**; prepares plans and programmes of action for present and projected traffic needs; plans new bus routes and reviews existing passenger operations, facilities and schedules to determine adequacy and viability of service; performs network analyses for schedule development, including routing of buses within network and formulation of schedules to meet existing and expansionary projects; determines serviceability of routes with respect to accommodation of suitable types of buses, wear and tear on units and passenger safety; coordinates implementation of surveys to monitor factors such as topography of route areas, type and size of bus to be utilised on route and population to be served; handles accident investigations and licensing and insurance matters; evaluates existing fare structures and ticket systems and prepares proposals for fare increases; ensures smooth operations in department and assists in solving problems; carries out periodic inspection tours to monitor network operations; liaises with individual customers and consumer groups; performs other related duties.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;
TEMP: D, V, P, J;
APT: G(P), V, S, P;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a, 4.

1233.35 PORT CAPTAIN

Coordinates port operations to optimise safety and efficiency and expedite movement of ships in and out of port:

Performs duties similar to those of **MANAGER**; prepares and updates daily port plan; liaises with departmental heads and port users to schedule vessel traffic movement and anticipate and plan for cargo changes; monitors port operations to ensure adherence to harbour operating and cargo handling procedures; recommends changes to reduce delays and increase port efficiency and safety; coordinates port activities such as assignment of launches, tugs and other equipment and agency services; develops and recommends plans for personnel requirements to meet operational needs of port; supervises and coordinates activities of subordinate staff and gives technical advice; advises company and ships' staff on marine structures, pilotage requirements and navigational aids; liaises with ships' staff on berthing, discharging and loading arrangements; institutes and ensures adherence to measures for prevention and control of marine pollution; coordinates response to emergencies and ensures availability of equipment.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;
TEMP: V, D, P, J;
APT: G(P), V, S, P, Q;
INT: 11;
PD: 1a(L), 2(a,b), 4f, 5a, 6a, 7(a,d,e), 8(a,b,c);
EC: 1(c,i,n), 6a, 7h;
PH: ---.

1233.37 MARINE SUPERINTENDENT/ Marine Superintendent, Planning

Develops plans and programmes for ships' movement in harbour and coordinates activities to ensure safe and efficient cargo handling:

Plans and schedules movement of ships in harbour and coordinates activities through subordinate supervisory personnel to ensure expeditious loading and unloading of ships; updates port and transshipment information indicating vessels in port, activity and expected times of arrival of other vessels; deals with queries regarding vessel movement and port operations and supplies information on new developments; advises company personnel on vessel size, capabilities, limitations, cargo lines and tank preparation; communicates with relevant internal departments and external agencies to improve and regulate cargo handling; ensures observance of precautions necessary for ships arriving with dangerous cargo; supervises investigation of shipboard contamination and prepares related reports; advises port management personnel of extraordinary incidents, operations, accidents and other matters; makes recommendations on maintenance repairs and upgrading of harbour and terminal facilities; prepares recommendations relating to work performance, disciplinary action and other personnel matters for subordinate staff.

May supervise line handling, boat and tanker operations, oversee transportation of materials and supplies to offshore installations and maintain records to guide preparation of ship and ensure safe handling of cargo.

OCCUPATIONAL PROFILE

DPT: 037; **ETD:** 6; **SVP:** 7*;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(c,i,m,n), 6b, 7(a,b,h);
PH: 4.

1233.39 MARINE SUPERINTENDENT, ENGINEERING

Plans, directs and coordinates activities relating to operation, maintenance and repair of marine vessels:

Monitors performance of senior staff of ship to ensure adherence to standards; arranges and attends ship performance reviews on board ships; ensures implementation of planned programme of maintenance and repair for marine vessels and proper record-keeping; arranges for emergency repairs and classification surveys; monitors frequency of breakdowns and surveys to ensure maintenance of vessels in seaworthy condition and in required registration class; inspects machinery and equipment of vessels to determine extent of repairs needed; prepares list of repair requirements; prepares specifications for supply of equipment, materials and repair of vessels; advises on and prepares technical specifications for building of new ships or second-hand purchases; visits shipyards in trading areas, evaluates tenders and recommends appropriate shipyard; oversees vessel repairs in local or foreign dry docks to ensure economic and expeditious repair of vessels; provides guidelines to senior staff of ship with respect to safety and good engineering practice; ensures that fire-fighting, safety and pollution-control equipment on board vessels is maintained and that personnel are familiar with their operation; coordinates environmental protection emergency-response programmes; liaises with fuel suppliers to ensure that supplies accord with international specifications and ensures that vessels are sufficiently fueled for voyages; monitors marine stores to ensure that adequate stock of spares and that accurate stock control records are kept; performs other administrative duties similar to those of **MANAGER**.

May be designated according to area of employment; for example,
MARINE CRAFT SUPERINTENDENT
TECHNICAL SUPERINTENDENT, SHIPPING

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;
TEMP: D, P, J;
APT: G(P), V, N, P, Q;
INT: 2;
PD: 1a(L), 2a, 3c, 4(a,b,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,b,i,n);
PH: —.

1233.41 SUPERINTENDENT, PORT SERVICES/Marine Master

Manages activities of small tankers and dry-cargo vessels supplying foreign markets:

Develops plans and makes technical recommendations relating to chartering of vessels, terminal operations, cargo handling, vessel utilisation and performance, dry docking, agency activities, pollution control and other

matters, to ensure expeditious handling of ships and solution of problems; provides vessels with voyage instructions and ensures that charter commitments are fulfilled; ensures that vessels are equipped, manned and operated safely in accordance with registration requirements; liaises with other sections of division and outside agencies as required; maintains up-to-date area port information; conducts periodic terminal inspections to improve safety and efficiency; administers agency and ships' disbursement services; appoints agents where appropriate; administers bunkering operations; coordinates crew reliefs and informs personnel department of personnel requirements and problems; supervises activities of subordinates in department; prepares reports on activities of section and recommendations relating to work performance, disciplinary action and other matters; represents company in industrial relations matters.

May initiate negotiations with brokers and owners of vessel charters, and undertake special assignments related to port operations locally and abroad.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 7*;
TEMP: V, D, P, S, J;
APT: G(P), V, S, Q;
INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,m,n), 7h;
PH: 4.

1233.43 MANAGER, TELECOMMUNICATIONS Manages telecommunications department or unit by performing any combination of the following duties:

Performs duties of **MANAGER**; applies telecommunication agreements, regulations and recommendations of international and other organisations; visits assigned departments and monitors operations through subordinate supervisory personnel; ensures constant upgrading of operating systems and performance; ensures adherence to deadlines and maintenance and repair schedules; analyses data such as logs and computer print-outs and scrutinises reports prepared by subordinates to ascertain problems, analyse performance trends and take appropriate action; analyses need for setting up, upgrading or moving of major equipment and/or installations and facilitates implementation; assists subscribers with major problems; coordinates implementation of special projects.

May develop, negotiate and ensure administration of rates and tariffs.

May be designated according to area of work; for example,

MANAGER CUSTOMER SERVICES AND TRAFFIC OPERATIONS

MANAGER, TELECOMMUNICATIONS TELEPHONE INSTALLATION SERVICE CENTRE

MANAGER, TELEPHONE REPAIR SERVICE BUREAU

MANAGER, TELEPHONE NETWORK OPERATIONS

MANAGER, TELEPHONE NETWORK STAFF

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6*;

TEMP: D, P, J;

APT: G(P), V, S, P, M;

INT: 11;

PD: 1a(S,L), 4(b,D), 5a, 6a, 7(a,c,g), 8(a,b,e);

EC: 1(a,i,k,m,n);

PH: 4.

1233.45 MARINE OPERATIONS SUPERINTENDENT

Coordinates and supervises port operations to ensure execution and modification of daily port schedule:

Communicates directly or indirectly with ships to transmit berthing information and cargo details and obtain information about matters such as expected time for unloading ballast and discharging slops; informs department of arrangements made and sequence of cargo loading; relays information to terminal control regarding loading rate; ensures that equipment meets port safety requirements; inspects ships to determine suitability for nominated cargo; issues acceptability certificates as necessary; inspects vessels and submits reports on their condition; investigates and reports on cargo contamination and mishaps aboard vessels; supervises staff involved in cargo-handling activities; recommends changes and improvements to reduce delays and increase efficiency, safety and general working conditions in port; reviews and advises on marine structures, pilotage requirements and navigational aids; schedules routine maintenance of vessels and navigational aids; mediates in industrial grievances and serves as liaison between subordinates and senior administrative personnel; trains personnel as required; submits periodic reports on port operations.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6*;

TEMP: D, P, M;

APT: G(P), V, P, Q;

INT: 5;

PD: 1a(L), 2(a,b), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,k,m,n), 4a, 6a, 7h;

PH: —.

1233.47 ASSISTANT POSTMASTER GENERAL

Plans, directs and coordinates activities of department of general post office:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; determines requirements for development and efficiency of postal facilities and ensures preparation of long- and short-term plans; interprets international postal union policies and ensures implementation of new procedures; determines new delivery routes and schedules; makes recommendations for re-organisation and management of postal operations; approves public relations material for dissemination of information; ensures provision of adequate staff to suit demands of postal service.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 8*;

TEMP: D, P, J;

APT: G(P), V, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,e);

EC: 1(a,b,i,m,n);

PH: 1a, 2a, 3b, 4.

1233.49 TRANSPORT COMMISSIONER

Directs and coordinates activities of transport division, according to established policies and procedures:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; interprets and administers motor vehicle laws and ordinances and ensures enforcement through subordinate officers; sets up and monitors machinery for collection of revenues; directs work of subordinates engaged in conducting of driving tests and inspection of vehicles for licensing and road-worthiness; deals with special cases such as reinstatement of cancelled permits or appeals from unsuccessful applicants for driver's permits and vehicle registration; ensures response to police inquiries regarding drivers' permits and vehicles; monitors compilation of motor vehicle statistics to verify accuracy, analyses data to determine trends and authorises publication; liaises with **Chief Traffic Engineer** to make recommendations for amendments to traffic laws and regulations; visits traffic sites periodically to observe operation of traffic aids such as roundabouts, one-way streets and traffic lights, and assesses effects on traffic flow; ensures proper installation and functioning of highway safety aids

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7*;

TEMP: D, P, J;

APT: G(P), P, Q;

INT: 7, 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,m,n), 5a, 7(a,b,c,h);
PH: 2a, 3b.

1233.51 MANAGER, CARGO HANDLING

Plans, directs and coordinates cargo-handling activities and supervises staff attached to department:

Ensures adequate supply of workers and equipment for handling cargo and checks related documents prepared by subordinate staff; plans work programme for loading and unloading of cargo and prepares roster for staff handling cargo; arranges for movement of cargo from terminal to warehouse to facilitate delivery to customers; makes recommendations for improvements to facilities to senior management personnel; communicates with destination stations prior to despatch of cargo requiring special handling; instructs **Shipping Clerks** to conduct searches for missing cargo items; deals with customer queries relating to lost and damaged cargo and other matters; liaises with other management personnel on maintenance, warehousing, cargo-handling and related matters; secures valuable items for delivery to consignees; trains subordinate workers; prepares and administers departmental budget.

May perform duties of **SHIPPING CLERK**.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 7; **TEMP:** D, P, J;
APT: G(P), V, Q;
INT: 7;
PD: 1(a[L],b,c), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n), 5a;
PH: 3b, 4.

1239 OTHER PRODUCTION AND OPERATIONS MANAGERS

Workers in this unit group plan, direct and coordinate the activities of cultural and other enterprises which are not included in preceding unit groups.

1239.15 PROGRAMME DIRECTOR, RADIO STATION

Supervises and administers programming department in radio station:

Performs duties of **MANAGER**; administers operations of programming department, ensuring cost control and maintenance of broadcasting standards; conceptualises and develops programming ideas and supervises implementation of ideas developed by staff; monitors station broadcasts and investigates errors made on air; liaises

with international and regional broadcasting organisations to facilitate programme exchange, and with relevant government agency to request variations in programming agreements; administers company policy regarding political broadcasting and arranges necessary broadcasts; supervises arrangements for special broadcasts, obtaining broadcasting rights and recruiting staff as necessary; negotiates with overseas suppliers to arrange prices and contracts for programmes; liaises with sales department to promote marketing of programmes.

OCCUPATIONAL PROFILE

DPT: 017; **ETD:** 6; **SVP:** 7;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,k,m,n);
PH: 4, 5a.

1239.20 ZOO CURATOR

Plans and directs activities of zoo:

Organises and supervises work of staff and arranges for training in animal care and zoo maintenance; designs and supervises construction of cages and enclosures for exhibits; arranges for collection, exchange and/or purchase of exhibits; engages in field work to identify sources of plant and animal specimens and animal food, and research animals in natural habitat; ensures proper care and feeding of animals; supervises landscaping of grounds; conducts zoological research programmes; lectures to interested parties on zoo and its exhibits; disseminates information on zoo-related conservation; compiles and maintains records of exhibits; attends to correspondence; approves expenditures; provides input into estimates of expenditure and prepares annual reports; participates in labour negotiations on behalf of employer; advises relevant authority on contemporary zoo management.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6;
TEMP: V, D, P, S, J;
APT: G(P);
INT: 2, 3;
PD: 1(a[L],b,c), 2a, 3(a,b,c,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,b,d,e,f,g), 8(a,h,c), 10;
EC: 1(c,f,i,j,k,n), 4(a,b), 6(a,b,d), 7(a,b,c,d);
PH: 4.

1239.25 GOVERNMENT PRINTER

Plans, directs and coordinates activities of government printery:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; consults with other government departments on printing requirements; prioritises work orders and provides technical advice on printing procedures for execution of orders; holds regular production meetings with senior subordinate staff to solve problems and expedite delivery of orders; makes recommendations for purchase of printing equipment; mediates in industrial relations disputes.

OCCUPATIONAL PROFILE

DPT: 017; **ETD:** 5; **SVP:** 8;
TEMP: V, D, P, J;
APT: G(P), V, P, Q;
INT: 11;
PD: 1a(S,L), 3a, 4(b,f), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4.

1239.30 FOOD AND BEVERAGE MANAGER, HOTEL

Manages operations of food and beverage departments of hotel to ensure efficient and profitable functioning and quality of service:

Monitors operations in kitchens, dining-rooms, bar and other food and beverage preparation facilities to ensure adherence to standards of efficiency, hygiene and courtesy; monitors appearance of staff members to ensure neatness and uniformity; checks basic menus prepared by **Chef**, ensuring variety and visual appeal of food to be served; plans special events in food service, organising preparation of dining and bar facilities in conjunction with other departments; negotiates with clients requesting use of dining facilities; coordinates purchase of foodstuffs, with assistance of **Purchasing Agent** where necessary; investigates and resolves complaints regarding food and beverage service; attends meetings of departmental heads to discuss general operations of establishment and facilitate coordination; attends social functions organised by hotel to ensure that standards are maintained; prepares annual departmental budget and monitors departmental expenditure and income to ensure profitability; authorises and signs requisitions; ensures security against pilferage; assists personnel department in recruitment of staff, trains and assigns personnel and makes recommendations on personnel matters

May assist in making direct food purchases for department.

May be designated according to area of employment; for example,

FOOD SERVICE MANAGER

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 7;
PD: 1a(L), 4(a,b,f), 5a, 6a, 7(a,e,g), 8(a,b,c);
EC: 1(a,b,i,j,k,m,n), 6a;
PH: 4.

1239.35 PROGRAMME DIRECTOR, TELEVISION STATION

Supervises and administers television programming department and selects and schedules programme material:

Performs duties of **MANAGER**; selects programmes for transmission by television station and negotiates purchase or lease of programmes with distributors; attends international film festivals to view and negotiate for new programming material; vets programme ideas developed by staff; supervises maintenance of records on programmes transmitted by station; plans and prepares programming schedules in conjunction with **Programme Controller**, **Television Station** and prepares budgets for programmes produced by station; attends regional and international conferences to negotiate programme exchanges and discuss broadcasting policies and other relevant matters; handles enquiries, complaints and correspondence; liaises with **Advertising Sales Manager** to coordinate sales of advertising time and sponsorship of programmes

May conceptualise and develop programme ideas.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 4; **SVP:** 8;
TEMP: V, D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 4.

1239.40 THEATRE MANAGER

Coordinates and manages operations of theatre or similar establishment:

Sets prices for rental of theatre and accepts and schedules bookings to maximise use of establishment; arranges for preparation of auditorium and ensures implementation of necessary maintenance activities; discusses productions with clients and advises them regarding staff recruitment, and staging, pricing and promotion of show; draws up and signs contracts with clients; coordinates operations of box-office, ensuring that clients adhere to rules; monitors staging of shows; answers queries and

deals with problems concerning venue; assists board of management where applicable in producing shows for fund-raising purposes, arranging accommodation, transportation and other facilities for participating artistes and coordinating productions; establishes other fund-raising systems and develops promotional programmes; prepares policy papers for board, implements board decisions and reports on activities; develops financial policies for establishment and supervises maintenance of records; checks and certifies paysheets for subordinate staff; attends relevant social functions and develops and maintains social contacts.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 4; SVP: 7;
 TEMP: V, D, P, J, T;
 APT: G(T), N, P, Q;
 INT: 7;
 PD: 1a(L), 4f, 5a, 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,i,j,n);
 PH: 1a, 2a, 3b, 4.

1239.45 THEATRICAL PRODUCER

Arranges presentation, financing and administration of theatre productions:

Considers and approves script for stage production; plans production, prepares budget, arranges financing and controls flow of funds; hires **Theatrical Director** and engages other senior creative and technical personnel for production in consultation with **Theatrical Director**; determines scheduling of production and arranges venue; attends auditions and approves selection of cast, costumes, properties, music and other production necessities in conjunction with **Theatrical Director**; draws up contracts for performers and production staff; arranges for publicity and dissemination of general information about production; organises meals, transportation and accommodation for production personnel as necessary; attends rehearsals periodically to ensure desired quality of presentation, suggests or approves changes in pre-sentation.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 4; SVP: 4;
 TEMP: V, D, P, J;
 APT: G(T), V, N, Q;
 INT: 1, 7;
 PD: 1a(S,L), 4f, 5a, 6(a,b), 7(a,b,e,g), 8(a,b,c);
 EC: 1(a,b,i,j,m,n), 7i;
 PH: 3b, 4.

1239.50 IMPRESARIO/Entertainment Promoter

Plans, organises and coordinates production of cultural shows, sporting events and other attractions for public entertainment by performing any combination of the following duties:

Confers with representatives of government and private establishments requesting managerial and promotional services for cultural and/or athletic events; obtains permission from relevant authorities to host event and invite participation of national and foreign performers and/or athletes; negotiates with performer or booking representative to arrange terms of contract, performance dates, engagement fees and other related matters; calculates expenses to be incurred in organising show and presents estimates and action plan for client's approval; coordinates production of promotional literature to inform target audience; rents suitable premises; seeks sponsorship for promotional and other expenses; arranges adequate media exposure for participants in event, to stimulate public interest; engages services of specialised personnel to handle matters such as advertising, box office management and sound and lighting requirements; liaises with government department personnel to obtain work permits and with hotel and airline personnel; arranges air and inland travel and accommodation for performers and resolves related problems; meets foreign performers on arrival in country to assist with immigration and customs requirements; attends events, monitors activities and provides information to media personnel and members of audience; maintains records of business details and reviews financial and other aspects of show hosted; plans and directs activities to market services of promotional organisation; supervises office and sales staff.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 6;
 TEMP: V, D, P, I, J;
 APT: G(T), V, N, P, Q;
 INT: 1, 11;
 PD: 1a(S,L), 4f, 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,b,i,j,m,n);
 PH: 1a(P), 2a(P), 4.

1239.55 CARNIVAL BAND LEADER

Coordinates production of costumes and other relevant activities to produce carnival band:

Collaborates with **Designer**, **Carnival Band** to discuss design requirements and related matters and obtain patterns for production of costumes; estimates cost of costume production and sets selling price; displays costume designs at camp for scrutiny by potential masqueraders, to encourage bookings for band; reviews band records to ascertain registration progress and ensure attainment of required complement of players for band sections; estimates quantity of material required for making costumes; negotiates loan facilities, if necessary, to finance band production; hires musical bands to accompany masqueraders on road; purchases material from local and foreign

suppliers; hires and supervises Seamstresses, Wire Benders and other relevant personnel required for production of costumes; ensures distribution of completed costumes and proper costume display by masqueraders on road

May perform functions of DESIGNER, CARNIVAL BAND and assist in costume-making.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 2; SVP: 6;
TEMP: D, P, J;
APT: G(T), N, S, P, Q, C;
INT: 1, 7;
PD: 1(a, L, b), 4f, 5a, 6a, 7(a, g), 8(a, b, c, e);
EC: 1(a, b, i, j, m, n);
PH: 1a, 2a, 3b.

1239.60 MANAGER, CALYPSO TENT

Plans, organises and controls operations of calypso tent:

Holds auditions or serves as member of auditioning committee to select Calypsonians to perform at calypso tent by judging originality of calypso theme, melodic content and presentation; hires Calypsonians and Instrumentalists on contractual basis to perform during carnival season; makes recommendations regarding hiring of supporting artistes and other personnel for further enhancement of presentations; determines salaries to be paid to calypsonians, in consultation with accounting personnel and tent owner, considering quality of contribution and public appeal of artiste; plans rehearsal schedules for performing artistes and accompanying band; performs personnel functions such as interviewing, hiring and supervising of ancillary staff to handle clerical, box-office and cleaning requirements; ensures accuracy of publications and announcements intended for media; assists in preparation of stage setting in liaison with Stage Manager, Calypso Tent; consults with Sound Technician to ensure adequacy of sound system during rehearsals and performances; handles complaints and refers relevant problems to Stage Manager, Calypso Tent.

May seek services of Music Arranger to transcribe musical compositions for accompanying band.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 2; SVP: 5;
TEMP: V, D, P, J;
APT: G(T), Q;
INT: 1, 7;
PD: 1a(L), 4f, 5a, 6(a, b), 7a, 8(a, b, c);
EC: 1(a, i, j, m, n), 5(a, b);
PH: 1a, 3b, 4

13 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS

131 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS

Workers in this minor group plan, organise, coordinate and supervise the activities of small businesses.

1311 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS IN AGRICULTURE

Workers in this unit group plan, direct and coordinate the activities of small agricultural and related undertakings on their own behalf or on behalf of the proprietor.

1311.15 PROJECT MANAGER, LANDSCAPING/ Landscaping Contractor

Plans and coordinates landscaping projects by performing any combination of the following duties:

Prepares and submits tenders or estimates for jobs in response to referrals or advertisements; reads plans and visits client's premises to determine physical layout of land in relation to structures; liaises with Landscape Architect and prepares detailed drawings of garden layout; performs routine soil tests and selects appropriate fertilisers; supplies plants and other garden materials to create desired effect for client; trains Groundsmen in use and care of work tools and equipment; supervises laying out, grading, planting and preserving of grounds until garden is fully established; collaborates with Building Contractor throughout project to ensure integration of landscaping work with overall construction exercise; provides follow-up maintenance services for client's garden or lawn.

May assist workers in landscaping activities and provide consultancy services to clients.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 6*;
TEMP: V, D, P, J, F;
APT: G(P), S, P, Q, C;
INT: 1, 3, 7;
PD: 1a(L, M), 2a, 4(b, f), 5a, 6a, 7(a, b, c, e, g), 8(a, b, c);
EC: 1(c, i, n), 7(b, c, d, e, h);
PH: 2a, 3b, 4.

1311.20 FARM MANAGER/Cultivation Manager

Plans, organises and coordinates farm operations on behalf of owner to ensure optimum productivity and profitability of enterprise:

Confers with owner and subordinate supervisory personnel to plan sequence of farming activities and discuss budgetary proposals; prepares operating budget and work plan indicating labour, equipment and supply requirements; requisitions and authorises purchases of supplies and equipment and ensures correct disbursement and use; issues instructions to subordinates and holds meetings with them to preview reports and discuss farm activities; visits holdings periodically to monitor field operations and condition of plant and equipment; liaises with supplier and government agencies to obtain technical assistance; arranges for marketing of produce; compiles and analyses production and financial records to determine cost efficiency of operation; responds to emergencies on farm and coordinates activities to resolve problems.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6*;
TEMP: V, D, J;
APT: G(P), N, P, Q;
INT: 3, 7;
PD: 1a(S,L), 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,n), 6a, 7(c,d,h);
PH: 2a, 3b.

1311.25 HORTICULTURAL MANAGER

Plans and directs cultivation of trees, vegetables and ornamental plants for retail purposes:

Meets with Assistant Horticultural Manager or subordinate technical staff to plan work programme; maintains stock area of mother plants to obtain cuttings for new plants; supervises subordinate staff in propagation tasks, such as preparation of rooted cuttings, formulation and mixing of soil preparations, application of fertilisers, planting of products in commercial containers and caring for plants in greenhouses; implements disease and insect pest spraying programmes; researches and develops methods of plant propagation and preservation of plant species; keeps abreast of information relating to use of chemicals and fertilisers and new trends in plant production and maintenance; supervises preparation of plants for sale to wholesalers, retailers and general public; supervises repair and maintenance of machinery and equipment; maintains production and financial records.

May supervise garden landscaping and maintenance.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6*;
TEMP: D, P, J;
APT: G(P), N, P, Q, C;
INT: 3, 7;

PD: 1(a[L],b,c,d,e), 3(a,c), 4(b,c,d,f), 5a, 6a, 7(a,b,e,g), 8(a,b,c);
EC: 1(c,i,m,n), 4a, 6(a,d,e), 7(a,c,d,e,h);
PH: 3b.

1311.30 COCOA AND COFFEE EXPORTER

Operates establishment to purchase, process and export cocoa and coffee:

Plans, organises and coordinates work of produce warehouse; negotiates purchase of cocoa and coffee beans and berries from produce growers and buyers; directs or supervises workers engaged in loading, storing and preparation of product for marketing, making and receiving payments and maintaining records; arranges for hulling of coffee and delivery to local manufacturers; communicates with government departments and overseas agents regarding export of produce; liaises with personnel of regulatory body on matters relating to grading, preparation and storage of beans, hygiene and security of premises and local sales and export quotas; submits returns summarising total purchase, sale and export of produce to regulatory body.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), V, N, P, Q;
INT: 3, 7;
PD: 1a(S), 3a, 4f, 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,b,i,n), 5a, 7(b,c);
PH: 3b, 4.

1311.35 HATCHERY MANAGER

Coordinates and supervises activities of poultry hatchery:

Requisitions equipment and supplies such as incubators, eggs and medication; supervises activities such as traying and transfer of eggs, vaccinating and debeaking of chicks and maintenance of sanitary conditions; *candles* eggs before incubation to identify defective ones and estimate hatching rate; breaks and examines unhatched eggs to identify infertility or incubating problems; monitors incubators to maintain temperature, humidity and ventilation standards and ensure required turning of eggs; monitors functioning of other hatchery equipment and arranges for major equipment repair; compiles or checks records of eggs received, hatched and delivered; completes hatch analysis report for use by egg suppliers; liaises with Poultry Serviceman or Poultry Farmer to ascertain progress of delivered flocks and identify problems due to malfunctioning of hatchery; analyses records to improve efficiency and cost effectiveness of hatchery operations.

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 3; **SVP:** 5;
TEMP: D, J, T;
APT: G(T), N, Q, P;
INT: 3, 7;
PD: 1a(L), 3(a,c,e), 4(b,c,f), 5a, 6(a,b), 7(a,b,c),
8(a,b,c);
EC: 1(a,i,j,k,n), 4a, 6(f,g);
PH: 1a, 2a, 3b, 4.

1312 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS IN MANUFACTURING

Workers in this unit group plan, direct and coordinate the activities of small manufacturing enterprises, on their own behalf or on behalf of the proprietor.

1312.15 MANAGER, SMALL MANUFACTURING ENTERPRISE

Operates small manufacturing establishment to process or assemble raw materials or parts into goods or products:

Performs duties of **SMALL BUSINESS MANAGER**; discusses production requirements, prepares estimates and negotiates contracts with customers; develops and/or modifies product designs and manufacturing process; plans and implements production schedules; ensures maintenance of quality-control procedures; arranges for packing, delivery and wholesaling of products

May liaise with customs and excise officials to obtain materials from bond and perform specialised production tasks

May be designated according to area of specialisation; for example,

FURNITURE MANUFACTURER

GARMENT MANUFACTURER

SOFT FURNISHINGS MANUFACTURER

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: V, D, P, I, J, T;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(L), 4(b,d,d), 5a, 6(a,b), 7(a,c,e,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b

1312.20 QUARRY OWNER

Plans, directs and coordinates quarrying operations:

Performs duties of **SMALL BUSINESS MANAGER**; interfaces with construction personnel to determine trends in aggregate demands; develops products to satisfy mar-

ket demands; prioritises use of acreage in holding for quarrying operations; prospects for new acreage and enters into lease agreement with owner; institutes measures to ensure preservation of quarry environment; secures explosives and ancillary equipment and maintains records.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 6;
TEMP: D, P, J;
APT: G(C), N, M;
INT: 6;
PD: 1(a[L],b,c,d), 3a, 4(a,b,f), 5a, 6a, 7(a,b,d), 8(a,b,c);
EC: 1(a,b,i,j,m,n), 5(a,b), 6(b,h,j), 7(c,d,h);
PH: 3b

1313 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS IN CONSTRUCTION

Workers in this unit group plan, direct and coordinate the activities of small construction enterprises on their own behalf or on behalf of the proprietor.

1313.15 BUILDING CONTRACTOR

Coordinates and manages construction, renovation and repair of buildings and structures:

Prepares and submits tenders or estimates to relevant authority such as government agency, firm of architects, engineering consultants or clients, in response to advertisements or notices; schedules programme of activities for jobs obtained and insures activities against hazards such as fire, collapse of building and injury to workers; ensures compliance with safety, health, building, labour and other statutory regulations; arranges financing with banks, finance companies or hardware dealers; awards sub-contracts for areas such as ceiling, roofing, plumbing, painting and electrical installation; hires labour on site; purchases material and rents equipment and machinery, ensuring prompt delivery to work site; gives technical advice to **Construction Supervisors**, craftsmen and labourers; monitors construction activity and liaises with professionals on job and with clients; attends site meetings to ensure compliance with specifications and completion of work according to schedule; arranges for inspection of building by competent authority, to obtain completion certificate, and for improvements and modifications if necessary

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 7;
TEMP: V, D, P, J;
APT: G(T), N, S, P, Q;
INT: 5;

PD: 1a(L), 2a, 3(a,e), 4(b,f), 5a, 6a, 7(a,b,c,d,e), 8(a,b,c);
EC: 1(a,b,f,i,m,n), 5a, 6(a,b,h), 7(c,d,h);
PH: 1a, 2a, 3b.

1314 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS IN RETAIL AND WHOLESALE TRADE

Workers in this unit group plan, direct and coordinate the activities of small retail and wholesale trade enterprises on their own behalf or on behalf of the proprietor.

1314.15 MANAGER, ART GALLERY

Organises and manages art gallery:

Liaises with Artists to obtain paintings and other exhibits for art gallery; values exhibits preparatory to accepting them for marketing; selects frames to enhance paintings and organises display of material for maximum visual impact; organises and schedules regular and special showings of exhibits; prepares catalogues and issues invitations to viewers; shows customers around art gallery and sells exhibits; liaises with media representatives and other relevant personnel to promote Artists and their work and publicise gallery; performs duties of SMALL BUSINESS MANAGER

May conduct research to obtain bibliographic material and lecture on work of individual artists.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 5; **SVP:** 6*;
TEMP: D, P, J;
APT: G(P), V, S, P, Q, C;
INT: 1, 7;
PD: 1(a[L,M],b), 2a, 3e, 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 2a(P).

1314.20 MANAGER, WHOLESALE TRADE

Plans, directs and coordinates activities of establishment engaged in buying and storing merchandise for resale:

Performs duties similar to those of MANAGING SUPERVISOR; reviews sales and inventory reports to determine stock requirements; liaises with retail personnel regarding orders and to advise on present and future market conditions; confers with local and foreign merchandise suppliers to negotiate prices, quantities, credit terms and delivery arrangements; liaises with personnel of government agencies to obtain approvals and licences, with transportation personnel to negotiate freight and transportation costs and with creditors; examines goods to verify consistency between orders and receipts; en-

sures proper storage conditions and determines space allocation and positioning for goods; supervises activities of workers engaged in weighing and repackaging goods; informs subordinates of prices and codes to be affixed to items; handles complaints and preserves good customer relations; prepares and maintains records pertinent to operations of establishment.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 6;
TEMP: D, P, J;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,e);
EC: 1(a,b,i,j,m,n);
PH: 1a(P), 2a(P), 3b, 4.

1314.25 MANAGER, RETAIL TRADE/ Store Manager

Plans, directs and coordinates activities of establishment engaged in procuring and reselling goods to the public:

Performs duties similar to those of MANAGING SUPERVISOR; reviews supply and demand information and stock records to determine quantities of goods to be purchased or to be ordered from head office; liaises with suppliers to negotiate prices, quantities, credit terms and delivery arrangements; formulates pricing and sales policies; supervises subordinates engaged in activities such as packaging, pricing, labelling, displaying and selling of merchandise; ensures adherence to rules and regulations; handles customers' complaints and preserves good customer relations; checks cash against sales receipts; maintains records pertinent to operations of establishment.

May be designated according to level of responsibility or area of employment; for example,
DISTRICT MANAGER
HARDWARE DEALER
SUPERMARKET MANAGER

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 6;
TEMP: D, P, J, T;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,e);
EC: 1(a,b,i,j,m,n);
PH: 1a(P), 2a(P), 3b, 4.

1314.30 MANAGER, SERVICE STATION/ Gas-Station Manager

Plans, directs and coordinates activities of gasoline service station:

Determines procedures to be followed in fuelling, lubricating and servicing motor vehicles and prices to be charged; reviews sales records to determine type and quantity of products to be purchased, such as lubricants, polishes and accessories; arranges for delivery of supplies and servicing and regulating of gasoline pumps; verifies sales against cash receipts and stock, and prepares cash and cheques for deposit; enforces safety, health and security regulations; performs duties of **SMALL BUSINESS MANAGER**.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,n), 6(b), 7(a,b);
PH: 1a, 3b.

1314.35 SHOPKEEPER/Grocer

Operates retail establishment to sell grocery items:

Performs duties of **SMALL BUSINESS MANAGER**; orders stock according to customer's needs; liaises with sales representatives to ensure continuous supply of available stock or visits wholesale establishments to purchase goods; conducts negotiations to obtain most economical prices; prepares price list for resale of items, based on purchase price or prevailing market conditions; replenishes shelves or ensures tagging of items and stocking of shelves; inspects shelves periodically to ensure proper display of items, accuracy of pricing and cleanliness of surrounding areas; sells items to customers; prepares cash deposits for banks; deals with customer complaints; assists staff in performance of duties when necessary.

May be designated according to type of establishment; for example,
PARLOUR KEEPER

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 5;
TEMP: D, P, J;
APT: G(C), N, P, Q;
INT: 8;
PD: 1(a(L),b,c,d), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b

1315 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS OF RESTAURANTS, HOTELS AND GUEST HOUSES

Workers in this unit group plan, direct and coordinate the

activities of restaurants, hotels and guest houses on their own behalf or on behalf of the proprietor.

1315.15 MANAGER, RESTAURANT, FAST-FOOD AND CATERING SERVICE

Manages and coordinates operations of restaurant or food preparation and service establishment and supervises activities of staff:

Performs duties similar to those of **SMALL BUSINESS MANAGER**; confers with clients to determine needs and quality of customer service; plans menu based on client preferences, budgetary constraints and availability of supplies; discusses specific orders and quantities required with **Head Cook**; prepares recipes and advises on preparation of special dishes; tastes food and ensures proper preparation and presentation of dishes; monitors food service and customer- or guest-handling techniques; checks venues for off-premise catering to ensure availability of adequate facilities; delivers or arranges delivery of food to specified venue; changes menu periodically to maintain client interest; plans decor and/or seeks services of trained personnel to enhance environment or ambience of establishment.

May be designated according to area of specialisation; for example,
MANAGER/WORKING PROPRIETOR, CATERING SERVICE
MANAGER/WORKING PROPRIETOR, FAST-FOOD OUTLET
MANAGER/WORKING PROPRIETOR, RESTAURANT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: V, D, P, J;
APT: G(T), N, Q;
INT: 7, 9;
PD: 1a(L), 4(a,b,f), 5a, 6a, 7(a,e), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a(P), 2a(P)

1315.20 OWNER-OPERATOR, GUEST-HOUSE

Operates guest-house to provide meals and accommodation for visitors and residents:

Performs duties similar to those of **SMALL BUSINESS MANAGER**; handles room reservation requests for visitors; plans daily menu and prepares recipes for kitchen staff when necessary; ensures maintenance of aesthetic environment on premises; provides and/or arranges for hired transport, tour information and flight confirmation services for visitors, if required.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
 TEMP: V, D, P, J, T;
 APT: G(T), V, N, Q;
 INT: 7, 9;
 PD: 1a(L), 4(a,b,f), 5a, 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 1a, 2a, 4.

1315.25 BAR OWNER/Pub Owner/Snackette Owner

Manages and operates liquor bar to offer beverages and snacks for sale:

Performs duties similar to those of **SMALL BUSINESS MANAGER**; opens and closes premises in accordance with terms of licence; obtains orders from customer, serves beverages and snacks at bar and collects cash for sales; maintains display of drinks and snacks; replenishes supplies kept in refrigerators and on shelves; provides musical entertainment for patrons; applies annually for operating licence and attends court sessions to obtain same.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 1;
 TEMP: D, P, J;
 APT: G(C), N, M;
 INT: 7, 9;
 PD: 1(a[L,M],b,c), 3e, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,n), 4a, 5a, 7b;
 PH: 1a, 2a.

1316 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS IN TRANSPORTATION, STORAGE AND COMMUNICATION

Workers in this unit group plan, direct and coordinate the activities of small transport and storage enterprises on their own behalf or on behalf of the proprietor

1316.15 MANAGER, SHIPPING COMPANY/ Manager, Shipping Agency

Plans, directs and coordinates operations of small shipping company:

Performs duties of **SMALL BUSINESS MANAGER**; ensures efficient administration of shipping company, using knowledge of local, regional and international laws relating to customs and excise, immigration, port and health regulations and other matters; arranges or ensures that arrangements are made for docking of company or client vessels, loading, unloading and haulage of cargo and supply of goods and services to ships; ensures that needs of crew are met; ensures preparation or procure-

ment of necessary documents; communicates with relevant agencies to arrange for maintenance and repair of vessels and equipment.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 7;
 TEMP: V, D, P, J;
 APT: G(P), V, N, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 3b.

1316.20 MANAGER, FREIGHT FORWARDING COMPANY

Plans, directs and controls operations of freight forwarding agency:

Performs duties of **SMALL BUSINESS MANAGER**; obtains information on customers' shipping needs from sales personnel and organises transportation by air, land or sea from shippers to receivers; negotiates charges with customer and transportation, storage, handling or shipping agency, based on volume, frequency and other variables; provides crating and packing services for clients, according to terms of contract; monitors shipment in liaison with agent for country of origin and shipping line and informs customer of progress of transaction; communicates with shipping line to confirm arrival and condition of cargo; notes condition of cargo, handling instructions and other pertinent information obtained in shipping documents; traces missing cargo and notifies customer upon receipt; performs or supervises performance of duties such as calculation of cargo handling charges, preparation of shipping documents, procurement of permits and certificates on behalf of customer and submission of insurance claims; travels abroad to consult with agents or to solicit business.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 5;
 TEMP: D, P, J;
 APT: G(T), V, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 1a, 2a, 3b.

1316.25 TRANSPORT CONTRACTOR

Directs and supervises activities of small transport enterprise:

Performs duties of **SMALL BUSINESS MANAGER**; liaises with customer to determine transportation needs and negotiates rates according to product specifications

and quantity; ensures that appropriate vehicles and ancillary equipment are prepared; monitors dispatching and routing of vehicles to maximise operating efficiency and satisfy customer demands.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 5;

TEMP: D, P, J;

APT: G(C), N, P, Q, M;

INT: 6;

PD: 1(a[L],b,c,d), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,n), 6(b,h), 7(c,d);

PH: 3b.

1317 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS OF BUSINESS SERVICE FIRMS

Workers in this unit group plan, direct and coordinate the activities of small advertising, insurance and other business service firms on their own behalf or that of the owner.

1317.15 MANAGER, SECURITY SERVICE

Manages and directs activities of security firm:

Performs duties of **MANAGING SUPERVISOR**; conducts meetings with subordinate personnel to formulate and discuss security policies and procedures; develops plans to extend business with established clients and solicits new accounts; analyses security needs of prospective clients, estimates cost and presents proposal package for discussion and/or approval; receives duty reports and emergency calls from Security Guards and initiates follow-up action; cooperates with police or fire officials in resolving problems affecting clients' property; directs screening, selection and training of new employees, delegating duties to subordinate personnel as necessary; maintains contact with overseas organisations to obtain publications on latest developments in crime prevention and security procedures; arranges for advertising of services offered.

May visit clients' properties to obtain first-hand information on security needs and provide advice on systems and equipment.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 5; **SVP:** 7*;

TEMP: D, P, J;

APT: G(T), N, Q;

INT: 4, 7;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2a, 3b.

1317.20 MANAGER, ADVERTISING AGENCY

Manages and directs activities of advertising agency:

Formulates plans to extend business with established clients and solicits new accounts where possible; meets with departmental heads to outline advertising policies and procedures and assess operational needs; coordinates activities of research, media, graphic arts, sales and other departments of agency; checks quality of advertising material to ensure adherence to pre-determined format; monitors profitability of agency and controls departmental expenditure accordingly

May provide client with technical advice on advertising package.

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 5; **SVP:** 7*;

TEMP: D, P, J;

APT: G(P), P, Q;

INT: 7;

PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b, 4.

1317.25 MANAGER, INSURANCE AGENCY/

Manager, Insurance Branch Office

Manages insurance agency or branch office:

Performs duties similar to those of **SMALL BUSINESS MANAGER**; compiles lists of prospective **Insurance Salespersons** based on social and business contacts and by scrutinising application forms; interviews, tests and selects prospective recruits for employment, assessing their knowledge and personality traits; trains recruits in areas such as marketing and interviewing techniques, product knowledge and after-sales service; arranges contractual agreements and advance financing for newly contracted personnel; accompanies **Insurance Salespersons** on visits to prospective clients to advise on and assist with selling techniques; assists in conducting of training courses for sales staff; establishes qualifying standards and organises sales incentive activities; collects data pertaining to settlement of claims, for submission to head office and arranges for advance payment in needy cases; meets with superiors and other managerial personnel to formulate policies and solve problems; participates in seminars and conferences to keep abreast of developments in field; lectures to interested groups in areas related to insurance.

May sell insurance policies.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 3; SVP: 7;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a, 4.

1317.30 MANAGER, CAR RENTAL FIRM

Plans and directs operations of car rental firm:

Examines client's driving permit to ensure validity and verify age and driving experience; obtains rental fees, security deposit and government tax from client, explains rules and completes contractual agreement form on client's behalf; accompanies client to check car prior to rental and notes missing items and defects; solicits signature of client on agreement form; checks condition of car on return; refunds security deposit or deducts repair and/or replacement costs from deposit and demands additional payment if required; arranges for purchase, cleaning, maintenance and repair of automobiles; liaises with automobile insurance personnel to obtain competitive rates and services; performs administrative duties of **SMALL BUSINESS MANAGER**

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: P, J;
APT: G(C), Q;
INT: 7;
PD: 1a(S,L), 3(a,c), 4(a,b,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(c,i,j,n), 6h, 7h;
PH: 1a, 2a, 3b, 4.

1318 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS IN PERSONAL CARE, CLEANING, REPAIRS AND RELATED SERVICES

Workers in this unit group plan, direct and coordinate on their own behalf or that of the owner, the activities of firms involved in personal care and related services.

1318.15 DIRECTOR, NURSING HOME

Plans, directs and coordinates activities of nursing home:

Establishes and revises nursing home policies and procedures, independently or in collaboration with board of directors; interprets administrative policies for subordinate personnel; hires professional nursing and auxiliary personnel and trains them as necessary; prepares duty roster to ensure adequate staffing of home; supervises nursing activities, gives technical advice and assists in

nursing care; ensures availability of professional medical care for patients and verifies that their dietary needs are met; checks and evaluates performance of medical equipment such as respirators, suction machines and oxygen cylinders and instructs staff on use of equipment; ensures good housekeeping in all areas of nursing home; performs duties of **SMALL BUSINESS MANAGER**.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;
TEMP: V, D, P, J;
APT: G(P), V, N, P, Q;
INT: 7, 10;
PD: 1(a[L],b,c,d), 3a, 4(b,f), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);
EC: 1(a,i,m,n), 6d, 7(b,d,f);
PH: 3b.

1318.20 DIRECTOR, FUNERAL HOME/ Undertaker

Plans, directs and coordinates activities of funeral home:

Performs duties of **SMALL BUSINESS MANAGER**; liaises with family or representative of deceased to ascertain requirements and advise on legal and other procedures for disposal of body; discusses funeral costs and terms of payment and records pertinent information; liaises with relevant agencies to publish death notices, if required; assists members of bereaved family in selecting casket and clothing for deceased person; finalises arrangements for transportation of mourners and body to cemetery or crematorium.

May perform duties of **EMBALMER**.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 6;
TEMP: V, D, P, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,j,n);
PH: 1a(P), 2a(P), 3b, 4, 5a.

1318.25 MANAGER, GERIATRIC HOME

Organises, coordinates and supervises operations of residential geriatric home:

Performs duties of **MANAGING SUPERVISOR**; promotes home-like atmosphere, maintains good relationships among residents and encourages participation in activities connected with running of home; ensures that material needs of residents are satisfied; supervises laundering arrangements and ensures that environment is kept

clean; prepares menus to ensure balanced diet for residents and purchases supplies; supervises meal preparation and serving; supervises care of residents by assistants in home; undertakes or arranges for simple home nursing of residents in case of minor illness and arranges for professional medical care when required; advises and counsels residents with problems and liaises with members of community, voluntary groups and social welfare organisations to obtain assistance in solving of problems; arranges recreational activities for residents; maintains financial records and case files on residents; prepares reports for submission to home management committee.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 5;
TEMP: V, D, P, J;
APT: G(T), V, Q;
INT: 10;
PD: 1(a[L],b,c), 4(a,b,c,f), 5(a,b), 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,j,n);
PH: 1a(P), 4.

1318.30 MANAGER, NURSERY-KINDERGARTEN

Plans, organises and manages operations of day-care centre/nursery school and supervises and coordinates activities of subordinate staff:

Performs duties of MANAGING SUPERVISOR; interviews parents to ascertain health and dietary needs of child and requests evidence of immunisation in keeping with health regulations; administers medication according to parental instructions; contacts parent or other responsible adult and/or seeks medical assistance in cases of emergency; orders and/or purchases foodstuff, clothing and medical supplies and checks quantities on receipt of goods; selects and purchases furniture, supplies and educational materials as required; plans daily menu and assists in or supervises preparation of food; performs duties of NURSERY SCHOOL TEACHER and NURSERY AIDE when necessary.

May prepare reports and conduct in-service training courses for members of staff

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: V, D, P, J;
APT: G(T), V, N;
INT: 7, 10;
PD: 1a(L), 3a, 4(a,b,d), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 4.

1318.35 MANAGER, CREMATORIUM

Organises and supervises operations at crematorium:

Discusses cremation particulars with member or representative of bereaved family and advises on statutory and other requirements for cremation; makes tentative bookings and provides documentation for completion by family representative; scrutinises completed documents and finalises cremation bookings; liaises with funeral agencies to confirm cremation schedule; supervises and coordinates activities, prepares staff duty rosters, requisitions supplies and liaises with maintenance department; monitors delivery and/or storage of ashes to ensure accordance with wishes of bereaved family; attends city council meetings to provide information on operation of crematorium.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 1;
TEMP: D, P, J;
APT: G(T), Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a, 3b, 4, 5a.

1319 OTHER SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS

Workers in this unit group manage small business concerns which are not included in the preceding unit groups, on their own behalf or that of the owner.

1319.15 MANAGER, PUBLISHING COMPANY

Manages general operations of publishing company:

Convenes advisory workshops and committees to plan publications; liaises with Writers to discuss proposed publications; checks manuscripts and forwards to specialist personnel for evaluation; accepts or rejects manuscripts on basis of recommendations and personal judgement and suggests changes to text where necessary; forwards manuscript for editing and printing and liaises with printing establishment to monitor production operations; determines price of publications, organises local and regional promotion and distributes specimen copies; coordinates launching of publication and ensures availability of copies for retail distribution; monitors stock situation at retail outlets and replenishes stock as necessary; manages administrative, sales, marketing and financial aspects of organisation

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6*;
TEMP: V, D, P, J;

APT: G(P), V, N, P, Q;
INT: 7, 8;
PD: 1(a[S,L],c), 4(b,d), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a(P), 2a, 3b, 4.

1319.20 MANAGER, TRAVEL AGENCY

Directs operations of travel agency and supervises agency staff:

Performs duties of **MANAGING SUPERVISOR**; notes changes in flight schedules and deals with telephone messages and correspondence relating to travel arrangements for passengers; maintains contact with airline personnel on matters relating to schedules and fares; communicates with representatives of other travel agencies or package-tour companies to negotiate or determine cost of packages, facilities and services offered to travellers; handles complex travel problems and complaints from customers; supervises staff in routine activities; scrutinises sales reports and prepares deposits for banking; issues cheques for passenger refunds

OCCUPATIONAL PROFILE

DPT: 117; **ETD:** 3; **SVP:** 7;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b.

1319.25 MANAGER, CINEMA

Directs and coordinates operations of cinema and supervises workers:

Performs duties similar to those of **MANAGING SUPERVISOR**; selects and books films, in keeping with patrons' tastes, and consulting data such as film catalogues and reviews; organises advertisement of films through print and electronic media; orders and purchases tickets and supervises sale on premises; ensures proper working condition of sound and lighting equipment in cinema.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: V, D, P, J;
APT: G(T), N, Q;
INT: 7;
PD: 1a(L), 4(a,b,f), 5a, 6(a,b), 7(a,h), 8(a,b,c);
EC: 1(a,b,i,j,m,n), 7i;
PH: 3b, 4

1319.30 MANAGER, WORKSHOP, HANDICRAFT CENTRE

Coordinates activities of and supervises personnel attached to handicraft workshop by performing any combination of the following duties:

Checks supplies of raw materials such as rattan, screw-pine and banana straw or liaises with **Handicraft Instructors** to determine existing supplies and need for replenishment of stock; orders raw materials and support frames from distributors and manufacturers for making of items such as chairs, baskets, bags and hats; organises distribution of materials to handicraft centers; assists workshop personnel in determining selling price of items or calculates cost of manufacture and repair of items in consultation with **Auditor**; purchases handicraft items from selected producers for subsequent sale; advises prospective clients on practicability of job requests and arranges for manufacture or repair of items as required; handles correspondence relating to areas of activity such as ordering of supplies, application for import licences and participation in craft exhibitions; meets with workshop committee members and other relevant personnel to discuss work-related matters; supervises workers and staff attached to workshop and handles disciplinary matters; maintains stock inventory and records of accounts; ensures maintenance, security and repair of equipment; organises sale of goods and participation of workshop staff at craft exhibitions; submits reports on workshop activities to superior.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: V, D, P, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S,L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 2a(P), 4.

1319.35 MANAGER, FILM DISTRIBUTION AGENCY

Directs and coordinates activities of film distribution company:

Coordinates and supervises operation of booking, despatching and accounts departments of film distribution company; collaborates with **Film Booker** to plan advertising and promotional strategies for launching of films and prepares advertising budget; liaises with media and/or advertising agency to finalise promotional programme, and with film board to obtain approval from board of censors; liaises with foreign agencies regarding availability of films; negotiates terms and conditions of film

rental contracts with clients and foreign agencies and signs contracts on behalf of company; visits cinema periodically to ascertain taste and preferences of audiences; collects outstanding payments from customers; initiates measures to increase profitability of enterprise; attends international meetings and conferences on film distribution and related matters; advises subordinates on work matters; prepares company reports.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 5;
 TEMP: V, D, P, J;
 APT: G(T), N, P, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 1a, 2a, 4.

1319.40 MANAGER, DANCE STUDIO

Manages staff and operations of dance studio:

Performs duties similar to those of MANAGING SUPERVISOR; supervises preparation of dance studio for rehearsals and examinations and coordinates use by various groups; handles requests for booking of studio; makes arrangements for rental of suitable venue for performances and class demonstrations; provides patrons with information on courses offered at studio; prepares notices for distribution to patrons, teaching staff and parents; convenes staff meetings to ensure proper organisation of studio and discuss other matters.

May prepare and present reports and budgets, and communicate with prospective sponsors to solicit funding for scholarships to students.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
 TEMP: D, P, J;
 APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(S,L), 4(b,c,d), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 4.

1319.45 MANAGER, RECREATIONAL CLUB

Manages and coordinates activities at recreational club and supervises subordinate workers by performing any combination of the following duties:

Performs duties similar to those of MANAGING SUPERVISOR; handles registration of new members, preparing membership cards and providing information on rules and regulations governing use of facilities; meets

with staff, clients and/or management body to plan and evaluate programmes and activities and discuss matters such as finance, marketing and participation in competitive events; applies appropriate marketing techniques to attract clients to establishment; organises tournaments and/or other competitive events; prepares information for display on notice-boards; ensures prompt payment of membership fees and other charges; debars non-members and undesirable persons from use of facilities; summons police and/or security service personnel to guard against abuse of premises and property in case of emergency; makes regular checks on property of members stored on premises, attends to needs and informs owners when necessary; examines clients' requests for additional or improved facilities and refers requests to management committee if necessary; organises in-house functions for club members.

May organise educational and training seminars for staff, clients and members of the public, serve as member of management committee, convene annual general meetings and prepare and submit financial reports.

May be designated according to area of specialisation; for example,

GOLF CLUB MANAGER
 GYMNASIUM/HEALTH CLUB MANAGER
 YACHT CLUB MANAGER

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 4;
 TEMP: V, D, P, J;
 APT: G(T), N, Q;
 INT: 7;
 PD: 1a(L), 4(a,b,f), 5a, 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,b,i,j,m,n);
 PH: 1a(P), 2a(P), 3b.

MAJOR GROUP 2

Professionals

21 PHYSICAL, MATHEMATICAL, BUILDING AND ENGINEERING SCIENCE PROFESSIONALS

211 PHYSICAL SCIENTISTS AND RELATED PROFESSIONALS

Workers in this minor group conduct pure and applied research and develop practical applications of scientific knowledge in the field of physical sciences. They normally specialise in a particular branch of physical science, such as organic, inorganic, physical or analytical chemistry, mechanics, heat, light, sound, electricity and magnetism, electronics, nuclear physics, geophysics, geology, meteorology and astronomy. They may specialise in developing practical applications in medical, industrial, military or other particular fields.

2111 PHYSICISTS AND ASTRONOMERS

Workers in this unit group conduct research, improve or develop existing theory and methodology and/or engage in the practical application of knowledge relating to physics and astronomy.

2111.15 MEDICAL PHYSICIST

Plans and directs radiation control systems for hospitals and assists medical staff in planning radiotherapy for patients:

Supervises operation and maintenance of equipment used in determination of radiation exposure and conduct of field and laboratory analyses; supervises construction or modification of facilities in radiology departments to ensure proper protection for patients, workers and the public, and gives technical advice; plans and coordinates monitoring personnel exposed to ionising radiation in occupational environment; inspects films, using densitometer to determine levels of exposure, and prepares reports; surveys X-ray departments, using Geiger counter to detect radiation leakage; calibrates X-ray and Gamma-ray units and prepares related charts; resets dosimeters; devises safety measures for disposal of radioactive materials; assists Radiotherapist in planning treatment of patients undergoing radiotherapy or radio-isotope therapy; views patients, takes bodily contours and measurements, and redrafts lines drawn by Radiotherapist on patients' bodies if necessary to facilitate preparation of isodose curves and distribution charts indicating optimum therapy; performs necessary administrative duties.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;

TEMP: D, P, J, T;

APT: G(P), V, S, P, Q, M;

INT: 2, 10;

PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,d), 8(a,b,e);

EC: 1(a,i,j,k,m,n), 6(d,k);

PH: 3b, 4.

2111.20 PHYSICIST

Researches physical phenomena to increase scientific knowledge and develop and improve materials, products and industrial and other processes:

Develops concepts and ideas based on knowledge of physics, industrial needs and availability of materials; performs research to determine the nature of physical phenomena in areas such as heat, light, cybernetics, electricity and magnetism, mechanics, energy and materials production; performs and supervises laboratory experiments; supervises subordinate professional and technical staff and trains them in research techniques and methodology; analyses experimental results and synthesises data to substantiate existing laws and theories and establish new ones; prepares conclusions in mathematical terms; applies research findings to develop practical applications and solve problems; liaises with personnel in government departments and industry to give technical advice, act as consultant and discuss projects; prepares technical papers for publication and presents them at seminars and similar fora

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6;

TEMP: V, D, J, T;

APT: G(P), V, N, S, P, C;

INT: 2;

PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,c,d,f), 5a, 6(a,b), 7(a,c,d,g), 8(a,b,e);

EC: 1(a,b,i,j,m,n), 5a, 7(c,d);

PH: 3b, 4.

2112 METEOROLOGISTS

Workers in this unit group conduct research, improve or develop theory and methodology and prepare weather forecasts and climatological information for use in specialist areas and by the general public.

2112.15 METEOROLOGIST

Analyses meteorological data and maps to prepare weather forecasts:

Analyses and interprets maps, charts, photographs and statistical data on climatic conditions such as wind speed, temperature and relative humidity, to prepare weather forecasts; disseminates forecasts, and warnings and advisories in case of severe climatic conditions to general public and user agencies; studies historical data on weather

conditions to make long-range weather forecasts; supervises and coordinates work of subordinate professional and technical staff.

May be designated according to level of responsibility; for example,

METEOROLOGIST I/II/III

OCCUPATIONAL PROFILE

DPT: 261; ETD: 6; SVP: 5;

TEMP: R, J;

APT: G(T), N, S, P, Q;

INT: 2;

PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,e);

EC: 1(a,k,n);

PH: 3b, 4, 5a.

2112.20 CLIMATOLOGIST

Plans and directs activities of climatology department and studies long-term weather patterns to forecast changes or trends in climate:

Analyses and interprets periodic statistical data depicting variations in wind, rainfall, temperature and other aspects of climate to determine future climatic conditions; identifies climatological requirements of various sectors of country and develops appropriate work plans in collaboration with superior and/or members of national committees; develops and utilises statistical and other techniques to analyse and interpret climatological data pertaining to aviation, agriculture, public health and other areas; prepares information and researches articles for publication in climatic journals and other documents; provides advice and consultation on interpretation and application of long-range forecasts for specific user requirements; participates in regional and international conferences and liaises with other personnel in field to ascertain standards and keep abreast of changes in field; supervises and assists technical subordinates in compilation and correlation of computerised climatological data; analyses computerised data.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 7*;

TEMP: V, D, P, I, J;

APT: G(P), V, N, S, P, Q, F;

INT: 2, 11;

PD: 1a(S), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,b,i,m,n);

PH: 2a(P), 4.

2113 CHEMISTS

Workers in this unit group conduct research, improve or develop theory and methodology and/or engage in the

practical application of scientific knowledge relating to chemistry.

2113.15 ORGANIC CHEMIST

Conducts research to develop and improve organic compounds and by-products for industrial and other applications:

Plans laboratory research, analysis and testing operations relevant to development of products such as soaps, paints, cooking oils and petroleum derivatives; trains subordinates in laboratory techniques and methodology, assigns and monitors work and assists in resolution of problems; conducts research to develop and improve colour, texture, strength, durability and quality of products; prepares product formulae and specifications and obtains safety clearances; initiates market testing procedures and derives formulations based on marketing briefs; liaises with industrial plant personnel regarding setting and functioning of equipment to ensure processing of products in accordance with standards and specifications; studies effects of various packaging materials on products and develops purchasing specifications for raw and packaging materials; requisitions laboratory materials and supplies and authorises relevant payments; liaises with government and other bodies and with consumers and business personnel on research and technical matters and handles complaints regarding company products; performs assigned personnel and administrative duties and attends technical meetings.

May assist in staff recruitment and resolution of industrial disputes.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;

TEMP: V, D, P, J, T;

APT: G(P), V, N, S, P, Q, C;

INT: 2;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,e);

EC: 1(a,i,m,n), 5a;

PH: 2a, 3b, 4.

2113.20 PETROLEUM CHEMIST

Conducts or directs chemical and physical analysis of petroleum products, hydrocarbons, water, atmospheric and soil samples:

Performs duties of ANALYTICAL CHEMIST; directs analyses of hydrocarbons, air and water samples, core samples from exploratory wells, well cuttings and other materials; monitors testing, recommends changes in methodology if required and interprets test results; evaluates local and imported crudes to determine yield and petrochemical potential; conducts sample tests at

fiscalisation points for taxation purposes; directs analyses of crude and condensate samples to determine quality for royalty evaluation purposes; visits refinery and other plant areas periodically to draw special samples and carry out minor repair and maintenance of monitoring instruments; visits oil companies for regulatory and revenue purposes, if employed in government sector, and sets up round robin testing to monitor company's testing procedures; determines level of pollutants in effluent from refineries, offshore drilling platforms, producing fields and other areas; directs analyses and field testing of efficacy of dispersants and other substances, and monitors analyses of product samples.

May coordinate information received from inter-governmental and international agencies relating to pollution control.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P, Q, C;

INT: 2;

PD: 1a(S,L), 2(a,b), 3a, 4(b,d), 5a, 6a, 7(a,c,g), 8(a,b,e);

EC: 1(a,b,f,i,j,k,m,n), 5a, 6(b,e,i), 7(a,b,d,f);

PH: 2a, 3b.

2113.25 ANALYTICAL CHEMIST

Conducts chemical tests and analyses of substances and develops and improves analytical methodology and techniques:

Liaises with professional and technical staff to develop and compile analytical methods for use in assigned research or development projects; receives test requirements and researches and identifies appropriate tests to clarify problems; plans and organises laboratory work, assigns duties to subordinate professional and/or technical staff and trains staff in analytical and procedural matters and new methodologies and techniques; supervises research and development projects carried out by subordinates, reviews laboratory reports, interprets results and prepares test reports; checks test results against existing standards and regulations where applicable; interprets research data and prepares related reports or bulletins; conducts more complex and/or confidential analyses, using standard and specialised laboratory equipment and procedures; advises government and other bodies on technical and research matters; develops quality control programmes for process industries; keeps abreast of developments in field by monitoring journals and research papers and attending conferences and seminars; performs relevant administrative duties.

May examine labels, packaging, advertisements and other material to determine validity of claims, give evidence in court regarding analyses and examinations carried out, draw special samples and perform minor maintenance and repair work on laboratory equipment.

May be designated according to level of responsibility or area of specialisation; for example,

DRUG ANALYST, if engaged in coordinating and supervising operations of drug testing laboratory;

PROGRAMME LEADER, SCIENTIFIC AND TECHNOLOGICAL SERVICES, if also engaged in marketing departmental services, preparing project budgets, requisitioning equipment and materials, making up service contracts and preparing initial cost estimates for projects.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;

TEMP: D, P, J, T;

APT: G(P), N, Q, K, F, M, C;

INT: 2;

PD: 1a(S,L), 3a, 4(b,c,d,d), 5(a,b), 6a, 7(a,c,g), 8(a,b,e);

EC: 1(a,b,i,m,n);

PH: 2a, 3b, 4, 5a.

2113.30 FOOD AND DRUGS INSPECTOR

Inspects food, drugs, cosmetics and medical devices sold to consumers to enforce adherence to statutory and quality standards:

Inspects conditions under which products are manufactured and packaged at factories and food preparing and retailing establishments; advises establishments on maintenance of standards; monitors labelling of products to ensure relevant regulations; procures suspect items and forwards them for laboratory testing; advises on withdrawal of items from sale if necessary; visits pharmacies, health offices and offices of dispensing practitioners to ensure maintenance of appropriate records and registers, check storage of restricted drugs and monitor expiry dates of drugs on sale; reviews listing of food and drugs for auction to determine whether items should be sold; issues licences for controlled drugs; monitors food and drug imports at customs bonds and post office embargoes, holds relevant shipments, collects samples for testing and authorises or vetoes release of goods after testing; pursues complaints regarding food or drugs and gives evidence in court as required; supervises dumping of condemned food and drugs; prepares reports on inspections carried out; performs additional administrative and supervisory duties at senior level.

May be designated according to level of responsibility; for example,
FOOD AND DRUGS INSPECTOR I/II/III

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 7;
TEMP: P, T;
APT: G(P), V, Q;
INT: 2;
PD: 1(a[L],b,c), 2(a,b), 3(a,c), 4(a,b,d,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n), 6(a,e), 7(b,c,d,h);
PH: 1a, 2a, 3b, 4.

2114 GEOLOGISTS, GEOPHYSICISTS AND RELATED PROFESSIONALS

Workers in this unit group conduct research, perform tests and examinations and analyse findings, applying scientific knowledge and principles relating to geology and geophysics.

2114.15 SEISMOLOGIST

Applies methods and principles of seismology to predict earthquakes and conducts seismic investigations and exploration:

Establishes network of seismic observation posts to obtain data; collects, analyses and interprets data from seismographs and geophysical instruments to forecast earthquakes and determine their causes; studies sources of seismic signals and identifies their location, magnitude, depth and physical nature; determines stress of earth movements before, during and after earthquakes and effect on buildings, dams and other structures; advises government and other bodies on areas of seismic risk and safety of proposed construction activities; prepares maps, charts, graphs and technical papers.

May investigate volcanic activities.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 6*;
TEMP: V, D, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2, 11;
PD: 1a(L), 4(b,c,f), 5a, 6a, 7(a,c,d,e,f,g), 8(a,b,g);
EC: 1(a,i,m);
PH: 2a, 3b, 4.

2114.20 GEOCHEMIST

Studies the chemical composition, structure and history of rocks forming earth's crust to assist in petrochemical exploration:

Undertakes research and sets up systems and methods for examining organic residue in sedimentary rocks; supervises testing of rock samples by **Petroleum Testing Technician**, interprets results of tests and determines maturity and potential of rock formations for producing hydrocarbons; makes field trips to obtain samples, ensure correct collection of samples or assess rocks; prepares reports on findings.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 6*;
TEMP: D, J, T;
APT: G(P), V, S, P, C;
INT: 2;
PD: 1a(S,L), 4(a,b,c,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,g);
EC: 1(a,b,i,n);
PH: 2a, 3b.

2114.25 VOLCANOLOGIST

Studies origin and activity of volcanoes, and predicts volcanic eruptions:

Conducts field research to observe volcano and collect samples for testing; analyses results of laboratory testing and recordings taken by technical staff, and determines intensity, timing and scope of actual and potential volcanic eruptions; indicates type of hazards expected and advises public authorities on appropriate measures to be adopted; supervises and coordinates activities of subordinates; prepares information for reports and publication.

OCCUPATIONAL PROFILE

DPT: 034; ETD: 7; SVP: 6*;
TEMP: D, P, I, J;
APT: G(P), V, S, P, Q;
INT: 2;
PD: 1(a[S,L],b,c), 2(a,b), 3(a,b,c), 4(a,b,c,d,f), 5a, 6(a,b), 7(a,b,e,g,h), 8(a,b,g);
EC: 1(a,b,f,g,i,j,l,m,n), 2a, 4b, 5(a,b), 6(b,c,d,h,i,k), 7(a,b,c,d,f);
PH: 3b.

2114.30 PALAEOONTOLOGIST

Studies fossilised remains of plants and animals found in geological formations to trace evolution and development of past life and identify formations according to depositional environment and chronology:

Carries out microscopic examination of fossilised specimens, classifies these according to genus and species and determines their probable geological age and stratigraphical value; uses photomicroscope to photograph unidentified flora and undertakes research for classification purposes; prepares reports on findings and discusses

results with Petroleum Geologist; liaises with personnel attached to geological department to assist in problem-solving and identification of potential oil-bearing areas; organises periodic sample-gathering expeditions; compiles range charts and prepares stratigraphic, palaeobathymetric and other maps; prepares slides and updates and maintains specimen collection.

May be designated according to area of specialisation; for example,

MICROPALAEONTOLOGIST if engaged in the study of fossilised remains of microscopic organisms;
PALYNOLOGIST if engaged in the study of fossilised spores, pollen, bioflagellates, fungi and other plant material.

OCCUPATIONAL PROFILE

DPT: 234; ETD: 6; SVP: 7*;

TEMP: D, J;

APT: G(P), V, Q;

INT: 2;

PD: 1a(S,L), 4(a,b,c,d), 5a, 6a, 7(a,c,d,e), 8(a,b,c);

EC: 1(a,b,i,n), 7h;

PH: 2a, 3b, 4.

2114.35 GEOPHYSICIST

Conducts research into physical aspects of the earth and its atmosphere and hydrosphere:

Investigates seismic, gravitational, electrical, thermal and magnetic forces affecting earth, using instruments such as seismograph, magnetometer, gravimeter and electrical resistivity apparatus; analyses and interprets data obtained to compute shape of earth, estimate composition and structure of earth's interior and locate mineral deposits; plots seismic cross-sections, tracing geological topography on sections, and studies sections to determine possibility of stratigraphic traps and presence of direct indications of hydrocarbons; makes calculations to determine appropriate depth of oil wells; prepares and forwards preliminary seismic and sub-surface contour maps to geological draughting department for completion; liaises with Geologists and other professionals on data interpretation, technical recommendations and report preparation; assists in supervising field operations; participates in training of subordinate technical personnel.

May be designated according to level of responsibility; for example,

GEOPHYSICIST I/II/III/IV/V

OCCUPATIONAL PROFILE

DPT: 061; ETD: 6; SVP: 6;

TEMP: D, J;

APT: G(P), V, N, S, P, Q;

INT: 2;

PD: 1a(L), 4(b,d), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(c,i,m,h), 4a, 6(b,g,j), 7(c,h);

PH: 2a, 3b.

2114.40 GEOLOGIST

Studies the structure, composition and history of the earth's crust to locate and identify natural resources and determine suitability of land for projects:

Conducts geological surveys, exploring and charting stratigraphic arrangement and structure of land surveyed, using compass, levels, transits, gravity meter and other appropriate equipment; examines aerial photographs to locate natural deposits; consults ward sheets and topographical maps to identify land ownership and terrain; collects samples of earth and rock, using tools such as hammer, pickaxe and chisel; traces grid on maps to facilitate staking out of area and placement of boreholes for strata sampling by survey crew; examines results of sample tests and prepares technical reports, identifying types and quantities of natural resources; prepares sketch maps of areas surveyed, incorporating technical data, and supervises preparation of maps by Geological Draughter; advises construction companies and government agencies on suitability of sites for construction of buildings, dams, highways and other major structures; conducts field investigations at quarries to ensure legal and safe operation and makes recommendations on applications for quarry licences, if employed in government sector

May be designated according to area of specialisation; for example,

MARINE GEOLOGIST if engaged in studying effects of natural processes and human activities on coastal zone areas.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 6*;

TEMP: V, D, J;

APT: G(P), N, S, P, Q;

INT: 2;

PD: 1a(L), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(e,i,n), 4a;

PH: 2a, 3b.

2114.45 PHYSICAL OCEANOGRAPHER

Studies physical characteristics of ocean to determine flow patterns of tides and currents and interaction of sea with its surroundings:

Conducts oceanographic surveys to determine and study physical characteristics of ocean, such as salt content,

density, temperature, and light and sound transmission; measures structure of ocean to determine flow patterns of tides and currents; observes and analyses factors such as surface and sub-surface movements of waves and tides and density changes; studies wave motion on and within sea due to geophysical, geological and meteorological causes; determines methods of controlling pollution dispersal and effect of currents and waves on coastlines; advises government and other organisations on harbour design and impact of piers, breakwaters and other man-made structures on sea; supervises and coordinates work of subordinates; prepares charts, diagrams and scientific papers and reports; makes oral and written presentations at seminars, conferences and similar fora

OCCUPATIONAL PROFILE

DPT: 034; ETD: 6; SVP: 6*;

TEMP: V, D, S, J, I;

APT: G(P), V, N, S, P, E;

INT: 2;

PD: 1(a[M],b,c), 2b, 3a, 4(b,f), 5a, 6a, 7(a,b,c,d,e,f,g,h), 8(a,b,c), 9;

EC: 1(c,h,i,j,k,m,n), 4a, 6(a,b), 7(a,h);

PH: 3b.

2114.50 PETROLEUM GEOLOGIST

Explores and charts stratigraphic arrangement, composition and structure of earth to locate accumulations of hydrocarbons:

Examines and interprets data from sources such as aerial and satellite photographs and field observations to prepare preliminary material; prepares geologic, contour and isopach maps, geological cross-sections of area and other presentations, utilising data obtained from well studies, geophysical displays and other sources; identifies probable hydrocarbon deposits in collaboration with other professional and technical personnel; prepares reports, presents findings and recommends drilling of oil wells on basis of findings; monitors drilling operations, visiting well site as necessary; advises relevant department on need for acquisition, retention or release of lands; carries out computer analysis of data on well, and performs mapping, contouring and other relevant functions; ensures that assigned operations are carried out in accordance with governmental regulations.

May be designated according to level of responsibility; for example,

PETROLEUM GEOLOGIST I/II/III/IV/V

OCCUPATIONAL PROFILE

DPT: 064; ETD: 6; SVP: 5;

TEMP: J, T;

APT: G(P), V, N, S, P;

INT: 2;

PD: 1a(S,L), 2a, 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,m,n), 7h;

PH: 2a, 3b

2119 OTHER PHYSICAL SCIENTISTS AND RELATED PROFESSIONALS

Workers in this unit group conduct research, perform tests and examinations and analyse findings, and perform duties other than those assigned to workers in the preceding unit groups of this sector.

2119.15 SCIENTIFIC OFFICER, FORENSIC SCIENCE

Performs chemical and physical laboratory analyses to assist in establishment and solution of crimes:

Receives samples and case histories from police and performs analytical examinations; analyses items such as paints, glass, documents, fabric, dust, gases and other substances, using appropriate recording, measuring, testing and/or other instruments; examines and classifies explosives, firearms, bullets, shells and other weapons; visits or examines scenes of crimes or other incidents under investigation and collects and preserves relevant data and samples; inspects scenes of fires suspected to be of malicious origin to ascertain use of fire accelerant and monitor burning pattern of fire to determine cause and time of occurrence; liaises with police and legal representatives regarding analyses performed and results; testifies as expert witness in court with regard to evidence or crime laboratory techniques; prepares reports on analytical findings for court and or other formal hearings; lectures to police recruits on purpose of forensic centre and investigative procedures; supervises technical subordinates.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 7; SVP: 7*;

TEMP: P, J, T;

APT: G(P), V, Q, K, M, C;

INT: 2;

PD: 1a(L), 3a, 4(a,b,c,d), 5(a,b), 6a, 7(a,b,c,d,e,g), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 4a, 6(a,d,e), 7(a,b,d,e);

PH: 2a, 3b, 4, 5a.

2119.20 HYDROLOGIST

Studies location, distribution and properties of water resources to aid in utilisation, conservation and management:

Conducts research into availability of water within a geographic land area, examining form, location and consistency of occurrence; measures and records degree

of absorption, run-off and evaporation relative to seasonal rainfall changes and monitors water table movement to advise on controlled use of water supply; charts water flows to determine peak periods and need for drainage or structures such as flood-protection barriers; supervises performance of tests to determine physical and/or chemical properties of water and assists health authorities in developing and applying measures to control pollution and water-borne diseases; evaluates hydrological data to solve problems of drainage, irrigation and water storage; determines effect of tidal conditions, intrusion of salt water into rivers and sedimentation on flow, flooding, storage and quality of water; directs and supervises technical and clerical subordinates assisting in collection and analysis of data

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 6*;

TEMP: D, J, T;

APT: G(P), V, P, Q;

INT: 2;

PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 7(c,d);

PH: 2a, 3b.

2119.25 SCIENTIFIC OFFICER, FIREARM AND TOOL EXAMINATION

Identifies characteristics of firearms and tools and their action on objects, for crime-detection purposes:

Labels and records items received from police personnel, following established procedures; inspects and identifies firearms and components by using microscope and consulting charts and catalogues; operates firearms in specially equipped room and/or utilising test equipment to establish firing patterns and compare them with previous findings; identifies bullet or cartridge as having been discharged from particular firearm and ascertains that bullet has been fired into object by inspecting holes in object for traces of metal; determines firing capacity of home-made firearms; disassembles firearms for inspection purposes; uses etching techniques to restore serial numbers and other markings on firearms; identifies tool markings and tools used on objects by determining pertinent characteristics; takes photographs of objects inspected and prepares reports for use as court evidence; gives expert evidence in court if required; maintains stock of charts and catalogues to keep abreast of new firearms and tools being manufactured; lectures to protective services personnel on firearms and techniques of collecting and preserving evidence

OCCUPATIONAL PROFILE

DPT: 261; ETD: 6; SVP: 6*;

TEMP: D, J;

APT: G(P), V, S, P, M;

INT: 2;

PD: 1(a(L),b,h), 3a, 4(a,b,c,e,f), 5(a,b), 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,i,l,n), 6(b,c,e), 7(a,d);

PH: ---

2119.30 SCIENTIFIC OFFICER, DOCUMENT EXAMINATION

Conducts physical and chemical examinations of documents, using appropriate equipment to determine content and/or authenticity:

Scrutinises letters of advice stating type of examination required; examines documents to determine message; inspects documents, using microscope and equipment such as ultra-violet, infra-red and electrostatic detecting apparatus; compares handwriting or print on documents with verified specimens where possible; identifies handwriting, printing or duplicating instruments used in preparation of documents; inspects class characteristics of machine printouts, or writing habits and patterns displayed on documents to determine abnormalities and/or forgeries; inspects documents for indented writing or impressions and secret or hidden writing or symbols, alterations and erasures; performs laboratory analyses on items such as papers, inks, adhesives, money and documents and classifies them, making comparisons to ascertain properties and sources of items; photographs evidence if necessary; determines age of documents, identifies and deciphers burnt documents and reassembles torn documents; prepares charts on findings; inspects embossed stamps and seals to detect evidence of tampering or forgery; forwards samples for chemical analysis if necessary; prepares reports on analyses; advises police on items inspected and gives expert evidence in court; compiles and maintains reference file of items such as typewritten, mimeographed and printed materials, cheque-writer specimens, banknotes, inks and glues; supervises assigned laboratory personnel.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 5;

TEMP: J, T;

APT: G(P), V, P, Q, C;

INT: 2;

PD: 1a(S,L), 3a, 4(a,b,c,d,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,l,m,n), 7(a,b);

PH: 2a, 3b, 4, 5a.

2119.35 REGISTRAR, TOXIC CHEMICALS AND PESTICIDES

Organises, plans, directs and coordinates activities of

relevant board in control of licensing, importation and distribution of pesticides and toxic chemicals:

Prepares agendas and documentation for board meetings and performs administrative secretarial duties; ensures implementation of board decisions; processes applications from importers or distributing agencies to determine whether licences for import or sale should be granted; monitors storage facilities at pest control and similar operations to ensure adherence to regulations; makes suggestions for improvements, grants or refuses licences and notifies applicants of decisions taken; processes appeals to Government Minister by objectors to decisions; monitors aerial application of chemicals and disposal of toxic wastes; provides technical assistance in development of standards and drafting of regulations; facilitates harmonisation of local standards with international standards for pesticides and toxic chemicals; provides information regarding provisions of relevant laws and regulations to Public Health Inspectors and other personnel; develops training courses for workers monitoring use of, or involved in application of toxic chemicals and pesticides; informs medical practitioners, Veterinarians and similar personnel about properties, safe use and handling of pesticides and other toxic chemicals; develops public awareness programmes and gives lectures; keeps abreast of technical developments in field; processes objections to registration of pesticides and other toxic chemicals; monitors storage, labelling and packaging of toxic substances at ports of entry to ensure adherence to proper and safe procedures, and boards aircraft and marine vessels to monitor storage of toxic chemicals and substances and ensure adherence to regulations; deals with complaints from the public.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 6*;

TEMP: D, P, J;

APT: G(P), V, P, Q;

INT: 11;

PD: 1a(L), 2(a,b), 3(a,c,e), 4(b,f), 5(a,b), 6a, 7(a,b,g), 8(a,b,c), 10;

EC: 1(a,b,g,h,i,k,m,n), 6(a,d,e,h), 7(a,b,c,d,e,f,h,i,j);

PH: 3b.

2119.40 FOOD TECHNOLOGIST

Conducts research and develops methods and procedures for manufacture and processing of food and beverages:

Determines inputs required from professional and technical personnel for project research; outlines research and production plan and assigns work to laboratory personnel; develops testing equipment if necessary and sets up and/or monitors setting up of apparatus; performs

experiments and analyses to develop methods of commercial processing of food and beverages; liaises with clients and visits establishments to monitor operations and advise on various aspects of production such as food and beverage handling, marketing, cost control and plant design; develops quality control programmes; collaborates with professional colleagues and other relevant personnel in food-production field to achieve project goals; prepares research and related papers for publication as required.

May be designated according to level of responsibility; for example,

PROGRAMME LEADER, FOOD TECHNOLOGY, if also engaged in scheduling and overseeing operations of assigned laboratories, supervising subordinate professional and technical personnel, preparing initial project cost estimates, budgets and service contracts, requisitioning equipment and materials, marketing divisional services and performing other administrative duties.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 6; SVP: 0;

TEMP: V, D, P, J, T;

APT: G(P), V, N, P, C;

INT: 2, 11;

PD: 1a(S,L), 2a, 3a, 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c), 10, 11;

EC: 1(a,b,f,i,j,m,n), 2a, 3a, 4a, 5a, 6(a,f), 7(b,h);

PH: 1a(P), 2a, 3b, 4.

212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS

Workers in this minor group conduct research in the science of statistics to develop improved statistical methodology, advise on practical applications of statistical methods, plan and conduct statistical surveys and evaluate, organise and interpret statistical data; they improve mathematical techniques for solution of problems in specific fields and apply knowledge of mathematics, statistics and financial affairs to the design and operation of insurance and pension schemes.

2121 MATHEMATICIANS AND RELATED PROFESSIONALS

Workers in this unit group plan and develop insurance, social security and pension schemes, applying principles of finance, mathematics and statistics.

2121.15 ACTUARY

Applies principles of finance, mathematics and statistics to design insurance, social security and pension schemes:

Collaborates with **Insurance Manager**, **Insurance Underwriter** and other relevant personnel; designs and/or revises life, health, accident and other insurance, pension and social security schemes; investigates factors such as mortality, accident and membership withdrawal rates to determine benefit provisions, premium rates or employee contributions; liaises with **Actuarial Assistants** to design programmes for processing actuarial data; prepares tables of probabilities to compute benefits from insurance, social security and pension schemes; ascertains cash reserves necessary to make payments of future benefits and liabilities; ensures optimum functioning of actuarial schemes; conducts periodic actuarial valuation exercises on existing insurance, social security and pension schemes; reviews trust deeds and rules for correctness, recommending necessary adjustments; advises clients on insurance and actuarial matters; supervises subordinates engaged in actuarial valuations; prepares departmental progress reports

May issue solvency certificates, liaise with reinsurance companies to discuss insurance companies' needs and advise employees' representatives on matters such as contribution rates and benefit provisions of pension schemes.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 7*;
TEMP: V, D, P, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 4, 5a.

2122 STATISTICIANS

Workers in this unit group analyse and interpret statistical data.

2122.10 STATISTICIAN

Analyses statistics and prepares reports for publication:

Consults **Senior Statistician** to design survey questionnaires for collecting data pertaining to health, population, agriculture, business, national income and other sectors; consults **Systems Analyst** and other related professional personnel to facilitate computerisation of statistics; reviews statistical registers to ensure that coding and classifying format is maintained; designs tabulation and collating procedures for processing statistics; supervises and assists **Statistical Officers** in compilation, collation and tabulation of statistics for publication; analyses and interprets statistical data to prepare reports; compares reports with other related publications for consistency

and reliability; designs graphs and charts to indicate statistical trends; provides statistical information to individuals and establishments on request; attends seminars and conferences to provide necessary statistical guidance; appraises work performance of **Statistical Officers** and other subordinate personnel.

May assist in training of **Statistical Officers**

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 0;
TEMP: V, P, J, T;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 4, 5a

2122.15 BIOMETRICIAN

Develops methodology and applies statistical techniques to facilitate analysis of medical and agricultural research data:

Performs duties of **STATISTICIAN**; discusses research projects and clients' requests with professional and technical staff to determine techniques to be applied in analysis of data; accompanies clients on field trips to monitor collection of information; provides advisory services and assistance in data processing and computing; prepares statistical papers for research scientists; conducts training and refresher courses for peers and subordinates in basic statistics and data processing and their applications.

OCCUPATIONAL PROFILE

DPT: 034; ETD: 6; SVP: 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, P, Q;
INT: 11;
PD: 1a(S), 3a, 4(b,f), 5(a,b), 6a, 7(a,b), 8(a,b,c);
EC: 1(a,b,i,m,n);
PH: 3b.

2122.20 DEMOGRAPHER

Plans and monitors surveys to obtain, analyse and interpret statistical data relating to human population:

Performs duties of **STATISTICIAN**; prepares reports on age, marriage, income, housing and other demographic phenomena; develops tables for migration, longevity and fertility; extrapolates population estimates and monitors demographic trends and patterns of national significance; prepares population-related programmes and policies; provides consultative services to governmental and

other agencies; promotes awareness of inter-related elements of population development

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 4;
 TEMP: D, J;
 APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 4, 5a

213 COMPUTER PROFESSIONALS

Workers in this minor group analyse data-processing needs and problems of business enterprises and other organisations, advise on, and introduce automatic data-processing systems.

2131 SYSTEMS DESIGNERS AND ANALYSTS

Workers in this unit group design and evaluate data-processing systems and perform related technical duties

2131.15 SYSTEMS ENGINEER/ Systems Consultant

Provides technical guidance with regard to establishment and improvement of data-processing systems:

Provides technical guidance in survey, design, selection and configuration of data-processing systems; assists customers with implementation of systems; advises Technical Sales Representatives and customers on computer systems, including application and system design, documentation, programming, testing, debugging and conversion; evaluates existing systems, recommends modifications for improved capability and provides technical information on equipment and programming systems of other manufacturers; assists with preparation and presentation of marketing proposals; determines scope of effort required to maintain systems; prepares systems engineering service estimates for customer or validates prepared estimates; participates in training and development of data-processing personnel and in marketing of related products and services

OCCUPATIONAL PROFILE

DPT: 162; ETD: 6; SVP: 6;
 TEMP: P, J, T;
 APT: G(P), V, N, S, P, Q;
 INT: 11;
 PD: 1a(L), 3a, 4(a,b,c,f), 5a, 6a, 7(a,d), 8(a,b,c);
 EC: 1(a,i,j,m,n), 7;
 PH: 4

2131.20 SYSTEMS ANALYST

Designs and implements data-processing systems:

Confers with relevant professional personnel to ascertain data-processing output requirements; studies and analyses existing data-handling procedures to design data-processing system for producing information and reports; conducts cost-benefit analyses to determine advantages of system; designs system flow charts to demonstrate operation of system; prepares design specifications for use by Computer Programmer; prepares test programs to check functioning of system, evaluates results of tests and makes appropriate adjustments to system; recommends software for operating processing system; trains Computer Operators and other data-processing staff to use system; prepares instruction manuals for operation of system; monitors computer program development to ensure efficient functioning of system

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 5*;
 TEMP: V, P, J, T;
 APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(S), 4(b,c), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 1a, 2a, 4, 5a

214 ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

Workers in this minor group study, design, advise on and supervise the construction of buildings and other civil engineering structures. They plan and coordinate the development of urban areas, design landscapes and supervise landscaping operations; they study, advise on and develop related plant and equipment, etcetera.

2141 ARCHITECTS AND TOWN AND TRAFFIC PLANNERS

Workers in this unit group conduct research and advise on, design and monitor the construction and maintenance of residential, commercial and industrial buildings, the layout of urban and rural areas, landscapes, and routing of traffic

2141.15 ARCHITECT

Designs buildings and supervises their construction:

Consults with client to determine budget, and type, style and size of building and advise on feasibility of project; inspects site and prepares preliminary designs indicating spatial areas and functions of building, for client's approval; prepares final design; liaises with government

regulatory bodies to ascertain building guidelines and regulations; sets up framework for project, coordinating discussions with engineering and other professional personnel in related areas for estimation and determination of materials, quantities, production schedules and other relevant technical considerations; prepares or supervises preparation of detailed plan and working drawings; evaluates tenders and recommends **Building Contractor** for project; administers building contract, visiting site periodically during construction phase to inspect work and ensure that building is erected according to specifications; approves payments to contractor, field changes in design and substitution of materials.

May advise client on choice of site.

OCCUPATIONAL PROFILE

DPT: 011; ETD: 6; SVP: 7*;
 TEMP: V, D, P, J, T;
 APT: G(P), V, S, P, C;
 INT: 1, 7;
 PD: 1a(L), 2(a,b), 4f, 5a, 6a, 7(a,b,c,d), 8(a,b,c);
 EC: 1(g,f,i,j,m,n), 5a, 6(a,h), 7(c,h);
 PH: 2a, 3b, 4.

2141.20 LANDSCAPE ARCHITECT

Plans functional and aesthetic development of land areas:

Consults with clients and associated planning and design professionals to determine nature of project and scope of work; undertakes regional data collection and analysis of features such as topography, drainage, geology, soils, vegetation, ecology and land use; assesses suitability of land areas for different uses; formulates regional landscape planning proposals; develops programme requirements for use of specific sites; analyses natural and built elements of project sites and their surroundings; formulates development proposals based on site characteristics and programme requirements; prepares site plans for projects such as parks and playgrounds, shopping centres, and housing and industrial areas; prepares working drawings, specifications and cost estimates for site planning and design projects; conducts environmental impact studies to determine effect of proposed development on the environment.

May develop plans for land reclamation projects such as restoration of quarries.

OCCUPATIONAL PROFILE

DPT: 061; ETD: 6; SVP: 7*;
 TEMP: J;
 APT: G(P), V, S, P, Q;
 INT: 1, 2;

PD: 1a(L), 2(a,b), 3a, 4(b,c,d), 5a, 6a, 7(a,b,c,d,e,g), 8(a,b,c);
 EC: 1(a,b,i,l,m,n), 7(c,d);
 PH: 2a, 3b.

2141.25 TRAFFIC ENGINEER

Assists in preparing, implementing and monitoring traffic management plan for road transportation control:

Directs and supervises field officers carrying out surveys and collecting data relevant to traffic conditions and advises subordinates on traffic and road safety procedures; evaluates data-collection systems and recommends measures to improve efficiency and reliability of data collected; collates, evaluates and interprets survey information and makes recommendations for improvement of transportation service; analyses data from various sources to compile traffic statistics and compare them with international figures; monitors physical development of country to develop public transportation route networks, ensuring efficient vehicle movement; evaluates physical causes of traffic problems and assists in design of measures to remedy dangerous and/or congested areas of road network; organises lectures to educate members of the public on road safety and traffic regulations; prepares contract documents and monitors execution of contracts for traffic signals and other control devices to ensure contractor's adherence to specifications; assists superior in evaluation and analysis of new traffic management schemes and planning and executing of awareness programmes; liaises with other government agencies to avoid and/or solve problems; serves on technical committees and compiles reports as necessary.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 6*;
 TEMP: D, P, J, T;
 APT: G(P), V, N, S, P;
 INT: 5;
 PD: 1a(L,M), 3(a,e), 4f, 5a, 6a, 7(a,b,d,e), 8(a,b,c);
 EC: 1(g,i,m,n), 7(a,c,h);
 PH: 2a, 3b.

2141.30 URBAN AND REGIONAL PLANNER/ Town Planner

Develops plans and policies for controlled use of urban and rural areas and facilities by performing any combination of the following duties:

Formulates development plans for geographical areas; prepares reports outlining scope of plan and identifying information and background research required; carries out site surveys and analyses maps to assess physical characteristics, land use, housing and other relevant data

for development planning and control purposes; confers with personnel of central and local government agencies, statutory bodies and utilities to acquire data, coordinate plans and ensure compatibility of projects with national planning policies; prepares sketches to guide drawing office personnel in preparation of maps illustrating development proposals; prepares reports, incorporating analyses of survey data, plan formulation, plan proposals, maps and charts; reviews and modifies outdated development plans; attends public inquiries into development proposals; assesses applications for land and building development, if employed in government sector, to ensure conformity with official policies and plans for area involved, building standards and other relevant concerns; advises public and government agencies on land-use matters and serves on committees pertaining to development control; makes architectural or engineering evaluations and advises on feasibility of projects; prepares designs and design guides for land and building development projects; supervises technical staff and monitors project construction to ensure compliance with approved plans

May be designated according to area of specialisation; for example,
DESIGN PLANNER

OCCUPATIONAL PROFILE

DPT: 037; **ETD:** 6; **SVP:** 5*;
TEMP: D, P, J, T;
APT: G(P), V, S, P;
INT: 11;
PD: 1a(L), 2a, 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(c,i,m,n), 7(c,h);
PH: 2a, 4

2141.35 TRAFFIC PLANNER, BUS SERVICE/ Transportation Planner

Formulates plans for bus service network to ensure safe, adequate and economic operations:

Studies bus service network and traffic conditions and develops methods to promote safety and minimise congestion; selects survey samples from population and designs questionnaires to determine existing levels of demand for transport, payment capacity of market and future markets and trends; analyses data received and makes projections; conducts surveys to determine directions and volumes of traffic flow in key catchment areas, checking variables such as physical geometrics of routes, general conditions and topography; makes recommendations for relief of unsafe and congested conditions; plans and conducts experimental alternative routing to improve safety for staff and commuters; analyses and

evaluates results of experiments and prepares reports containing recommendations concerning adequacy of road facilities, traffic routing and control systems; consults with managerial personnel on matters relevant to traffic planning.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 5;
TEMP: V, P, J;
APT: G(P), V, N;
INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7(a,c,e), 8(a,b,c);
EC: 1(c,i,m,n);
PH: 3b

2142 CIVIL ENGINEERS

Workers in this unit group conduct research, design and supervise construction of civil engineering structures and manage the operation and maintenance of such structures

2142.10 CIVIL ENGINEER

Plans and designs buildings, structures and facilities and supervises their construction and maintenance:

Undertakes and/or assesses feasibility studies to determine viability of projects; develops and prepares project designs; supervises preparation of detailed drawings and specifications by technical staff; prepares contract documents and cost estimates and evaluates tenders; monitors site preparation, foundation laying and other phases of project during construction stage to ensure conformity with specifications and approves minor design changes; liaises with other engineering personnel and professionals in related fields on technical or other aspects of projects and provides technical guidance where necessary; evaluates construction work and recommends payments to contractors; supervises maintenance and repair of projects.

May allocate manpower, ensure availability of materials, prepare, negotiate and issue petty contracts and test and commission projects.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P;
INT: 5;
PD: 1a(L), 2a, 3a, 4(a,b,f), 5a, 6a, 7(a,b,c,d), 8(a,b,c);
EC: 1(c,i,m,n), 5a, 6(f,h), 7(c,h);
PH: 2a, 3b, 4.

2142.15 COASTAL ENGINEER

Studies effect of physical forces such as wind and waves on coastline and designs structures to alleviate related problems:

Performs duties of **CIVIL ENGINEER**; investigates or studies effects of erosion on beaches, pollution of coasts, dredging of waterways, siltation of harbours and movement of currents, using knowledge of geology, oceanography, meteorology, related research information and historical data; develops and prepares designs for structures such as coastal barriers and retaining walls to alleviate problems affecting coastline, or formulates non-structural solutions such as replacement of sand on beaches, zoning of protected areas and planting of shrubs.

OCCUPATIONAL PROFILE

DPT: 031; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2;
PD: 1a(L), 4(b,d), 5a, 6a, 7(a,b,d,e), 8(a,b,e);
EC: 1(g,i,l,m,n);
PH: 2a, 3b.

**2142.20 GEOTECHNICAL ENGINEER/
Soils and Materials Engineer**

Supervises laboratory testing of soil samples and interprets test results to determine factors to be considered in preparation of foundation designs for construction projects:

Performs duties similar to those of **CIVIL ENGINEER**; plans, supervises and implements site investigations for construction of foundations for buildings, roads, highways and other projects; inspects proposed sites to observe general soil characteristics and type; examines aerial photographs and information pertaining to durability of previous buildings on site, where applicable, and reviews other relevant background data; determines number and locations of boreholes and test pits to be drilled, samples to be retrieved and laboratory or 'in situ' tests to be undertaken; supervises sample retrieval and testing, participating in procedures as required; interprets test results and develops soil profiles, indicating bearing capacity of soil and type of foundation required for building; prepares designs for projects such as dams, deepwater harbours, roads and highways, making use of analysis of materials and soil; supervises laying of foundations; investigates problems such as building cracks, landslips and dam seepage to determine cause, method of rectifying situation and liable party; serves as expert witness in related court cases; indicates methods of disposing of waste at disposal sites, using knowledge of

soil conditions and use which can be made of abandoned land-fill sites.

May prepare foundation designs for buildings.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, S, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2, 5;
PD: 1a(L), 2a, 3a, 4(a,b,d), 5a, 6a, 7(a,b,e);
EC: 1(g,i,m,n), 4a, 7d;
PH: 2a, 3b, 4.

2142.25 ENVIRONMENTAL ENGINEER

Assesses impact of project development on environment and designs systems to mitigate harmful effects:

Performs duties similar to those of **CIVIL ENGINEER**; examines development proposals, designs and projects; monitors environmental problems and designs related solutions; visits sites where applicable and conducts surveys and interviews to collect pertinent data, liaising with life scientists, social scientists and other relevant personnel as required; coordinates results of investigations and designs systems and devices such as sewage plants, air pollution control devices and hazardous-waste disposal systems; advises on control of noise, smoke and other pollutants.

OCCUPATIONAL PROFILE

DPT: 031; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2, 5;
PD: 1a(L), 2(a,b), 4(b,d), 5a, 6a, 7(a,d,g), 8(a,b,e);
EC: 1(g,f,i,j,m,n), 4a, 5a, 6e, 7(a,b,c,g);
PH: 3b.

2142.30 CITY ENGINEER/Borough Engineer

Plans, directs and coordinates civil engineering, maintenance, cleansing and transport activities of local government authority or municipality:

Performs duties similar to those of **CIVIL ENGINEER**; supervises and coordinates civil engineering, maintenance, transport and cleansing activities of local government authority, ensuring that statutory regulations are observed; attends statutory council meetings to develop and review plans for improvement of city or borough and answer queries relating to engineering works; plans and directs development and special projects when required; sits on government-appointed committees to plan civil engineering projects; inspects buildings to ensure suit-

ability for habitation; authorises individuals and agencies to demolish dilapidated and unauthorised structures as necessary; approves plans for civil engineering and construction activities in city; signs vouchers for purchase of goods and services; trains technical staff in work methods and techniques; prepares annual draft estimates of expenditure for department.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 7*;
 TEMP: V, D, P, J, T;
 APT: G(P), V, N, S, P, Q;
 INT: 5, 11;
 PD: 1a(S), 2a, 3a, 4(b,f), 5(a,b), 6a, 7(a,b,c), 8(a,b,c);
 EC: 1(c,f,i,m,n), 5a;
 PH: 2a, 3b, 4.

2142.35 PORT ENGINEER

Plans and directs activities relating to port and harbour works, and operation and maintenance of port machinery and equipment:

Performs duties similar to those of **CIVIL ENGINEER**; supervises professional, technical and support staff in operation and maintenance of harbour facilities; prepares and evaluates feasibility and other reports on various dock and harbour projects; plans and executes regular hydrographic and other surveys; prepares annual dredging programme; evaluates tenders and proposals for supply of required engineering equipment and materials; consults with manufacturers' representatives on availability and supply of equipment; supervises harbour works programmes; maintains financial control of assigned division; serves as member of various committees related to port development.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
 TEMP: V, D, P, S, J;
 APT: G(P), V, N, S, P;
 INT: 5;
 PD: 1a(L), 4(a,b,f), 5a, 6a, 7(a,b,c,d), 8(a,b,c);
 EC: 1(c,i,m,n), 5a, 6(b,h), 7(c,h);
 PH: 2a, 3b, 4.

2142.40 STRUCTURAL ENGINEER/ Structural Design Engineer

Analyses building plans to design framework for load-bearing structures:

Performs duties similar to those of **CIVIL ENGINEER**; analyses plans prepared by **Architect** and determines structural soundness of dimensions; recommends structural changes or designs necessary reinforcements for

structure, considering factors such as stress tolerances and vibration allowances; prepares cost estimates and technical specifications for structural work; checks technical aspects of tender documents and verifies structural calculations on working drawings; visits site to advise on structural matters, organise and approve soil investigations and report during construction stage.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;
 TEMP: D, P, J, T;
 APT: G(P), V, N, S, P, Q;
 INT: 5;
 PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c,d,e), 8(a,b,c);
 EC: 1(a,b,i,n), 5a;
 PH: 2a, 4.

2142.45 BUILDING CONSTRUCTION ENGINEER/Site Engineer

Plans and designs structures and supervises construction and maintenance of same:

Performs duties of **CIVIL ENGINEER**; develops and prepares engineering designs, contract documents, specifications and cost estimates; evaluates tenders; monitors site preparation, foundation laying and other phases of project during construction stage, ensuring conformity with specifications; modifies designs or approves minor design changes made by **Building Contractor**; attends regular meetings with **Building Contractor** to discuss progress of project and review production schedule; provides technical guidance to construction personnel where necessary; evaluates construction work and recommends payment of contractors.

May allocate manpower, ensure availability of materials, prepare, negotiate and issue petty contracts and test and commission projects.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;
 TEMP: D, P, J, T;
 APT: G(P), N, S, P;
 INT: 5;
 PD: 1a(L), 2a, 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(c,i,n), 4b, 5a, 6(f,h), 7(c,h);
 PH: 2a, 3b.

2142.50 ROADS AND HIGHWAYS ENGINEER/Civil Engineer, Roads and Highways

Designs roads and highways and supervises construction, maintenance and repair of same:

Performs duties of **CIVIL ENGINEER**; liaises with road and highway design and construction consultants and prepares designs of roads and highways showing structures, drainage, bridges and culverts; consults plans and maps to coordinate construction activities; requests testing procedures and information on site geology from soil testing department and modifies designs accordingly; processes land development and building applications, checking road works, drainage and location; performs personnel and administrative duties in relation to labour force on site.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P;

INT: 5;

PD: 1a(L), 3(a,c,e), 4f, 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(c,i,m,n), 5a, 6(b,h), 7(c,d,h);

PH: 2a

2142.55 AIRPORT ENGINEER/ Civil Engineer, Airports

Plans and designs airports and related facilities and supervises construction and maintenance of same:

Performs duties of **CIVIL ENGINEER**; conducts aviation traffic surveys and analyses findings to determine desirable size of airport facilities such as runways, taxiways and passenger terminal buildings; designs and supervises construction of runway pavements and other facilities; supervises preparation of sites for air traffic control facilities such as approach lighting systems, light slopes and towers; makes daily runway checks, determines repair needs and supervises resurfacing; prepares guidelines for and supervises maintenance of other facilities and buildings.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;

TEMP: D, P, S, J, T;

APT: G(P), V, N, S, P;

INT: 5;

PD: 1a(L), 2a, 3a, 4(a,b,f), 5a, 6a, 7(a,b,c,d,g), 8(a,b,c);

EC: 1(c,i,j,m,n), 5(a,b), 6(f,h), 7(a,c,h);

PH: 2a, 3b

2142.60 BRIDGES ENGINEER/ Civil Engineer, Bridges

Designs bridge structures and monitors and coordinates their construction, maintenance and repair:

Performs duties of **CIVIL ENGINEER**; consults site

plans prepared by **Land Surveyor** to determine required type and size of bridge structure, road re-alignment and other factors to prevent flooding; designs structures such as culverts and reinforced concrete and steel bridges, basing design on material specifications, and consulting reference texts where applicable.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P;

INT: 5;

PD: 1a(L), 3(a,c), 4f, 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(c,i,m,n), 4a, 5a, 6(b,h), 7(d,h);

PH: 2a, 4

2142.65 PUBLIC HEALTH ENGINEER

Designs and supervises construction, operation, maintenance and repair of public health systems and facilities:

Performs duties similar to those of **CIVIL ENGINEER**; investigates problems relating to public health facilities; designs industrial waste, refuse, sewage disposal and drainage systems, water distribution plants and vector-proof buildings; inspects public facilities such as markets, to monitor conformity to public health regulations; prepares reports for submission to relevant **Government Minister**; serves as member of committees dealing with public health issues

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;

TEMP: D, P, T;

APT: G(P), V, N, S, P;

INT: 5;

PD: 1a(L), 2(a,b), 4f, 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(c,i,n), 5a, 6e, 7(a,b,c,e,f,h);

PH: 2a, 4

2142.70 WATER RESOURCES ENGINEER

Plans, designs and supervises construction, operation and maintenance of water resource facilities:

Performs duties similar to those of **CIVIL ENGINEER**; designs water resource facilities such as dams, reservoirs, treatment plants and distribution systems; conducts field investigations to prepare site plans and working drawings for proposed project; carries out studies on water consumption patterns in various areas to determine type of facilities required and develops proposals based on budgetary allocations; supervises workshop staff engaged in operation and maintenance of equipment such as pumps and valves; investigates on-the-job problems and institutes or recommends solutions.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(P), N, S, P, Q;
INT: 5;
PD: 1a(L), 2a, 3a, 4(a,b,f), 5a, 6a, 7(a,b,c,d), 8(a,b,c);
EC: 1(c,i,m,n), 4a, 5a, 6(f,h), 7(c,h);
PH: 2a, 3b, 4

2142.75 DRAINAGE ENGINEER

Plans and designs drainage, irrigation, reclamation, river and coastal engineering projects:

Performs duties similar to those of **CIVIL ENGINEER**; investigates drainage complaints and prepares related reports; conducts hydrological studies and prepares designs, detailed plans with specifications and contract documents in relation to main water courses, coastal erosion and land reclamation projects; receives complaints from public and local government bodies and provides technical advice where necessary; advises on behalf of government department on drainage aspects of land development projects

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, T;
APT: G(P), V, N, S, P;
INT: 5;
PD: 1a(L), 2a, 3a, 4(a,b,f), 5a, 6a, 7(a,b,c,d), 8(a,b,c);
EC: 1(c,i,m,n), 4a, 5a, 6(a,b), 7(b,c,h);
PH: 3b

2143 ELECTRICAL ENGINEERS

Workers in this unit group conduct research and design and supervise construction, installation and maintenance of electrical systems, motors and equipment

2143.10 ELECTRICAL ENGINEER

Performs activities relative to design, manufacture, installation and testing of electrical systems, equipment and components:

Designs and recommends equipment for generation, transmission and distribution of electric power; estimates cost, and supervises manufacture, installation and/or modification of electrical systems, appliances, components and equipment; investigates and diagnoses electrical problems in plant and equipment and makes recommendations for corrective action; prepares working drawings with specifications for materials, arrangement of components and safety requirements for electrical installations and lighting systems in domestic, commercial and industrial buildings; supervises work of technical and craft

personnel involved in fabrication, maintenance and repair of electrical equipment, ensuring adherence to specifications, statutory codes and safety regulations; evaluates technical data from subordinates, maintains records and prepares technical reports; tests and commissions new installations in accordance with standing instructions and engineering practice; attends meetings and sits on committees in professional capacity.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 7*;
TEMP: D, P, J, T;
APT: G(P), N, S, P, Q;
INT: 5;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);
EC: 1(c,i,m,n), 6g, 7(c,d,h);
PH: 2a, 3b, 4

2143.15 ELECTRIC POWER TRANSMISSION AND DISTRIBUTION ENGINEER

Plans, directs and supervises construction and maintenance of electric power transmission and distribution systems:

Performs duties of **ELECTRICAL ENGINEER**; visits proposed installation sites and plans transmission route, utilising field data to avoid interference with other service lines; assigns development work to engineering staff, directing feasibility studies on present and future needs; designs and/or specifies steel or wooden cable support structures and identifies locations on sketches; makes engineering calculations relative to pole or pylon strength and cable sag; prepares construction and installation schedules and estimates manpower requirements for projects; monitors operations to prevent or account for cost and time overruns; provides technical advice on system integration, voltage levels permitted, transformer connections and switching operations; tests and commissions transmission and distribution installations and equipment; directs and supervises subordinate staff, assessing quality and quantity of work produced; collaborates with monitoring personnel to identify failures in transmission and distribution systems; analyses problems and decides on corrective measures to restore power supply.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(P), N, S, P, Q;
INT: 5;
PD: 1a(L), 2a, 3a, 4(a,b,f), 5a, 6a, 7(a,b,c,d), 8(a,b,c);
EC: 1(c,i,j,m,n), 6g, 7(c,h);
PH: 3b

2143.20 POWER-STATION ENGINEER

Supervises installation and maintenance of power-generating plant and related equipment for transmission and distribution of electricity:

Monitors power-plant installation and operation and carries out inspections to ensure adherence to operational and maintenance specifications; tests and commissions new plant and equipment as directed by **Power Station Superintendent**; liaises with central control and maintenance department personnel to discuss withdrawal from and return to service of plant, equipment and power transmission facilities; analyses system disturbances and compiles reports on failure or malfunction and corrective action taken; directs and supervises maintenance work associated with power-station plant and equipment and takes independent action to ensure that plant components are not endangered by failure of protective devices.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 6*;

TEMP: D, S, J, T;

APT: G(P), N, S, P, K, M;

INT: 5;

PD: 1a(L), 2a, 3(a,e), 4(a,b,f), 5a, 6(a,b), 7(a,b,c,d,e,h), 8(a,b,c);

EC: 1(a,k,m,n), 2a, 5(a,b), 6(b,f,g), 7(d,h);

PH: 3b.

2143.25 POWER-SWITCHBOARD OPERATOR

Regulates and distributes quantity of electricity generated at power station according to customer demand:

Receives and collates estimates of power loads and determines number of generating units required; informs power generation personnel of impending load changes and operates switchboard to distribute power output according to existing and projected demand; manipulates controls to synchronise newly-started generator units with operating generators and match voltage and frequency with system; pulls switch to connect incoming unit to busbar receiving current from synchronised generators; operates switchboard to disconnect malfunctioning generator unit from busbar and activates switches to equalise load among operating units; initiates procedures for load-shedding if necessary; maintains records of switching operations and takes regular readings of power output.

OCCUPATIONAL PROFILE

DPT: 262; **ETD:** 6; **SVP:** 6*;

TEMP: D, S, J, T;

APT: G(P), P, Q;

INT: 6;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,c,g,h), 8(a,b,c);

EC: 1(a,k,m,n), 5(a,b);

PH: 3b.

2144 ELECTRONICS AND TELECOMMUNICATIONS ENGINEERS

Workers in this unit group conduct research and design and supervise construction, installation and maintenance of electrical and telecommunications systems and components

2144.15 TELECOMMUNICATIONS ENGINEER

Plans, designs and develops or modifies plant, components and equipment for telecommunications systems:

Studies operating requirements, manufacturer's designs and specifications and budgetary allocations to advise on telecommunications systems; plans and oversees installation, operation, maintenance and repair of telephone, telegraph, radio, microwave and switching equipment; performs calculations relative to signal strength and direction, atmospheric barriers and insulation of components to reduce noise interference and enhance transmission and reception; designs instruments for feasibility studies in various applications of telecommunications technology; conducts and analyses traffic studies to prevent blockage in system; tests or directs testing of telecommunications systems and components, analyses and interprets test data and adjusts, aligns or modifies circuitry and components to produce satisfactory results; prepares technical reports and develops charts, graphs and schematics to illustrate operation of systems; oversees and evaluates work of subordinate technical staff and ensures conformity with specifications, engineering principles and statutory codes.

OCCUPATIONAL PROFILE

DPT: 231; **ETD:** 7; **SVP:** 7*;

TEMP: D, J, T;

APT: G(P), N, S, P, Q;

INT: 2, 5;

PD: 1a(L), 3a, 4(a,b,d), 5a, 6(a,b), 7(a,c,d), 8(a,b,c);

EC: 1(a,b,i,m,n), 6g;

PH: 3b, 4.

2144.20 ELECTRONICS ENGINEER

Engages in research and development projects for design, manufacture, application and testing of electronic systems and components:

Studies proposals relevant to design and application of electronic technology in industrial, medical, communications, and other fields; prepares specifications for materials, develops plans for prototype of electronic system or component and prepares cost estimates; directs.

and monitors technical personnel during manufacture and installation; supervises testing of systems and/or products, investigates and diagnoses problems and recommends related solutions; monitors and evaluates performance of equipment to identify required modifications to suit specific needs; makes recommendations relative to correct use and maintenance of electronic systems and components; prepares and conducts training programmes for staff; keeps required records and prepares reports.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 6; SVP: 7*;
TEMP: D, P, J, T;
APT: G(P), N, S, P, Q;
INT: 5;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,i,l,m,n), 6f;
PH: 3b, 4.

2144.25 CHIEF ENGINEER, RADIO/ TELEVISION STATION

Directs operations of technical department in radio or television station by performing any combination of the following duties:

Assigns duties to subordinate Engineering Technicians, Radio/Television Broadcasting; supervises work performance, giving technical advice and assistance and trouble-shooting problems to ensure maintenance of desired broadcast/telecast quality; monitors station output to detect technical problems; analyses recurring problems and recommends solutions; plans and implements preventative maintenance programmes; ensures availability of adequate stocks of spare parts and equipment; organises logistics for outside assignments, ensuring provision of transportation for crew and equipment; determines optimum location for establishment of transmitters, repeater stations and other installations; consults maps and other documents and inspects proposed sites to survey and take field strength readings; prepares related plans and diagrams; designs modifications to station equipment and selects and supervises installation of new equipment; ensures maintenance and security of station properties, vehicles and environs; liaises with senior managerial personnel on departmental matters; makes recommendations regarding employment, deployment and training of subordinates; prepares tenders, departmental budgets and reports and performs other administrative duties; represents station at technical conferences.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
TEMP: D, P, J, T;

APT: G(P), N, S, P, Q;
INT: 5;
PD: 1a(S,L), 2a, 3(a,e), 4(b,f), 5a, 6(a,b), 7(a,b,c,d), 8(a,b,c);
EC: 1(a,b,f,i,j,k,m,n);
PH: 3b, 4.

2144.30 RESEARCH ENGINEER, ELECTRONICS

Conducts engineering research to obtain information for designing electronic systems:

Liaises with personnel in user departments to ascertain nature of problems and determine hardware and software design requirements; identifies functional components and/or conducts research to determine electronic system required for solution of problem; performs mathematical calculations to ascertain factors such as power requirements and signal levels; assembles components, supervises laboratory tests to ensure adherence to design specifications and provides technical advice to laboratory staff; studies technical literature and conducts laboratory tests and feasibility studies to determine suitability of equipment for use in electronic network; recommends purchase of new equipment when required.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;
TEMP: V, D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2, 5;
PD: 1a(S,L), 4(b,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b, 4.

2145 MECHANICAL ENGINEERS

Workers in this unit group conduct research and design activities and supervise production, operation and maintenance of machinery and industrial plant, equipment and systems

2145.10 MECHANICAL ENGINEER/ Maintenance Engineer

Organises, plans and directs engineering and allied activities relative to functioning and maintenance of industrial plant and equipment:

Participates in and supervises planning, design, layout, operation and maintenance of engineering facilities, ensuring accordance with engineering codes and standards; supervises installation, testing and/or commissioning and modification of plant, instrumentation or equipment; schedules and implements preventative maintenance programmes, ensuring adherence to industrial safety specifications and deadlines; keeps abreast of

latest technology in area of employment and suggests ideas for updating plant and equipment to optimise operating efficiency; inspects plant periodically to monitor functioning of mechanical equipment, and investigate and diagnose technical problems; makes recommendations and ensures expeditious repair and testing or replacement of defective equipment; prepares reports and assists superior in preparing estimates of expenditure and monitoring expenses to ensure conformity with budgetary requirements; performs other assigned administrative duties

May develop engineering standards.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 5;
PD: 1a(L), 3a, 4f, 5a, 6(a,b), 7(a,d), 8(a,b,e);
EC: 1(c,i,m,n), 5a, 6(a,b), 7(a,b,f,h);
PH: 3b.

2145.15 SHIP CONSTRUCTION ENGINEER/ Naval Architect

Supervises design and construction of sailing vessels, marine vessels and offshore structures and inspects same to ensure proper functioning, by performing any combination of the following duties:

Consults with client to determine function of vessel or offshore structure, budgetary constraints and other factors; designs vessels or structures or supervises design process; prepares production schedules and plans and supervises construction of vessel or structure to ensure accordance with approved plans; checks strength and serviceability of vessels and structures as well as machinery, tanks, holds and ballast areas and monitors factors such as deterioration and corrosion damage, using testing equipment where required; determines repair needs and monitors execution of repairs to ensure adherence to acceptable standards; ensures maintenance of ship or structure according to classification and issues certification for insurance purposes; performs statutory certification surveys in keeping with international conventions

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 7*;
TEMP: V, D, P, S, J, T;
APT: G(P), V, N, S, P, M, E;
INT: 5;
PD: 1a(L,M), 4f, 5a, 6a, 7(a,c,d,e,g,h), 8(a,b,e), 9;
EC: 1(c,i,j,k,m,n), 2a, 4(a,e), 5(a,b), 6(a,b,d,e,f,h), 7(a,b,d,e,f,h,i,j);
PH: 3b.

2145.20 SHIP'S CHIEF ENGINEER

Plans, directs and coordinates activities of personnel engaged in operation, maintenance and repair of ship's engine-room machinery and other equipment aboard ship:

Inspects mechanical and electrical machinery and equipment on board ship to establish cause of breakdown or damage; consults manuals and equipment log to ascertain maintenance specifications and status of machinery; develops and establishes schedules to ensure efficient performance of machinery and equipment; requisitions spare parts and replacements; allocates maintenance and repair duties to engineering personnel on board ship, inspects work, monitors operation periodically and provides technical advice and assistance to ensure adherence to specifications; maintains records of work carried out, outlining faults, action taken and material ordered and used; checks and maintains engine logs to ensure proper monitoring of machinery and related equipment; organises and oversees repair and overhaul of engines, machinery and equipment by specialist personnel; checks equipment preparatory to inspection for safety and insurance purposes; prepares technical reports, making recommendations for equipment modification to improve operating efficiency; plans and schedules watchkeeping rota for engineering personnel and performs related administrative duties.

May design equipment to satisfy specific identified needs and stand engine-room watch.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 6; SVP: 7*;
TEMP: D, S, J, T;
APT: G(P), V, K, Q, S, P;
INT: 5;
PD: 1(a[L,M],b,c), 2b, 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,h,k,m,n), 2a, 4e, 5(a,b), 6(b,f);
PH: ---.

2145.25 INSPECTION ENGINEER

Analyses problems relating to material and equipment safety, efficiency and remaining life in industrial plant, and coordinates and supervises work of subordinates:

Analyses factors relating to plant safety and efficiency and provides solutions to corrosion, metallurgical and vibration problems; determines optimum thickness of vessels and remaining life of equipment; receives inspection requests, ensures that inspections of equipment and material are correctly carried out, checks inspection and repair recommendations and provides technical advice as necessary; liaises with maintenance, operating, machine

shop and engineering personnel regarding inspections, related recommendations and general technical data; coordinates and supervises work of plant inspection personnel; recommends disciplinary action and promotions in relation to staff supervised.

May be designated according to level of responsibility; for example,

CHIEF INSPECTOR, PETROLEUM REFINERY
SENIOR INSPECTION ENGINEER, PETROLEUM REFINERY

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;

TEMP: D, J, P;

APT: G(P), N, S, P, Q;

INT: 5;

PD: 1a(L), 2(a,b), 3(a,c,d,e), 4f, 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(c,f,h,i,m,n), 2a, 4(a,b), 5(a,b), 6(a,b), 7(a,b,d,e,f,h,i,j);

PH: —

2145.30 AGRICULTURAL ENGINEER

Plans and designs agricultural engineering development projects associated with production, processing and handling of food and fibre:

Prepares and submits proposals for development and/or improvement of physical structures and/or sites and equipment to optimise output from agricultural projects; implements soil and water management activities relating to irrigation, drainage, soil conservation and waste disposal systems; executes land clearance programmes on state lands and identifies agricultural areas needing access roads and bridges; sets up and coordinates systems for maintenance of machinery and equipment; implements construction programmes to provide physical facilities for livestock production systems, fishing centres, offices and workshops; supervises technical and maintenance staff in performance of their duties, and ensures availability of equipment.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;

TEMP: D, J, T;

APT: G(P), V, N, S, P, Q;

INT: 5;

PD: 1a(L), 3(a,c), 4(b,f), 5a, 6a, 7(a,b,e,g), 8(a,b,c);

EC: 1(c,i,m,n), 4a, 6(a,b), 7(c,d,h);

PH: 3b.

2145.35 TOOL AND DIE DESIGN ENGINEER

Designs tools and other metal devices for industrial purposes:

Obtains particulars for design of tools, jigs, moulds and other devices from clients or superior; confers with colleagues and consults handbooks and manuals to prepare preliminary design of devices; prepares detail drawings of components of device, detailing dimensions, angles, tolerances and other manufacturing specifications; discusses drawings with professional colleagues; incorporates modifications in design and prepares final drawings; explains details of manufacturing process to production personnel and monitors developmental process to ensure adherence to specifications; demonstrates functioning of devices after manufacture and liaises with customers to ensure efficient performance.

OCCUPATIONAL PROFILE

DPT: 061; ETD: 6; SVP: 6*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P;

INT: 5;

PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2b, 3b, 4.

2145.40 BRIGADES ENGINEER

Initiates and supervises maintenance and repair of firefighting and emergency equipment and vehicles:

Prepares specifications for and approves designs of firefighting equipment prior to acquisition; advises superior on defects in design or construction of equipment; modifies existing appliances as necessary or develops new designs to achieve improved efficiency; inspects and tests equipment and appliances to ensure serviceability; ensures maintenance of adequate stocks of essential spare parts; examines inoperative units to determine repair needs or to advise on disposal and replacement; trains personnel in operation of equipment; visits scenes of emergencies to supervise and ensure efficient operation of equipment and appliances; supervises work of subordinates.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 5; SVP: 7*;

TEMP: D, P, J;

APT: G(P), S, P, M, E;

INT: 5;

PD: 1a(L,M), 3(a,c,e), 4(a,b,c,e,f), 5(a,b), 6(a,b), 7(a,c,d,g), 8(a,b,c);

EC: 1(c,i,j,k,m,n), 2a, 4a, 5a, 6(a,b,e,f,h), 7(a,b,c,d);

PH: 3b.

2146 CHEMICAL ENGINEERS

Workers in this unit group carry out research and design work and advise on the operation of chemical processing plants.

**2146.10 CHEMICAL ENGINEER/
Process Engineer**

Researches, designs and develops processing system to optimise processing efficiency of industrial plant:

Advises on design, construction and operation of industrial processing plants; engages in research and development work in collaboration with professional colleagues to develop new or improved products and/or re-design or modify existing systems to incorporate technical advances or solve related problems; assigns and coordinates work of associated laboratory personnel and interprets laboratory results; defines processing steps and prepares flowcharts; indicates plant and equipment requirements and layout to maximise processing efficiency; supervises relevant works to ensure conformity with specifications; conducts test-runs to evaluate plant economics and determine optimum operating conditions; monitors plant performance and recommends operating changes and remedial action on malfunctioning equipment; carries out project evaluations and feasibility studies on new and existing processes and products; liaises with superior and personnel in other relevant departments on matters such as production targets and deadlines, quality control, equipment functioning and evaluation of processing; monitors use of hazardous and toxic gases and substances in plant; supervises subordinate plant personnel and carries out assigned administrative duties.

May prepare preliminary cost estimates for plant development projects, accompany Plant Inspectors on tours during shut-downs, check and verify plant operation costs.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 2, 5;
PD: 1a(S,L), 3(a,c), 4(a,b,c,d,f), 5a, 6a, 7(a,c,e,g), 8(a,b,e);
EC: 1(g,f,h,i,k,m,n), 2a, 3a, 5a, 6b, 7(a,b,d);
PH: 1a, 2a, 3b, 4.

**2147 MINING ENGINEERS, METALLURGISTS
AND RELATED PROFESSIONALS**

Workers in this unit group carry out research and development work, implement improved work methods and monitor plant and field operations in the extraction and processing of oil, gas, metals from ores and clay

2147.15 CERAMICIST/Ceramics Engineer

Conducts research, designs machinery and equipment and develops processing techniques to manufacture ceramic products:

Designs equipment for forming, firing and handling ceramic products such as bathroom fittings, bricks and tiles; conducts research into physical, chemical and heat-resistant properties of materials such as clays, silica and refractory material; analyses results to determine optimum combination of materials and preparation techniques to be used in manufacture of products; monitors production processes, considering factors such as firing times, flame conditions, temperature control, drying techniques and moisture content of products; establishes procedures to improve production process and gives related technical advice; supervises testing of products to ensure conformity to specifications.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 4*;
TEMP: D, P, J, T;
APT: G(P), V, N, P, Q;
INT: 2, 6;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,i,m,n), 6a, 7(a,c,d);
PH: 3b.

2147.20 PETROLEUM ENGINEER

Advises production and operating personnel and/or government departments on extraction of petroleum and natural gas:

Monitors performance of producing oil wells by checking reports received from oilfields; identifies production problems by applying knowledge of metallurgical, chemical and corrosive engineering techniques; holds technical discussions with production personnel and makes recommendations and issues instructions to maintain optimum productivity levels from wells; designs and supervises secondary and tertiary recovery projects such as gas injection, salt-water flooding or carbon dioxide injection of oil wells to obtain additional supply of oil; monitors quality, volume and pressure of injected fluids and well activity to ensure cost-effective production; undertakes economic studies of recovery projects; ensures that well production meets specified targets; arranges for gravel-packing of newly drilled wells; operates computer for projects such as design of well-repair jobs and development of production programmes; analyses information obtained from drilling and logging tests to enable calculation of size of petroleum reservoirs; identifies and evaluates hydrocarbon-bearing rocks to determine producing potential; determines optimum well production

rates; calculates and forecasts levels of hydrocarbon reserves and monitors and advises on levels of depletion.

May be designated according to area of specialisation; for example,

RESERVOIR ENGINEER, PETROLEUM

OCCUPATIONAL PROFILE

DPT: 237; ETD: 6; SVP: 6*;

TEMP: V, D, J, T;

APT: G(P), V, N, S, P;

INT: 5, 11;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,g);

EC: 1(c,i,k,m,n), 6(a,h), 7(f,h);

PH: 1a, 2a, 4.

2147.25 METALLURGIST

Investigates properties of metals and advises on protection, uses and production processes:

Coordinates inspection and testing of metallic materials to determine physical characteristics and detect defects; evaluates suitability of materials for various engineering applications, considering factors such as design, cost and availability; develops and monitors implementation of processes involved in manufacture of steel and related products; prepares welding specifications for fabrication and construction of vessels, structures or metallic components to ensure reliability of welded joints; prescribes heat-treatment programmes to alter mechanical properties of metals and modify characteristics such as hardness, crack resistance and strength; designs systems to protect metal structures against corrosion; conducts failure analyses to determine causes of problems in the manufacture, use and repair of metallic materials and components and recommends precautions against re-occurrence; inspects engineering plant and machinery to detect deterioration and ensure safe and efficient operations; consults with other professionals to develop manufacturing methods and design and implement inspection and testing procedures; supervises laboratory personnel and ensures maintenance of accurate records; gathers information by monitoring technical publications and attendance at meetings; performs required administrative functions and prepares technical reports.

May conduct seminars on aspects of metallurgy, preventative maintenance and repair procedures.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 6*;

TEMP: D, J, T;

APT: G(P), V, N, P, Q;

INT: 2, 11;

PD: 1a(L), 2a, 4(b,d), 5a, 6a, 7(a,g), 8(a,b,g);

EC: 1(a,b,f,i,k,m,n), 2a, 5a, 6b, 7(a,c,h);

PH: 3b.

2147.30 DRILLING ENGINEER, OIL WELL

Designs oil well drilling programmes and monitors drilling activities:

Carries out preliminary surveys of areas designated for drilling operations; refers to geological and economic surveys and other relevant data in consultation with other professional and technical personnel, to determine feasibility and optimum type of rig and associated equipment to be used in drilling operations; draws up drilling programme for individual wells and adjusts programme as required during progress of drilling operations; supervises routine well-drilling, ensuring adherence to specifications and time schedule and providing technical assistance; prepares daily penetration charts and expenditure records; maintains records of oil well equipment, ensuring adequacy of stocks and ordering equipment as necessary; designs well casings, using computer; directs running of casing into well and perforation of well at appropriate stage of operations; checks well log and forwards logging report to appropriate personnel on completion of drilling exercise; assists in preparation of drilling budgets and monitors adherence to budget to ensure profitability of well; negotiates contract prices for well logging, servicing and other required operations.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 5;

TEMP: V, D, J, T;

APT: G(P), V, N, Q;

INT: 5;

PD: 1a(L), 2a, 3a, 4f, 5a, 6a, 7a, 8(a,b,g);

EC: 1(c,i,j,m,n), 4a, 5a, 6(a,b,h), 7(d,f,h);

PH: 1a, 2a.

2148 SURVEYORS

Workers in this unit group survey land surfaces and water for purposes such as land appraisal, boundary determination, construction, map-making or production of navigational charts and other publications.

2148.15 PHOTOGRAMMETRIST

Plans aerial and terrestrial surveys and takes measurements from overlapping photographs to produce topographical maps, charts, mosaics and related material:

Plans aerial survey flight lines, determining scale of photography and specifying type of camera and film to be used, flight altitude and other requirements; prepares costing sheets for aerial and terrestrial surveys; selects contractors for aerial photography and/or mapping work; examines and interprets aerial photographs and supervises calculation and measurement of features from photographs to provide data for land-use planning and other purposes and advises clients accordingly; performs or directs land survey operations by other personnel to obtain data to be used in mapping exercises; supervises preparation of photo-coverage diagram reflecting basic specifications for use by mapping personnel; directs mapping work executed by **Stereoplotter Operator** and **Draughter**; provides specialist evidence at court hearings when necessary; supervises computer storage of data and production and reproduction of maps; ensures adequate servicing, maintenance and replacement of photographic equipment

OCCUPATIONAL PROFILE

DPT: 031; **ETD:** 7; **SVP:** 6*;
TEMP: D, J, T;
APT: G(P), N, S, P, Q;
INT: 7;
PD: 1(a[L],b,c), 2(a,b), 3(a,c), 4(b,c,f), 5a, 6a, 7(a,b,c,d,e,f,g), 8(a,b,c);
EC: 1(a,b,g,i,m,n), 4a, 7(a,b,h);
PH: 2a, 3b.

2148.20 VALUATION SURVEYOR/Valuer

Evaluates and appraises real property by performing any combination of the following duties, and provides advice to clients:

Examines deeds of title, maps, building and survey plans and other documents to identify property for valuation purposes; inspects property to ascertain features such as size, age, condition, accessibility and availability of services and advises on value for sale or purchase, taking into account technical assessment and market trends; assesses value of real property holdings of companies for accounting and asset declaration purposes; negotiates leases or rentals of various types of property and terms and conditions of tenancy on client's behalf; prepares and negotiates claims for compensation in respect of private property acquired for public purposes; provides or collaborates with other professional team members in providing valuation inputs into feasibility studies of proposed developments; prepares and submits proposals and applications for planning and other statutory approvals in connection with development proposals; provides advice and assistance to clients on matters such as rates, taxes and use and development of land. gives expert evidence

in court and arbitration tribunals or serves as arbitrator or member of arbitration panel in disputed valuations and appeals against planning refusals and rating assessments

OCCUPATIONAL PROFILE

DPT: 017; **ETD:** 6; **SVP:** 6*;
TEMP: P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 11;
PD: 1a(L), 2a, 3(a,b,c), 4(a,b,f), 5a, 6a, 7(a,b,c,d,e), 8(a,b,c);
EC: 1(c,i,n), 7h;
PH: 1a, 2a, 4.

2148.25 LAND SURVEYOR

Conducts surveys to delineate physical features and determine exact location of points on earth's surface for boundary determination, construction, map-making and other purposes:

Studies available maps, plans, deeds, notes and other records, calculates survey requirements and plans surveys accordingly; conducts land and aerial surveys, using surveying instruments such as theodolite, level, and electronic distance measuring and photogrammetric equipment; delineates topographical and man-made features such as hills, roads, well sites and pipeline routes; performs calculations to demarcate internal and international boundaries and exact locations and measurement of points, elevations, lines, contours and other features for map-making purposes; records data, makes sketches of area surveyed and prepares detailed drawings and reports; liaises with professional and technical personnel in related fields and in public and private organisations as required; supervises **Land Surveying Technician** in laying out of points for construction projects and other specified duties.

May assist in production of atlases

May be designated according to area of specialisation; for example,

CADASTRAL SURVEYOR, if engaged in examining legal aspects of land ownership, surveying land areas to define boundaries and serving as expert witness in court cases, where necessary;

GEODETIC SURVEYOR, if engaged in surveying extensive land areas to determine position and shape of earth and its gravitational anomalies;

TOPOGRAPHIC SURVEYOR, if engaged in surveying land areas to delineate topographical and man-made features.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 6; **SVP:** 6*;

TEMP: D, J, T;
 APT: G(P), V, N, S, P, K, F;
 INT: 5;
 PD: 1(a[M],b,c), 2(a,b), 3(a,b,c), 4(b,c,f), 5a, 6a,
 7(a,b,c,d,e,g,h), 8(a,b,c);
 EC: 1(c,i,m,n), 4(a,c), 6(b,h), 7(c,h);
 PH: 1a, 2a, 3b.

2148.30 HYDROGRAPHIC SURVEYOR

Surveys large bodies of water to obtain data for production of navigational charts and other nautical publications in accordance with international standards:

Reviews maps, charts and other pertinent data to plan survey requirements; directs technical personnel on board survey launch in collection of hydrographic data and placement of instruments such as tide gauges, current meters, echo sounders and sediment grabs; assesses survey data; establishes tide patterns and directions of currents; determines depth and nature of seabed; delimits high- and low-water marks; charts position of dangers and aids to navigation and other objects such as offshore oil rigs and wells; prepares reports, drawings and maps; ensures that hydrographic surveying equipment is repaired and maintained; performs supervisory duties if at senior level

May be designated according to level of responsibility; for example,

HYDROGRAPHIC SURVEYOR I/II

OCCUPATIONAL PROFILE

DPT: 131; ETD: 6; SVP: 6*;
 TEMP: D, J, T;
 APT: G(P), N, S, P;
 INT: 2;
 PD: 1(a[L],b,c), 2(a,b), 4(a,b,c,f), 5a, 6a,
 7(a,b,c,d,e,g,h), 8(a,b,c), 9;
 EC: 1(c,i,j,m,n), 4, 5(a,b), 6(a,b), 7h;
 PH: 2a, 3b

2149 OTHER ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

Workers in this unit group conduct research, carry out quantity surveying, and inspect, develop and advise on design, construction, maintenance and repair of structures, systems, and projects other than those classified in the preceding unit groups

2149.15 GAS ENGINEER, PRODUCTION AND DISTRIBUTION

Ensures that gas production, purchases and sales are accurately recorded and that gas equipment is safe and appropriate for system in use:

Checks daily production reports and monitors operating efficiency of gas system; prepares gas purchase and sales contracts; ensures that quality of product meets with specified standards and prepares specifications for installation, maintenance, repair and extension of gas mains and equipment facilities; ensures that pressure in system is maintained and that fittings, pipelines and other materials are suitable for pressure system in use; monitors and supervises gas production and utilisation and ensures that appropriate charges are levied; makes projections of gas supplies and demand, using company data; determines level of gas reserves, recommends granting of or withdrawing of gas and oil pipeline licences, if employed by State; ensures that safety procedures are adhered to during maintenance and testing of pipelines; supervises and coordinates work of technical staff, providing advice as necessary

OCCUPATIONAL PROFILE

DPT: 117; ETD: 6; SVP: 7*;
 TEMP: D, J, T;
 APT: G(P), V, N, S, P;
 INT: 5, 11;
 PD: 1a(L), 4f, 5a, 6a, 7(a,d), 8(a,b,e);
 EC: 1(a,b,i,k,m,n), 6(a,j), 7(a,e,f,h);
 PH: 3b.

2149.17 INDUSTRIAL INSPECTION ENGINEER/ Safety Engineer

Plans, directs and coordinates inspection activities to minimise accidents at industrial plant:

Reviews company policies and develops inspection procedures for industrial plant and equipment; inspects and tests plant and equipment before commissioning, ensuring conformance with safety specifications; liaises with maintenance, operations, work shop and other personnel to prepare inspection schedule or receive requests for inspection; supervises and coordinates work of subordinate staff; monitors plant and facilities for deterioration and degradation resulting from factors such as corrosion, wear, stress and vibration, employing techniques such as non-destructive testing and fracture analysis; investigates matters such as fires and structural or equipment failures; prepares reports and recommends or implements corrective action accordingly; maintains records.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
 TEMP: D, P, I, J, T;
 APT: G(P), N, S, P, Q;
 INT: 5, 11;
 PD: 1a(L), 2(a,b), 3(a,c,d,e), 4(b,f), 5a, 6(a,b),
 7(a,g), 8(a,b,g);

EC: 1(c,f,h,i,m,n), 2a, 4(a,b), 5(a,b), 6(a,d,c,e),
7(a,b,d,e,f,h);
PH: 3a

2149.19 SUPERVISOR, MAINTENANCE, GAS PIPELINES AND RELATED FACILITIES

Supervises maintenance and repair of onshore gas pipelines and related facilities:

Supervises preparation of maintenance and repair programmes and monitors implementation of work through subordinate supervisory staff; coordinates operations of pipeline crews; prepares contracts and specifications for pipeline modification or approves specifications for technical jobs in department; checks routine contract tenders and invoices, recommending approval or refusal; inspects work sites where complex work is to be performed and issues safe-work permits as necessary; monitors situations affecting pipelines, ensuring clearing of pipeline rights-of-way and maintenance of roads leading to pipelines; participates in monthly aerial surveys to check for problems and walks length of company pipeline in stages, to detect problems; performs assigned administrative duties.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 11;
PD: 1a(S,L), 2a, 3(a,c,e), 4f, 5a, 6a, 7(a,b,g), 8(a,b,g);
EC: 1(a,b,g,i,k,m,n), 4a, 5a, 6(a,b,j), 7(a,c,d,e,f,h);
PH: 1a(P), 2a(P), 3b.

2149.21 INDUSTRIAL ENGINEER

Examines, improves and monitors operating systems of establishment to ensure cost effectiveness and increase productivity and profitability:

Plans office and plant layouts to ensure optimum utilisation of space and facilitate retrieval of materials and access to equipment; examines, improves and monitors efficiencies of integrated systems of people, materials and machinery in use at particular establishment, ensuring adherence to stipulated target levels; monitors quality control systems and methods of statistical sampling; consults with colleagues to solicit ideas for improvement and cost reduction and discuss potential solutions to problems and abnormal trends; carries out feasibility studies in collaboration with departmental heads and accounting personnel, using simulation techniques to evaluate proposed alternative systems; performs cost-benefit analyses to quantify potential savings; submits

project proposals and advises on optimum action to be taken; prepares project schedules and organises and coordinates project implementation; monitors projects and prepares reports.

OCCUPATIONAL PROFILE

DPT: 061; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, S;
INT: 5, 7;
PD: 1a(S,L), 4f, 5a, 6a, 7(a,e), 8(a,b,g);
EC: 1(a,i,m,n);
PH: 1a, 2a.

2149.23 PROJECT ENGINEER

Plans, schedules and controls implementation of engineering projects and/or provides technical assistance and advice:

Prepares technical feasibility reports on engineering projects such as construction, modification and installation of plant and equipment; develops plans to cover project scope, time, costs and critical resources required; schedules project, determining resource allocation; directs integration of activities and monitors work progress to ensure completion of project on time and within budget; coordinates work of contractors, ensuring that obligations are fulfilled and work is carried out in accordance with accepted standards; visits investment projects to verify successful implementation of plans and ensure adherence to terms and conditions; approves revisions of project document; reviews existing engineering systems, prepares technical analyses and makes recommendations to improve plant operations and viability; witnesses testing and commissioning and approves acceptance of plant and equipment; verifies payment to contractors; prepares interim and completion project reports.

May prepare engineering designs

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6*;
TEMP: V, D, P, S, J;
APT: G(P), V, N, S, P, Q;
INT: 5, 11;
PD: 1a(L), 2a, 3a, 4f, 5a, 6a, 7(a,b,c,d,g), 8(a,b,g);
EC: 1(a,b,f,i,k,m,n), 5a, 7h;
PH: 2a, 4.

2149.25 INDUSTRIAL SAFETY OFFICER

Inspects industrial establishments and operations to ensure compliance with safety regulations:

Inspects construction sites and industrial establishments

such as factories, warehouses, docks and quarries to ensure conformance with relevant ordinances and reports findings to governmental bodies or private agencies; ensures testing of equipment and machinery such as boilers, compressors, hoists and lifts at industrial and commercial operations; witnesses pressure tests at storage tank installation sites; conducts plant or area surveys to detect excessive exposure of employees to hazardous substances and conditions such as toxic vapours and gases; discusses findings with industrial representatives or other relevant personnel and recommends corrective measures; re-visits site or establishment to ensure introduction of corrective measures, issues warnings and reports on work progress to superior; inspects powder magazines periodically and advises on location of new facilities when required; investigates accidents at industrial sites, reports findings, seeks legal advice and recommends prosecution for breach of ordinances where necessary; provides technical assistance to police service personnel on matters relating to storage, use and hazards of explosives; handles complaints from private individuals; serves as member of various committees to advise on safety procedures and practices; maintains records of findings.

May be designated according to level of responsibility; for example,

INDUSTRIAL SAFETY OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 6;

TEMP: V, P, I, J;

APT: G(P), V, Q;

INT: 4;

PD: 1a(S,L), 2a, 3(a,e), 4(b,f), 5a, 6(a,b), 7(a,e), 8(a,b,c);

EC: 1(c,f,i,n), 2a, 4a, 5(a,b), 6a, 7(a,b,c,d,e,f,h);

PH: 3b.

2149.27 RISK SURVEYOR/Insurance Surveyor
Conducts risk and loss prevention surveys on request of insurance company or commercial and industrial clients to assess insurable risks:

Liaises with clients to determine needs; reviews historical and other data and observes nature of operations; inspects structural design, construction materials and electrical and mechanical systems of commercial and industrial establishments; determines physical condition of safety and security procedures and potential perils from factors such as flooding, fire and theft; compiles and evaluates data, computes estimated maximum loss for each peril, and replacement and/or repair time; determines type and extent of insurance cover to be effected, factors affecting premiums and corrective action to de-

crease premiums, increase safety and minimise loss; prepares reports and makes recommendations.

May analyse claims and data on past perils to determine causes, develop and conduct safety programmes and offer technical advice to clients.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 6; SVP: 6*;

TEMP: V, D, P, I, J;

APT: G(P), V, N, S, P, Q;

INT: 7, 11;

PD: 1a(L), 2a, 3a, 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,e);

EC: 1(c,d,f,i,m,n), 6(a,b,e,h,i), 7(a,b,f,h);

PH: 3b

2149.29 OIL WELL LOGGING ENGINEER

Measures characteristics of earth formations in oil and gas wells to determine potential for oil and gas production by using sonic, electronic and/or nuclear measuring tools:

Supervises loading of logging survey tools onto truck and observes meters and oscilloscope on control panel in truck to ensure that tools are functioning and correctly set; supervises rigging of tools on winch cable and lowering of tools into well and monitors operations on control panel to ensure that connections are correctly made; obtains information about conditions on well from Rotary Driller, Petroleum and enters information into computer for use in calculations; activates logging tools at appropriate depths in well and monitors data on panel screen; interprets and discusses transmitted information with Petroleum Engineer and Petroleum Geologist and advises on producing potential of well; operates recording device on control panel to record test run on well; develops, prints and interprets copies of seismic logs recorded on film unit in operating panel; ensures adherence to codes and procedures regarding transportation, preparation and use of explosives for well perforation; activates device to detonate explosives lowered into well to perforate well and facilitate oil flow; loads and unloads tools on winch-line to measure radioactivity in well; master-calibrates logging tools in workshop; despatches interpretation, film and tape of logging operation to client and computer centre; reports equipment failures and repairs or assists in repair or replacement of equipment.

May prepare written log interpretations for clients.

OCCUPATIONAL PROFILE

DPT: 020; ETD: 6; SVP: 5;

TEMP: V, D, P, S, J;

APT: G(P), V, N, P, Q, F, M;

INT: 5, 7, 11;

PD: 1(a[H],b,c,d,h), 3(a,b,c,e), 4(a,b,c,f), 5a, 6(a,b), 7(a,b,c,d,f,g,h), 8(a,b,c);
EC: 1(c,h,k,m,n), 4a, 5(a,b), 6(a,b,c,f,g,h,i,j,k), 7(a,b,c,d,f,h);
PH: 3b.

2149.31 MARINE SURVEYOR

Surveys marine vessels to ensure compliance with rules and regulations by performing any combination of the following duties:

Inspects engineering or nautical systems, and firefighting, communication, lifesaving and safety equipment aboard vessels to ascertain compliance with national legislation and international conventions; makes recommendations to rectify irregularities and ensures that corrective action is performed satisfactorily; ensures adequacy of crew and passenger accommodation and food and water supply; ensures proper loading and storage of cargo; examines load lines to ascertain that they are properly marked and appropriately positioned; inspects ports, shipyards and marine installations and equipment to ensure compliance with safety standards; conducts enquiries into marine casualties and pollution and provides technical advice; conducts examination of seafarers and participates in training of subordinate staff; prepares reports for submission to superior and maintains records.

May be designated according to area of work; for example,

MARINE SURVEYOR, ENGINEERING SYSTEMS
 MARINE SURVEYOR, NAUTICAL SYSTEMS

OCCUPATIONAL PROFILE

DPT: 237; **ETD:** 6; **SVP:** 5*;
TEMP: D, P, J, T;
APT: G(P), V, S, P, Q, M;
INT: 5;
PD: 1a(L), 2(a,b), 3a, 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,b,i,k,n), 4a, 6(a,e,f), 7(a,b,h);
PH: 3b.

2149.33 QUANTITY SURVEYOR

Ascertains and advises on cost and/or value of construction projects and prepares bills of quantities:

Carries out preliminary cost estimates of building plans to establish budget figures for project; prepares analysis of cost plan for each phase of construction and cross-checks analysis; prepares bills of quantities from architectural or engineering drawings and other tender documents; liaises with Architect and Civil Engineer, Building Construction with respect to evaluation of tenders, recommendation of contractors and preparation of con-

tract documents; visits sites and attends site meetings during construction to monitor costs and estimate value of work completed; authorises interim payments to Building Contractor; measures and evaluates variations to original plans and specifications; prepares account after completion of project to facilitate final payment to Building Contractor; advises on legal aspects of project; prepares feasibility studies for development projects; appraises building costs for use by financial institutions.

May specialise in pricing tender documents for submission of bids, preparing contract documents and authorising related payments or preparing claims for work carried out and ensuring that contractor is paid in accordance with contract.

OCCUPATIONAL PROFILE

DPT: 211; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(P), V, N, S, P, Q;
INT: 7;
PD: 1a(S,L), 2a, 3a, 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,b,i,m,n), 5a;
PH: 1a, 2a.

2149.35 STANDARDS OFFICER

Prepares specifications for standards and ensures conformity of products and services with approved standards:

Liaises with personnel in relevant technical and industrial field and researches data to obtain information for drafting of standards; convenes advisory committees to monitor, discuss and draft specifications for standards; obtains public comments on draft standards and forwards finalised version to editorial committee for vetting; inspects assigned products, collects and tests samples and evaluates industrial services to ascertain conformity with specified standards; develops methods of sampling, testing and quality control and makes recommendations to government departments and industry; sets up quality control procedures prior to recommending certification of products; liaises with international bodies to develop and promote standardisation; assists in organising and conducting training courses on standards and quality assurance techniques for industry; prepares technical papers for public dissemination; supervises and assists in training subordinate technical staff; recommends construction or purchase of testing equipment for department and schedules and supervises maintenance and calibration activities; testifies in courts of summary jurisdiction in cases arising out of violation of national legislation.

May be designated according to level of responsibility; for example,
 STANDARDS OFFICER I/II/III

OCCUPATIONAL PROFILE

DPT: 061; ETD: 6; SVP: 4;
 TEMP: D, P, J, T;
 APT: G(P), V, N, S, P;
 INT: 2;
 PD: 1(a[L,M],b,c), 2a, 4(a,b,c,e,f), 5(a,b), 6(a,b),
 7(a,c,d,g), 8(a,b,e);
 EC: 1(a,b,h,i,j,m,n), 4a, 5(a,b), 6(a,f,g,k), 7(d,h);
 PH: 3b

2149.37 SAFETY OFFICER

Assists with development and implementation of safety programmes for use at industrial plant or establishment:

Assists superior in formulation of safety programme at industrial plant or establishment; encourages safety awareness in plant or establishment through dissemination of related information and instituting periodic drills and alarm programmes; ensures that statutory requirement on occupational health and safety are observed; identifies unsafe working conditions and practices in plant/establishment and recommends corrective action; investigates and analyses accidents and occupational illnesses and makes recommendations to prevent recurrence; coordinates and/or conducts training in job safety; analyses statistical records on accidents, illness and other occupational health and safety matters and submits findings with recommendations to superior; participates in safety seminars and other fora and serves on committees to advise on related matters.

May perform duties of SAFETY MANAGER at small industrial plant/establishment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 2;
 TEMP: V, I, J;
 APT: G(T), V, N, P, C;
 INT: 4;
 PD: 1a(L), 2(a,b), 3(a,e), 4(b,d,f), 5a, 6a, 7(a,b,c,d,e),
 8(a,b,e);
 EC: 1(a,b,h,i,n), 6(a,b), 7(a,b);
 PH: 2a

22 LIFE SCIENCE AND HEALTH PROFESSIONALS**221 LIFE SCIENCE PROFESSIONALS**

Workers in this minor group conduct pure and applied research and development practical applications of scientific knowledge in the field of life sciences. They normally specialise in a particular branch of life sciences, such as biology, botany, zoology, pharmacology,

pathology, genetics and silviculture. They may specialise in developing practical applications in medical, industrial, agricultural and other particular fields.

2211 BIOLOGISTS, BOTANISTS, ZOOLOGISTS AND RELATED PROFESSIONALS

Workers in this unit group conduct research and engage in the practical application of scientific knowledge relating to biology, botany, zoology and related areas.

2211.15 ENTOMOLOGIST

Conducts research on insects and mites to develop management, control and eradication strategies:

Surveys farming community to assess problems with insect pests and mites; investigates biological and chemical control of crops under cultivation, making reference to pest management techniques and use of chemicals; designs and develops research projects to minimize impact of pests and increase crop yield; studies insect distribution and habitat and recommends methods to prevent importation, propagation and spread of injurious types and promote spread of beneficial types; improves bee strains to promote production of honey, jelly and other by-products; investigates factors affecting pollination of plants; investigates and conducts research on mosquitoes and other arthropods and analyses research results; prepares educational bulletins for dissemination to community and writes articles for technical journals; lectures and participates in seminars in related field; supervises personnel involved in entomological projects at government agencies, research centres, apiaries, nurseries and other establishments; advises and trains technical staff in performance of duties; performs administrative duties relevant to operation of assigned department.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;
 TEMP: D, P, J, T;
 APT: G(P), V, N, S, P, Q, K, C;
 INT: 2, 3;
 PD: 1a(L), 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7(a,c,f,g),
 8(a,b,e);
 EC: 1(c,i,l,m,n), 6(b,d,e), 7(a,b,c,d,e,f,h);
 PH: 2a, 3b

2211.20 BACTERIOLOGIST

Plans, conducts and supervises bacterial research and diagnosis and provides advisory and technical training services:

Performs duties similar to those of MICROBIOLOGIST; participates in programmes of disease surveil-

lance, investigates outbreaks of bacterial diseases and assists in epidemiological surveys; plans, directs and supervises routine research work of diagnostic bacterial laboratory; selects and develops techniques of bacterial research and diagnosis; provides advisory service and assistance to laboratory personnel; conducts proficiency testing of laboratories and trains laboratory personnel to improve their diagnostic capability; advises on sterilisation, disinfection and hygiene to control spread of bacterial diseases; develops and administers scientific research programmes on bacterial diseases; provides bacteriological input into health care training programmes.

May visit sites of disease outbreak to investigate circumstances and collect samples.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;

TEMP: D, I, T;

APT: G(P), V, N, S, P, Q, K, C;

INT: 2, 11;

PD: 1a(L), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 6(d,e), 7(a,b);

PH: 2a, 3b, 4.

2211.25 PEST CONTROL OFFICER, SUGAR CANE CULTIVATION

Manages and coordinates pest control operations on agricultural lands and holdings:

Performs duties of ENTOMOLOGIST; advises Sugar Cane Farmer on pest control operations; programmes aerial spraying operations, instructing agricultural supervisory staff on details of aerial spray workplan, type of pesticide to be used and frequency of spraying, in keeping with level of infestation reported; ensures that correct aerial spraying equipment is used; accompanies Spray Pilot during spraying operations to monitor spraying and check state of fields; assesses crop damage at end of each insect brood; advises Spray Pilot on spraying techniques as necessary; investigates and assesses claims and damages resulting from aerial spraying operations; controls levels of pesticide stocks, supervises storage, handling and safety procedures, waste disposal and administrative operations at base and at outfield airstrips; manages ad hoc pest control operations against minor pests, including verminous insects and rodents; ensures that all relevant transportation machinery and equipment are used economically and efficiently; liaises with Entomologists at research stations on technical aspects of pest control programme; prepares reports on operations.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 7; SVP: 7*;

TEMP: V, D, P, J;

APT: G(P), V, P, Q;

INT: 2, 3;

PD: 1a(L), 3e, 4(a,b,c,d), 5a, 6(a,b), 7(a,b,c,e,g), 8(a,b,c);

EC: 1(c,g,h,i,m,n), 5a, 6(a,b,e,f,h), 7(a,b,c,d,e,h);

PH: 2a.

2211.30 MICROBIOLOGIST

Applies knowledge of nature and characteristics of micro-organisms to develop nutritional, medical and other practical applications:

Identifies and characterises micro-organisms by using appropriate laboratory techniques in fields such as serology, biochemistry and bacteriology to determine physiological, morphological, immunological and cultural characteristics; studies role of micro-organisms in production of foods and beverages, spread of disease and other relevant areas; develops quality-control and quality-assurance programmes for food, drug and chemical manufacturing operations; supervises or conducts laboratory tests on water, food, beverages, drugs and other substances and prepares reports on findings; applies the above methods to control the growth of micro-organisms in processing industries, food storage and retail outlets, and medical settings; conducts epidemiological investigations of diseases, studying causes, developments and changes; takes responsibility for laboratory services in diagnostic microbiology; determines degree of microbiological hazard inherent in procedures being used and outlines appropriate safety measures for protection of staff; ensures adherence to safety guidelines and reviews them periodically; keeps abreast of technological developments in field; submits research findings for publication in scientific literature; supervises subordinate and trainee professional and technical personnel and trains them in new techniques and methods.

May oversee care of animal colonies maintained for experiments and prepare proposals for research funding.

May be designated according to area of work; for example,

CLINICAL MICROBIOLOGIST

INDUSTRIAL MICROBIOLOGIST

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 6*;

TEMP: D, I, M, J, T;

APT: G(P), V, N, P, Q, F, M, C;

INT: 2;

PD: 1a(S,L), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,g), 10;

EC: 1(a,i,m,n), 4a, 6(d,e);
PH: 3b.

2211.35 BOTANIST

Studies anatomy, morphology, physiology, environment and genetic make-up of plants for research purposes and practical applications:

Studies plants in natural and laboratory environments, to determine their effects on other plants, animals, and general surroundings; cultivates plants under controlled conditions to facilitate study; dissects and classifies plants according to species and genera; investigates plant genetics and conducts selection and cross-breeding experiments to produce different strains; cultivates plant tissue cultures to study fine and gross structure, and/or rapidly propagate and develop appropriate quantities of clones with desired qualities; studies micro-organisms which parasitise plants or cause disease; supervises work of subordinate professional and technical personnel; collects field samples as necessary; prepares reports and technical papers; makes presentations at seminars and conferences.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 6*;
TEMP: D, J, T;
APT: G(P), V, N, P, K, F, M, C;
INT: 2, 3;
PD: 1(a[L],c,e), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,g), 8(a,b,g);
EC: 1(a,b,f,i,m,n), 4a, 6(a,d,e), 7(a,c,d,e,h);
PH: 2a, 3b.

2211.40 SCIENTIFIC OFFICER, IMMUNOLOGY

Conducts diagnostic laboratory investigations to determine changes in human body's immune system and provide information for diagnosis and treatment of disease:

Receives specimens of body fluids and tissues along with requests for specific immunology tests or determines types of tests and specimens required according to patient history and knowledge of immunopathology of diseases; ensures proper collection, transport and storage of specimens; draws blood samples for testing; prepares specimens by cutting and mounting tissue on slides and separating red and white blood cells; conducts specialised tests to establish nature of immunological diseases and other non-immune conditions; supervises trainee technicians in the performance of routine tests; prepares reports of findings for use by Medical Practitioners and liaises with them on interpretation of tests; teaches aspects of immunology to trainee laboratory personnel and medical

and nursing personnel in laboratory and classroom settings; researches and develops new testing methods and techniques.

May participate in research projects and specialise in areas such as immunochemistry, immunogenetics, cytochemistry and serology.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 7; SVP: 6*;
TEMP: J, T;
APT: G(P), V, S, P, Q, K, F;
INT: 2;
PD: 1a(L), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);
EC: 1(a,i,j,l,n), 4a, 5a, 6(d,e,k), 7a;
PH: 3b, 4.

2211.45 ZOOLOGIST

Studies all forms of animal life:

Studies life histories, physiology, habits, migratory patterns and distribution of animals and their relationship with the environment; collects and/or supervises collections of specimens for laboratory study and storage; dissects specimens and examines them under microscope to determine biological functions and diseases and conducts related tests; prepares and stores preserved specimens and microscopic slides for identification of species; formulates and/or reviews methods of pest eradication; supervises and coordinates field and laboratory work of subordinates; prepares technical reports and maintains pertinent data.

May culture animals for experimental purposes.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 4*;
TEMP: D, J, T;
APT: G(P), V, N, S, P, Q, K, M;
INT: 2, 3;
PD: 1(a[L,M],b,c), 2a, 3(a,b), 4(b,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,g);
EC: 1(c,i,j,m,n), 4a, 6e, 7(a,b,c,d,b);
PH: 3b.

2211.50 WILDLIFE BIOLOGIST

Studies and evaluates wildlife resources and habitat and plans management strategy for protection and preservation of wildlife:

Identifies areas for wildlife research and designs, coordinates and monitors research projects aimed at determining distribution, abundance, behaviour and other biological characteristics of wildlife forms; observes wildlife in

its natural environment to determine physical characteristics, eating, mating and nesting patterns, population levels, migratory trends and other characteristics; collates, analyses and evaluates data obtained, employing statistical techniques as necessary; identifies and classifies specimens and collections; prepares related research reports, papers and publications for educational purposes; conducts laboratory studies and experiments with specimens to establish concrete biological findings about indigenous fauna; prepares wildlife status reports for submission to superior; plans and supervises activities of subordinate staff.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 4*;

TEMP: D, J, T;

APT: G(P), V, P, C;

INT: 2, 3, 11;

PD: 1(a[S,L,M],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,d,f), 5a, 6(a,b), 7(a,b,c,e,f,g,h), 8(a,b,c), 9, 10;

EC: 1(c,i,j,m,n), 4(a,b), 6(a,b,c,d), 7(a,b,c,d,h);

PH: 3b.

2211.55 FISHERIES OFFICER

Organises and conducts activities related to management and development of fishing industry by performing any combination of the following duties:

Develops and coordinates research activities relating to technical, commercial and biological aspects of fishing industry; plans and directs collection and compilation of data; organises system of statistical record-keeping on fishing industry; participates in simulated fishing trips to become familiar with fishing methods and techniques and obtains samples for laboratory analysis; compiles information obtained from Fishermen about tides, currents, fishing patterns and gear used; examines catch to determine type and size of fish caught; analyses historical, commercial, biological and other data to assess fish stock; evaluates and advises on economic viability of aspects of fishing industry; conducts feasibility studies to determine layout, staffing and profitability of fishing facilities; arranges for construction and maintenance of fish centres and boat sheds; monitors government fish markets to ensure proper expenditure of funds; investigates problems affecting Fishermen and other members of fishing community; liaises with Fishermen and Fish Farmers to promote organisation of cooperatives; initiates and participates in educational activities to improve fishing methods and techniques; recommends payment of compensation and subsidies to Fishermen; manages fish hatchery; plans, organises and coordinates activities of subordinates; participates in conferences and

seminars to keep abreast of developments in field; liaises with specialists to exchange and verify information; performs administrative duties such as preparing budgets and reports and ordering supplies and equipment.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 6; SVP: 6;

TEMP: V, D, P, J;

APT: G(P), V, N, S, P;

INT: 2, 3, 11;

PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(b,c,d,f), 5a, 6a, 7(a,c,f,g,h), 8(a,b,c);

EC: 1(c,i,j,m,n), 4a, 6(b,e,f), 7(b,d,h);

PH: 2a, 3b.

2211.60 AQUATIC BIOLOGIST

Conducts research into aquatic life-forms and impact of their environmental conditions on them:

Conducts field research, diving if necessary, to determine effect of environmental factors such as temperature, salinity, acidity and light attenuation on aquatic plants and animals; collects biological and other specimens, with assistance of subordinates, for laboratory analysis; conducts analyses, employing techniques such as microscopy and photography, identifies and preserves specimens and prepares collections for reference purposes; collates and analyses data and prepares and presents reports and scientific papers; plans, supervises and coordinates field and laboratory work of subordinates

May be designated according to area of specialisation; for example,

AQUACULTURIST

MARINE BIOLOGIST

OCCUPATIONAL PROFILE

DPT: 031; ETD: 6; SVP: 5*;

TEMP: D, J, T;

APT: G(P), V, S, P, Q, M, C;

INT: 2, 3;

PD: 1(a[L,M],b,c), 3(a,b), 4(b,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(c,e,i,j,m,n), 4a, 7(a,b,c,d,h);

PH: 2a, 3b.

2211.65 ECOLOGIST

Conducts research to determine interrelations between living organisms and their environment:

Determines data-collection methods to be employed in research projects and surveys; plans and conducts field trips to study animals and plants in their natural environment; studies effects of predators and factors such as

terrain, altitude, climatic conditions and type and source of nutrition on animal and plant life; collects specimens for laboratory study as necessary; analyses data and prepares charts and reports; identifies and analyses sources of pollution and determines their effect on plant and animal life and the environment; establishes standards and develops approaches for abating or controlling pollution; gives technical advice and provides consultancy services to public and private sector organisations; supervises and coordinates field and laboratory work of subordinates; prepares technical papers and presents findings at seminars, conferences and similar fora

May reconstruct natural environmental conditions for ecological research.

May be designated according to area of specialisation; for example,

CONSERVATIONIST

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 5*;

TEMP: D, J, T;

APT: G(P), V, N, S, P, Q, M;

INT: 2, 3;

PD: 1(a[L,M],b,c), 2(a,b), 3(a,b,d), 4(b,f), 5a, 6a, 7(a,b,c,d,e,f,g), 8(a,b,c);

EC: 1(g,f,i,j,m,n), 4a, 6(a,e), 7(a,b,c,d,h);

PH: 3b.

2212 PHARMACOLOGISTS, PATHOLOGISTS AND RELATED PROFESSIONALS

Workers in this unit group conduct research and engage in the practical application of scientific knowledge relating to pathology, physiology, bio-chemistry and cytology to improve human, animal and plant health.

2212.15 VIROLOGIST

Coordinates and conducts surveillance and laboratory diagnosis of viral diseases, provides advice and training for disease control and conducts related research:

Conducts ongoing surveillance and investigates specific outbreaks of viral diseases; conducts serological surveys to determine prevalence of infections in community; advises on samples to be collected; arranges for receipt and handling of samples in virus laboratory; sets up guidelines on tests to be conducted; determines diagnostic methods to be used; monitors and introduces new techniques and develops appropriate technology in viral diagnosis; identifies and characterises viruses; studies effects of viruses on hosts; interprets test findings; supervises preparation of reports; informs medical practitioners and health authorities of findings, status of specific

viral diseases or results of special surveys and advises on control measures; develops and participates in training programmes in basic virology and testing techniques.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, P, Q, M;

INT: 2, 11;

PD: 1a(S,L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 6(d,e), 7(a,b);

PH: 2a, 3b, 4.

2212.20 VETERINARY PATHOLOGIST

Conducts research into causes and incidence of disease in animals:

Formulates, organises and administers programmes of veterinary diagnostic laboratory and coordinates and supervises activities of professional and technical laboratory staff; examines blood samples and bacteria cultures from animal organs and tissues, using microscope; prepares and forwards reports on findings to Veterinarian; interprets results of tests performed by Microbiologist and other technical laboratory personnel; conducts autopsies and prepares and examines difficult cases for pathological diagnosis; recommends methods of prevention, treatment and eradication of diseases on basis of autopsy results and research into biology, transmission, progress and sources of animal diseases; prepares technical reports on animal diseases for submission to government bodies; enforces quarantine regulations with regard to importation of animal products and impounding of livestock; assists in coordinating work of veterinary laboratory with that of other divisions, programmes and activities of universities and similar institutions; prepares veterinary bulletins to update community on ongoing research; organises in-service training for technical staff; prepares departmental budget, requisitions supplies and performs other administrative duties relevant to operation of department.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;

TEMP: V, D, P, J, T;

APT: G(P), V, N, S, P, F, M;

INT: 2, 11;

PD: 1a(L,M), 3a, 4(a,b,c,d), 5(a,b), 6a, 7(a,c,f,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 6(d,e), 7(a,b,d,e,f);

PH: 3b.

2212.25 VETERINARY PHYSIOLOGIST

Plans and directs research into various aspects of animal production:

Develops and organises research programmes to improve livestock production, in collaboration with professionals in related fields; investigates production problems in animals, diagnoses causes of problems and recommends corrective measures to be taken; conducts programmes for evaluation of semen used in artificial insemination services, and institutes measures to improve quality of semen as necessary; supervises technical staff engaged in artificial insemination services and advises professional staff at government agencies involved in animal production and research; prepares technical reports.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;

TEMP: V, D, P, J, T;

APT: G(P), V, S, P, Q, K;

INT: 2, 3;

PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,c,f,g), 8(a,b,e);

EC: 1(a,b,i,m,n);

PH: 3b.

2212.30 PLANT PATHOLOGIST

Conducts research and makes recommendations for control of plant diseases:

Visits farms on request of Farmers or members of agricultural community to investigate plant disease problems; examines specimens of soil, crop and plant tissue and diagnoses problems; advises laboratory personnel on tests to be performed and techniques to be employed; examines and compares laboratory data with field information, identifying location of soil sample, type of crops examined and time sample was taken; estimates extent of crop loss due to diseases and other relevant factors to determine optimum methods of controlling pathogens and provide feasible and economic methods to improve crop production and alleviate damage; prepares reports on findings; supervises preparation of trial crop sites to test suitability of pesticides in treatment of various plant diseases; screens plant material, potting mixture and other substances for pathogens and plant parasitic nematodes and advises technical personnel on action to be taken; prepares reports on research projects for publication in international journals or for presentation at scientific conferences; disseminates information to agricultural community and other user agencies through lectures, bulletins, workshops and seminars; assists in training personnel attached to relevant government departments; develops and introduces disease-control measures to be pursued by Farmers; performs assigned administrative duties. May visit farms and projects to advise on pest eradication and advise government in matters relating to plant pathology.

May be designated according to area of specialisation; for example,

PLANT VIROLOGIST

PLANT NEMATOLOGIST

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, P, Q, M;

INT: 2, 3;

PD: 1a(L), 3(a,c), 4(b,c,d,f), 5(a,b) 6a, 7(a,c,f,g), 8(a,b,e);

EC: 1(c,i,m,n) 4a, 6(a,d,e), 7(a,b,c,d,e,f,h);

PH: 3b.

2212.35 EPIDEMIOLOGIST

Plans, directs and conducts investigations into occurrences, distribution and causes of health-related states and events in human populations:

Assists in formulation of up-to-date surveillance system to provide data for use in preventive medicine programmes; develops and modifies methodology employed in obtaining data; liaises with other public health agencies to monitor human diseases; collates, analyses and interprets data to determine nature and magnitude of diseases or conditions affecting health of defined populations; identifies factors contributing to upsurge in conditions and spread of diseases; evaluates and advises on methods and techniques to be adopted for effective prevention and control of diseases or conditions; assists in planning and evaluation of health-care services and programmes; coordinates and participates in investigation, control and documentation of disease outbreaks; monitors and disseminates information on health trends and diseases of national public health importance; supervises and trains technical support staff and other health-care personnel in conduct of epidemiological investigations and post-disaster management; plans and conducts special research projects in problem areas; attends scientific meetings and conferences; prepares technical and administrative reports; assists in preparation of formulae, procedural manuals and other documents relating to epidemiological surveillance and disease prevention and control.

May analyse information on diseases of international importance and advise on application of international health regulations and prevention of disease importation, and provide technical assistance to improve surveillance activities in other countries in region.

May be designated according to area of specialisation; for example,

**EPIDEMIOLOGIST, MEDICAL
EPIDEMIOLOGIST, OCCUPATIONAL HEALTH**

OCCUPATIONAL PROFILE

DPT: 037; **ETD:** 7; **SVP:** 7*;
TEMP: V, P, I, J, T;
APT: G(P), V, N, S, P;
INT: 2, 11;
PD: 1a(L), 2a, 3(a,b,c,d,e), 4(b,f), 5a, 6a, 7(a,d,g),
8(a,b,c), 10;
EC: 1(c,d,f,i,j,k,m,n), 2a, 3a, 4(a,b), 6d;
PH: 2a.

**2212.40 CLINICAL PATHOLOGIST/
Morbid Anatomist**

Investigates nature, cause and development of human diseases, using clinical and laboratory techniques as an aid to diagnosis and treatment of disease:

Conducts microscopic, histological and cytological examination of body tissue and fluid samples taken from living patients; evaluates findings to determine nature and cause of disease and suggest types of treatment; performs autopsies to determine cause of death and to expand knowledge of diseases and disorders; examines internal organs visually and takes samples of organs for further examination; records examination findings and prepares autopsy reports; supervises activities of cytology and histology laboratories and of mortuary; ensures availability of supplies and correct functioning of equipment; trains junior staff and medical students in related field.

OCCUPATIONAL PROFILE

DPT: 031; **ETD:** 7; **SVP:** 7*;
TEMP: D, J, T;
APT: G(P), V, S, P, Q, K, F;
INT: 2;
PD: 1a(L), 3a, 4(b,c,d,e,f), 5a, 6a, 7(a,d,f,g), 8(a,b,c),
10;
EC: 1(a,i,m,n), 4a, 6(a,b,d), 7(a,b,d,e);
PH: 2a, 3b, 4.

2212.45 FORENSIC PATHOLOGIST

Performs autopsies to determine causes of unnatural deaths:

Performs duties similar to those of **CLINICAL PATHOLOGIST**, specialising in investigation of unnatural deaths; visits scenes of accidents or suspected crimes before removal of bodies and evidence to ascertain circumstances of death and direct collection of samples; supervises weighing and measuring of bodies brought into forensic centre; carries out visual examination of bodies before and after dissection to discern injuries or other conspicuous irregularities; removes and examines

objects found on or in bodies and submits object to police for use as evidence; dissects bodies with assistance of **Mortuary Attendants** and removes samples of organs and body tissue; examines prepared samples under microscope and evaluates findings to determine cause of death; supervises suturing of bodies; assists with identification of victims in advanced state of decomposition; prepares autopsy reports and completes death and insurance-related certificates; supervises laboratory and mortuary staff; presents evidence in court regarding autopsies performed; conducts lectures and demonstrations for protective service and legal personnel

OCCUPATIONAL PROFILE

DPT: 231; **ETD:** 7; **SVP:** 7*;
TEMP: S, J, T;
APT: G(P), V, P, Q, K, F, M, C;
INT: 2;
PD: 1a(L), 3a, 4(a,b,c,e,f), 5(a,b), 6a, 7(a,c,d,g),
8(a,b,c);
EC: 1(a,b,i,j,k,m,n), 6(a,b,d,e), 7(a,b,c,d,e,h,i);
PH: 2a, 3b, 4.

2212.50 BIOPHYSICIST

Studies physical characteristics and behaviour of macromolecules, living cells and organisms and their interaction with various forms of energy:

Studies functions and physical mechanisms of sensory organs; investigates manipulation, storage and control mechanisms of nervous systems, and absorption and conversion of light energy by living organisms; examines factors involved in molecular replication and heredity; studies transfer, manipulation and storage of information in human brain and applies knowledge to development of computers; studies structure and spatial conformation of proteins; traces heart and circulatory system to observe physical flow properties of blood; studies effects of and mechanisms involved in the action of radiation fields on biological tissue; applies results of research to development of laboratory and clinical equipment and techniques and other practical areas; supervises subordinate professional and technical staff and provides guidance in research and laboratory work; prepares scientific papers for presentation at various fora.

May construct mathematical models to describe cycles or control phenomena in living organisms.

OCCUPATIONAL PROFILE

DPT: 031; **ETD:** 7; **SVP:** 6*;
TEMP: D, J, T;
APT: G(P), V, N, P, K, F, M, C;
INT: 2;

PD: 1(a[L],c,e), 2(a,b), 3a, 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,g,h), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 2a, 3b.

2212.55 SCIENTIFIC OFFICER, BLOOD TRANSFUSION SERVICE

Conducts investigations on donated blood and its components to ascertain compatibility with that of recipient:

Receives donated blood units from phlebotomy area; carries out range of routine tests on blood to determine blood group and type and conducts anti-viral screens to ensure that blood has no disease-causing agents; conducts antibody screens and identification on transfusion candidates to acquire compatible units for multiple-transfused persons; conducts specialised immuno-haematology investigations; devises methods to ensure occurrence of safe transfusions in presence of adverse-reacting compounds; monitors rate of consumption of blood products; advises on type of bag to be used for collection of blood according to blood product to be prepared; runs series of tests on random samples of prepared product to ensure conformity with numerical and biochemical standards; conducts selected genetic investigations for paternity exclusion purposes; conducts research to generate information on local genetic system; teaches aspects of blood banking to trainee medical laboratory staff; keeps abreast of innovations in blood banking and makes knowledge available to transfusion service; assists with administration of transfusion service.

May conduct phenotyping of donated blood to prepare antigen profiles.

OCCUPATIONAL PROFILE

DPT: 221; **ETD:** 7; **SVP:** 6*;
TEMP: V, P, S, J, T;
APT: G(P), V, N, S, P, Q, K, F, M;
INT: 2, 10;
PD: 1a(S,M), 3a, 4(L,c,d), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);
EC: 1(a,i,j,m,n), 4a, 6(b,d,k);
PH: 3b, 4.

2212.60 BIOCHEMIST

Researches chemical processes in living organisms:

Conducts experiments and analyses results to aid in study of vital processes in living organisms and action of drugs, food, chemicals and other substances on them; investigates biochemical processes involved in production of substances; performs chemical analyses on bodily substances and fluids to detect abnormalities and assist in clinical diagnoses; applies research findings to projects

such as improvement of plant species, optimisation of food and beverage storage and processing techniques, elimination of water pollution and development of new and improved methods of producing medical drugs; coordinates and guides research projects and sources funding for same if at senior level.

May advise clients on matters such as patents and technical issues, visit industrial establishments and assist with setting up and implementing projects.

May be designated according to level of responsibility or area of specialisation; for example,
AGRICULTURAL BIOCHEMIST
PROGRAMME LEADER, BIOCHEMISTRY

OCCUPATIONAL PROFILE

DPT: 031; **ETD:** 6; **SVP:** 6*;
TEMP: D, J, T;
APT: G(P), V, N, P, K, F, M, C;
INT: 2;
PD: 1(a[L],c,e), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,i,m,n), 4a, 6(a,d,e), 7(a,c,d,h);
PH: 2a, 3b.

2213 AGRONOMISTS AND RELATED PROFESSIONALS

Workers in this unit group conduct research and engage in the practical application of scientific knowledge relating to crop and animal husbandry to improve methods of propagation, harvesting, cultivation and pest control.

2213.15 SOIL SCIENTIST

Conducts research on soil and plant material to assess fertility status and makes recommendations to improve crops and increase yield:

Obtains soil samples from **Farmers'** holdings to assess suitability of soil to crop grown; analyses soil and leaf samples to determine presence or absence of plant nutrients and other factors which may affect crop production; supervises technical staff, laboratory personnel and unskilled workers and provides advice as necessary; conducts research projects to obtain information on soil fertility for benefit of farming community; makes recommendations to farmers on corrective measures to be taken to improve crop yield; advises on soil management techniques to improve fertility; determines need for amendment techniques to improve soil; carries out soil and land capability surveys if employed in government agency and ensures that relevant maps are prepared; lectures to **Farmers** and members of agricultural community and disseminates research findings and informa-

tion in reports, bulletins and publications; keeps abreast of advances made in field of soil science by attending conferences and reading related technical publications; advises relevant government department on condition of soil in specified areas, on request; performs related administrative duties.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;
 TEMP: D, P, J, T;
 APT: G(P), V, N, S, P, Q, K, F;
 INT: 2, 3;
 PD: 1a(L), 3(a,c), 4(b,c,d), 5(a,b), 6a, 7(a,c,f,g),
 8(a,b,c);
 EC: 1(g,i,m,n), 4a, 6(c,d,i,k), 7(a,b,d,e,f,h);
 PH: 3b.

2213.20 AGRONOMIST

Conducts research on root and field crops, grasses and pasture legumes to obtain improved quality and higher plant yields:

Develops projects and plans and designs crop research experiments; prepares draft estimates and budget proposals for projects, stating cost of equipment, labour and chemicals; carries out research projects at private farms, pastures, experimental stations or research institutions; conducts other agricultural research projects on request from farming community or agricultural agencies; conducts field experiments and trials to obtain information on food crop and pasture yield and diseases affecting yield; determines effective methods of cultivation, pest and disease control and harvesting of suitable varieties of crops under different environmental conditions; supervises work of technical staff; evaluates data, using statistical analysis techniques; interprets results of evaluation and presents findings at seminars and lecture sessions; prepares advisory and educational bulletins for dissemination to agricultural community; supervises plant quarantine services at ports of entry, if attached to government agency; performs assigned administrative duties.

OCCUPATIONAL PROFILE

DPT: 031; ETD: 7; SVP: 7*;
 TEMP: V, D, P, J, T;
 APT: G(P), V, N, P;
 INT: 2, 3;
 PD: 1a(L), 3(a,b), 4(a,b,c,d), 5(a,b), 6a, 7(a,c,f,g),
 8(a,b,c);
 EC: 1(g,i,m,n), 6(a,e), 7(a,b,c,d,e,f,h);
 PH: 3b.

2213.25 ANIMAL SCIENTIST/Livestock Officer
 Conducts research into animal breeding, nutrition and

physiology, and develops management systems to ensure economic production of animals and animal products:

Evaluates different breeds of animals, in terms of meat, milk and egg production, to determine suitability for rearing under specified conditions; develops nutrition programmes to formulate diets for farm animals; identifies locally available ingredients to replace imported components in animal feeds; designs experiments to collect data on reproductive performance of animals and related factors; prepares estimates for experiments and discusses availability of funds for purchase of field equipment and development of pastures and forage with superior; supervises technical and non-technical staff engaged in animal research and husbandry in areas such as caring for animals under experimental conditions and collection of samples; liaises with laboratory staff on examination of samples and analysis of data; monitors effect of feeding on milk, meat and egg production; coordinates animal production programmes and serves as resource person for other staff members and technical institutions; performs assigned administrative duties.

May be designated according to area of specialisation; for example,

ANIMAL NUTRITIONIST

OCCUPATIONAL PROFILE

DPT: 037; ETD: 7; SVP: 7*;
 TEMP: V, D, P, J;
 APT: G(P), V, N, P, Q, M;
 INT: 2, 3;
 PD: 1a(L), 3(a,c), 4(a,b,d), 5a, 6a, 7(a,c,e,f,g),
 8(a,b,c);
 EC: 1(g,i,m,n), 6(a,d), 7(b,c,d,h);
 PH: 3b.

2213.30 CURATOR, PUBLIC GARDENS AND PARKS

Plans, directs and supervises maintenance of public gardens and other designated areas:

Supervises and coordinates work programmes of technical and support staff engaged in maintenance of public gardens, parks and walkways; provides technical advice on spraying procedures for pest control in these areas; supervises planting and pruning of trees and replacement of annuals and other flowering shrubs; ensures that fences, benches and other accessories are kept in good condition; performs experiments to propagate new plant species for introduction to botanic gardens; reviews requests from public for use of grounds for recreational purposes and takes appropriate action.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 6; SVP: 7*;
 TEMP: D, P, J;
 APT: G(P), V, S, P;
 INT: 3;
 PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(c,i,n), 7(c,d);
 PH: 3b.

2213.35 AGRICULTURAL OFFICER

Administers agricultural development programme in assigned county:

Prepares estimates of revenue and expenditure for agricultural and related educational programmes in assigned county; coordinates and executes programmes and controls disbursement of funds; participates in interviews of applicants for state lands and subsidy schemes and makes recommendations for assistance on basis of suitability or qualification; visits farms and regional projects, offers technical advice and liaises with Farmers, relevant ministry, agricultural societies and other agencies; supervises and reviews work of technical and non-technical staff in assigned department and organises in-service training programmes; prepares or reviews periodic reports for submission to superior; represents ministry at district conferences and other meetings and provides advisory services.

May be designated according to area of specialisation; for example,

AGRICULTURAL OFFICER, EXTENSION SERVICES
 AGRICULTURAL OFFICER, STATE LANDS

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 5*;
 TEMP: D, P, J;
 APT: G(P), V, N, Q;
 INT: 3, 7;
 PD: 1a(S,L), 3(a,e), 4f, 5(a,b), 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,b,i,j,n), 4a, 6a, 7(a,b,c,d,h);
 PH: 1a, 2a, 3b

222 HEALTH PROFESSIONALS

Workers in this minor group diagnose, prescribe and administer medical and surgical curative and preventative treatment for human and animal illnesses and make and dispense medicaments.

2221 MEDICAL DOCTORS

Workers in this unit group apply medical knowledge and techniques to the prevention, diagnosis and treatment of injuries to, diseases and disorders of the human body and perform surgical operations and related tasks.

2221.15 SPECIALIST PHYSICIAN

Diagnoses and treats specialised injuries to and diseases and disorders of the human body:

Reviews referral reports and interviews and examines patient to evaluate nature and extent of problem; performs or arranges for specialised investigative examinations and diagnostic tests; analyses reports and findings to aid in diagnosis of problem; undertakes or supervises treatment by medication or other remedial methods; monitors patient's condition during treatment and modifies treatment as necessary; explains course of treatment and prognosis and advises patient on management of problem; prescribes and/or administers therapy and medication or refers patient for therapy or surgery where indicated; arranges for patient's admission to hospital or other health institution; conducts specialised tests for employment, insurance or other purposes; maintains patients' records; orders and stocks drugs and medical supplies; serves as consultant to other medical professionals; supervises work of junior staff and students in public hospital, providing technical advice and instruction; directs professional and auxiliary services if attached to county hospital.

May be designated according to area of specialisation; for example,

HAEMATOLOGIST
 NEUROLOGIST

OCCUPATIONAL PROFILE

DPT: 101; ETD: 7; SVP: 7*;
 TEMP: V, D, P, J, T;
 APT: G(P), V, S, P, Q, K, F, M, C;
 INT: 2, 10;
 PD: 1a(L), 3a, 4(a,b,c,d), 5a, 6(a,b), 7(a,c,d,g), 8(a,b,c), 10;
 EC: 1(a,i,j,k,m,n), 4a, 6d, 7b;
 PH: 3b, 4.

2221.20 SURGEON

Performs surgery to correct deformities, repair injuries and improve functioning of human body:

Reviews reports of patient's physical condition and medical history and examines patient to ascertain nature and extent of problem; performs or arranges for diagnostic examinations, and analyses results to verify need for surgery and determine most appropriate procedure to be adopted; briefs patient on recommended procedure and possible outcome of operation and advises on institution best suited for relevant surgery; undertakes, supervises or arranges for preparation of patient for surgery; ensures availability of blood for transfusions; consults with

Anaesthetist as required; ensures that antiseptic and aseptic methods are observed in surgical set-up and performs surgery; recommends intensive care for serious cases, and post-operative measures such as medication, wound management and physiotherapy to assist in early mobilisation of patient; informs patient and/or other concerned person of outcome of operation and patient's condition; records details of surgical procedure and post-operative measures adopted; monitors post-operative progress of patient in hospital or clinic and after discharge; maintains records on patients.

May supervise hospital surgical services

May be designated according to area of specialisation; for example,

NEUROSURGEON

ORTHOPAEDIC SURGEON

OCCUPATIONAL PROFILE

DPT: 101; ETD: 7; SVP: 7*;

TEMP: V, D, P, S, J, T;

APT: G(P), V, S, P, Q, K, F, M, C;

INT: 2, 10;

PD: 1(a[L],b,c), 3a, 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,i,j,k,m,n), 4a, 6(d,e), 7b;

PH: ---

2221.25 PSYCHIATRIST

Diagnoses and treats mental, emotional and behavioural disorders:

Examines patients and consults with relatives, friends, attending General Medical Practitioner or other sources to assist in determining physical and mental condition of patient; arranges for or carries out procedures such as skull X-rays, psychological assessment and electroencephalographic tests; evaluates results of tests and examinations to diagnose nature and extent of disorder; prescribes, administers and supervises medication, psychotherapy, rehabilitation programmes and other treatments; enlists aid of Neurologists, Psychologists and Psychiatric Social Workers in particular cases; participates in post-graduate teaching and hospital administration as required.

May be designated according to area of specialisation; for example,

CHILD PSYCHIATRIST, if also engaged in conducting evaluations of children's developmental status, serving as consultant to individuals who work with children and organisations which provide services to children

OCCUPATIONAL PROFILE

DPT: 104; ETD: 7; SVP: 7*;

TEMP: D, P, I, S, J;

APT: G(P), V, S, P;

INT: 2, 10, 11;

PD: 1(a[L],d,e), 4(b,e,f), 5(a,b), 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,j,k,m,n), 4a;

PH: 4

2221.30 ANAESTHETIST

Prescribes and administers anaesthetics to patients in operating theatre and maintains patients' major bodily functions:

Evaluates medical condition of patient due to undergo surgery and verifies that patient's consent has been given; determines type and quantity of anaesthetic and sedation to be administered; instructs medical staff in preparation of anaesthetic equipment and materials; administers prescribed anaesthetic agents to patient; institutes remedial measures to counteract adverse reactions or complications; monitors vital signs of patient throughout surgery and in immediate post-operative period; records type and amount of anaesthetic and sedation administered and condition of patient prior to, during and following anaesthesia; handles resuscitation and intensive care of patient; prescribes and administers pain relief therapy; trains junior medical staff in practical applications of principles of anaesthesia, care of unconscious patients, oxygen therapy and maintenance of apparatus; prepares requisitions and reviews specifications for equipment and facilities in anaesthetics department, if attached to hospital.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 7; SVP: 7*;

TEMP: D, S, J, T;

APT: G(P), N, P, Q, K, M;

INT: 2;

PD: 1a(L), 3(a,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,d,e,f,g), 8(a,b,c);

EC: 1(a,i,j,k,m,n), 4a, 6d, 7f;

PH: ---

2221.35 DIAGNOSTIC RADIOLOGIST

Conducts, interprets and supervises investigative modalities in the field of radiology to detect abnormalities:

Directs and controls operation of department or establishment which offers examinations in modalities such as plain X-rays, fluoroscopic and contrast studies, ultrasound, nuclear medicine and computerised axial tomography (cat scans); ensures that radiographic equipment is properly housed and that protective measures are observed to control radiation exposure; gives instructions

on preparation of patients for specialised examinations; monitors patients to detect adverse reactions when drugs and contrast material are being administered and institutes remedial measures; views results of procedure by film, monitor or fluoroscope to detect abnormalities such as disease and injury; prepares reports to inform referring medical personnel of findings; liaises with medical personnel to confirm appropriateness of procedures and discuss interpretation of results.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 7; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, S, P, K, F, M;

INT: 2, 10;

PD: 1(a(L),d,e,h), 3(a,e), 4(b,f), 5a, 6a, 7(a,c,d,f,h), 8(a,b,g);

EC: 1(a,i,j,m,n), 6(g,k), 7i;

PH: 2a, 3b, 4.

2221.40 OCCUPATIONAL HEALTH PHYSICIAN

Develops and administers programmes to promote and protect health of workers:

Promotes development of occupational health services in industrial establishments; designs specific programmes for firms and monitors implementation; investigates queries regarding health and safety of workers; conducts or requests inspection of industrial plants and environment and examination of workers; requests testing of samples of hazardous materials; assesses safety and health risk of plant personnel and recommends steps to be taken, such as adjustment of equipment and provision of safety wear; advises on siting of new industrial establishments and evaluates pollution-control devices; plans and participates in educational programmes to promote awareness and change attitudes to occupational safety and health; provides medical care to workers.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 7; SVP: 7*;

TEMP: V, D, P, I, J, T;

APT: G(P), V, S, P, Q, F, C;

INT: 2, 10;

PD: 1a(L), 2(a,b), 3(a,c,e), 4(b,c,d,f), 5a, 6a, 7(a,d,e,g), 8(a,b,g);

EC: 1(a,b,f,i,m,n), 2a, 4a, 5a, 6(a,b,h), 7(a,b,c,f);

PH: 3b.

2221.45 PUBLIC HEALTH PHYSICIAN/ Medical Officer of Health

Carries out medical and public health work to aid in prevention and control of diseases:

Administers medical treatment to members of the public at health centre or clinic; visits schools to examine, treat and vaccinate students; participates in general immunisation programmes and determines fitness of applicants for employment in public service; monitors health of workers in high-risk areas such as abattoirs and sewerage disposal facilities; verifies certificates of fitness for food handlers and itinerant vendors and ensures their knowledge of hygiene and food handling; views bodies of persons who die or are found dead in public places to certify death; examines members of the public injured through neglect by city authority and advises on compensation; supervises work of medical, nursing, public health and clerical workers engaged in school and public health work

OCCUPATIONAL PROFILE

DPT: 134; ETD: 6; SVP: 7*;

TEMP: P, J, T;

APT: G(P), V, S, P, Q, K, F, M;

INT: 2, 10;

PD: 1a(L), 3(a,c), 4(b,f), 5a, 6a, 7(a,c,d,g), 8(a,b,g);

EC: 1(a,b,i,m,n), 6d, 7(b,c);

PH: 1a, 2a, 3b.

2221.50 GENERAL MEDICAL PRACTITIONER

Diagnoses and treats diseases, disorders and injuries of the human body and provides general medical care and advice to patients:

Elicits information on patient's medical history and examines patient to evaluate nature and extent of problem; performs or arranges for further diagnostic examinations if required; analyses reports and findings of tests and examinations to diagnose condition, consulting other medical personnel as necessary; counsels patient on methods of coping with disease, ailment or disorder; administers or prescribes treatment and medication; monitors patient's reaction and progress during treatment and modifies treatment accordingly; advises patient on preventative health practices such as diet and lifestyle modification; arranges admission to hospital or other medical institution if required; performs minor surgery; refers complex cases/problems to other medical and specialist personnel; immunises patient against communicable diseases; provides perinatal care for women, including delivery of babies; performs routine physical checks and certifies individuals for insurance, employment or other purposes; reports health-and disease-related information to government authorities; maintains patients' records; orders and stocks drugs and medical supplies.

OCCUPATIONAL PROFILE

DPT: 104; ETD: 6; SVP: 7*;

TEMP: V, D, P, J, T;

APT: G(P), V, S, P, Q, K, F, M, C;

INT: 2, 10;

PD: 1a(L), 3(a,c), 4(a,b,c,d,f), 5(a,b), 6(a,b),
7(a,c,d,g), 8(a,b,g);

EC: 1(a,i,j,m,n), 4a, 6(d,e), 7b;

PH: 2a, 3b, 4.

2222 DENTISTS*Workers in this unit group examine, diagnose and treat dental and oral ailments, diseases and abnormalities***2222.15 ORAL AND MAXILLO-FACIAL SURGEON**

Performs surgery to arrest disease, injury, malformation or deficiency of the human jaws or associated structures:

Performs duties similar to those of **SPECIALIST DENTIST**; performs surgery for removal of impacted or abnormally positioned teeth, insertion of implants and alloplastic materials and reconstruction of dento-facial defects; manages treatment of oral malignancy and pre-malignant conditions, congenital and acquired dento-facial and cranio-facial deformities and significant pathological processes of mouth, jaws and associated structures.**OCCUPATIONAL PROFILE**

DPT: 101; ETD: 7; SVP: 7*;

TEMP: V, D, P, J, T;

APT: G(P), V, S, P, K, F, M, C;

INT: 2, 10;

PD: 1a(L), 3a, 4(b,c,e,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,m,n), 6d, 7(b,d);

PH: 3b.

2222.20 SPECIALIST DENTIST

Examines, diagnoses and treats particular injuries, diseases and oral abnormalities of mouth and teeth:

Performs duties similar to those of **DENTIST**, specialising in particular areas of dentistry; listens to patient's complaint, studies referral letter and examines mouth, using X-ray unit, oral mirror and other instruments and equipment to diagnose problem; records findings and plans treatment to achieve desired effect; discusses treatment options with patient or patient's representative and obtains consent to proceed; liaises with referring dentist and other specialists to obtain additional opinion as required; administers local anaesthetic or ensures administration of general anaesthetic and treats ailments or abnormalities.

May be designated according to area of specialisation; for

example,

ENDODONTIST, if engaged in treating diseases of nerve, pulp and root canal of teeth and related oral structures;**ORTHODONTIST**, if engaged in correcting abnormalities in growth, development and position of teeth and other dental or facial structures;**PAEDODONTIST**, if engaged in treating dental problems of children;**PERIODONTIST**, if engaged in treating diseases of gum and other structures surrounding teeth;**PROSTHODONTIST**, if engaged in designing and fitting prosthetic devices to replace missing teeth or correct oral irregularities.**OCCUPATIONAL PROFILE**

DPT: 101; ETD: 7; SVP: 6*;

TEMP: V, D, P, J, T;

APT: G(P), V, S, P, K, F, M, C;

INT: 2, 10;

PD: 1(a[L],h), 3a, 4(b,c,e,f), 5a, 6a, 7(a,c,d,g),
8(a,b,c);

EC: 1(a,i,m,n), 6d, 7(b,d);

PH: 3b.

2222.25 DENTIST

Diagnoses and treats variety of dental and oral disorders and diseases:

Conducts examination to determine condition of patient's mouth, using instruments such as dental X-ray unit, probe and mirror; notes condition requiring treatment, recommends oral tests and refers complex cases to **Specialist Dentist**; determines method of treatment and discusses condition and proposed treatment with patient or patient's representative; administers local anaesthetic as necessary and carries out treatment such as preparing and filling cavities, root canal therapy, extractions and replacement of portion of tooth crown by inlay or artificial crown; performs minor dental surgery; scales and polishes teeth to remove plaque and improve appearance using scaler and abrasive or dental cream; takes impression of teeth and other parts of mouth and constructs oral appliance or prosthesis or forwards impressions and instructions to **Dental Technician** for construction of device; fits oral appliance or prosthesis and makes adjustments and minor alterations as necessary for patient's satisfaction; prescribes drugs or medication for diseases of the oral cavity and its associated structures and advises patient on measures for preservation of oral and dental health; supervises subordinate staff.**OCCUPATIONAL PROFILE**

DPT: 101; ETD: 7; SVP: 5*;

TEMP: V, D, P, J, T;
 APT: G(P), V, S, P, K, M, C;
 INT: 2, 10;
 PD: 1(a[L],h), 3a, 4(b,c,e,f), 5a, 6a, 7(a,c,d,g),
 8(a,b,e);
 EC: 1(a,i,m,n), 6d, 7(b,d);
 PH: 3b.

2223 VETERINARIANS

Workers in this unit group conduct research, and apply scientific knowledge relating to veterinary medicine.

2223.10 VETERINARIAN

Diagnoses and treats disorders in animals and advises on aspects of animal production:

Examines animals physically and/or employs various diagnostic techniques to determine extent of ill-health or injury; treats animals, with assistance of related para-professional personnel, administering medication and anaesthetics, dressing wounds or setting broken bones; administers obstetric care to various animal species such as cows, dogs, goats and sheep; performs surgical operations such as castrations and caesarean sections; provides post-operative and follow-up care at clinics, farms or animal centres; advises clients on techniques of feeding, breeding and housing of animals.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 7; SVP: 7*;
 TEMP: V, D, P, S, J, T;
 APT: G(P), V, S, P, Q, K, F, M, C;
 INT: 2, 3;
 PD: 1a(M), 3(a,c), 4(a,b,c,e,f), 5(a,b), 6(a,b),
 7(a,c,d,f,g), 8(a,b,c);
 EC: 1(a,b,i,m,n), 4a, 5a, 6(a,b,d,e,k), 7(a,b,c,d,h);
 PH: 3b.

2223.15 VETERINARY OFFICER

Supervises livestock production, disease control and eradication services under auspices of relevant government ministry:

Performs duties of VETERINARIAN; monitors notifiable diseases among animals, including poultry, institutes quarantine control eradication measures and follows course of diseases until containment; investigates cause, treatment and control of diseases in animals and advises farmers on prevention and management of diseases relating to livestock; develops special research programmes for application and use in veterinary medicine; supervises preventive medicine programmes such as vaccinations against rabies and control of disease-causing bats, testing of animals for tuberculosis and

animal slaughter programmes; examines animals, meat and meat products at port of entry to ensure adherence to statutory requirements; trains and supervises technical staff in delivery of field programmes and services; liaises with other Veterinarians, public health organisations and the general public regarding control of diseases that can be transmitted from animal to man; performs administrative duties.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 7; SVP: 7*;
 TEMP: V, D, P, S, T;
 APT: G(P), V, S, P, Q, K, F, M, C;
 INT: 2, 3;
 PD: 1a(M), 3(a,c), 4(a,b,c,d,e,f), 5(a,b), 6(a,b),
 7(a,c,f,g), 8(a,b,c);
 EC: 1(c,i,m,n), 4a, 5a, 6(d,e,k), 7(a,b,c,d,h);
 PH: 3b.

2224 OPTOMETRISTS AND ORTHOPTISTS

Workers in this unit group prescribe and fit eye glasses and contact lenses and prescribe exercises to strengthen eye muscles.

2224.15 OPTOMETRIST/Ophthalmic Optician
 Examines patients' eyes to determine refractive error and prescribes corrective lenses or refers patients to appropriate ocular practitioner for further action:

Locates and measures defects in vision, using instruments such as retinoscope and trial lenses, and prescribes lenses; refers patients to ocular practitioner if ocular disease symptoms are detected; tests finished lenses to ensure conformity with prescriptions; fits contact lenses and instructs client on their use and care; counsels patients on visual hygiene, lighting arrangements, reading distances and safety factors; maintains relevant records.

May perform duties of DISPENSING OPTICIAN

OCCUPATIONAL PROFILE

DPT: 101; ETD: 6; SVP: 4*;
 TEMP: P, J, T;
 APT: G(P), P, Q, M;
 INT: 2;
 PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,f,g,h), 8(a,b,c);
 EC: 1(a,i,n), 4a;
 PH: 4, 5.

2224.20 ORTHOPTIST

Performs diagnostic tests on patients referred by ocular practitioner and makes recommendations to them to correct muscular defects of eye:

Measures and assesses visual acuity, focussing ability and other visual characteristics of patients and determines type of treatment needed; prescribes and demonstrates exercises to strengthen eye muscles and focus and coordinate the eyes; conducts visual stimulation on children, using pleoptic equipment; prescribes corrective exercises for patients to perform at home; keeps cumulative records of patients and their response to therapy and forwards records to referring practitioner as necessary

OCCUPATIONAL PROFILE

DPT: 364; ETD: 6; SVP: 4*;

TEMP: P, J, T;

APT: G(P), P, Q, K;

INT: 2;

PD: 1(a[L],b,c), 3a, 4(a,b,f), 5a, 6a, 7(a,e), 8(a,b,e);

EC: 1(a,i,n), 6f;

PH: 2a, 4.

2225 DIETITIANS AND NUTRITIONISTS

Workers in this unit group conduct research, and improve or develop theory and methodology pertaining to preparation and application of diets for general and therapeutic purposes and nutritional health standards.

2225.15 NUTRITIONIST

Researches, develops, and evaluates nutrition programmes to assist with health promotion:

Liaises with superior and personnel at national health agencies and other related groups to plan and execute research activities for assessing nutritional programmes and dietary habits of population; analyses and interprets nutritional data, makes recommendations on policies, standards and programmes and provides technical assistance and consultation on nutrition and food service management to personnel of health care agencies and teachers; directs and/or implements orientation, in-service education and basic training programmes pertaining to nutrition for allied health personnel and other interested groups; prepares, reviews and selects nutritional information material for dissemination to professional and non-professional audiences; prepares periodic and special reports on progress and activities for submission to superior

OCCUPATIONAL PROFILE

DPT: 137; ETD: 7; SVP: 7*;

TEMP: D, P, J, T;

APT: G(P), V, N, P, Q;

INT: 2, 11;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,e), 10, 11;

EC: 1(a,b,i,j,m,n);

PH: 3b

2225.20 DIETITIAN

Plans and supervises implementation of food service programmes in hospitals and other institutions to ensure proper nutritional intake of patients or clients:

Plans food service programmes and develops menus to satisfy nutritional requirements of patients, clients or inmates; establishes food purchase and preparation, and sanitation and safety standards; determines personnel, supply and equipment requirements; supervises and evaluates work performance of subordinate staff, inspecting prepared food for conformity with specified diets, palatability and appearance; liaises with other health care personnel to coordinate dietary services; advises individuals on food selection and preparation on basis of medical recommendations and nutritional needs; organises and participates in training and developmental programmes for staff and other workers engaged in food preparation; prepares annual operating budget and maintains cost control systems; lectures to dietetic, nursing and medical students and other interested groups; devises contingency plans for mass feeding in cases of disaster; prepares reports for submission to superior; maintains recipe files and other records.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6;

TEMP: D, P, J;

APT: G(P), V, N, P, Q;

INT: 11;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,e), 10, 11;

EC: 1(a,i,n);

PH: 3b.

2225.25 NUTRITION OFFICER

Coordinates school feeding programme in assigned area:

Performs duties similar to those of DIETITIAN; supervises and liaises with Caterers and members of voluntary organisations to ensure compliance with programme policies and objectives; collaborates with education personnel to select pupils for programme; verifies number of meals delivered to schools and approves payment; takes corrective action in relation to problems; serves as resource person for personnel attached to catering establishments and voluntary organisations.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6;

TEMP: D, P, J;

APT: G(P), V, N, P, Q;

INT: 10;

PD: 1a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,e), 10, 11;

EC: 1(a,i,n);
PH: 3b.

2226 PHYSIOTHERAPISTS AND RELATED WORKERS

Workers in this unit group plan and administer rehabilitative and therapeutic programmes to treat persons with disorders of the bones, muscles and parts of the circulatory system.

2226.15 PHYSIOTHERAPIST

Treats disabilities, injuries and diseases by physical means to help patients or handicapped persons achieve maximum physical potential:

Reads and interprets referral card, and/or examines and assesses patient to determine treatment modality; sets goals and plans to provide health care management programmes; discusses plans with patient and/or patient's representative and provides demonstrations to facilitate safe and effective administration of treatment; treats patient, using mechanical, electrical, electronic, hydro-graphic and/or manipulation procedures for appropriate period; observes patient during treatment, notes reaction and progress and adjusts programme to achieve goal; records treatment administered; meets with referring doctor and discusses treatment administered and progress achieved; arranges follow-up therapy for patients on completion of programme; advises patient and relatives on home rehabilitation programme to ensure adequate follow-up; instructs nursing personnel in areas of physiotherapy through lectures and demonstrations; makes and applies splints for treating certain physical injuries; participates in relevant research programmes.

OCCUPATIONAL PROFILE

DPT: 204; ETD: 6; SVP: 6;
TEMP: D, P, J, T;
APT: G(P), V, K, M;
INT: 5, 10;
PD: 1(a[L,M],b,c,d,e), 3(a,b,c,e), 4(a,b,c,d,e,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,k,m,n), 6(d,f,g,i,k), 7b;
PH: 2a, 3b.

2226.20 FITNESS SPECIALIST

Designs exercise programme for client as an aid to rehabilitation and/or good health:

Gathers information about client's health problem and exercise restrictions from consultation with client and review of medical data; measures and records patient's height, weight and other statistics under normal conditions and during exercises and records client's ability or

inability to perform diagnostic exercises; provides client with copy of recorded data and suggested dietary guidelines; designs exercise programme on basis of client's profile; implements programme and monitors progress by taking body measurements at regular intervals during exercise and comparing them with previously recorded data; assesses changes and re-designs programmes or makes minor adjustments if necessary to assist client in achievement of fitness and health goals.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 6; SVP: 6*;
TEMP: P, J;
APT: G(P), N, Q;
INT: 2, 9;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,n);
PH: 2a, 3b.

2226.25 ORTHOTIST

Designs and fits orthotic appliances to correct deformities or malalignment of body:

Discusses patient's problem with Orthopaedic Surgeon or consults prescription to determine specifications and type of support or brace required; measures patient for appliance; designs orthosis required and builds or directs Orthopaedic Appliance Technician or Orthopaedic Shoe Technician in building of orthotic appliances, ensuring adherence to specifications; fits device on patient to determine adjustments required to achieve maximum comfort and effectiveness; instructs patient in use and care of appliance.

May build orthotic appliances.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 6; SVP: 6*;
TEMP: V, P, J, T;
APT: G(P), S, P, M;
INT: 5;
PD: 1(a[S,I],b,c), 3(a,b,c), 4(a,b,d,e,D), 5a, 6a, 7(a,d), 8(a,b,c);
EC: 1(a,i,n), 6f;
PH: 2a(P), 3b.

2226.30 CHIROPRACTOR

Treats patients by use of manipulation of spine and other articulations to help body resist physical breakdown and disease:

Takes medical history of patient, focussing on type of work, physical activities and diet, and/or assesses patient's referral report from Medical Doctor; examines patient to

feel and evaluate joints and uncover stiffness, pain, muscle problems, spasms, sensations and reflexes; recommends X-rays and/or special tests to reveal malalignments and disorders; diagnoses primary muscular health problems in patient; consults or works in conjunction with Medical Doctor on special cases of neuro-muscular skeletal disorder and on corrective treatment to be used; refers patients suspected of having major ailments which cannot be handled by chiropractic manipulation to Medical Doctor; treats patients by using hands to exert pressure on joints or by other methods such as electrical stimulation, heat and cold therapy, massage and ultra-sound treatment to realign vertebrae and restore joint mobility; observes and records patient's progress; advises patient on importance of good hygiene and sanitation, proper nutritional and eating habits and correct body posture.

OCCUPATIONAL PROFILE

DPT: 204; ETD: 6; SVP: 5;
 TEMP: D, P, J;
 APT: G(P), V, P, K, F, M;
 INT: 2, 10;
 PD: 1a(L), b,d,e, 3a, 4(a,b,c,d,e,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b.

2229 OTHER HEALTH PROFESSIONALS

Workers in this unit group perform duties related to health care which have not been assigned to workers in the preceding unit groups of this sector.

2229.15 AUDIOLOGIST

Conducts diagnostic evaluation and provides habilitative and rehabilitative services to patients with auditory problems:

Administers audiometric tests such as air and bone conduction, using instruments such as audiometers and sound-level meters to determine patient's hearing sensitivity; correlates results with medical, educational and other diagnostic data as required; evaluates patient's total response to differentiate between organic and non-organic hearing impairments; plans, coordinates or participates in hearing conservational, habilitative and rehabilitative programmes such as counselling, speech-reading and auditory training; provides consultancy services to educational, medical, community and other groups; maintains pertinent records

OCCUPATIONAL PROFILE

DPT: 101; ETD: 7; SVP: 6*;
 TEMP: D, P, J, T;

APT: G(P), V, P, Q, M;
 INT: 10;
 PD: 1a(L), 3a, 4(a,b,c,f), 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 4.

2229.20 SPEECH THERAPIST

Diagnoses, assesses and treats speech defects:

Reviews doctor's referral where applicable; administers tests and evaluates results to determine nature of disorder and degree of impairment; plans and conducts remedial exercises and programmes to correct disorders such as stammering, abnormal articulation and other developmental language-delay problems in children, and laryngectomy, stuttering and misarticulation in adults; counsels and provides guidance to language-handicapped individuals and their families, teachers and employers; maintains records of patient's progress and reaction to therapy; provides consultancy services to educational, medical, community and other groups.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 7; SVP: 6*;
 TEMP: D, P, J;
 APT: G(P), V, Q, M;
 INT: 10;
 PD: 1a(S), 3a, 4(b,f), 5(a,b), 6(a,b), 7a, 8c;
 EC: 1(a,i,n);
 PH: 4, 5(a).

2229.25 OCCUPATIONAL THERAPIST

Plans, organises and conducts therapeutic programmes in hospitals and similar institutions to rehabilitate mentally, physically or emotionally disabled persons:

Studies patient's medical records; administers tests and observes patient to assess emotional, mental and physical capacities; plans and directs creative arts, industrial and vocational skill programmes, recreational activities and remedial games for children; consults with other members of health-care team and conducts group programmes to assist patients in building self confidence and independence in preparation for return to employment, family and community; trains patients in self-care and daily-living activities and prepares adaptive and corrective devices to assist them and improve their physical functions; participates in testing and training of patients with perceptual motor problems and provides training for children with learning disabilities; records patients' progress and reaction to therapy; attends meetings, seminars, workshops and courses in related field to enhance performance and participates in lectures and discussions.

OCCUPATIONAL PROFILE

DPT: 124; ETD: 6; SVP: 6*;
 TEMP: D, P, J;
 APT: G(P), V, P, Q, M;
 INT: 10;
 PD: 1(a[L],b,c), 3(a,b,c,e), 4(a,b,e,f), 5(a,b), 6a,
 7(a,g), 8(a,b,c);
 EC: 1(a,b,i,m,n), 5a;
 PH: 3b, 4.

2229.30 THERAPEUTIC RADIOGRAPHER

Operates radiotherapy machine to treat patients with high-voltage X-rays or radioactive source:

Collects, examines and interprets patient's treatment plan prepared by referring practitioner to determine nature and extent of radioactive exposure required; sets out treatment schedule in accordance with plan; counsels and instructs patient on treatment plan to facilitate cooperation required for safe administration of treatment; positions patient on table according to area to be treated, isolates area and secures other parts of body with appropriate medium in preparation for treatment; adjusts and operates therapeutic machines and equipment to administer treatment; informs referring practitioner of any unusual change in patient's condition during treatment and adjusts treatment as advised; maintains cumulative treatment record and forwards for filing at end of treatment; refers patient for follow-up appointment in outpatient clinic; reports machine and equipment malfunctions for necessary corrective action.

OCCUPATIONAL PROFILE

DPT: 201; ETD: 6; SVP: 6*;
 TEMP: R, D, P, S, J, T;
 APT: G(P), S, P, K, F, M, E;
 INT: 2, 10;
 PD: 1(a[H],b,d,e), 3(a,b,c,e), 4(a,b,d,f), 5a, 6(a,b),
 7(a,c), 8(a,b,c), 9;
 EC: 1(a,i,m,n), 6(d,f,g,k);
 PH: —

2229.35 DIAGNOSTIC RADIOGRAPHER

Operates radiographic machines and equipment to obtain radiographs for diagnostic purposes:

Collects, examines and interprets patient's card to determine type of examination required by referring practitioner; instructs patient on role during X-ray exposure to ensure quality radiograph; prepares patient for examination by placing patient on table, chair or in standing position, to gain proper access to area to be examined, isolating area and securing other body areas with appropriate medium; adjusts and operates diagnostic radio-

graphic machines and equipment to conduct routine examinations; performs special procedures such as barium meal and cystograms under guidance and supervision of **Diagnostic Radiologist**; places exposed film in light-proof storage hatch for processing; checks processed film for clarity, density and alignment, and repeats examination if necessary; records examination in register and on patient's card; transmits card to **Diagnostic Radiologist** for inspection, or to clerical worker for filing and subsequent distribution to referring medical personnel; reports machine and equipment malfunctions for necessary corrective action.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 6; SVP: 5*;
 TEMP: R, D, P, J, T;
 APT: G(P), S, P, K, F, M, E;
 INT: 2;
 PD: 1(a[H],b,c,d,e), 3(a,b,c,e), 4(a,b,d,f), 5a, 6a,
 7(a,c), 8(a,b,c), 9;
 EC: 1(a,k,m,n), 6(d,f,g,k), 7(a,e);
 PH: —

2229.40 OPHTHALMIC ASSISTANT

Assists in diagnosis and treatment of patients with refractive eye defects.

Receives instructions from **Ophthalmologist**; determines specifications of patients' eyeglasses, using lensometer, and assesses patients' vision using charts and other measuring devices; administers ophthalmic preparations to patients for treatment and examination purposes, under supervision of **Ophthalmologist**; sterilises instruments in autoclave and with germicides; records case histories of patients and other pertinent data.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 6; SVP: 5*;
 TEMP: P, J, T;
 APT: G(P), P, Q, K, M;
 INT: 2;
 PD: 1(a[L],b,c), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,e,f,g),
 8(a,b,c);
 EC: 1(a,i,m,n), 4a;
 PH: 3b, 4.

23 GRADUATE TEACHING PROFESSIONALS**231 GRADUATE TEACHING PROFESSIONALS**

Workers in this minor group, having attained graduate status, conduct classes to instruct students at the tertiary (university) level and at secondary and technical and vocational levels. They undertake

research and advise on teaching methods and instructional aids, and organise and direct teaching activities in schools.

2310 COLLEGE, UNIVERSITY AND HIGHER EDUCATION LECTURERS AND RELATED WORKERS

Workers in this unit group teach subjects at the tertiary level, conduct research, write scholarly papers and books and provide professional consultative services

2310.15 UNIVERSITY LECTURER, NATURAL SCIENCES

Teaches courses in natural sciences to undergraduate and/or graduate university students and conducts related research:

Performs duties of **UNIVERSITY LECTURER**, but specialises in an area of natural sciences such as chemistry, physics or zoology; organises and supervises laboratory work, designs experiments and prepares manuals; selects and recommends purchase of relevant equipment; trains **Science Laboratory Technicians, Educational Institution** to set up laboratory equipment for conduct of experiments; sets up equipment in case of complex experiments; supervises laboratory staff.

May design and build equipment and systems for research.

May be designated according to area of specialisation; for example,

UNIVERSITY LECTURER, CHEMISTRY
UNIVERSITY LECTURER, PHYSICS
UNIVERSITY LECTURER, ZOOLOGY

OCCUPATIONAL PROFILE

DPT: 021; **ETD:** 7; **SVP:** 7*;
TEMP: V, D, P, I, J, T;
APT: G(P), V, N, S, P, Q, M;
INT: 2, 11;
PD: 1a(L), 3(a,e), 4(a,b,c,d), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);
EC: 1(a,b,i,j,l,m,n), 4a, 6(b,d,e,f,g,i,j,k), 7(a,b,c,e,f,i,j);
PH: 2a(P), 4, 5a.

2310.20 UNIVERSITY LECTURER

Teaches courses in an area of academic specialisation to undergraduate and/or graduate university students and conducts related research:

Plans course curriculum individually or in collaboration

with other members of department and compiles course bibliography; prepares and delivers lectures to students in area of specialisation; stimulates class discussions and fosters independent thought among students; conducts seminars, tutorial and laboratory sessions and practical demonstrations; supervises **Teaching/Tutorial Assistants, University** and laboratory staff; obtains services of resource personnel as required; supervises field trips and field work; prepares, administers and grades examinations; assigns and marks papers and course work; supervises research programmes of under-graduate and graduate students; examines and assesses reports and theses of graduate students; counsels and advises students on academic and other matters; conducts research in area of specialisation and prepares findings for publication in books, professional and scientific journals, departmental and faculty papers and other research publications and for presentation at conferences; keeps abreast of advances in field; develops and updates teaching materials through continuous review of literature and other information sources, application of research findings, attachments to other universities and study tours; conceptualises and prepares outlines for new courses; liaises with colleagues at other universities, research institutes and in professional societies to discuss and evaluate research and problem issues; attends regional, national and international conferences dealing with academic specialisation.

May perform duties of **CAMPUS DEAN** or **DEPARTMENT HEAD**, serve on faculty or university committees concerned with matters such as administration, curriculum revision, employment, assessment and promotion, moderate or review university examination papers, organise colloquia and symposia for discussion and evaluation of research and problem issues, prepare material for and edit journals, assess manuscripts and articles submitted for publication, and provide professional consultative services.

May be designated according to level of responsibility; for example,
PROFESSOR
READER
SENIOR LECTURER

OCCUPATIONAL PROFILE

DPT: 027; **ETD:** 7; **SVP:** 7*;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S,L), 3e, 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,l,m,n);
PH: 1a, 2a(P), 4, 5a.

2310.25 UNIVERSITY LECTURER, EDUCATION

Teaches courses in principles and practices of education to graduate university students and conducts related research:

Performs duties of UNIVERSITY LECTURER, specialising in one or more areas of education such as curriculum planning and organisation, educational psychology, history of education or teaching methods; organises and supervises teaching practice and advises students on methods of improving skills; organises workshops and evaluation programmes in schools.

OCCUPATIONAL PROFILE

DPT: 027; ETD: 7; SVP: 7*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,l,m,n);

PH: 1a(P), 2a(P), 4, 5a

2310.30 TUTOR, LAW SCHOOL

Teaches principles and practice of substantive and procedural law to students at law school:

Plans course curriculum and compiles bibliography, indicating relevant reading material for use by students and by library and bookstore staff in ordering material; prepares and delivers lectures to students in areas such as civil and criminal procedure and practice, legal drafting, interviewing of clients, preparation of cases and professional ethics; stimulates class discussions and fosters independent thought among students; conducts seminars, tutorials and practical demonstrations; organises moots to evaluate student presentation of legal arguments in simulated court situation; supervises students' participation in legal aid clinic; obtains services of resource personnel as required; supervises field trips, directs research programmes and monitors in-service training at legal departments and/or firms; prepares and grades examinations and assigns and marks papers and course work; counsels and advises students on academic and other matters; serves on school committees concerned with academic affairs.

May be designated according to level of responsibility; for example,

SENIOR TUTOR, LAW SCHOOL, if also engaged in organising students' in-service training and legal aid clinics.

OCCUPATIONAL PROFILE

DPT: 027; ETD: 6; SVP: 7*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 3e, 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,l,m,n);

PH: 1a(P), 4, 5a.

2310.35 LABOUR COLLEGE LECTURER

Instructs labour college students in specialised subject areas to prepare them for college examinations and equip them to fit into industry:

Assists in planning course curriculum; compiles course bibliography, indicating relevant reading material, and submits for vetting and for ordering of material; distributes reading lists to students; prepares and delivers lectures to students in field of specialisation such as co-operative law and principles, industrial relations, business mathematics and communication, economics, sociology, statistics and history; stimulates and guides class discussions; arranges visits of resource personnel to college; organises and supervises field trips and field work for students; liaises with part-time teaching staff to set common examinations and monitor coverage of work; grades examinations and course work, evaluates students on basis of examination results and class and course work and maintains records; counsels students on academic and other matters; conducts research to develop and update teaching materials.

May be designated according to area of specialisation or level of responsibility; for example,

LECTURER, CO-OPERATIVE STUDIES

LECTURER, LABOUR STUDIES

SENIOR LECTURER, LABOUR COLLEGE

OCCUPATIONAL PROFILE

DPT: 227; ETD: 6; SVP: 6*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 3e, 4(a,f), 5(a,b), 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: 1a(P), 2a(P), 4, 5a.

2310.40 THEOLOGY LECTURER/Theologian

Instructs theological students in specialised areas of theology and related subjects for further education courses and religious leadership:

Prepares course outlines, bibliography and lecture material, following prescribed curriculum; lectures to students in specialised areas of theology, such as systematic theology, historical theology, church history and scripture studies, and in related subjects, including compara-

tive study of religions, sacred music, philosophy and counselling; conducts seminars and practical demonstrations, stimulating and guiding class discussions; arranges guest lectures and visits by resource personnel and organises in-service training for students; prepares and grades course assignments and examinations; evaluates students' performance on basis of class, examination, course and field work and maintains records; counsels students on academic, personal and other matters; develops and updates teaching materials through research and continuous review of literature and other information sources; participates in meetings with other **Theology Lecturers and Ministers of Religion** to discuss student-related concerns and societal issues; delivers lectures and conducts seminars, on request, to professional or community groups.

May write articles for publication and perform administrative and pastoral duties, and/or duties of **UNIVERSITY LECTURER**, if attached to theological college.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 6; SVP: 7*;
TEMP: V, D, P, I, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(L), 3e, 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a(P), 2a(P), 4, 5a

2310.45 LECTURER, TEACHERS' TRAINING COLLEGE

Teaches courses in area of specialisation to train students to teach subjects in primary and/or secondary schools:

Prepares course outline, bibliography, teaching aids and lecture material, following prescribed curriculum; lectures to students in areas such as agriculture, art and craft, industrial arts, mathematics, and physical education; conducts seminars, laboratory sessions, practical demonstrations and experiments, stimulating and guiding class discussion; arranges field trips and visits by resource personnel; prepares and grades course assignments and examinations; prepares students for practice teaching assignments and supervises student practice teaching in college and in schools; supervises preparation of dissertations; evaluates students on basis of class, examination, course and practice teaching performance and maintains records; advises and counsels students on academic and other matters and assists them in planning co-curricular activities; liaises with staff of schools at which practice teaching is being conducted and with staff of other teacher training institutions; modifies course curricula and develops teaching material as member of subject

committees composed of **Curriculum Supervisors** and other **Lecturers, Teachers' Training College**.

May assist in planning and implementation of continuing education programme, coordinate departmental activities, prepare students' annual evaluation forms, organise seminars, workshops and projects, engage in research and perform library and administrative duties.

May be designated according to area of specialisation; for example,

LECTURER, AGRICULTURAL SCIENCE,
TEACHERS' TRAINING COLLEGE
LECTURER, MUSIC, TEACHERS' TRAINING
COLLEGE

OCCUPATIONAL PROFILE

DPT: 227; ETD: 6; SVP: 6*;
TEMP: D, P, I, J;
APT: G(P), V, N, S, P, Q, K, M, C;
INT: 11;
PD: 1a(L), 3e, 4(a,b,d), 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n), 5a, 7(c,b);
PH: 1a(P), 2a(P).

2310.50 LECTURER, COMPUTER SCIENCE

Instructs students at post-secondary institution in computer science to prepare them for examinations:

Assists in planning course structure in collaboration with **Director-Principal, Post-Secondary Education and Training Institution**, using relevant syllabus; advises superior on selection of reading material, software packages and other aids required for course delivery; studies software applications and language manuals to prepare teaching materials; provides students with hand-outs, notes and other material; lectures in area of specialty such as computer programming, system design or data processing; demonstrates programming techniques and operation of controls on computer hardware and supervises students during practical sessions and field trips, where applicable; evaluates students on basis of periodic examinations and course work performance and maintains detailed records; attends meetings with superior and other lecturers to schedule and structure examinations and report on coverage of work; counsels students on academic and career matters; observes relevant industrial trends to develop and update teaching materials.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 6; SVP: 6*;
TEMP: D, P, I, J, T;
APT: G(P), V, N, F, Q;
INT: 11;

PD: 1a(L), 3(a,e), 4(b,c,f), 5(a,b), 6a, 7(a,c,e), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 4, 5a.

2310.55 COLLEGE INSTRUCTOR

Teaches courses in area of academic specialisation or applied arts to students in diploma-or degree-granting college:

Participates in planning of course curriculum and selection of course textbooks; ensures that orders for textbooks are submitted to relevant personnel in accordance with college policy; prepares and delivers lectures to students and stimulates and guides class discussion; obtains services of resource personnel as required; organises and supervises field trips and field work; prepares, administers and grades examinations and course work and submits reports to administration; reads relevant literature and conducts experiments and research to maintain high level of professional efficiency; serves on various college committees and participates in extra-curricular activities; serves as sponsor, advisor or counsellor of student groups and assists in cultural development of students; attends and participates in general faculty, departmental and staff meetings and campus life activities.

May be designated according to level of responsibility; for example,
 ASSISTANT COLLEGE PROFESSOR
 ASSOCIATE COLLEGE PROFESSOR
 COLLEGE PROFESSOR

OCCUPATIONAL PROFILE

DPT: 227; **ETD:** 6; **SVP:** 6*;
TEMP: V, D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(L), 3e, 4(a,b,f), 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n), 7c;
PH: 1a(P), 2a(P), 4, 5a.

2320 SECONDARY EDUCATION GRADUATE TEACHERS

Workers in this unit group teach academic subjects at the secondary level.

2320.10 SECONDARY EDUCATION GRADUATE TEACHER/Teacher II

Instructs secondary school students in specialised subject areas to stimulate growth and development and prepare them for examinations and higher-level courses:

Instructs secondary school students in one or more sub-

jects such as English, mathematics, natural science and social studies at secondary schools, using a variety of appropriate teaching techniques, apparatus and audio-visual aids; consults with members of relevant department to determine curriculum outline for each class, set end-of-term examinations and discuss related matters; prepares lessons by consulting textbooks and supplementary literature, selecting and adapting materials, formulating questions, composing notes and deciding on methods of presentation to ensure most effective use of teaching time; assesses students' performance by setting class and homework assignments, preparing and administering tests and examinations and marking scripts; maintains records of students' performance and enters marks and comments on reports to inform parents of students' attitudes, achievement and potential; maintains discipline in classroom and school environs; performs duties of form teacher, such as marking daily attendance register, checking written excuses, preparing term reports and providing routine counselling; participates in staff and professional meetings and workshops to discuss matters such as discipline, curricula, examinations and special projects.

May supervise students in extra-curricular activities.

May be designated according to level of responsibility; for example,
 HEAD OF DEPARTMENT

OCCUPATIONAL PROFILE

DPT: 227; **ETD:** 6; **SVP:** 5*;
TEMP: V, D, P, I, J;
APT: G(P) V, N, Q;
INT: 11;
PD: 1a(L), 4(b,f), 5(a,b), 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a, 4.

2330 TECHNICAL AND VOCATIONAL GRADUATE TEACHERS

Workers in this unit group teach technical and vocational subjects at technical institutes and other specialised training institutions to prepare students for the world of work or for future training.

2330.10 TECHNICAL AND VOCATIONAL EDUCATION GRADUATE TEACHER

Teaches practical skills and related theory in technical subjects to students at technical institutes:

Prepares schemes of work, forecasts, lesson plans, teaching aids, lectures, exercises and assignments to develop and/or follow practical and theoretical programmes re-

flecting syllabus requirements for national, regional and international examinations; teaches students practical skills and related theory in technical subjects, using such teaching aids and techniques as audio-visual equipment, charts, posters, lecture-demonstrations and field trips; supervises workshop/laboratory activities to ensure development of good working habits and adherence to safety procedures by students; coordinates with **Workshop Attendant** to ensure correct set-up, maintenance and security of tools, equipment, apparatus and materials for teaching programme; prepares, administers, corrects, tests and records results to assess students' progress; performs duties of form teacher, such as calling roll, routine counselling, meeting with parents and preparing students' reports; collaborates with **School Principal**, departmental heads and other teachers on matters such as curriculum, discipline, examinations and school projects; effects minor equipment repair or reports problem to maintenance personnel for corrective action; signs requisitions to order necessary supplies for use in workshop and checks delivered supplies.

May screen incoming students by means of tests and interviews.

May be designated according to level of responsibility; for example,

HEAD OF DEPARTMENT, TECHNICAL AND VOCATIONAL EDUCATION

OCCUPATIONAL PROFILE

DPT: 224; ETD: 6; SVP: 5*;

TEMP: V, D, P, I, J, T;

APT: G(P), V, N, S, P, Q, M;

INT: 5, 11;

PD: 1a(L), 3a, 4(b,c,f), 5(a,b), 7(a,c,d,e,g), 8(a,b,e);

EC: 1(a,b,i,m,n), 4a, 5a, 6b, 7(c,d);

PH: 2a(P).

2330.15 TRAINING OFFICER, AGRICULTURE AND FORESTRY

Instructs students of agriculture and forestry institute in agricultural science, forestry or agricultural teacher education and related subject areas:

Updates and modifies existing curricula in collaboration with senior personnel and other staff members; prepares course work and audio-visual aids and materials for use in classroom and laboratory sessions; lectures to students on subjects related to area of specialisation and leads classroom discussions; collects plant, animal and insect specimens, prepares solutions and carries out demonstrations during laboratory sessions; plans, organises and conducts practical sessions on farm or in *arboretum*,

demonstrating methods and techniques and supervising students' performance of specific tasks; arranges field trips to farms, factories, forested areas and government agencies and accompanies students to areas of interest; supervises students' research projects, assisting in selection of topic, planning, organising and execution of project work; monitors students' performance and progress through oral questioning, practical and written assignments, projects, tests and examinations, and prepares mark sheets and reports for submission to superior; manages one or more projects in specified areas such as dairy and beef, laboratory, plant nursery, or forestry and wildlife management, ensuring implementation of work programme and adequate supplies of materials and equipment; supervises **Technical Instructors, Agriculture and Forestry**; provides limited counselling services to students; meets with relevant senior personnel to report on special problems; participates in staff and departmental meetings to discuss matters of common concern.

May be designated according to area of specialisation; for example,

FORESTRY TRAINING OFFICER, if engaged in teaching various aspects of forestry such as forest management, mensuration, forest entomology and pathology, photogrammetry, forest engineering and watershed management;

AGRICULTURAL TRAINING OFFICER, TEACHER

EDUCATION, if engaged in conducting in-service teacher-training programmes in areas such as principles and methods of teaching agriculture, educational philosophy and psychology, guiding and assessing teacher performance during teaching practice and visiting schools to evaluate new techniques for use in teaching agriculture.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 6; SVP: 6*;

TEMP: V, D, P, I, J;

APT: G(P), V, N, S, Q, M;

INT: 3, 11;

PD: 1(a[L],b), 2a, 3(a,b,c,e), 4(a,b,c,d,e,f), 5(a,b), 6a, 7(a,b,c,d,e,g), 8(a,b,c);

EC: 1(c,i,m,n), 4a, 6(a,b), 7(a,b,c,d,e,h);

PH: 2a(P).

2330.20 GRADUATE TEACHER, AGRICULTURE/Teacher II

Instructs secondary school students in agricultural science subjects such as crop and livestock husbandry and related studies:

Performs duties of **TECHNICAL AND VOCATIONAL EDUCATION GRADUATE TEACHER**, specialising in giving instruction in crop cultivation, nursery and plant

propagation techniques, general livestock care and related studies such as farm management and agricultural co-operatives; instructs students in minor repair and routine maintenance of farm structures and equipment, application of fertilisers and pest/disease control techniques; selects, orders and arranges for transportation of livestock, crops and related supplies for use in practical work; organises, supervises and assesses practical field work of students performed on individual and small group basis; plans and arranges field trips, accompanying students to farms, abattoirs, equipment dealers' establishments and other places of agricultural interest to provide essential learning experiences; monitors, coordinates and schedules activities of School Farm Attendant to ensure adequate preparation, handling and maintenance of garden beds, crops, livestock and equipment.

May operate tractor for demonstration purposes and to prepare ground for planting.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 6; SVP: 6*;
 TEMP: V, D, I, P, J;
 APT: G(P), V, N, Q, M;
 INT: 3, 5, 11;
 PD: 1(a[L,M],b,c,d), 3(a,c,e), 4(a,b,c,d,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c);
 EC: 1(c,i,m,n), 4a, 6(a,e), 7(b,c,d,e,h);
 PH: 1a(P), 2a(P).

2391 EDUCATION RESEARCHERS AND RELATED PROFESSIONALS

Workers in this unit group conduct research, develop and advise on curricula, teaching methodology and work aids and monitor educational programme implementation.

2391.15 RESEARCH FELLOW, UNIVERSITY

Conducts research in area of academic specialisation:

Initiates and conducts research in area of specialisation within groupings such as agricultural science, arts and general studies, education, engineering, law, medicine, natural and social sciences; organises research programme, reviews literature, journals and other information sources and obtains data through field work; synthesises data and prepares findings for publication in books, professional and scientific journals, departmental and faculty papers and other research publications and for presentation at conferences; liaises with colleagues in other universities, research institutes and professional societies to discuss and evaluate research issues; organises related colloquia and symposia and/or attends conferences; conducts re-

search on behalf of and provides professional consultative services to national and regional government bodies, industry and other bodies.

May perform duties of UNIVERSITY LECTURER and serve on relevant university committees.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 7; SVP: 7*;
 TEMP: J;
 APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(L), 4f, 5a, 6a, 7(a,c,g), 8(a,b,e);
 EC: 1(a,i,j,l,m,n);
 PH: 1a(P), 2a(P), 4.

2391.20 CURRICULUM OFFICER

Develops and supervises implementation of curricula for use in educational institutions:

Develops and modifies programmes of work, curriculum guides and instructional materials for use in specified subject areas; visits schools and meets with teaching personnel, examining teaching outlines and observing practical sessions to assess extent of curriculum implementation; assists teaching personnel with development of educational methods, procedures and practices and selection and use of texts; designs evaluation instruments at various levels of educational system; organises and conducts workshops, in-service programmes and training courses for teaching personnel; serves as member of various committees, boards and panels to advise on curriculum-related matters; participates in assessment of qualifications of applicants to teaching service; conducts school-based experiments to obtain data for use in planning and development of curricula; makes recommendations to administrative personnel on provision of equipment and other material for successful curriculum implementation; serves as external examiner in specific subject area; advises publishers' representatives on suitable teaching texts; prepares reports for submission to superior.

May organise special projects, investigate disciplinary matters involving members of teaching service and prepare papers for presentation at conferences.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 6; SVP: 7;
 TEMP: P, J;
 APT: G(P), V, N;
 INT: 11;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,c);
 EC: 1(a,i,m,n);
 PH: 1a(P), 4, 5a.

2391.25 SCHOOLS PUBLICATIONS OFFICER
Produces teaching aids to assist teaching personnel and students at primary and secondary levels:

Examines curriculum outlines and studies text-book material used by teaching personnel at primary and secondary schools for reference or research purposes; consults other reference documents and interviews resource persons to obtain additional information on relevant topics; writes instructional material such as stories, plays and articles based on current topics and selected teaching themes, or commissions Writers to produce articles for teachers' journals, as supplementary texts and for other related publications; selects photographs from newspapers, magazines, historical texts and other documents to complement written material; takes photographs and prepares graphic illustrations to accompany articles; checks validity and accuracy of prepared material with resource persons where necessary; edits articles and submits them to superior for final editing; designs publication layout and submits prepared material for printing; checks material at various stages of production and proof-reads prior to printing; maintains mailing lists and distributes publications to relevant teaching and supervisory personnel; advises publishers, their representatives and Writers on relevance of texts for use in local schools; conducts seminars and visits schools to advise teaching staff on appropriate modern technology, teaching methods and techniques; performs on-going evaluation of texts and tests to determine their suitability for publication; prepares summary and evaluative reports on work performed.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 7*;
TEMP: V, P, J;
APT: G(P), V, S, Q;
INT: 1, 11;
PD: 1a(S,L), 4(a,b,c,d), 5(a,b), 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,b,i,n);
PH: 2a(P), 4, 5a.

2391.30 EDUCATIONAL RESEARCH OFFICER

Plans, prepares and monitors long- and short-term planning activities to provide human and physical resources for development of quality education:

Examines demographic studies and consults with relevant officers to estimate number of school places to be provided in respective catchment areas; determines teaching and ancillary staff requirements by examining relevant statistical data; prepares briefs related to type and size of school and estimated costs of personnel and

equipment and liaises with town planning and other relevant agencies to identify suitable building sites; meets with members of school boards, village councils and parent-teacher associations to discuss problems affecting school communities; handles correspondence, including complaints on condition of school facilities, and requests for improvement; visits schools to assess physical needs and evaluate cost of proposed projects; prepares draft estimates of expenditure for replacement, renovation, extension and/or construction of school buildings, on basis of reports from School Supervisors and consultation with members of school management boards and relevant experts; liaises with senior financial personnel to discuss budget proposals and submits proposals to relevant authorities for approval; recommends disbursement of funds to school management boards and other responsible agencies; liaises with Building Supervisor to verify approval of building plans and monitors projects during construction phases and on completion; assesses serviceability of new facilities; requisitions furniture, equipment and materials from selected suppliers for newly established or extended schools; supervises work of Research Assistants, Education; prepares reports and drafts cabinet notes for submission to superior; serves as member of various boards and committees with divisional staff and inter-ministerial personnel to provide information, discuss problems and make requests and proposals; participates in workshops and seminars to update knowledge and expertise.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 6;
TEMP: P, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,m,n);
PH: 1a(P), 2a(P), 4.

2391.35 EDUCATIONAL TESTING OFFICER
Constructs, administers, scores and interprets educational tests by performing any combination of the following duties:

Prepares test items; constructs educational tests and adapts foreign tests and measuring instruments to reflect cultural biases; arranges for and ensures maintenance of security measures for printing and administration of tests; collaborates with school personnel for pilot testing of psychological tests and instruments; supervises scoring of examination answer sheets; analyses test scores and assigns pupils to schools; plans, coordinates and conducts seminars and workshops on remedial teaching, test administration, scoring and interpretation for teaching and

other school personnel; monitors record-keeping systems in schools; liaises with personnel on matters pertaining to educational testing; establishes and maintains library of psychological tests, measuring instruments and other tests used in education system; supervises and trains subordinate staff.

May serve on committees and assist measurement personnel in processing requests for transfers, basing decisions on examination results.

May be designated according to level of responsibility; for example,

EDUCATIONAL TESTING OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6*;

TEMP: V, D, P, J, T;

APT: G(P), V, N, S, P, Q;

INT: 11;

PD: 1a(L), 4(b,d), 5(a,b), 6a, 7(a,c,g), 8(a,b,e);

EC: 1(a,i,j,m,n);

PH: 4.

2391.40 EDUCATION OFFICER, TRADE UNION

Plans, develops and implements educational programmes for trade union officials and members:

Plans, develops and organises educational programmes such as workshops, seminars and courses for benefit of trade union officials and members; prepares materials and co-opts resource persons to assist in conducting training sessions; conducts research to provide data on various issues of interest; chairs education committee and meets with members to assess needs and discuss data for inclusion in information bulletins; prepares bulletins for distribution to branch membership; edits trade union's official organ; prepares advertisements and communiquees for media presentation and liaises with advertising personnel to arrange for publication; organises, maintains and operates library services for use by trade union officials and members; prepares reports for presentation at union conferences.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 3;

TEMP: D, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4(a,d), 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,i,j,m,n);

PH: 1a, 2a, 4.

2392 SCHOOLS SUPERVISORS

Workers in this unit group supervise the activities of educational institutions to ensure proper functioning.

2392.10 SCHOOLS SUPERVISOR

Supervises activities of assigned schools and training institutions to ensure proper functioning by performing any combination of the following duties:

Visits assigned institutions and observes practical teaching sessions and techniques employed; reviews plans of work, records and other resource material used by teaching staff to ensure operation of effective system of student assessment; ensures that students' work is in accordance with approved syllabuses and minimum performance standards; prepares practice tests and examinations for students and student teachers; supervises marking of scripts and assessment of final teaching practice; inspects buildings and monitors operation and maintenance of facilities and equipment for conformity to health and safety standards; checks inventory of equipment, tools and materials; liaises closely with School Principal on matters pertaining to school functioning and ensures maintenance of records; promotes activities such as school competitions and exhibitions in liaison with staff and other relevant personnel; assists teaching staff in solving problems and mediates in disputes; interviews parents in special circumstances regarding entry to schools and other matters; liaises with personnel of other ministries on provision of services for students; serves as member of various committees, boards and panels to advise on matters connected with education; liaises with representatives of parents' committees and village councils on establishment of schools; assesses qualifications of prospective staff and participates in selection interviews of applicants for recruitment and teaching scholarships; inspects facilities and assesses quality of teaching staff in private schools to determine eligibility for registration by ministry; investigates disciplinary charges brought against members of teaching service and leads evidence at or serves on public service tribunal; prepares and/or countersigns confidential reports on teaching staff and School Principals; advises administrative superior on matters relating to organisation and administration of institutions supervised; conducts research geared to improvement of academic standards of institutions if at senior level.

May be designated according to area of specialisation and/or level of responsibility; for example,
SCHOOLS SUPERVISOR I/II/III

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5/6; SVP: 8*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 2a, 4.

**2399 OTHER GRADUATE TEACHING
 PROFESSIONALS AND RELATED
 WORKERS NOT ELSEWHERE CLASSIFIED**

Workers in this unit group perform duties related to teaching and training of individuals, which duties are not carried out by workers in the preceding unit groups.

2399.15 NURSING INSTRUCTOR

Plans, directs and implements training programmes in theory and practice of nursing for students and trainees:

Develops or assists in the development of standards, policies and procedures to govern activities of school of nursing; prepares course objectives and develops lesson plans for approval by senior nursing personnel; instructs student nurses in subjects relating to structure and function of human body, using appropriate teaching and demonstration techniques; organises lectures by medical and para-medical personnel to supplement classroom lectures and monitors lectures to ensure provision of necessary input; liaises with personnel of hospital departments and community health centres to arrange field visits for students and trainees; accompanies students and trainees on ward rounds, supervises practice sessions and demonstrates aspects of practical nursing; prepares and administers examinations, evaluates students' performance and counsels students on strengths and weaknesses; evaluates performance of junior teaching staff; participates in preparation of budget proposals; represents department on committees.

May be designated according to area of specialisation and/or level of responsibility; for example,

NURSING INSTRUCTOR I/II

PSYCHIATRIC NURSING INSTRUCTOR I/II

OCCUPATIONAL PROFILE

DPT: 127; ETD: 6; SVP: 7*;
 TEMP: V, D, P, I, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(L), 4(b,d), 5(a,b), 6(a,b), 7(a,g), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 3b, 4

2399.20 EDUCATION EXTENSION OFFICER

Organises, supervises and coordinates adult education programmes to meet needs of community:

Consults with Supervisors, Adult Education Centre and Adult Education Tutors and interviews interested persons to determine education and training needs of adults in given catchment area; recommends establishment and appropriate siting of adult education centres; liaises with ministry staff and relevant experts to develop and organise programmes of study in academic, leisure-time, home maintenance and introductory occupational and other, based on existing curricula; visits adult education centres to monitor programmes and discuss matters of general concern; provides guidance and advises programme participants on courses suited to individual career needs; interviews persons interested in tutoring, assessing their qualifications and/or experience in relevant field; evaluates tutor performance and participates in meetings with divisional staff to evaluate programmes and ensure relevance to local adult communities; serves as member of inter-ministerial and other committees to discuss issues related to adult education and organise special activities such as seminars and projects; examines reports prepared by Supervisors, Adult Educational Centre and prepares work reports for submission to superior; maintains records; prepares annual estimates of expenditure for departmental budget and disburses funds in accordance with identifiable needs, consulting with departmental staff

May be designated according to level of responsibility; for example,

EDUCATION EXTENSION OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;
 TEMP: D, P, J;
 APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 2a, 4.

2399.25 HEALTH EDUCATION OFFICER

Organises and conducts health education programmes for teachers, community groups and members of the public:

Consults with teachers and community groups in assigned geographical area to determine health education needs; plans and develops programmes accordingly; prepares literature on health problems for general dissemination and use in schools; liaises with superior and other personnel to develop audio-visual aids and other instructional materials; plans, organises and conducts health workshops, seminars, exhibitions, fairs and special projects, in conjunction with other government offi-

cials, for teaching personnel and community groups; visits health centres in assigned area, conducts lectures, gives advice on health habits and distributes reading material; provides training to institutional personnel on health-related matters, upon request; attends conferences and seminars to update knowledge; prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 6; SVP: 6*;

TEMP: D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 3e, 4(a,b,c,d), 5(a,b), 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a, 2a(P), 3b, 4.

2399.30 PHYSICAL EDUCATION AND SPORT OFFICER

Coordinates, supervises and organises physical education and coaching programmes to improve physical fitness programmes and foster competitive sports:

Monitors physical education programmes to obtain feedback for evaluation purposes by visiting schools, community groups and sporting facilities, holding periodic meetings and analysing reports; assists school and community groups to plan and implement physical education and sporting programmes by preparing handouts and collaborating with Physical Education Teachers and Sports Coaches; liaises with other departments and local government bodies to plan, implement, revise and modify programmes, ensuring adherence to policy changes and co-operation between departments; proposes, plans and participates in activities such as seminars, workshops, lectures, demonstrations and coaching sessions for Physical Education Teachers, Sports Coaches and other sporting groups or organisations to enrich programmes and disseminate related information; serves on various sporting committees and advises on purchase, care and use of sports equipment; supervises subordinate staff and use of sporting facilities; prepares periodic reports.

May be designated according to level of responsibilities; for example,
PHYSICAL EDUCATION AND SPORT OFFICER I/II/III, if engaged in administration of sporting facilities or or programmes for community groups and educational institutions or assisting superior in administration of division.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 5*;

TEMP: V, D, P, I, J;

APT: G(P), V, E;

INT: 11;

PD: 1(a[L,M],b,c,d,e,f), 3(a,c,e), 4(a,b,d), 5(a,b), 6a, 7a, 8(a,b,c), 9;

EC: 1(a,b,i,m,n), 4a, 6(a,b,c), 7(c,b);

PH: 2a.

2399.35 LABORATORY DEMONSTRATOR, EDUCATIONAL INSTITUTION

Explains and demonstrates experimental procedures and use of laboratory equipment in educational institution:

Receives schedules concerning laboratory experiments from academic staff and assists them by demonstrating experimental procedures during laboratory lectures; explains experimental procedures to students and demonstrates use of sophisticated equipment, apparatus and instruments; instructs students in proper method of carrying out experiments and assists them when necessary; monitors and supervises students' performance during laboratory periods; grades students' laboratory reports and examination scripts.

OCCUPATIONAL PROFILE

DPT: 221; ETD: 6; SVP: 0;

TEMP: P, I, T;

APT: G(P), V, N, F, M;

INT: 2;

PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,m,n), 4a, 6e, 7(a,b,f);

PH: 2a, 4.

24 OTHER PROFESSIONALS

241 BUSINESS AND GOVERNMENT PROFESSIONALS

Workers in this minor group plan and direct accounting services, advise on solution of accountancy problems and plan and conduct financial audits; are involved in employee recruitment, placement or employee-management relations, vocational guidance, and analysis of occupations to assist personnel and administration departments. These workers may be employed either in the private or public sector.

2411 ACCOUNTANTS

Workers in this unit group plan and administer accounting systems, coordinate and conduct audits and advise on related matters.

2411.10 ACCOUNTANT

Plans and administers accounting systems and advises on accounting matters:

Develops and implements financial and accounting systems for individuals, private establishments and government organisations to provide records of assets, liabilities and financial transactions; advises on matters such as financial policies and investment portfolios; supervises activities of personnel in areas such as cash disbursements, purchases, wages and taxes to ensure maintenance of proper accounting records; monitors expenditure or credit issued on work in progress to ensure compliance with applicable laws and regulations; prepares or reviews tax returns and contests claims before tax officials; plans, coordinates and conducts audits of records and procedures; conducts financial investigations into matters such as suspected fraud, use of working capital and deviation from budgets; acts as liquidating trustee in dissolution proceedings and insolvency or bankruptcy cases; audits accounting and bookkeeping records of establishments; prepares and certifies financial reports and statements for presentation to management, board of directors or stockholders of organisations.

May plan and administer computerised accounting systems for organisations and advise on related matters.

May be designated according to area of employment and specialisation or level of responsibility; for example,

CITY TREASURER

SENIOR ACCOUNTANT

TAXATION ACCOUNTANT

TREASURY ACCOUNTANT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 7*;

TEMP: D, J, T;

APT: G(P), V, N, P, Q;

INT: 11;

PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,e);

EC: 1(a,i,n);

PH: 2a, 3b, 4, 5a.

2411.15 AUDITOR

Plans, coordinates and conducts audit of accounting records of organisations:

Plans audit to determine nature, scope and direction of investigation; supervises and coordinates activities of staff engaged in examining and analysing accounting records; reviews accounting system, examines financial records and statements and checks material and equipment inventories to verify accuracy and efficiency of procedures, compliance with applicable regulations and degree of utilisation; analyses data obtained to detect inefficiencies, fraud or lack of compliance with policies or procedures; audits taxpayers' operations, if employed by Board of Inland Revenue, to ensure compliance with

tax laws and determine correct liability; reports to client or superior on scope and findings of audit and makes recommendations regarding financial or operational improvements; attests to truth and fairness of financial statements prepared by organisation's management.

May be designated according to area of specialisation; for example,

FIELD AUDITOR

INTERNAL AUDITOR

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6;

TEMP: D, J, T;

APT: G(P), V, N, Q;

INT: 7;

PD: 1a(S,L), 4(b,c,f), 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,i,m,n);

PH: 2a, 3b, 4.

2411.20 COST ACCOUNTANT

Plans and administers cost-accounting systems and advises on solution of related accounting problems:

Plans, implements and directs cost-finding and reporting systems to determine, record and report on accumulated or unit cost of factors affecting production or project; supervises activities of staff engaged in maintaining cost-accounting systems; monitors expenditure on work in progress and highlights cost overruns to production staff to generate cost consciousness; designs and reviews systems for inventory management; values assets of plant and equipment for determination of fair rates, life expectancy and other related purposes; examines changes in design, raw materials, wages or other factors to determine effect on production costs; analyses actual production costs and compares standard with costs; prepares reports to provide basis for management decisions.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6*;

TEMP: D, J, T;

APT: G(P), V, N, Q;

INT: 11;

PD: 1a(S), 4(b,f), 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,i,n);

PH: 2a, 3b, 4.

2412 PERSONNEL AND OCCUPATIONAL SPECIALISTS

Workers in this unit group carry out research and surveys pertaining to personnel and occupational matters and provide related training and advisory services in private and public organisations.

2412.15 PRODUCTIVITY ADVISER

Provides training and advisory services to personnel in private and public sector establishments to develop and improve managerial skills and techniques:

Consults with management personnel at private and public sector organisations and designs questionnaires to obtain information on managerial practices and problems; collates and analyses data; develops training programmes, in area of specialisation, for supervisory and management personnel to meet identified needs; selects and prepares hand-outs, visual aids and other training materials; conducts training sessions in areas such as marketing, personnel and industrial relations and production management; provides advisory and consultancy services to requesting agencies, discussing techniques for resolving specific problems; prepares evaluation reports of training programmes and services provided, for submission to superior; writes articles based on research findings, and summarises pertinent material for circulation to specific agencies and for publication in the print media; prepares notices for advertisement of departmental training programmes.

May be designated according to level of responsibility; for example,

ASSISTANT PRODUCTIVITY ADVISER

OCCUPATIONAL PROFILE

DPT: 027; **ETD:** 6; **SVP:** 6*;

TEMP: D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,n);

PH: 1a, 4.

2412.20 IMMIGRATION CONSULTANT

Advises and assists clients desirous of visiting, studying in or migrating to selected overseas territories:

Interviews clients, examines questionnaire data, and requests supporting documentation if necessary; provides advice on options and alternatives, taking account of immigration laws, eligibility procedures and client's objectives; communicates with client's relatives and/or liaises with agency representatives locally and abroad to provide and obtain essential information and assistance; advises and assists client in selection of educational/training institutions and provides information on required procedures; arranges employment in overseas territory for application; obtains and/or arranges for preparation of character and identity certificates and other required documents; assists client in handling

matters such as completion of visa application forms and overseas housing arrangements; briefs client on legal rights when necessary; markets career guidance and other educational material; performs duties of **SMALL BUSINESS MANAGER**.

OCCUPATIONAL PROFILE

DPT: 207; **ETD:** 6; **SVP:** 5;

TEMP: P, I, J;

APT: G(P), V, Q;

INT: 7, 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 4, 5a.

2412.25 PLACEMENT OFFICER

Organises job placement for students and graduates of tertiary-level institutions by performing any combination of the following duties:

Visits industrial, commercial and other establishments and consults with managerial and other personnel to determine job availability and type of person needed; interviews students to determine qualifications and eligibility for employment; counsels students on academic, vocational and other matters; liaises with employers to arrange on-the-job training and employment for students; monitors progress and problems of students involved in on-the-job training programmes and in liaison with other staff members arranges student visits to industrial establishments; provides career guidance to students on request and at career guidance seminars; maintains relevant records.

May compile statistical reports and organise placement seminars for graduating students.

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 4;

TEMP: D, P, I, J;

APT: G(P), V, Q;

INT: 10;

PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 1a, 2a.

2412.30 TRAINING OFFICER

Plans, directs and coordinates training programmes for employees of organisations to enhance productivity and optimise development of human resources:

Assesses training needs of organisation by meeting with managerial and supervisory personnel, reviewing their requests for specialised training and evaluating reports from previous training programmes; develops basic,

specialised and induction training programmes for groups within organisation; prepares curriculum plan in collaboration with departmental heads, for approval by senior management; checks suitability of audio-visual material and other available resources and prepares hand-outs and other material such as slides and manuals; liaises with other training personnel to obtain assistance with presentation of course material when required; implements training programmes, coordinating and scheduling activities to ensure availability of personnel and resource material; delivers lectures in area of expertise; plans and organises practical sessions where applicable, as part of training programme; visits employees or trainees on job to ensure that training instructions are carried out, and checks their post-training performance; evaluates training programmes and reports on problems identified during programmes; holds informal group sessions to obtain feedback and identify areas for course improvement; prepares and forwards reports on programmes to senior management personnel.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 6; SVP: 4;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 1a, 4.

2412.35 OCCUPATIONAL ANALYST

Analyses occupations to provide occupational information as an aid to personnel, administrative, research and other functions of private and public sector organisations:

Liaises with management personnel to obtain permission to conduct analysis and determine type, scope and purpose of analysis required; studies reference documents, organisation charts and other relevant data on sector and occupations to be analysed; observes and studies jobs performed and interviews workers and supervisory and managerial personnel to ascertain duties and other salient factors; makes comparative analyses of jobs as performed in different sample establishments to determine common factors; codifies occupations according to occupational classification system; prepares detailed draft occupational descriptions highlighting duties, education and training requirements, and other variables required for satisfactory job performance; obtains verification of draft descriptions from experts in relevant field of work or verifies drafts through follow-up field visits; prepares final descriptions; prepares career information leaflets and lectures to students; prepares reports for use in curriculum development, training, manpower research and planning and vocational guidance programmes.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 3;

TEMP: V, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 1a.

2412.40 PERSONNEL TECHNICIAN

Analyses and evaluates public service and statutory board occupations to determine duties and responsibilities and recommend classification and assignment to salary ranges:

Examines requests from government ministries and statutory bodies for classification of posts; distributes data-collection forms to ministry personnel; assesses data, analysing factors such as duties, reporting relationships and required qualifications, to determine levels of difficulty and responsibility; interviews and/or liaises with governmental and private agency personnel to obtain information and support documentation on positions under study; prepares reports and drafts class specifications for posts and submits to superior, for approval; forwards approved drafts to relevant ministry or department for comments; examines and analyses data to determine incremental dates, quantum of allowance and other salary administration matters, following specified procedures and policies; assesses qualifications of government employees and prospective recruits to determine validity for specific posts and recommends waiving of requirements if necessary; prepares organisational and functional charts reflecting existing structures within governmental and statutory bodies; prepares draft Cabinet notes on matters related to classification and redesignation of posts; attends meetings with departmental personnel, trade union officials and representatives of ministerial and other bodies and takes minutes of matters discussed.

May be designated according to level of responsibility; for example,

PERSONNEL TECHNICIAN I/II

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 3;

TEMP: P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n);

PH: 1a, 4, 5a

2412.45 PERSONNEL AND INDUSTRIAL RELATIONS OFFICER

Carries out personnel management and industrial relations functions for government or private establishment by performing any combination of the following duties:

Processes employment applications and arranges interviews for prospective recruits; participates in interviews and forwards names of successful candidates to appropriate managerial personnel; arranges medical examinations for recruits and staff members; identifies staff training needs and makes recommendations to superior; organises and/or conducts orientation and training programmes for staff members; advises supervisory staff on personnel and industrial relations matters; counsels and assists employees experiencing problems; handles disciplinary matters, issuing warning and suspension notices and recommending further action when necessary; maintains or supervises maintenance of leave and other personnel records; organises employee services and social events for members of staff; collects and compiles data and prepares support documentation to aid in formulation of proposals for discussion and negotiation with bargaining bodies; represents employer in trade union matters; participates in meetings with employees' union representatives to advise and assist with interpretation and negotiation of existing, revised and new agreements; prepares briefs, statements of case and other preliminary data for submission to departmental and/or legal personnel; prepares reports and drafts circulars, memoranda and Cabinet notes where applicable.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 6; SVP: 3;
TEMP: V, P, I, S, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 4.

2412.50 ORGANISATION AND MANAGEMENT OFFICER

Conducts surveys to obtain information on organisations in the public service:

Designs or amends data-collection instruments; conducts surveys in government organisations to obtain information on matters such as management and administrative procedures, work-load, staffing structures and equipment and machinery requirements; analyses data and writes reports for submission to superior; develops, implements and standardises manual and automated record-

keeping systems; plans layout of new and existing offices to ensure optimum use of space; prepares organisational and work-flow charts, procedural manuals and similar documents.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 3;
TEMP: P, J;
APT: G(P), V, S, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4.

2413 GOVERNMENT ADMINISTRATORS AND OTHER PROFESSIONALS

Workers in this unit group perform administrative and/or specialist professional duties related to the operations of government ministries and departments.

2413.15 FOREIGN SERVICE OFFICER

Performs administrative and technical work at foreign mission or local office by performing any combination of the following duties:

Researches and compiles data on important personages, organisations and political events; provides information and advice to superior and government representatives on financial and policy matters; prepares or assists superior in preparation of reports on significant political developments, trends and activities; compiles trade lists and other commercial information, analyses and interprets related data and develops trade and investment linkages to assist business communities in home state; liaises with host government officials, party leaders, media personnel and private individuals to solicit support on national and international issues; conducts exploratory discussions and negotiations on sensitive issues with officials of host government and/or representatives of other countries; provides advice to nationals and handles problems affecting their interest, including matters arising from immigration and nationality laws; investigates and reports on death of nationals in host country; performs notarial services such as administering of oaths and affidavits; represents State at functions, international conferences and on organisations; performs administrative functions such as selection and placement of local personnel and preliminary preparation of annual budget estimates; performs additional administrative duties at senior levels.

May be designated according to level of responsibility, for example,

FOREIGN SERVICE OFFICER I/II/III/IV/V

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 6*;
 TEMP: V, D, P, T, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 4a.

2413.17 REGIONAL POSTAL CONTROLLER

Directs and coordinates postal services in assigned geographic region:

Interprets administrative policies for subordinate staff; inspects post offices and postal agencies within assigned geographic region periodically to ensure smooth functioning and efficient service; devises methods of improving service to the public and handles verbal and written complaints; controls regional expenditure and ensures correct and timely completion of accounts; ensures adequacy of supplies, furniture and equipment and security arrangements; conducts statistical surveys to determine future postal needs of assigned region; performs assigned administrative duties; prepares and maintains records.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 6;
 TEMP: D, P, J;
 APT: G(P), V, N, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 4.

2413.19 CONSUMER LIAISON OFFICER

Investigates complaints from consumers and agencies regarding goods and services purchased and performs other related duties:

Receives written complaints and associated documentation from consumers and completes relevant forms; checks simple complaints by referring to existing standards and codes of practice; conveys or arranges for conveyance of complainants' merchandise to laboratory for testing if necessary; liaises with regulatory personnel and members of the public and communicates with professional and technical personnel in department to facilitate investigations; prepares reports; communicates with complainant, personnel of respective business establishments and related consumer-oriented agencies to obtain necessary information and negotiate equitable solution; performs role of arbitrator when necessary; refers complex and/or technical complaints to appropriate channels after preliminary investigations; organises

consumer education and guidance activities and provides advisory service to consumers; assists in public information activities by preparing media programmes, technical documents and consumer guidance materials; gives lectures and represents department as necessary; conducts surveys of consumer opinions of goods and services to guide department in preparation and enforcement of standards; reviews and assists in developing consumer-oriented legislation and ensures enforcement; monitors unfair trade practices and makes recommendations to responsible ministry; reviews contracts such as mortgage bills of sale and warranties and recommends changes.

May prepare evidence for court in connection with consumer complaints, and coordinate preparation and printing of departmental technical documents.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 6; SVP: 5;
 TEMP: V, P, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1(a[L],b,c), 3(a,c), 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);
 EC: 1(a,b,i,j,m,n), 5a, 6a, 7(b,c,d,h);
 PH: 1a, 2a, 3b, 4.

2413.21 CABINET OFFICER

Participates in activities of Cabinet secretariat and assists in supervising operations by performing any combination of the following duties:

Receives notices of questions tabled in parliament for action; forwards notices of questions to ministries and departments and obtains responses; submits responses obtained to superior for Cabinet approval and prepares brief record of all Cabinet decisions; drafts minutes of Cabinet meetings and distributes minutes on completion to relevant ministries and departments for action or information; liaises with ministries and departments to ensure implementation of Cabinet decisions, in accordance with stated directives; conducts research into Cabinet-related matters on instruction of superior; liaises with relevant staff at parliamentary, presidential and legal offices on preparation and issuance of instruments of appointment, legal notices and other related matters; monitors preparation of letters of appointment of Cabinet teams and committees and compiles lists of such appointments; arranges for publication of related information in national gazette; maintains status record on performance of assignments by Cabinet-appointed teams and committees; indexes records of Cabinet for computerised storage and retrieval of data and catalogues Cabinet reports; reviews microfilming operations and database system of

Cabinet Secretariat; liaises with archive staff regarding maintenance and storage of non-current records; supervises record management system of Cabinet Secretariat and provides guidance to Clerk Stenographers and Bookbinders; organises suitable accommodation and services for Cabinet functions and supervises related activities; engages in administrative duties such as arranging leave reliefs and preparing staff appraisal reports; performs additional supervisory and administrative duties at senior level, such as drafting notes for Cabinet on basis of reports received from teams and committees and on documentation from other sources.

May be designated according to level of responsibility; for example,

CABINET OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 5;
TEMP: P, S, J;
APT: G(P), V, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 4, 5a.

2413.23 INVESTIGATOR, OMBUDSMAN'S OFFICE

Investigates complaints made against government agencies and recommends action to resolve problems:

Interviews complainant to determine nature of complaint made against government department or agency; communicates with department to investigate complaints and determine validity; prepares case reports based on investigations; discusses cases with superior and prepares recommendations for submission to Ombudsman; presents findings of investigations to appropriate agency; informs complainant of outcome and recommendations made to government department.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 5;
TEMP: P, J;
APT: G(P), V;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4.

2413.25 ADMINISTRATIVE OFFICER, PUBLIC SERVICE

Attends to various administrative matters in government ministry by performing any combination of the following duties:

Supervises or assists in the supervision of activities related to administrative, financial, personnel and other functions; assists in the formulation of policies and procedures and prepares and disseminates staff information; formulates Cabinet notes for submission to superior; makes requests for scheduling of posts under travelling regulations; monitors use of department's budgetary allocations, certifies vouchers and notebook entries and submits requests for extraordinary expenditure to superior; processes applications for scholarships and training courses and makes recommendations concerning suitability of applicants; approves leave applications or forwards them to superior for action; initiates disciplinary action against officers; handles correspondence and interfaces with members of the public to answer queries and give information; liaises with other government departments to exchange information; prepares and maintains records.

May check and certify claims of travelling officers.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 4;
TEMP: D, P, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 4.

2413.27 TOURISM PROMOTION OFFICER

Renders assistance and provides information to visitors and personnel involved in hospitality industry:

Meets and greets visiting groups at port of entry; provides assistance to travel agency personnel, film crews and other special interest groups, preparing itineraries, arranging accommodation and organising familiarisation and special tours; accompanies local and foreign tour operators on site visits; liaises with personnel from relevant government agencies to request special facilities and exemptions for selected groups; convenes and participates in meetings to arrange for provision of entertainment and services and ensure smooth conduct of affairs during cruise ship visits; assists conference participants with hospitality arrangements when necessary; organises educational programmes for personnel involved in hospitality industry; compiles tourism-related data and prepares material such as brochures and information kits; deals with or submits overseas requests to personnel attached to overseas office for appropriate action; arranges for packaging and shipping of promotional material and items for use in foreign territories; mounts and mans information booths at trade fairs and exhibitions on request; lectures to interested groups on tourism-related matters.

May coordinate festival activities.

May be designated according to level of responsibility;
for example,

TOURISM PROMOTION OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 4;

TEMP: V, P, J;

APT: G(T), V, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: 1a(P), 2a(P).

2413.29 BUDGET ANALYST

Investigates, collects, analyses and presents data relating to preparation and monitoring of national budget:

Visits government departments, projects and agencies, holds discussions with responsible officers, examines previous and proposed budgetary estimates and compiles acceptable estimates based on government fiscal policy, in preparation for budget presentation; monitors current expenditure and reviews programmes to ensure conformance to budgetary stipulations; investigates deviations and prepares recommendations for revision and submission to superior as necessary; compiles statistical data from departments and agencies to measure flow of cash through system and to highlight patterns and trends; requests funds, secures approval and makes release to departments or agencies, in accordance with government fiscal policy and with loan agreements, where applicable; maintains relevant office records and performs additional administrative duties at senior level.

May be designated according to level of responsibility;
for example,

BUDGET ANALYST I/II/III

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 3;

TEMP: V, J;

APT: G(P), V, N, Q;

INT: 11;

PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 7(c,d,h);

PH: 3b.

2413.31 EXAMINATIONS OFFICER

Coordinates and supervises the efficient conduct of examinations:

Liaises with School Principals regarding registration of

students for examinations; examines application forms to determine eligibility of candidates according to stipulated criteria; arranges for computer entry of applications; compiles list of eligible candidates; nominates suitable persons for appointment as supervisors and assistant supervisors; informs Examiners of number of candidates; arranges for setting, printing, packaging and secure storage of examination papers; secures suitable accommodation for conduct of examinations; ensures adequate supplies of stationery and other examination material at centres; distributes question papers to supervisors at examination centres; collects scripts and stationery and ensures that candidates' scripts have been accounted for; arranges for computerisation of marks; compiles results from Examiners, draws up pass lists and issues certified statements of examination results to School Principals; notifies candidates of results by press releases and/or on individual basis; prepares and distributes certificates; liaises with Examiners and other personnel regarding conduct of examinations; prepares annual statistical reports of examination results and monthly cost projections; assists relevant authorities in investigation of cases involving fraud; supervises work of clerical and technical staff.

May sign vouchers for examination expenses.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 3;

TEMP: D, P, J, T;

APT: G(P), V, Q;

INT: 7;

PD: 1(a[S],c), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 4.

2413.33 CULTURAL RESEARCH OFFICER

Conducts field interviews and classifies and compiles folkloric and ethnological material for archival purposes:

Communicates with contact persons to investigate cultural traditions in assigned area of research; notifies superior of need for technical assistance to ensure adequate collection of data; visits tradition bearers, accompanied by assistant, and interviews them to obtain pertinent information; transcribes and edits conversations, speeches and instrumental and vocal renditions recorded by assistant, and forwards transcripts to clerical staff for document preparation and submits to superior; collaborates with other Cultural Research Officers to transcribe foreign language material or arrange for transcription of folk music into western notation; arranges for videotaping of speci-

fied cultural and religious festivals by specialist personnel; visits libraries and national archives to consult reference documents, makes notes and arranges for photocopying of relevant data; classifies and prepares data for publication purposes and for use by interested agencies; organises and conducts training programmes for specified groups and co-opts resource persons to assist with training; participates in meetings to keep abreast of various trends, formulate plans for dissemination of cultural packages and discuss other pertinent matters; serves on special committees/boards to promote various aspects of culture.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 3;
 TEMP: P, J;
 APT: G(P), V, Q;
 INT: 1, 7;
 PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 1a(P), 4.

2413.35 CERTIFYING OFFICER

Observes production process and examines products to determine eligibility of exportable items for duty-free concessions:

Reviews publications of trade-oriented organisations; collaborates with personnel of government departments and external trade organisations to obtain and exchange trade information; visits manufacturing establishments to collect data on factors such as production processes, quantity and origin of raw materials and extent of raw material transformation; collates data and prepares reports for certifying authority; reviews decisions of authority, advises clients on required alterations to manufacturing processes to facilitate eligibility of products for origin status and approves and issues export documents; approves rebate applications from manufacturers of sugar-based products such as confectionery and soft drinks; appraises members of the public of matters such as requirements for preferential trade arrangements, essential documents and completion of same; attends meetings of national and regional organisations and maintains records.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 6; SVP: 2;
 TEMP: V, D, P, J;
 APT: G(P), V, N, P, Q;
 INT: 7;
 PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,b,i,m,n);
 PH: 1a(P), 3b, 4.

2413.37 PERSONAL ASSISTANT TO GOVERNMENT MINISTER

Provides assistance to Government Minister in carrying out administrative tasks by performing any combination of the following duties:

Liaises with Senior Government Officials and representatives of local government and statutory bodies on matters requiring ministerial attention or decision; meets with community groups to discuss matters affecting them and takes appropriate action; conducts additional research, if required, and prepares briefing summaries on complex matters; investigates complaints, queries or reports from government departments, organisations and the general public and issues verbal or written replies; prepares replies to correspondence for ministerial signature; compiles reports and holds discussions to update Government Minister on relevant matters; arranges interviews with, or interviews members of the public on behalf of superior; performs administrative secretarial duties at meetings called by Government Minister.

May chair ministerial committees and address minor gatherings on behalf of Government Minister

OCCUPATIONAL PROFILE

DPT: 367; ETD: 5; SVP: 2;
 TEMP: P, J;
 APT: G(T), V, Q;
 INT: 7;
 PD: 1a(S), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a(P), 3b.

2413.39 RESEARCH AND PLANNING OFFICER

Collects, analyses and evaluates socio-economic data for use in policy formulation:

Conducts research exercises to gather socio-economic data from primary and secondary sources or supervises staff engaged in data collection; reviews documents on subject under review and performs comparative studies; liaises and collaborates with personnel in other organisations and establishments to gather supplementary information; analyses and evaluates collected data, using computer where applicable; prepares comprehensive reports and development plan proposals based on research findings; monitors plan implementation to determine progress and adherence to objectives.

May attend seminars or other events to present or defend reports or disseminate related information to interested groups

May be designated according to level of responsibility;
for example,
RESEARCH AND PLANNING OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 0;
TEMP: P, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b.

2419 OTHER BUSINESS AND GOVERNMENT PROFESSIONALS

Workers in this unit group perform duties related to business and government operations, apart from those assigned to workers in the preceding unit groups of this sector.

2419.15 FINANCIAL ANALYST

Coordinates and administers loan and/or investment portfolios in government or financial institution by performing any combination of the following duties:

Identifies and liaises with national and international lending agencies to negotiate terms and conditions of loans; assists in overall financial planning and budgeting and in identifying projects which qualify for favourable debt financing; carries out sector studies to collect data to facilitate administration of investment portfolio; monitors loan portfolios to ensure that payment obligations are met within stipulated time and offers assistance and guidelines to client in fulfilling loan obligations; prepares reports on operations of unit; attends meetings and seminars and serves on various finance committees.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 7; SVP: 7;
TEMP: D, P, I, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4, 5a.

2419.17 EXAMINER, FINANCIAL INSTITUTIONS

Analyses and interprets financial data from banking and non-banking institutions to assess viability and compliance with legislation by performing any combination of the following duties:

Interviews personnel at banking and non-banking finan-

cial institutions to collect data on factors such as cash-flows, loan portfolios and accounting balances; analyses data to determine viability of institution, extent of compliance with legislation, adequacy of policies and procedures and effectiveness of internal controls; examines and evaluates applications for establishment of new financial institutions and branches, introduction of customer services and requests for work permits; assists with inspection of financial institutions; investigates customer complaints and makes appropriate recommendations; monitors advertisements in the media to ensure compliance with banking laws and takes action if necessary; creates and maintains filing systems; prepares reports and recommendations for submission to superior, and ensures follow-up action; trains subordinate staff and performs supervisory duties at senior level.

May be designated according to level of responsibility;
for example,
EXAMINER I/II, FINANCIAL INSTITUTIONS

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 7;
TEMP: P, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4, 5a

2419.19 ACCOUNT EXECUTIVE, ADVERTISING

Plans and coordinates agency's activities for advertising campaign and acts as consultant to clients:

Confers with client on campaign requirements and marketing details regarding product or service to be advertised; discusses client's needs with superior and representatives of relevant departments in agency and obtains guidance on formulation or selection of proposed package for campaign; computes overall cost of job using estimates compiled by pertinent departments; presents proposed package to client, advises on requested amendments and obtains final approval of client; formulates advertising plan based on approved strategy to promote product or service to specific consumer market; liaises with Creative Director and other departmental representatives to disseminate information and instructions, monitors progress of activities and checks for adherence to budget limitations and other campaign requirements; submits reports to superior and liaises with clients on decisions taken, action in progress and other relevant matters; maintains records; organises and chairs meetings for presentation of completed package to client and

directs revisions where applicable; follows up response of consumers to campaign's media presentations.

OCCUPATIONAL PROFILE

DPT: 167; **ETD:** 6; **SVP:** 5;
TEMP: D, P, V, I, J;
APT: G(P), V, N, P, Q;
INT: 8, 11;
PD: 1a(S,L), 4(b,D), 5a, 6(a,b), 7(a,b,g), 8(a,b,g);
EC: 1(a,b,i,j,m,n);
PH: 4, 5a.

2419.21 MARKETING OFFICER

Plans, organises and implements strategies to attract clients for company's products or services and identifies areas for market expansion and diversification:

Reviews publications and confers with knowledgeable persons to obtain information regarding market conditions; analyses factors such as market conditions, promotional possibilities, competition, relevant costs and product/service being offered to determine marketing approach; prepares and presents marketing strategies to superior; recommends new or improved products or services and appropriate marketing strategies; informs other departments of marketing strategies to ensure cooperation and efficiency; evaluates promotional results against projected costs, profit levels and effect on business, to assist with planning future thrusts; maintains contact with existing clients to ensure satisfaction with product or service; maintains and analyses records.

May forecast future market trends, recommend research studies and assist with in-house communication.

OCCUPATIONAL PROFILE

DPT: 067; **ETD:** 6; **SVP:** 6*;
TEMP: V, P, J;
APT: G(P), V, P, Q;
INT: 11;
PD: 1a(S), 4(b,D), 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,i,j,n);
PH: 2a, 4.

2419.23 AIRLINE OPERATIONS CONTROLLER

Coordinates routine flight operations to ensure safety, punctuality and passenger comfort:

Checks booked aircraft loads to monitor economy and ensure optimum customer service and lays on extra sections if necessary; ensures continuous watch on movement of company aircraft and flights of other airlines handled throughout network to alleviate problems; en-

sures provision of airline operations schedule to concerned departments; maintains amended schedule and advises out-stations of changes; ensures that cockpit crews are informed of weather conditions and hazards liable to jeopardise operations and briefs them on deviations from published schedule; monitors preparedness of aircraft to cover commercial and training requirements and establishes priorities in respect of aircraft to be used in times of disruption; ascertains passenger situation at affected stations before cancelling, consolidating or re-routing services and checks capability of alternative airports to supply adequate handling, terminal facilities and catering; combines or cancels flights after consultation with departments involved; establishes and maintains contact with out-stations with unserviceable aircraft to facilitate rectification of defects and provide relief aircraft and crew, if necessary; ensures efficient production and proper filing of air traffic control flight plans; ensures timely servicing of flight libraries and maintenance of manuals used by operations control centre and cockpit crews; participates in formulation and implementation of procedures for situations related to operations control; notes and reports irregularities and delays and consults with departmental heads to agree on remedial measures.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 6; **SVP:** 6*;
TEMP: V, P, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7a, 8(a,g);
EC: 1(a,i,j,m,n);
PH: 4.

2419.25 PRODUCTION AND PROMOTIONS ASSISTANT, RADIO STATION

Organises and supervises promotional activities of radio station and approves scripts and tapes for broadcast:

Organises promotional activities such as shows and competitions for station; prepares newspaper advertisements and press releases on station activities, arranges prize distributions, award ceremonies and other similar occasions as required; writes promotional material to advertise radio programmes, in conjunction with professional colleagues; prepares monthly programme schedules and handles enquiries about station broadcasting and other activities; approves and edits incoming scripts for radio productions and commercials or checks prepared scripts and requests rewriting as necessary; auditions taped commercials to check quality before broadcast; inspects programme formats before use; compares programme transmission book with station log to ensure

accuracy; prepares information regarding programme changes, equipment and studio charges for accounts department; liaises with superior to plan and implement programming; makes administrative arrangements for outside broadcasts; produces programmes as required; supervises production and promotions personnel at station.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 5*;
 TEMP: V, D, P, J;
 APT: G(P), V, Q;
 INT: 1, 11;
 PD: 1a(S), 4f, 5a, 6(a,b), 7(a,c), 8c;
 EC: 1(a,i,m,n);
 PH: 4, 5a.

2419.27 PUBLIC RELATIONS OFFICER

Plans and implements or assists in planning and implementation of public relations programme for organisation:

Implements or assists in implementation of programmes designed to favourably publicise organisational objectives, functions and accomplishments; researches and prepares or assists in preparation of articles, notices and press releases for use by mass media; drafts or assists in drafting of brochures, posters and other publicity and informative material for organisation; arranges or assists in arranging press briefings; maintains files of important news clippings and other data; answers enquiries, provides information about organisation and assists in resolving complaints; assists in organising social and other events on behalf of organisation and maintains contacts with personnel in external agencies.

May be designated according to area of employment or level of responsibility; for example,

PRESS OFFICER

PUBLIC RELATIONS ASSISTANT

TAXPAYER RELATIONS OFFICER

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 5;
 TEMP: D, P, I, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,j,m,n);
 PH: 4.

2419.29 BUSINESS DEVELOPMENT OFFICER

Evaluates business plans of entrepreneurs, gives advice and recommends appropriate assistance:

Reviews and evaluates applications from prospective and

existing entrepreneurs; interviews applicants, discusses proposals using stipulated criteria and suggests amendments; determines type of assistance needed, such as loans, guarantees, factory shells, land sites and fiscal incentives; conducts market surveys and research to determine feasibility of projects and visits operation sites to determine eligibility for assistance; conducts business seminars and provides advice on matters such as business operations, consumer behaviour, incentives available and criteria used in evaluating applications; liaises with personnel of public and private sector enterprises to obtain and disseminate information; monitors client's business performance and maintains up-to-date information on same; prepares reports and papers.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 5*;
 TEMP: P, J;
 APT: G(P), V, N, Q;
 INT: 7;
 PD: 1a(L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 4.

2419.31 INSURANCE UNDERWRITER

Evaluates risks involved in applications for insurance and recommends acceptance or rejection of applications:

Examines documents such as application form and medical reports to determine type of risk involved; consults with medical personnel to gain insights into prognosis of various illnesses and diseases and requests further documentation, including tests, when necessary; evaluates cases, recommends acceptance, rejection or postponement of application and/or arranges for re-insurance where appropriate; consults existing rate tables for premium quotations and arranges for preparation of policy.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 5*;
 TEMP: J;
 APT: G(P), V, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 3b, 4, 5a.

2419.33 MARKET RESEARCH ANALYST

Plans, directs and administers market surveys to determine potential markets for products or services:

Discusses marketing projects with client; develops market research plan, incorporating product design, advertising and distribution strategies; collaborates with client to

discuss and modify plan as necessary; prepares questionnaires and other research tools to elicit consumer response to product or service; liaises with Field Interviewers to organise surveys; selects samples according to survey parameters and supervises administration of surveys, monitoring data collection to ensure adherence to prescribed methods; edits data for reliability and validity; conducts research to obtain supplementary information on product; compiles and analyses statistics to determine market trends; prepares marketing plan, incorporating customer suggestions, and makes appropriate recommendations; liaises with client to discuss implementation of plan and prepare final design and monitors implementation.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 3;
 TEMP: D, P, J, T;
 APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,m,n);
 PH: 4.

2419.35 PROJECT ANALYST/

Research and Investment Analyst

Analyses and evaluates project proposals to determine suitability of project for funding or loans:

Liaises with and visits private and public sector organisations to obtain information for evaluating development projects; consults relevant professional personnel and specialists to obtain technical advice; studies and analyses agricultural, industrial, social and community development proposals and other related documents to ascertain viability of projects by examining technical options, operating costs, projected cash flow, pay-back period and potential financial, economic and social benefits to be derived from projects; prepares reports, comments and recommendations on project proposals, for consideration by relevant authorities; monitors implementation of project to ensure adherence to technical specifications; serves on committees to review and monitor implementation of projects and provide advice; performs additional administrative duties at senior level.

May formulate development project proposals, conduct market surveys to determine market demand for product or service to be financed and prepare terms of reference for professional consultants undertaking feasibility studies on development projects

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 1;

TEMP: V, P, J;
 APT: G(P), V, N, P, Q;
 INT: 11;
 PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 4, 5a.

2419.37 RESEARCHER-BROADCASTER, TELEVISION UNIT

Carries out research for formulation of television programmes produced by government public relations department:

Researches relevant publications, keeps abreast of government programmes and projects and monitors publicity needs of government departments to develop programme ideas; visits government departments to obtain, confirm and update background information for programmes; meets with persons to be interviewed, where applicable, to discuss programme content and obtain information for interviewing personnel; prepares scripts and commentaries for programme; carries out interviews on air if required; directs technical personnel on location; assists in producing programmes and edits and dubs programme material.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 0;
 TEMP: P, J;
 APT: G(P), V, Q;
 INT: 7;
 PD: 1a(L), 4(a,b,d), 5(a,b), 6a, 7(a,c), 8(a,b,c);
 EC: 1(c,i,m,n);
 PH: 4

242 LEGAL PROFESSIONALS

Workers in this minor group plead cases or conduct prosecutions in courts of justice, preside over judicial proceedings and pronounce judgements, give advice on legal matters, draw up legal documents, draft legislation and perform other legal functions.

2421 JUDGES

Workers in this unit group preside over judicial proceedings in courts of justice to pronounce judgement.

2421.10 JUDGE

Presides over civil and criminal matters in supreme court:

Hears evidence and legal arguments from prosecution and defence personnel in criminal and civil cases; determines type of evidence to be admitted in trial; establishes procedures to be followed during trial; examines exhibits

displayed to support evidence; summarises facts of case and instructs members of jury on legal issues relating to determination of verdict; prepares judgement based on evidence and findings of jury, passes verdict in accordance with law, awards damages when applicable and issues court orders; upholds or dismisses appeals.

May be designated according to area of specialisation; for example,
JUDGE, APPEAL COURT
JUDGE, CIVIL COURT

OCCUPATIONAL PROFILE

DPT: 007; ETD: 7; SVP: 8*;
TEMP: D, P, I, S, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4(b,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,b,i,m,n);
PH: 4, 5b.

2421.15 INDUSTRIAL COURT MEMBER

Judges industrial disputes:

Examines written evidence and arguments presented by parties in industrial disputes before hearing of case; summons witnesses to appear in court when required; hears evidence and arguments presented by parties and takes notes of evidence; suspends hearing on request of parties to facilitate further preparation of cases; collaborates with fellow Industrial Court Members after completion of hearing and prepares judgments; makes award to appropriate party and imposes fines or penalties where necessary; clarifies application of clauses in collective bargaining agreements; conducts conciliation activities to resolve disputes

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 7*;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4f, 5(a,b), 6a, 7a, 8c;
EC: 1(a,i,m,n);
PH: 4, 5a.

2422 ATTORNEYS-AT-LAW

Workers in this unit group provide legal advice to clients, prepare submissions on their behalf as plaintiff or defendant, and represent them in courts of justice

2422.10 ATTORNEY-AT-LAW

Represents client or employer in court and advises on legal matters:

Interviews client, witnesses and other relevant persons to prepare case; analyses documents such as writs, affidavits and statements of claims served on client or employer to determine basis of claim and suitable course of action; evaluates information to determine validity of plaintiff's or defendant's claim by referring to relevant laws and local precedents; prepares legal opinion, advising on settlement or alternative action where necessary; prepares pleadings on case for presentation in court; discusses drafts with client or superior and makes appropriate revisions; appears in court or at other legal fora on behalf of client or employer, or as plaintiff on behalf of state; vets wills, contracts and other important documents to determine legal implications and inconsistencies, and makes recommendations on revisions where necessary; advises client or employer on legal matters.

May be designated according to area of work and/or level of responsibility; for example,
STATE COUNSEL I/II/III

OCCUPATIONAL PROFILE

DPT: 107; ETD: 6; SVP: 7*;
TEMP: V, D, P, I, S, J;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 4(b,f), 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 4.

2423 MAGISTRATES

Workers in this unit group hear evidence in summary civil and criminal cases and pronounce judgement.

2423.10 MAGISTRATE

Presides over petty civil and magistrates' courts:

Hears evidence and legal arguments from prosecution and defence personnel in summary civil and criminal cases; requests witnesses to give evidence during cases; adjourns cases as necessary, to allow additional preparation time for defence and prosecution personnel; examines case exhibits and evaluates facts and evidence presented, making reference to laws and statutes; makes findings of guilt or innocence and gives judgment; conducts preliminary hearings in indictable criminal cases; hears and examines evidence presented during case to support charges; refers cases to High Court or dismisses action against accused; grants warrants of arrest for summoning of specified persons to appear in court; presides over inquests in cases of unnatural death; visits premises of applicants requesting liquor, club or cinema licences to determine suitability of premises and participates in committee deliberations to recommend grant or

refusal of licences; hears testimonies supporting adoption of minors and awards or refuses parental status to applicants.

OCCUPATIONAL PROFILE

DPT: 007; ETD: 6; SVP: 7*;
 TEMP: D, P, I, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S), 4(b,f), 5(a,b), 6a, 7(a,c), 8(a,b,e);
 EC: 1(a,i,m,n);
 PH: 4, 5a.

2429 OTHER LEGAL PROFESSIONALS

Workers in this unit group provide legal advice to organisations, draft legislation, draw up legal documents and contracts and perform other legal functions not assigned to workers in the preceding unit groups.

2429.15 PARLIAMENTARY COUNSEL/ Legal Drafter

Drafts legislative enactments:

Reviews cabinet notes or memoranda from government departments to ascertain legislative objectives and requirements and/or receives instructions from superior; meets with private individuals and governmental and other agency personnel to obtain additional particulars; studies legal research working papers and related documents and conducts other research to obtain information on specified matter; drafts new bills of legislation; advises on and prepares amendments to existing legislation and legal forms; discusses draft legislation with superior and other authorities to ensure that legislative objectives are obtained and makes appropriate amendments; revises and consolidates existing legislation periodically; attends legal conferences.

May be designated according to level of responsibility; for example,
 PARLIAMENTARY COUNSEL I/II

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 7*;
 TEMP: P, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,e);
 EC: 1(a,i,m,n);
 PH: 4, 5a.

2429.20 LEGAL OFFICER/Legal Adviser

Performs legal work on behalf of business or government organisation:

Conducts research to obtain appropriate information and prepares legal briefings, opinions and other documents such as leases, contracts and deeds; briefs Attorney-At-Law on court matters; examines reports of investigations to ascertain validity of claims made by individuals and agencies against company or government department and negotiates settlements where necessary; keeps abreast of changes in legislation, interprets laws and advises organisation on legal matters; reviews contract documents prepared by appropriate departments to ensure conformity to tender rules and procedures; serves on team to negotiate terms and conditions of contract with tenderers; communicates with debtors concerning payment of outstanding debts and sends information to relevant agency for collection of debts.

May perform functions of CORPORATE SECRETARY.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 7*;
 TEMP: D, P, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,e);
 EC: 1(a,i,m,n);
 PH: 4, 5a.

243 ARCHIVISTS, LIBRARIANS AND OTHER INFORMATION PROFESSIONALS

Workers in this minor group organise, develop and maintain systematic collections of books and other recorded material and make them available to library users; collect, organise and preserve permanent records and historically valuable documents in archives; direct and organise activities in museums and art galleries.

2431 ARCHIVISTS AND CURATORS

Workers in this unit group conduct appraisals, maintain and ensure safekeeping and preservation of art and other materials and objects of historical and other interest, in museums, art galleries and archives.

2431.15 ARCHIVIST

Organises safekeeping and preservation of historically valuable documents and materials in accordance with national archival policy:

Appraises historical/archival value of official and non-official records and documents, recommends retention or destruction and acquires valuable materials for inclusion in national archives; appraises government personnel and

private individuals of national archival policy and advises on storage and preservation of documents; monitors conservation and restoration of archival material; arranges documents in order best suited to their nature and probable use; prepares finding-aids such as inventories, indexes and guides to facilitate reference and research; establishes and maintains contact with international repositories and institutions to obtain material of local interest and other relevant information; assists government departments with queries; organises exhibits and displays of material; prepares publications on role and functions of archival service.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 7; SVP: 6*;

TEMP: P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 3e, 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b,g);

EC: 1(a,i,n), 6(d,e), 7(c,d);

PH: 2a(P), 3b.

2431.20 CURATOR, HERBARIUM

Plans, administers and coordinates activities of national herbarium:

Supervises and trains technical personnel attached to herbarium, ensuring proper identification, classification, preservation and storage of plant specimens; makes field trips to research flora of country and collect specimens; publishes findings and mounts displays and workshops to promote knowledge of flora; assists visitors in obtaining information required for research purposes; maintains contact with other herbaria to exchange material and data; recommends purchase of books and other technical material and liaises with library staff to order material; supervises maintenance of records; prepares institution's budget and annual reports on activities; performs duties of UNIVERSITY LECTURER.

OCCUPATIONAL PROFILE

DPT: 027; ETD: 7; SVP: 6;

TEMP: V, D, P, I, J, T;

APT: G(P), V, S, P, Q, C;

INT: 2, 3, 11;

PD: 1(a[S,L],b,c), 2a, 3(a,c,e), 4(a,b,c,d), 5(a,b), 6a, 7(a,b,c,d,e,f,g), 8(a,b,g);

EC: 1(c,i,m,n), 2a, 4(a,b), 7(b,d,e,h);

PH: 3b.

2431.25 MUSEUM AND ART GALLERY

CURATOR/Curator, Fine Arts Centre

Plans, organises and administers services of national museum and art gallery or fine arts centre:

Serves as member of board of management of museum or fine arts centre; formulates institutional policies, plans and draft budget, and submits these to board for approval; plans fund-raising activities; identifies and appraises value of collections and determines potential value of exhibits; plans exhibition programme for museum or centre; negotiates for new exhibits, conducts related research and labels and catalogues material; carries out restoration and conservation work; designs and supervises execution of designs for exhibition area and mounts exhibits; ensures security of exhibits; promotes institution through special exhibitions, liaison with the media, publicity lecture programmes, workshops, classes, film shows and school visits; establishes and maintains contact with scientific and other professional personnel and other museums and institutions for exchange of information and data; supervises subordinate administrative and technical staff attached to museum or centre, authorises expenditure and performs related administrative and personnel duties; supervises routine maintenance of building; evaluates contract tenders for extension, renovation and large scale repairs to institution, recommends contractors and monitors contract implementation.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 5; SVP: 5*;

TEMP: V, D, P, J, T;

APT: G(P), V, S, P, Q;

INT: 1, 11;

PD: 1a(L,M), 3e, 4(a,b,f), 5a, 6a, 7(a,c,d,e,f,g), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 7(c,d);

PH: 3b.

2432 LIBRARIANS AND OTHER INFORMATION PROFESSIONALS

Workers in this unit group organise and maintain libraries and develop systematic methods of information storage and retrieval.

2432.15 LIBRARIAN/Information Scientist

Develops, organises and maintains library collection and provides related services:

Selects books, periodicals and other recorded publications for library collection by reviewing publishers' catalogues, journals, periodicals, readers' request slips, newspapers and other relevant sources; orders books and other publications or liaises with relevant personnel to facilitate acquisition of publications; solicits and acquires additional publications through donations and inter-library exchanges; classifies and catalogues publications and organises collection for readers' use; prepares and circulates guides to contents of collection to

library users; informs clientele about library rules and resources and use of indexes, specialised library equipment and information formats to locate publications; answers reference queries and assists readers in locating and selecting publications; encourages use of library through visual displays, special exhibits and lectures or lecture-demonstrations on topical subjects; monitors withdrawal of out-of-date and worn publications from shelves; makes recommendations on library space, furniture and equipment requirements; plans and determines physical layout of library; ensures proper maintenance of facilities; visits bookstores and other sources of publications for off-the-shelf purchases and other transactions; supervises and trains **Library Assistants** and other subordinate library staff; prepares confidential reports on staff directly supervised and reports on functioning of library to senior administrative or technical personnel

May operate computer to create data base and access information from other systems.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 6; SVP: 6*;

TEMP: V, D, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 2a, 4, 5a.

2432.20 SCHOOL LIBRARIAN

Develops, organises and maintains library collection of assigned school and provides related services:

Performs duties of **LIBRARIAN**; liaises with academic staff and students with respect to acquisition of materials; selects materials, coordinating selections to ensure that all subject areas are adequately represented in library collection; advises staff on material in collection and prepares bibliographies and special indexes; organises regular meetings with school staff to evaluate on-going library programmes and stimulate co-operation and involvement; prepares written statements and manuals on library policies and procedures, for use by staff and students; draws up roster for use of library by classes; introduces students to library, its organisation and contents and recommends reading material suited to their education and interest levels; develops syllabuses, prepares resource material, teaches and demonstrates skills in note-taking and research methods to students and tests students in library skills; attends academic staff meetings and serves on school committees; liaises with personnel of relevant authority with respect to selection, organisation and exploitation of resources such as materials, furniture

and equipment; liaises with **School Principal** on preparation of library budget; requests preparation of invoices for purchase of books and other library requirements and visits bookstores and other material sources to purchase books and supplies; supervises and trains **Library Assistants**, clerical staff and student assistants attached to library and prepares related confidential reports; prepares statistical, financial and progress reports on functioning of school library for submission to **School Principal**.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 6; SVP: 6*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5(a,b), 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 2a, 4, 5a.

2432.25 REFERENCE LIBRARIAN

Develops and maintains library collection containing specialised materials and provides reference services to assist clientele in locating material:

Performs duties of **LIBRARIAN**; develops and maintains reference collection; acquires books, pamphlets, periodicals, technical reports, government documents, patents, microfilms, maps, records, and other materials for library collection; classifies and catalogues material and documents library resources; searches information sources, compiles bibliographies, annotates, abstracts and indexes materials to facilitate use of collection and provide reference services to clientele; assists readers in selecting materials, referring to alternative data sources where necessary; develops material profiles for clientele in keeping with their research interests; liaises with staff of other libraries to develop information network and assists users with inter-library loans; liaises with other professional personnel to promote use of library resources.

May be designated according to field of employment; for example,

MEDICAL LIBRARIAN

SPECIAL LIBRARIAN, if engaged in selecting, evaluating and disseminating specialised information suited to needs of company, organisation or government department.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 6; SVP: 6*;

TEMP: V, D, P, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 2a, 4, 5a

2432.30 MEDICAL RECORDS OFFICER

Develops, implements and maintains system of record management in hospitals:

Develops and documents methods, systems and procedures for creation, maintenance and storage of official documents pertaining to hospital patients; guides and supervises subordinate staff in implementing and maintaining new or revised systems, methods and procedures; ensures correct classification of diseases in accordance with international classification systems, and ensures confidentiality of records; supervises analysis and evaluation of patients' records for statistical purposes and to ascertain accuracy of diagnoses; assists patients experiencing record-related problems; liaises with Medical Chief of Staff and administrative officials with regard to disposal of non-current records and other matters; reviews existing registry services such as systems, procedures, staffing, accommodation, equipment and standards of performance and makes recommendations for improvements in these areas; organises training programmes for clerical staff attached to department; prepares reports on record management programme and other matters.

OCCUPATIONAL PROFILE

DPT: 237; **ETD:** 5; **SVP:** 6*;
TEMP: D, P, J;
APT: G (P), V, Q;
INT: 7;
PD: 1(a[L],b,c), 3(a,e), 4(a,f), 5(a,b), 6a, 7(a,c), 8(a, b,c);
EC: 1(a,i,m,n), 7c;
PH: 2a, 3b, 5a.

2432.35 RECORDS MANAGER

Develops, implements and maintains system of records management in government ministry or department:

Develops and documents methods, systems and procedures for proper creation, maintenance, transmittal, conservation, storage and disposal of official documents; monitors registry operations at main and branch offices and implements required improvements; examines files, monitors use of authorised classification lists and develops new subject headings as required; prepares desk manuals for posts in ministry or department; analyses forms used by ministry or department, designs, standardises and/or improves forms and establishes conditions of use; implements system and guides and trains

subordinate staff in methods and procedures for maintaining new or revised systems; ensures proper conservation and storage of operational records; liaises with Government Archivist and appropriate administrative officials on retention and disposal of non-current records; attends meetings and training courses; liaises with divisional staff to obtain advice and assistance regarding training of registry staff in records management systems and procedures; visits equipment displays to obtain information on new methods of meeting record management requirements; advises administrative superior on staff and equipment needs, work flow and seating arrangements; prepares reports on records management programme and other related matters.

May supervise vault staff.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 6; **SVP:** 6*;
TEMP: D, P, J;
APT: G(P), V, Q;
INT: 7;
PD: 1(a[L],b,c), 3(a,e), 4(a,b,f), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n), 6d, 7c;
PH: 2a, 3b, 5a

244 SOCIAL SCIENCE AND RELATED PROFESSIONALS

Workers in this minor group conduct research and apply the principles and theories of economics and other social sciences to formulate solutions to economic and social problems; study languages and translate or interpret written matter or the spoken word from one language to another.

2441 ECONOMISTS

Workers in this unit group conduct research to improve or develop economic concepts, theories and methodology and advise on or apply the knowledge to formulation of solutions to economic problems.

2441.10 ECONOMIST

Conducts research to aid in interpretation of socio-economic activities by performing any combination of the following duties:

Studies socio-economic developments in areas such as finance, agriculture, trade, labour, education, petroleum and transport and devises methods and procedures to collect, process and analyse data; liaises with personnel of public and private organisations to collect informa-

tion; reviews journals, papers and other documentary sources to extract data; collates, analyses and interprets data and prepares reports, papers and forecasts; formulates economic policies or makes recommendations accordingly; provides information to individuals, public and private agencies and international bodies and attends local and international conferences.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 5;
 TEMP: V, D, P, J;
 APT: G(P), V, N, P, Q;
 INT: 11;
 PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 4.

2441.15 ECONOMETRICIAN

Develops and applies quantitative models and statistical techniques to analyse, simulate and forecast economic behaviour:

Performs duties similar to those of **ECONOMIST**; constructs quantitative models of economic relationships and assesses strength of estimated relations, using statistical measures; generates numerical forecasts of economic variables, including prices of commodities and levels of employment, using algebraic equations; collaborates with other professionals in field, evaluates policy alternatives, using econometric models, and advises international, governmental and private agencies accordingly.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 7; SVP: 6*;
 TEMP: D, J, T;
 APT: G(P), V, N, P, Q;
 INT: 11;
 PD: 1a(S,M), 4(b,f), 5a, 6a, 7(a,c), 8(a,c);
 EC: 1(a,i,j,m,n);
 PH: 1a, 2a, 3b.

2442 SOCIOLOGISTS, ANTHROPOLOGISTS AND RELATED PROFESSIONALS

Workers in this unit group conduct research to describe the social structure of societies, origin and development of humanity and the interdependence between environmental conditions and human activities and advise on or apply the knowledge to formulation of solutions to societal problems.

2442.15 ARCHAEOLOGIST

Studies and reconstructs past cultures from surviving ethnographic traditions and cultural and material remains:

Visits sites, identifies location for excavation and assesses threat of man-made or natural destruction; excavates selected areas of site or supervises activities of research team; maps excavated sites and plots significant finds; collects and analyses artifactual and natural material and sends material to specialised laboratory for analysis, if required; consults research in similar and related disciplines such as geology, history, geography and anthropology; reconstructs activities, beliefs and record of extinct cultures from artifact record; prepares worksheets, data files, inventories, reference collections, reports and papers; provides archaeological information to government ministries, education system, museum and interested individuals; develops and maintains databanks and network of supporters and informants.

May advise relevant authorities on site preservation requirements.

OCCUPATIONAL PROFILE

DPT: 034; ETD: 7; SVP: 7;
 TEMP: V, D, J, T;
 APT: G(P), V, N, S, P, Q, M, C;
 INT: 2;
 PD: 1(a[L,M],b,c), 2(a,b), 3(a,b,c,e), 4(a,b,c,d,e,f), 5a, 6a, 7(a,c,d,g,h), 8(a,b,c);
 EC: 1(c,d,h,i,j,m,n) 7(c,d,h);
 PH: 3b.

2442.20 SOCIOLOGIST

Studies and analyses structure, culture, development and inter-relationships of human societies:

Determines data-collection methods and prepares instruments accordingly; investigates, studies and collects data on social phenomena such as the family, community, education, industrial relations, deviant behaviour, ethnic and race relations and consumer behaviour; analyses and interprets data and correlates findings with research in similar and related fields such as history, anthropology, archaeology and economics; prepares reports and papers for use by government, educational institutions, industry and social welfare and other organisations.

May lecture in subject area:

May be designated according to area of specialisation; for example,

CRIMINOLOGIST
 INDUSTRIAL SOCIOLOGIST

OCCUPATIONAL PROFILE

DPT: 067; ETD: 7; SVP: 7*;
 TEMP: V, D, P, I, J;

APT: G(P), V, N, Q;
 INT: 11;
 PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(c,i,j,m,n);
 PH: 2a, 3b.

2442.25 ANTHROPOLOGIST

Traces origin and evolution of human societies through study of existing and changing characteristics of cultures and social institutions:

Determines data-collection methods and prepares instruments accordingly; conducts research into structure and function of cultural and social traditions and examines their past and continuing influence on societal norms; classifies fossilised human and pre-human remains according to origin and period and compares them with existing groups in order to determine evolution process; examines and classifies artifacts from archaeological excavations and compares these with present-day items to evaluate developmental changes; studies interrelated effects of culture, heredity and environment on human physical differences; prepares reports and papers and presents findings at conferences, seminars and similar fora.

May coordinate and implement social and cultural programmes and supervise programmes for protection and preservation of monuments and artifacts of historical and cultural significance.

May specialise in particular branch of anthropology and be designated accordingly; for example,
 CULTURAL ANTHROPOLOGIST, if engaged in comparing and studying evolution and development of various cultures;
 SOCIAL ANTHROPOLOGIST, if engaged in monitoring growth and development of social institutions and redefining their role and function to meet changing needs of societies.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 7; SVP: 7*;
 TEMP: V, D, J;
 APT: G(P), V, S, P, Q;
 INT: 2;
 PD: 1a(L), 4(b,c,d), 5(a,b), 6a, 7(a,g), 8(a,b,c);
 EC: 1(c,i,m,n), 7(b,c,d,h);
 PH: 3b, 4.

2442.30 GEOGRAPHER

Studies the interrelationship between human activities and the natural environment:

Makes on-site observations and analyses data such as

aerial photographs, maps, charts and population statistics, to determine social and economic activities, climate, physical aspects, plants and animals and population distribution of geographic area under study; assesses actual and potential land use and makes recommendations to government bodies on issues such as change in land use, environmental impact of proposed projects, demarcation of geographic and other boundaries and placement of public facilities and housing settlements; supervises and coordinates work of subordinates; prepares reports, charts, graphs and maps and environmental simulation models; conducts or attends seminars, workshops and lectures in subject area.

OCCUPATIONAL PROFILE

DPT: 037; ETD: 6; SVP: 5*;
 TEMP: D, J, T;
 APT: G(P), N, S, P, Q, M, C;
 INT: 2;
 PD: 1(a[L,M],c), 2(a,b), 3(a,e), 4(b,d), 5a, 6a, 7(a,b,c,d,e), 8(a,b,c);
 EC: 1(a,f,g,i,j,m,n), 7(c,d,h);
 PH: 2a, 3b.

2443 HISTORIANS AND POLITICAL SCIENTISTS

Workers in this unit group conduct research on past events and development of political institutions and movements and present their findings as a basis for policy formulation.

2443.15 POLITICAL SCIENTIST

Studies origin, development, interrelationships and functioning of political institutions, movements and personalities to improve and develop theory and understanding of political behaviour:

Conducts research into areas such as political philosophy, public administration, political institutions and international relations; observes and analyses political processes and policy consequences; consults other social and behavioural scientists and documentary sources such as political speeches, manifestos, legal bills and newspapers; plans, directs, coordinates and conducts public opinion surveys and polls, analyses data and presents findings; prepares reports for use by government, educational institutions and other bodies and writes books and articles for publication.

May lecture in subject area.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 7; SVP: 7*;
 TEMP: V, D, P, I, J;
 APT: G(P), V, N, Q;

INT: 11;
 PD: 1a(L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,l,m,n);
 PH: 3b, 4.

2443.20 HISTORIAN

Conducts research into past human activity and prepares records of findings:

Researches and studies history of a period, country or area and/or particular aspect of history such as social, economic or political phenomena or events; reviews records from archives, libraries and other documentary sources, consults with other researchers and interviews persons to obtain data; compiles, authenticates, analyses and interprets data and presents findings in written and other form

May lecture in subject area.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 6; SVP: 7*;
 TEMP: V, D, P, I, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(L), 4(b,d), 5(a,b), 6a, 7(a,c,f), 8(a,b,c);
 EC: 1(e,i,j,l,m,n);
 PH: 4.

2444 LINGUISTS, TRANSLATORS AND INTERPRETERS

Workers in this unit group study the origin, development, structure and relationships of languages, apply linguistic theory to aspects of teaching, translation and communication and translate or interpret from one language into another.

2444.15 LINGUIST

Studies components, structure and relationships within specified languages to provide comprehension of their social functioning and applies linguistic theory to problems in teaching, translation and communication:

Provides a theoretical base for study of the nature and purpose of language; studies sounds used in speech and their combination in languages; seeks to establish derivation of words and to trace developments and changes in their meaning; analyses and compares grammatical structure of languages; works toward development of theories of universal grammar; studies basic neurophysiology and cognitive processes of language in relation to acquisition and development of language and breakdown in language function; investigates formation and development of new languages and division of existing languages into dialects on basis of particular geographical and sociological

phenomena; evaluates data and prepares descriptions of sounds, forms, vocabulary and grammars of languages; prepares comparative descriptions of languages to facilitate improvement of teaching and translation; develops improved methods of translation and teaching languages to non-native speakers; prepares language teaching and translation materials and dictionaries; serves as adviser in language programmes; investigates application of computers in language studies.

May perform duties of UNIVERSITY LECTURER, LANGUAGE AND LINGUISTICS, decipher and reconstruct unknown languages and reduce previously unwritten languages to standardised written forms.

OCCUPATIONAL PROFILE

DPT: 067; ETD: 7; SVP: 7*;
 TEMP: J, T;
 APT: G(P), V, P, Q;
 INT: 11;
 PD: 1a(S,L), 4(b,d), 5(a,b), 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,b,i,m,n);
 PH: 1a, 4, 5a.

2444.20 TRANSLATOR

Converts written material from one language into another:

Studies original texts to comprehend meaning and spirit, using knowledge of the language and technical and cultural information; translates material into target language and produces material in required format; consults dictionaries, glossaries, persons knowledgeable in the subject and other reference sources to research subject matter and verify meanings of specific terms; ensures that phraseology and terminology of legal, commercial, technical or scientific texts are correctly rendered.

May prepare synopses of foreign language documents, revise or edit material translated by others, assist with preparation of documents in forms suitable for distribution or display and specialise in particular language or subject matter.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 6;
 TEMP: R, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S), 4(b,c,d), 5a, 6a, 7(a,c,f), 8(b,c);
 EC: 1(a,i,n);
 PH: 2a, 3b, 4, 5a.

2444.25 INTERPRETER

Translates spoken statements orally into another language:

Attends bi- or multi-lingual business, technical, political and other meetings and conferences; reviews working papers to gain familiarity with subject matter and terminology relating to assignments; interprets conversations, questions, statements and speeches made by participants, using knowledge of language and technical and cultural information; restates statements simultaneously or consecutively in language of other listeners to facilitate their understanding of proceedings; summarises meaning of statements to assist in court, customs and other matters.

May take notes at meetings and conferences and produce oral summary at later stage of proceedings.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 6; SVP: 6;
TEMP: S, J, T;
APT: G(P), V, Q;
INT: 11;
PD: 1a(S), 5(a,b), 6a, 7a, 8(a,b,g);
EC: 1(a,b,i,j,n);
PH: 4, 5a.

2445 PSYCHOLOGISTS AND COUNSELLORS

Workers in this unit group conduct research into the mental processes and behaviour of individuals and apply this knowledge to promote personal, social, educational or other adjustment and development.

2445.15 SOCIAL PSYCHOLOGIST

Investigates social and psychological aspects of individual and group interaction:

Determines data-collection methods and conducts surveys and polls to measure attitudes and opinions for understanding and predicting economic, political and social behaviour; investigates social behaviour of individuals and groups to determine origin and nature of phenomena such as prejudice, stereotyping and transmission of values; analyses effects of social, economic and environmental factors on individual mental health and illness; carries out experiments on factors such as morale, motivation and leadership; consults and correlates findings with research in related disciplines; supervises and coordinates activities of subordinates; prepares reports and papers; provides consultancy services to social welfare, education and government institutions.

OCCUPATIONAL PROFILE

DPT: 007; ETD: 7; SVP: 7*;
TEMP: V, D, P, I, J;
APT: G(P), V, N, S, P, Q;
INT: 11;
PD: 1a(S,L), 4(b,f), 5(a,b), 6a, 7a, 8(a,b,g);

EC: 1(a,b,i,j,m,n);
PH: 3b, 4.

2445.20 INDUSTRIAL PSYCHOLOGIST/ Occupational Psychologist

Develops techniques to resolve problems related to industrial relations and personnel management:

Observes and interviews workers and supervisory and managerial personnel and reviews documentary sources to determine job requirements; assists in development and implementation of training programmes and evaluates effectiveness by reviewing information on factors such as productivity, absenteeism and turnover; counsels workers and investigates factors in the physical work environment which influence motivation, productivity and accident rates; develops application forms, interview procedures, psychological tests and rating scales to assess skills, abilities and aptitudes of workers; validates psychological tests and rating scales; advises management on personnel policies and activities; conducts surveys to determine effectiveness of supervision and leadership; conducts market research to determine factors such as consumer reaction to new products, packaging and effectiveness of advertising media on sales; prepares papers and reports as required.

OCCUPATIONAL PROFILE

DPT: 007; ETD: 7; SVP: 7*;
TEMP: D, P, I, J;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S,L), 4(b,f), 5(a,b), 6(a,b), 7(a,g), 8(a,b,g);
EC: 1(a,i,j,n);
PH: 3b, 4.

2445.25 EDUCATIONAL PSYCHOLOGIST

Investigates processes of learning and teaching to develop psychological principles and techniques applicable to educational problems:

Conducts experiments to study importance of motivation in learning and causes of individual differences in mental abilities; studies effects of teachers' attitudes upon pupils and characteristics of successful teachers; analyses adjustment needs of students and recommends educational programmes to promote maximum adjustment; counsels pupils individually and in groups, using techniques such as play therapy and psychodrama; develops and administers achievement, diagnostic and predictive tests to aid in curriculum development and to determine remedial instructions; advises teachers and other school personnel on methods of enhancing school and classroom atmosphere; provides consultancy services to school boards,

parent-teacher associations and other educational organisations; prepares reports and papers.

OCCUPATIONAL PROFILE

DPT: 007; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, I, J;
APT: G(P), V, N, S, P, Q;
INT: 11;
PD: 1a(S,L), 4(b,f), 5(a,b), 6a, 7(a,g), 8(a,b,e);
EC: 1(a,i,n);
PH: 4.

2445.30 COUNSELLING PSYCHOLOGIST

Provides guidance and counselling services to individuals and groups:

Reviews case history, observes and interviews individuals to gain insight into behavioural, emotional, mental and psychological problems such as day-dreaming, nail-biting, traumatic experiences, stress and phobic fears; evaluates data, identifies causes of problem and determines need for counselling and methodology to be employed, or refers client to other specialists; conducts programmes in remedial therapy, behaviour modification, self development and stress management; provides consultancy services to governmental and other institutions.

May conduct research and develop and produce counselling aids such as tapes and brochures.

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, I, J;
APT: G(P), V, N, Q;
INT: 10;
PD: 1a(S), 4(b,f), 5(a,b), 6(a,b), 7(a,e,g), 8(a,b,e);
EC: 1(a,i,m,n);
PH: 4.

2445.35 CLINICAL PSYCHOLOGIST

Assesses cognitive, behavioural and emotional disorders of individuals and administers treatment and prevention programmes:

Interviews and observes patients and studies medical and social case histories; administers and interprets psychological tests to diagnose disorders, such as mental illness and personality maladjustment; determines technique to be employed and plans frequency, intensity and duration of therapy, collaborating with other specialists as necessary; provides consultancy services to social welfare, government and educational organisations; writes reports and technical papers.

May conduct research into areas such as diagnosis, treatment and prevention of mental and emotional disorders and personality development and adjustment.

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, I, S, J;
APT: G(P), V, N, P, Q, K;
INT: 10;
PD: 1a(S,L), 4(b,f), 5(a,b), 6(a,b), 7a, 8(a,b,e);
EC: 1(a,i,m,n);
PH: 4, 5a.

2445.40 CHILD PSYCHOLOGIST

Diagnoses needs of children and plans and carries out corrective programmes to foster maximum achievement and adjustment:

Interviews child, parent/guardian and school personnel and studies medical and social case histories, collaborating with, or referring to, other specialists as necessary; observes children in classroom and at play; administers and interprets psychological tests to determine needs, limitation and potential of gifted, handicapped and disturbed children; plans frequency, intensity and duration of therapy and counsels pupils individually and in groups, using techniques such as psychodrama and play therapy; counsels parents and teachers on meeting needs of learning-disabled children and management of children's behavioural and academic problems; participates in planning of teacher training programmes such as remedial teaching programmes; provides consultancy services to social welfare organisations and makes recommendations to appropriate government agencies on measures to provide for children with special needs in the regular classroom; conducts research into problems related to child development; prepares reports and scientific papers.

OCCUPATIONAL PROFILE

DPT: 007; **ETD:** 7; **SVP:** 7*;
TEMP: D, P, I, J;
APT: G(P), V, N, P, Q;
INT: 10, 11;
PD: 1a(S), 3(a,b,c,d), 4(b,f), 5(a,b), 6(a,b), 7a, 8(a,b,e);
EC: 1(a,b,i,m,n);
PH: 4.

2445.45 STUDENT COUNSELLOR/ Guidance Officer

Counsels students of educational institutions to assist with alleviation of problems and promote career development by performing any combination of the following duties:

Investigates student irregularities reported by teaching personnel, or handles self-referrals; conducts individual and group counselling sessions for students with academic problems to assist them in development of time-management and learning skills; initiates and facilitates therapy sessions for students experiencing psychological, emotional and social problems; refers students for medical and psychological or psychiatric assistance, pastoral counselling or remedial education; consults with and counsels parents and makes home visits to assist with problem-solving; meets with teaching personnel and School Principals to discuss problems of individual students and request leniency measures where appropriate; administers and evaluates interest inventories and other questionnaires to assist students in determining interests, aptitudes and abilities; provides individual career information and advice; plans and organises career guidance and other activities such as lecture-discussions, workshops and field-trips for students and parents; lectures to interested persons and groups on request; participates in seminars, workshops and conferences dealing with social and emotional health concerns and career education; maintains records.

May train peer counsellors, and liaise with personnel attached to external agencies to represent interests of students.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 6; SVP: 6*;

TEMP: D, P, I, J;

APT: G(P), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 4.

2445.50 CLINICAL THERAPIST, DRUG REHABILITATION PROGRAMME

Counsels drug addicts at substance-abuse rehabilitation clinics and out-patient therapy centres:

Interviews client and meets with family members to discover character traits and social history and foster supportive environment; plans and conducts orientation programmes for clients in collaboration with other therapists and counsellors; develops rehabilitation programmes based on client's history, employing specialised knowledge of addiction therapy; designs treatment plans in collaboration with other clinical team members; counsels clients individually and conducts group therapy sessions; conducts sessions for support persons and provides counselling to those in need of assistance; prepares evaluative reports, documenting and rating clients' problems and

progress; grants therapeutic leave to clients and examines and documents follow-up reports from relatives for future reference; meets with other members of treatment team to report on individual clients and recommends disciplinary action and/or dismissal from clinic when necessary; conducts discharge interviews and provides guidelines for healthy recovery of clients; holds after-care counselling sessions for extra-residential clients; constructs programmes for relapsed clients; offers advice to telephone callers; trains counsellors.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 6; SVP: 4;

TEMP: D, P, I, S, J;

APT: G(P), V, Q;

INT: 10;

PD: 1a(S), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 4a.

2446 SOCIAL WORK PROFESSIONALS

Workers in this unit group assist clients in resolving their personal and social problems.

2446.10 SOCIAL WORKER, CASE-WORK

Counsels and assists individuals and their families in resolving personal, social and other problems:

Interviews clients, members of their families and social contacts and visits clients' homes to observe conditions; prepares comprehensive background reports on relevant social, economic and environmental factors contributing to problem and affecting treatment or rehabilitation; collaborates with medical, paramedical and other health-care professionals to interpret factors and develop treatment programmes consistent with clients' needs; liaises with clients and their families, employers and social contacts, to ensure thorough understanding of client's condition, and co-operation and participation in treatment and rehabilitation; counsels and assists clients through case-work methods and family and group therapy; educates clients in avoidance of causal and contributory factors to problem situation and provides supportive help in attitude and behaviour modification and lifestyle improvement; refers clients to voluntary and community service organisations and governmental social welfare agencies to obtain financial and other assistance; liaises with clients' employers and insurance agency personnel to facilitate job retention, payment of benefits and other related matters; maintains records of casework undertaken and collects relevant statistics as a guide for future action.

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 6*;
TEMP: V, D, P, I, J, S;
APT: G(P), V, Q;
INT: 10, 11;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(c,i,j,m,n), 7h;
PH: 4.

2446.15 MEDICAL SOCIAL WORKER

Counsels and assists hospital and medical-centre patients and their families in resolving problems affecting their illness and response to treatment:

Performs duties of **SOCIAL WORKER, CASE WORK**, specialising in counselling and assisting medically ill patients; promotes patients' rehabilitation by locating more appropriate employment opportunities and arranging for training and retraining in relevant skills; administers, in conjunction with hospital's financial department, votes for granting funds to needy patients and providing transport to and from hospital; arranges for patients' treatment abroad and organizes fund-raising ventures on their behalf; lectures to various categories of hospital and medical personnel and related community groups on topics such as scope, methodology and importance of medical social work, social aspects of illness and social services established to meet patients' needs.

May be designated according to area of specialisation or level of responsibility; for example, **COUNTY MEDICAL SOCIAL WORKER**, if engaged in following-up discharged patients, researching community needs and resources available to patients and planning and implementing social work programmes designed to meet these needs in collaboration with community groups and individuals.

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 6*;
TEMP: V, D, P, I, S, J;
APT: G(P), V;
INT: 10, 11;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(c,i,j,m,n), 7h;
PH: 4.

2446.20 PSYCHIATRIC SOCIAL WORKER

Counsels and assists mentally ill and emotionally maladjusted persons in understanding and resolving their problems:

Performs duties of **SOCIAL WORKER, CASE WORK**; counsels mentally ill patients at hospitals and clinics and

visits and maintains contact with persons requiring outpatient treatment, to assist in their personal development; liaises with school staff to facilitate treatment of emotionally disturbed children and arranges recreational and group activities to foster their rehabilitation; coordinates mental health services in community if attached to community health office; lectures to nurses-in-training, other health personnel, students and community groups on mental health issues; participates in activities of relevant association; supervises **Mental Health Officers**.

May specialise in counselling children, adolescents and their families.

May be designated according to level of responsibility; for example,
PSYCHIATRIC SOCIAL WORKER I/II

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 6*;
TEMP: V, D, P, I, S, J;
APT: G(P), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,m,n), 6b, 7h;
PH: 4.

2446.25 WELFARE OFFICER FOR THE VISUALLY HANDICAPPED

Counsels and assists visually impaired and blind persons in adjusting to their disability and coping with associated personal and social problems:

Researches status of visually impaired and blind persons in society, and advises relevant association and governmental authorities on findings and possible courses of action; interviews applicants and persons referred for assistance from association, observes their living conditions and prepares reports recommending action to be taken by relevant authorities; counsels workshop employees, provides petty cash for meeting incidental travelling expenses and/or arranges special transportation; assists clients in obtaining medical assistance and drugs or admission to hospitals and other health facilities and provides follow-up services to discharged patients; liaises with personnel of relevant government organisations in connection with clients' applications for financial and other assistance; prepares and submits necessary documentation and collects payment on request; visits prospective employers to observe conditions of employment and locate jobs for clients; liaises with school and health personnel and staff of other welfare organisations to locate children and young persons with defective vision and makes appropriate recommendations; organises so-

cial and recreational activities for clients; solicits donations from business firms and other organisations; orders items for use and recreation of clients; distributes and maintains records; prepares, maintains and updates comprehensive registers providing pertinent personal data and background information on all registered clients.

May be designated according to level of responsibility; for example,

WELFARE OFFICER, I/II FOR THE VISUALLY HANDICAPPED

OCCUPATIONAL PROFILE

DPT: 107; **ETD:** 6; **SVP:** 5*;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 10;

PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(a,i,m,n), 7h;

PH: 4.

245 ARTISTIC PROFESSIONALS

Workers in this minor group write literary works for publication or dramatic presentation and compose other written material to inform, entertain or influence the public; create and execute artistic works by sculpturing, painting and drawing; compose, adapt, conduct and perform musical works and dances; produce, direct and act in theatrical, motion picture and broadcast productions.

2451 AUTHORS, JOURNALISTS AND OTHER WRITERS

Workers in this unit group write literary works for publication or dramatic presentation, appraise literary and other works of art and artistic productions, and write and/or edit news, stories, commentaries and advertising copy.

2451.15 NEWSPAPER EDITOR

Edits and supervises production of assigned newspaper or newspaper section:

Monitors news reports on electronic media and in rival publications to keep abreast of current events and maintain competitiveness; meets with other Newspaper Editors to determine newspaper format, content and orientation, and holds individual discussions with Newspaper Reporters regarding approach to assignment coverage; selects material for publication and edits material, using computerised equipment where applicable; ensures that news releases and other relevant items are prepared for publication; writes editorials and other material for paper

as required; liaises with photographic department to arrange for coverage of assignments; scrutinises newspaper *dummy* to ascertain adequacy of space allocated for news and photographic material; makes suggestions regarding relocation of material to fill space and despatches material to Sub-Editors, Newspaper for checking, editing and layout; checks stories on assigned pages before printing; attends news conferences and official and social functions to obtain information and establish and maintain contacts; convenes editorial meetings to discuss and develop newspaper content; handles queries and complaints; supervises staff assigned to section; performs administrative and additional supervisory duties if occupying senior position.

May write headlines and prepare stories or forward information to subordinates for story preparation.

May be designated according to area of specialisation; for example,

NEWS EDITOR
SPORTS EDITOR

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 5; **SVP:** 7*;

TEMP: D, P, I, S, J;

APT: G(P), V, P, Q, F, M;

INT: 1, 11;

PD: 1a(S,L), 3a, 4(b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: 3b, 4.

2451.20 SUB-EDITOR, NEWSPAPER

Edits and lays out pages for newspaper:

Receives copy and photographic material for inclusion in newspaper from Newspaper Editor; checks copy and corrects grammatical mistakes and other errors such as potentially libellous statements and obscenities; edits stories to conform with space limitations and discusses changes with superior as necessary; writes headlines and captions; prepares layout of pages, showing sizes of illustrations and numbering pictures and stories to correspond with allotted space on plan; submits copy for entry on computer; prepares instructions for personnel engaged in typesetting; forwards material for paste-up and checks completed assignment; keeps abreast of current news stories to assist in editing process.

May select foreign news items for publication and operate video display terminal to check copy and/or typeset material.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 5; **SVP:** 6;

TEMP: S, J;
 APT: G(T), V, P, Q;
 INT: 1;
 PD: 1a(S,L), 3a, 4(b,c,d), 5a, 6a, 7(a,c,d), 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 2a, 3b, 4.

2451.25 MEDIA REPORTER/Journalist

Researches and reports on news stories to be published in newspapers or for radio or television broadcasts:

Examines assignment sheet compiled by superior to determine allotted assignments; attends news conferences and other relevant functions and/or communicates with contact persons to obtain information and story leads; checks background information concerning event and visits scene of assignment to research story; conducts interviews and investigations by telephone or in person and observes details of story likely to be of interest; records information in writing and on audio-tape and/or directs Camera Operator, Television on type of shots to be taken; checks accuracy of information received; types scripts or enters data on computer and submits report to superior for editing; redrafts press releases, syndicated foreign news and other material as assigned; participates in editorial meetings; edits and dubs videotape footage for use in news transmission.

May transmit stories to office by telephone or telex if at distant location.

May be designated according to area of specialisation; for example,

NEWS EDITOR, TELEVISION STATION
 NEWSPAPER REPORTER
 NEWS REPORTER, RADIO STATION

OCCUPATIONAL PROFILE

DPT: 064; ETD: 5; SVP: 3*;
 TEMP: P, S, J, F;
 APT: G(P), V, Q, F, M;
 INT: 1, 11;
 PD: 1a(L), 2a, 3a, 4(b,c,d), 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
 EC: 1(g,i,j,k,m,n), 5a, 6b, 7h;
 PH: 4.

2451.30 BOOK EDITOR

Evaluates manuscripts of books submitted for publication:

Reviews and evaluates manuscripts of novels, collections of short stories and poems, educational texts and other books to determine literary value, style, relevance and accuracy; makes suggestions concerning acceptability

of material and discusses improvements to and revisions of manuscript with Author and Manager, Book Publishing Company, prior to preparation for printing and publication.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 4; SVP: 6;
 TEMP: P, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S,L), 4(b,f), 5a, 6a, 7(a,c), 8(b,c);
 EC: 1(a,i,j,l,n);
 PH: 3b, 4, 5(a,b).

2451.35 CRITIC

Prepares reviews on merits of literary, musical or artistic works and performances for the media:

Reads books and articles, listens to music and attends literary performances and art exhibitions to become familiar with artistes' presentations; appraises work, critically examining factors such as artistic motifs, subject matter, visual and literary impact, methodology and techniques of expression; makes comparisons with other works and/or established standards and forms critical opinions based on personal knowledge, judgement and experience; writes critique, organising material to highlight salient features of work reviewed, and suggests possible improvements.

May present live or recorded reviews and sit on panel to appraise works.

May be designated according to area of specialisation; for example,

ART CRITIC
 DRAMA CRITIC
 FILM CRITIC
 LITERARY CRITIC
 MUSIC CRITIC

OCCUPATIONAL PROFILE

DPT: 064; ETD: 4; SVP: 5;
 TEMP: J, F;
 APT: G(P), V, P, Q, C;
 INT: 1, 11;
 PD: 1a(S), 3a, 4(b,c,d), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,j,l,n);
 PH: 4, 5a.

2451.40 WRITER/Author

Writes works such as novels, poetry, plays, biographies and other texts for publication or dramatic presentation:

Selects subject matter or theme on basis of personal interest and/or societal issues; conducts research activities by consulting reference documents, listening to recorded material, interviewing resource persons and observing subject or scene to be described; makes notes or taped recordings to retain data; plans outline of work and develops theme, plot and characters to express and interpret philosophical concerns; writes or types manuscript, revising material to achieve clarity of ideas, accuracy of detail and consistency of character and plot; writes poetry according to preferred rhyme and metre; registers work for copyright purposes; submits manuscript for publication or dramatisation and re-writes sections if necessary, in accordance with personal preference or recommendations; proof-reads document and makes further changes if desired; delivers guest lectures and/or demonstrates art form to students and other interested persons

May contribute articles to print media, assist with layout and design of publications and perform selections live or for recording purposes.

May be designated according to area of specialisation; for example,

NOVELIST

PLAYWRIGHT

POET

RAPSO POET

TECHNICAL WRITER

OCCUPATIONAL PROFILE

DPT: 064; ETD: 4; SVP: 3;

TEMP: I, J, F;

APT: G(P), V, Q;

INT: 1, 11;

PD: 1a(S,L), 4(b,c,d), 5(a,b), 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,j,l,n);

PH: 2a, 3b, 4, 5a.

2451.45 COPY-WRITER, ADVERTISING

Prepares written material to promote client's products and/or services:

Examines information received from Account Executive, Advertising on desired product image, target group to be reached, media to be used and other campaign requirements; collaborates with other members of creative team to generate advertising ideas and key words; writes scripts, jingles and captions, using suitable style and language to convey advertising concept; submits draft copy of material to superior, for approval, and revises material, where necessary, before its use in print and/or electronic media.

OCCUPATIONAL PROFILE

DPT: 257; ETD: 4; SVP: 3;

TEMP: I, J;

APT: G(T), V, Q;

INT: 1, 8;

PD: 1(a[S,L],b,c), 3a, 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1((a,b,i,j,m,n));

PH: 3b, 4, 5a.

2451.50 HANSARD EDITOR

Edits official reports of debates in parliament and parliamentary committees:

Receives draft of parliamentary proceedings from Verbatim Reporters, edits and forwards draft for retyping; submits copies of speeches to respective Members of Parliament to verify accuracy and prepares package of edited transcripts for despatch to printery; proof-reads printed first copies and determines subject and page headings and general layout of publication; prepares indexes for bound volumes of Hansard and forwards these to printery; receives and despatches relevant correspondence to and from local and overseas sources; supervises support staff; arranges for maintenance, repair and replacement of general office equipment and procurement of consumable supplies.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 5;

TEMP: D, J;

APT: G(P), V, P, Q;

INT: 11;

PD: 1a(S), 3b, 4(b,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b, 4, 5a.

2451.55 SCRIPT WRITER, RADIO AND TELEVISION PRODUCTION

Researches, compiles and prepares scripts for television and radio programmes and advertisements:

Receives instructions detailing type and duration of programme required from superior and carries out background research to develop material for programme; prepares and types script in appropriate format and selects background music and sound effects; writes formats for introducing, linking and ending programmes, and cue phrases if required; prepares scripts for advertisements, liaising with clients as necessary; oversees production of assigned commercials, supervising technical staff working on project; writes promotions for programmes if required.

OCCUPATIONAL PROFILE

DPT: 034; ETD: 3; SVP: 3;

TEMP: P, I, J, F;

APT: G(T), V, Q, F;

INT: 1, 11;

PD: 1a(S,L), 4(a,b,c,d), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b, 4, 5a.

2452 SCULPTORS, PAINTERS AND RELATED ARTISTS

Workers in this unit group create and execute works of art by sculpting, painting, drawing and other techniques.

2452.15 ARTIST/Painter, Fine Arts

Paints subjects on paper, canvas or other surface:

Sketches and develops ideas for painting according to assignment or personal interest; studies subject matter and decides on medium to be used such as oil, acrylic, water-colour or tempera paints; selects colours and applies to canvas, paper or other surface, using brushes, palette-knives and other artists' tools and equipment; utilises knowledge of drawing and painting methods and techniques to integrate perspective, line, space and mass; cleans brushes and equipment, using appropriate solvents.

May coat finished painting with varnish or other preservative, install painting in frame and negotiate with art gallery or other agency for sale of art works.

May be designated according to area of specialisation; for example,

LANDSCAPE ARTIST

PORTRAIT PAINTER

OCCUPATIONAL PROFILE

DPT: 061; ETD: 5; SVP: 5;

TEMP: A, J, F;

APT: G(P), S, P, K, F, M, C;

INT: 1;

PD: 1(a[L],b,c), 3(a,e), 4(a,b,c,f), 5a, 6a, 7(a,b,c,e,g), 8(a,b,c);

EC: 1(c,i,j,l,n), 6e, 7(a,b);

PH: 2(a,b), 3(a,b), 4, 5.

2452.20 GLASS CRAFTSMAN

Makes stained glass panels and glass artifacts by performing any combination of the following duties:

Consults with client to discuss proposed design for stained glass article; drafts design for client's approval;

prepares *cartoon* on which to base panel, indicating cut-lines for glazing; prepares chart showing shapes of glass pieces to be used and makes templates; cuts glass into required shapes and sizes, sticks pieces onto plate glass according to design, using wax, and brushes on lampblack at seams to facilitate viewing and painting; paints glass to provide desired shading, special effects and detail and fires in kiln; repeats painting and firing processes until achievement of desired results; remounts fired glass onto plate glass for final check, dismantles and stores pieces; cuts and bends glazing lead, assembles window by slotting glass into shaped lead over cut-lines, solders joints and forwards panel for waterproofing; polishes glass and lead and attaches tie-bars to window panel; installs tie-bars into *mullions* and cements panel in place, *pointing* as necessary to remove excess cement, or installs panel in display frame or elsewhere as specified by client; removes stained glass windows to be restored or repaired, using hammer and chisel; takes rubbing of window to obtain cut-lines and dismantles window by removing lead; reproduces missing and damaged pieces and re-assembles and reinstalls these following procedures similar to those for installation of original panels.

May manufacture sheets of glass, fuse, enamel, mould or *slump* glass to form artistic objects, etch glass or repair glass items.

OCCUPATIONAL PROFILE

DPT: 061; ETD: 3; SVP: 6;

TEMP: P, J, T;

APT: G(C), S, P, K, F, M, C;

INT: 1, 5;

PD: 1(a[L,M,H],b,c), 2(a,b), 3(a,e), 4(a,b,c,d,e,f), 5a, 6a, 7(a,b,c,f,g), 8(a,b,c);

EC: 1(a,b,f,i,m,n), 4a, 6(b,d,e,f,i), 7(a,b,c,d,e);

PH: 2a, 3b.

2452.25 SCULPTOR

Designs and constructs three-dimensional forms:

Develops ideas for sculpture according to assignment or personal interest and sketches designs; studies form and design of proposed sculpture to decide on work procedure and material to be used; selects material to suit subject of sculpture, considering texture and working properties; arranges objects in aesthetic manner or directs *Model, Art and Photography* to pose for sculpture; carves and shapes wood and/or stone to create desired form, using hand and power tools such as chisels, drills, saws, hammers and knives; produces artistic forms from metal, using welding equipment and metal working tools to cut, shape and fasten various components; models plastic substances such as clay or wax, by hand or using hand

tools; fires clay objects in kiln to produce special effects, harden and preserve completed pieces; prepares moulds and casts sculpture in bronze or other material by *lost wax* or other methods; smooths and applies suitable finish to sculpted work.

OCCUPATIONAL PROFILE

DPT: 061; ETD: 3; SVP: 4;

TEMP: A, J, F, T;

APT: G(P), S, P, K, F, M, C;

INT: 1, 5;

PD: 1(a[M,H],b,c), 3(a,b,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,b,i,j,l,m,n), 5a, 6b, 7(c,d);

PH: 2a, 3(a,b), 4.

2452.30 CARTOONIST

Designs and draws cartoons to depict events or people in politics, sports and public life or to illustrate reading matter:

Studies news highlights, stories and articles and monitors public opinion to decide on suitable subject matter; doodles with pencil and paper to develop drawings depicting persons and events in humorous or satirical light; prepares final draft of cartoon with appropriate caption depicting persons naturally or in caricature; submits draft for approval and makes changes in cartoon and/or captions as necessary; completes drawing by shading or colouring, using pens, brushes, inks or paints; submits cartoon to relevant department for reproduction.

OCCUPATIONAL PROFILE

DPT: 064; ETD: 3; SVP: 4;

TEMP: I, J, F;

APT: G(T), S, P, K, F, M;

INT: 1;

PD: 1a(S), 3a, 4(a,b,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,l,n);

PH: 2a, 3b, 4, 5a.

2453 COMPOSERS, MUSICIANS AND SINGERS

Workers in this unit group compose and adapt musical works and conduct or participate in musical performances.

2453.15 CHORAL DIRECTOR

Conducts vocal groups such as choirs and choruses and prepares them for performances:

Teaches vocal exercises to group members to develop technique, sense of pitch, good tone and harmonic balance; selects music to accommodate such factors as age levels, voice ranges and abilities of group and suit type of

performance to be given; arranges musical pieces for choral rendition if required; groups singers according to voice type and teaches musical parts to ensure thorough knowledge of piece; plans rehearsal schedules to prepare groups and individual singers for performances; liaises with musical accompanist or orchestra to ensure mutual agreement on interpretation of pieces and clear understanding of programme; directs group at rehearsals and performances, using hand gestures, facial expressions and/or baton to ensure desired tempo, mood, rhythm and dynamic levels; organises musical programmes for special performances such as national and historic events, commemorative services and school functions, liaises with other Choral Directors to combine choirs if required; takes note of adjudication comments at competitive performances and makes recommendations on changes to improve quality of future presentations; maintains collection of suitable musical compositions.

May audition members for group, accompany choir members on musical instrument, conduct accompanying orchestra, arrange performances and fund-raising activities, and coordinate costume and set design and other stage requirements.

OCCUPATIONAL PROFILE

DPT: 027; ETD: 3; SVP: 7;

TEMP: D, P, J, F;

APT: G(P), V, N, Q, M;

INT: 1;

PD: 1a(L), 3e, 4(a,b,f), 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 4.

2453.20 MUSIC DIRECTOR/

Music-Band Leader

Directs members of orchestra or band during rehearsals and public performances:

Prepares rehearsal schedule for orchestra or band members; informs members of pieces to be practised at rehearsal sessions; conducts rehearsal to ensure harmony of musical instruments is achieved according to musical arrangement; interprets instrumental parts for Musicians when required; selects musical compositions to be rendered at public performances and prepares programmes; places Musicians in specified positions to obtain proper acoustical effects; conducts orchestra or band at public and other performances, controlling factors such as rhythm, tone and balance of instruments; auditions and recruits members; trains and advises members in musical techniques.

May prepare requisitions for purchase of musical instruments and supplies, arrange for transportation of orches-

tra/band to desired destination and perform duties of
MUSIC ARRANGER.

OCCUPATIONAL PROFILE

DPT: 027; **ETD:** 3; **SVP:** 6;
TEMP: D, P, J, F;
APT: G(P), V, N, Q, M;
INT: 1;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6(a,b), 7a, 8(a,b,c), 9;
EC: 1(a,b,j,i,m,n), 5(a,b);
PH: —

2453.25 MUSIC ARRANGER

Arranges musical compositions to enhance style of individual artiste, instrument or group:

Liaises with leader of musical group and/or other relevant personnel to select musical piece for arrangement where applicable; studies composition by listening to renditions or reading musical score, observes choice of key, pitch, rhythm patterns and mood and determines suitability for adaptation into medium of choice; selects appropriate key, using musical instrument, in consultation with **Music Composer** where applicable, and develops tempo and mood to suit content of composition; transcribes melody and harmony from recorded sources where necessary; imagines effects of various combinations of instruments and/or voices, modifying passages to create tonal shadings and capture mood intention of **Music Composer**; listens to rendition of piece during rehearsals and recording sessions and makes necessary adjustments in consultation with performer(s) and/or other relevant personnel to ensure desired effect.

May score musical arrangement, transcribe and transpose into selected keys for particular instruments, prepare lead sheet for use by steelband or for copyright purposes, demonstrate arrangement to and conduct **Musicians** and liaise with **Sound Engineer** to ensure appropriate sound levels during recording sessions

May be designated according to area of specialisation; for example,
STEELBAND MUSIC ARRANGER

OCCUPATIONAL PROFILE

DPT: 061; **ETD:** 2; **SVP:** 6;
TEMP: J, F, T;
APT: G(T), Q, M;
INT: 1;
PD: 1a(S,L), 4(b,c,e,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,i,j,m,n), 5a;
PH: 1a, 3b, 4, 5a

2453.30 MUSIC COMPOSER

Creates and writes musical compositions such as popular songs, hymns, jingles and background music by performing any combination of the following duties:

Creates melody and writes lyrics to express mood and ideas; studies existing lyrics, scripts or texts or researches selected theme or product and consults relevant personnel to discover mood or idea to be conveyed; formulates melody and harmony, selecting appropriate style of composing to reflect emotional content and mood of lyrics; plays, sings or listens to musical composition, restructuring piece until desired effect is attained; consults with **Music Arranger** to discuss suitable arrangement of piece for rendition in selected medium or scores melody and harmony and verifies these on musical instrument; listens to renditions of piece and solicits comments from musical personnel; makes necessary adjustments to composition to ensure achievement of intended mood and interpretation.

May arrange musical compositions, select and/or train artiste or group to render piece, produce demonstration tapes, prepare music score for copyright purposes and liaise with **Sound Engineer** during studio recording sessions.

OCCUPATIONAL PROFILE

DPT: 061; **ETD:** 2; **SVP:** 6;
TEMP: J, F, T;
APT: G(P), V, Q;
INT: 1;
PD: 1a(S), 4(a,b,c,d), 5a, 6(a,b), 7(a,c), 8c;
EC: 1(a,i,n);
PH: 1a, 3b, 4, 5(a,b)

2453.35 MUSIC TRANSCRIBER/Scorer

Writes music score from arranged compositions for band, choral group or soloist:

Listens repeatedly to musical arrangement from recorded sources or studies musical score to become familiar with same; determines suitable key for transcription of piece, using musical instrument if necessary; writes master score, transposing from one medium to another and employing knowledge of range, limitations and specific characteristics of selected instruments or voices; writes parts for individual performers within group

OCCUPATIONAL PROFILE

DPT: 561; **ETD:** 2; **SVP:** 6;
TEMP: J, T;
APT: G(T), Q;
INT: 1;
PD: 1a(S), 4(b,c,d), 5a, 6(a,b), 7(a,c), 8c;

EC: 1(a,i,n);
PH: 3b, 4, 5a.

2453.40 SINGER/Vocalist

Sings to entertain audience:

Performs vocal exercises at regular intervals; selects songs or pieces from repertoire suited to specific occasions and perceived tastes of audience; listens to various interpretations of musical compositions and studies and memorises words and music; liaises with musical personnel, if necessary, to determine suitable arrangement of piece; rehearses songs with required musical accompaniment, under direction of **Musical Director** and/or **Stage Director** where applicable, to develop individual style and interpretation and acquire appropriate mannerisms for dramatic presentation; checks electronic equipment such as microphones prior to performance or consults with **Sound Engineer** to ensure proper functioning and maintenance of desired sound quality; performs on stage, and on electronic media, combining vocal expression with body movements to convey intended mood; sings at recording studio, consulting with technical personnel to achieve desired sound on tapes and records; plans wardrobe design and accessories and/or seeks services of relevant personnel to ensure suitable appearance at singing engagements; meets with accompanying band members to discuss song selections, costumes, and other matters.

May compose songs, accompany self on musical instrument and address audience during performances

May be designated according to area of specialisation; for example,

INDIAN MUSIC SINGER

OPERA SINGER

PARANG SINGER

POPULAR SINGER

OCCUPATIONAL PROFILE

DPT: 247; ETD: 2; SVP: 6;

TEMP: P, J, F;

APT: G(T), V, E;

INT: 1, 12;

PD: 1a(L), 4(a,b), 5(a,b), 6(a,b), 7a, 8(a,b,c), 9;

EC: 1(a,b,i,j,m,n), 5(a,b);

PH: ---

2453.45 CALYPSONIAN

Creates musical compositions in calypso rhythm and performs compositions for audiences:

Conducts research activities to collect data on chosen theme of calypso; composes lyrics and melody to express

ideas and emotions and/or comment on social and political events; liaises with **Music Arranger** for scoring, harmonising and transcription of composition; studies and memorises calypsoes and rehearses with accompanying band and **Back-up Singers** prior to performance; participates in auditions for selection as performer at calypso tent; plans presentations, including suitable costume and props; sings calypsoes on stage at tent and/or other venues to enlighten and entertain audiences; makes arrangements for production of audio- and video-cassettes and records; sings calypsoes in recording studio and liaises with **Sound Engineer** and other relevant personnel to ensure attainment of desired sound on cassettes and records; selects personnel and marketing methods to facilitate distribution of records and tapes to local and overseas promotion agencies.

May score and arrange music, deliver lectures and demonstrate art form to school and community groups and interested persons locally and abroad and advertise products on radio and television

OCCUPATIONAL PROFILE

DPT: 247; ETD: 2; SVP: 5;

TEMP: P, J, F;

APT: G(P), V, E;

INT: 1, 12;

PD: 1a(L), 4(b,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c), 9;

EC: 1(a,b,i,j,m,n), 5(a,b);

PH: 4.

2453.50 MUSICIAN/Musical Instrumentalist

Plays musical instrument as soloist, accompanist or member of orchestra or band:

Rehearses musical part to perfect playing skills, rendering pieces as directed by **Music Director** or **Musical Arranger**; plays instruments such as keyboards, guitars and drums at public performances by using hands to manipulate keys, strings, valves and percussion devices and/or depressing foot pedals.

May tune instrument in preparation for playing, sing and/or dance during performance, arrange, and/or compose music and clean and maintain instrument as necessary

May be designated according to area of specialisation or level of responsibility; for example,

GUITARIST

ORGANIST

PANNIST

PIANIST

STEEL BAND CAPTAIN

VIOLINIST

OCCUPATIONAL PROFILE

DPT: 341; **ETD:** 2; **SVP:** 4;
TEMP: S, J, F, T;
APT: G(P), K, F, M, E;
INT: 1, 12;
PD: 1(a[L], b, c, d), 3a, 4(a, b, c, e), 5a, 6(a, b), 7a, 8(a, b, c);
EC: 1(a, b, i, j, m, n), 5(a, b), 6g, 7h;
PH: 1b, 3b.

2454 CHOREOGRAPHERS AND DANCERS

Workers in this unit group create or perform dances and instruct dancers in their performance.

2454.15 CHOREOGRAPHER

Translates musical scores, themes, stories and other ideas into dances and trains dancers to perform works:

Studies and interprets musical scores, themes, stories and/or ideas to create folk, ballet and modern dances; plans structure and form of dance and records movements, using appropriate symbols and notations; selects or arranges for appropriate musical accompaniment to dance; plans costume design, colour scheme, stage lighting and layout to produce desired effect; conducts rehearsals, explaining dance sequences and movements to **Dancers** and trains them in dance methodology, techniques and styles.

May be designated according to level of responsibility; for example,
CHOREOGRAPHER-DIRECTOR if engaged in coordinating and directing activities of dance school or company.

OCCUPATIONAL PROFILE

DPT: 027; **ETD:** 5; **SVP:** 4;
TEMP: D, P, J, F;
APT: G(T), S, P, E;
INT: 1;
PD: 1a(L), 2b, 3e, 4(b, f), 5(a, b), 6(a, b), 7(a, d, e, g), 8(a, b, c);
EC: 1(a, i, j, m, n);
PH: 3b.

2454.20 DANCER

Performs dances on stage to entertain audiences:

Performs regular dance exercises to maintain fit physical condition; rehearses dances, following directions of **Choreographer** and incorporating individual role interpretation; attends costume fittings; performs dances as soloist, with partner or as member of group at public engagements, portraying specific characteristics of dance.

May perform duties of **CHOREOGRAPHER** and sing during performances if required.

May be designated according to area of specialisation; for example,
CLASSICAL DANCER
FOLK DANCER
MODERN DANCER

OCCUPATIONAL PROFILE

DPT: 247; **ETD:** 2; **SVP:** 4;
TEMP: S, J, F;
APT: G(C), P, E;
INT: 1, 12;
PD: 1(a[M, H], b, c), 2(a, b), 3(a, b, c, e), 4(a, b, e), 5(a, b), 6(a, b), 7(a, d), 8(a, b), 9;
EC: 1(a, i, j, m, n);
PH: 3(a, b).

2455 FILM, STAGE AND RELATED PERFORMERS AND DIRECTORS

Workers in this unit group are concerned with providing and managing entertainment activities.

2455.15 DIRECTOR-PRODUCER, FILM UNIT

Directs and produces documentary and informational films on behalf of government departments:

Receives instructions from superior on films to be prepared, or develops ideas from information sources such as newspapers and magazines; informs superior of staff and logistical needs; prepares and submits draft script proposal for programme to superior for approval; prepares estimates of production costs and develops criteria to justify proposed expenditure; ensures availability of equipment and materials and allocation of subordinate personnel for production; coordinates and directs activities of support personnel on site to achieve required results; ensures despatch of film footage for laboratory processing; sorts and edits processed material to be presented for viewing by superiors or representative of commissioning agency; adjusts material according to viewer suggestions; commissions art work, title preparation and other essentials for production and prepares work-print for laboratory preparation of final prints.

May be designated according to level of responsibility; for example,
DIRECTOR-PRODUCER I/II, FILM UNIT

OCCUPATIONAL PROFILE

DPT: 034; **ETD:** 6; **SVP:** 7;
TEMP: D, P, J, T;
APT: G(P), V, P, Q, K, F, M, C;

INT: 1, 11;
PD: 1(a[L],b,c), 2a, 3(a,c), 4(a,b,c,f), 5a, 6(a,b),
 7(a,b,c,d,e,f,g,h), 8(a,b,c);
EC: 1(c,i,j,l,m,n), 6(a,e), 7(a,h,i);
PH: 3b, 4.

2455.20 THEATRICAL DIRECTOR

Reads and interprets script for staging and directs performers and production personnel to obtain desired presentation:

Reads, interprets and annotates script, translating play from page to stage in artistic manner; holds auditions, selects or assists with selection of cast and assigns parts, in conjunction with **Theatrical Producer**; hires **Stage Manager, Theatre**; contacts desired performers to negotiate hiring for roles; prepares rehearsal schedule in conjunction with **Stage Manager, Theatre**; directs rehearsals, ensuring that lines are learnt; guides, drills and coaches **Actors** in role interpretation and physical movements; selects costumes, makeup, music, light, sound and special effects for production; coordinates with support teams to ensure smooth running of rehearsals and coordination of production personnel and operations; schedules and directs technical and dress rehearsals to ensure professionalism of final production.

May consult with relevant personnel regarding script and other artistic aspects of production, and attend early stage performances to make final suggestions on performances and/or script.

OCCUPATIONAL PROFILE

DPT: 127; **ETD:** 6; **SVP:** 5;
TEMP: D, P, I, S, J, F;
APT: G(P), V, Q, S, P;
INT: 1, 11;
PD: 1a(L), 2a, 3(a,c,e), 4(a,b,f), 5(a,b), 6(a,b),
 7(a,b,c,d,e,g,h), 8(a,b,c), 9;
EC: 1(a,b,i,j,m,n), 7(h,i);
PH: 4.

2455.25 PRODUCER-DIRECTOR, TELEVISION PROGRAMMES

Directs and produces dramatic, light entertainment and documentary programmes for television transmission:

Develops concepts for television programmes, carrying out required background research; reads and edits scripts and prepares camera scripts and shooting sheets for use during videotaping of programme; casts **Actors** and other artistes for production, contacts interviewees and schedules presenter for programme where applicable; assigns production team and studio crew; arranges and attends

reshearsals to check progress of production, direct programmes or guide **Director, Film/Video Production** in determining orientation and format of programme; scouts outside shooting venues; ensures obtaining and preparation of materials, supplies, properties and costumes; makes arrangements with engineering department for technical requirements of production; schedules make-up sessions; designs set for programme, or requisitions services of **Set Designer**; sets shooting dates and ensures provision of transport for crew, cast and equipment; arranges for music, graphics, still-camera work, publicity and screening date for programme; edits programmes to remove undesirable material, achieve desired effects, and ensure correct length; presents programme if assigned; attends dramatic and other productions to assist in development of programme ideas; handles relevant correspondence.

May be designated according to area of specialisation and level of responsibility; for example, **PRODUCER, GOVERNMENT TELEVISION UNIT**, if engaged in conceptualising and producing documents and programmes to publicise and inform public about government projects.

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 5; **SVP:** 7*;
TEMP: V, D, P, S, J, F;
APT: G(P), S, P, Q, K, F, M;
INT: 1, 11;
PD: 1(a[L],b,c,d,e), 2a, 4(b,c,f), 5(a,b), 6(a,b),
 7(a,b,c,d,e,g), 8(a,b,c);
EC: 1(c,f,i,j,m,n), 6e, 7(a,h);
PH: 4.

2455.30 RADIO/TELEVISION PRODUCER, ADVERTISING

Organises and directs advertising production for electronic media:

Collaborates with superior and other members of staff to review advertising scripts, consider budget and other limitations and conduct pre-production planning; receives guidance from **Account Executive, Advertising** and creative team on selection of location, services and materials for advertising production; liaises with staff at production houses and other relevant agencies to locate **Announcers, Radio/Television**, technical crew, models, props and additional requirements; obtains superior's approval of personnel and items acquired by arranging screening session or providing pertinent details to superior; reviews and revises scripts where necessary and directs video or audio productions or assists **Director, Film/Video Productions**; supervises technical crew and participating artistes; reviews and/or edits video tapes

and audio recordings to ensure achievement of desired effects; organises, controls and requisitions materials for special-effects library; maintains records on services contracted and forwards information to accounting personnel to expedite payments; submits progress reports to superior and attends post-production meetings.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 5; SVP: 6*;
 TEMP: V, D, P, S, J;
 APT: G(P), V, S, P, Q, F, M;
 INT: 1, 11;
 PD: 1a(L), 2a, 3a, 4(a,c,d), 5(a,b), 6(a,b),
 7(a,b,c,d,e,g), 8(a,b,c);
 EC: 1(c,i,j,m,n);
 PH: 4.

2455.35 DIRECTOR, FILM/VIDEO PRODUCTIONS

Directs film and video productions:

Reviews submitted scripts, interprets and revises them where appropriate and prepares them for use in projected production; develops and writes camera scripts and shooting sheets; holds discussions with engineering personnel regarding technical aspects of production; organises rehearsals and supervises and directs participating artistes to achieve desired mood and style for production; liaises with Set Designer, technical personnel and crew to explain property set and costume requirements; ensures that set construction and costume preparation are carried out according to specifications; directs technical rehearsals to set lighting and sound effects and requisitions special effects as required; books studio for filming, taping or transmission, carries out technical directing and/or controls mixing board during filming/videotaping session; monitors picture quality on console monitor where applicable, adjusting picture as required; edits and dubs taped programmes or views film at intervals during editing, liaising with Film/Videotape Editor and technical personnel to achieve desired effect; forwards information regarding programme, such as title, duration and location of tape to relevant personnel.

May scout for and select filming locations, and assist camera personnel in aligning of shots.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 4; SVP: 6;
 TEMP: V, D, P, S, J;
 APT: G(T), V, S, P, Q, F, M;
 INT: 1, 11;
 PD: 1a(L), 2a, 3a, 4(a,c,f), 5(a,b), 7(a,b,c,d,e,g),
 8(a,b,c);

EC: 1(c,i,j,m,n), 6e, 7a;
 PH: 4.

2455.40 STAGE MANAGER, THEATRE

Coordinates rehearsal and backstage activities of theatre productions and assumes responsibility for running of staged production:

Contacts cast members and structures time schedules for rehearsals; maintains relevant data on cast and crew and assists in duplication and distribution of scripts, schedules and other relevant paperwork; attends rehearsals, liaises with cast, crew, and other production personnel on matters pertaining to production and discipline, takes notes from Theatrical Director during rehearsals and reads out notes as required; enters annotations, cues and blocking instructions on personal script and marks stage for reference purposes; coordinates activities of and briefs technical support personnel; times rehearsals and reports to Theatrical Director; plans and supervises assembly and installation of set on stage; ensures availability of stipulated production properties; assumes responsibility for running of production from opening night, ensuring punctuality and readiness of cast and crew and availability of substitutes for personnel and properties; liaises with front-office personnel to determine optimum time for commencement and authorise admittance of audience; maintains morale, safety and discipline backstage during performances; serves warning and/or dismissal notices after consultation with Theatrical Producer; reads annotated script during performance, gives cues to cast and crew members and prompts cast as necessary on forgotten lines; times performances; conducts rehearsals called after opening of play; opens and closes theatre for rehearsals and performances; supervises dismantling and clearing of set from stage; serves as administrative resource person for production.

May perform similar functions for dance and other productions, prepare costume, sound and lighting plots, develop rehearsal schedule for approval by Theatrical Director, draft scale diagram of stage and set, assist in construction and maintenance of set and conduct technical rehearsals.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 4; SVP: 3;
 TEMP: V, D, P, J;
 APT: G(T), V, S, P;
 INT: 7;
 PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,f), 5(a,b),
 6(a,b), 7(a,b,c,e,g,h), 8(a,b,c);
 EC: 1(a,b,h,i,j,m,n), 7(c,h,i);
 PH: 4.

2455.45 STORY TELLER/Narrator

Creates, writes and tells stories to educate and entertain audience:

Collects data by reading material and listening to live and media accounts of local and international affairs and folklore tales; memorises and/or records events; writes stories, anecdotes, poetry, skits and other material in standard English or local dialect; submits written or recorded copies of works to copyright authorities and seeks authorisation to use other authors' works; plans programme and prepares selections from repertoire, adapting material to suit environment and type and age of audience; hires supporting artistes to provide back-up services such as dance, mime and musical accompaniment; rehearses pieces preparatory to performance, liaising with **Theatrical Director** and other technical personnel to enhance presentation; recites and dramatises material before live, radio and television audiences, applying particular modes of oral expression and techniques of voice projection; lectures on and demonstrates aspects of art form to members of local communities; seeks sponsorship to obtain funds for requirements such as publications and promotional materials; develops promotional packages for distribution to interested parties and booking agencies in order to solicit contracts.

May produce and direct own show, write stories for print media and accompany self on musical instrument.

OCCUPATIONAL PROFILE

DPT: 047; ETD: 3; SVP: 5;

TEMP: P, J, F;

APT: G(T), V;

INT: 1, 12;

PD: 1a(L), 4(a,b,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c);

EC: 1(a,b,i,j,m,n);

PH: ---

**2455.50 STAGE MANAGER, CALYPSO TENT/
Programme Director, Calypso Tent**

Organises and coordinates programme of entertainment at calypso tent:

Serves as member of auditioning committee to select artistes for presentation at tent during carnival season; liaises with other managerial personnel to determine type and number of **Instrumentalists** for formation of accompanying band; organises entertainment programme, arranging appearance of artistes in specific order to achieve desired audience impact; adjusts programme and informs relevant personnel; advises artistes on appropriate costume or dramatic presentation to enhance performance; discusses changes to improve specific presentations with

performing artistes and **Master of Ceremonies**; organises transportation of equipment and personal effects to and from outside shows and entertainment centres; handles general housekeeping arrangements and refers problems to relevant personnel; meets with performing artistes and managerial personnel to discuss matters such as conduct, dress code and punctuality and to evaluate performances; plans and reviews marketing strategy with members of tent management committee to boost ticket sales; deals with suggestions and complaints from general public.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, P, S, J;

APT: G(T), Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6(a,b), 7a, 8(a,b,c);

EC: 1(a,i,j,m,n), 5a;

PH: 3b.

2455.55 ACTOR

Portrays roles in dramatic productions for stage, television, radio, film or video presentations:

Attends auditions to read for parts; learns allotted lines and cues in script and studies play to gain understanding of role; attends routine technical and dress rehearsals and learns moves and interpretations as instructed by **Theatrical Director**; attends wardrobe fittings; receives assistance in applying makeup, grooming of hair and adorning of costume as required; performs role in theatre, studio or on outdoor set as required.

OCCUPATIONAL PROFILE

DPT: 247; ETD: 3; SVP: 5;

TEMP: P, S, J, F;

APT: G(T), V, E;

INT: 1, 12;

PD: 1(a[L],b,c,d,e,f), 2(a,b), 3(a,b,c,d,e), 4(a,b,c), 5(a,b), 6(a,b), 7(a,b,c,d,e,g,h), 8(a,b,c), 9;

EC: 1(a,b,f,h,i,j,m,n), 2a, 4(a,c), 5(a,b), 6b, 7(c,d,h,i);

PH: ---

246 RELIGIOUS PROFESSIONALS

Workers in this minor group give spiritual guidance, propagate religious doctrines and perform a variety of other functions associated with the propagation and practice of religion.

2460 RELIGIOUS PROFESSIONALS

Workers in this unit group interpret religious concepts to administer to members of their faith.

2460.15 DIRECTOR, PASTORAL CENTRE

Plans, organises and conducts theological education programmes for Roman Catholic lay and religious leadership in preparation for work in respective fields:

Selects and coordinates theological educational programmes for parish leaders in areas such as methods of bible study, principles of liturgy, theology of ministry and social teachings of the church, in collaboration with other teaching personnel; plans courses of study for church leaders including priests, religious and selected lay leaders; conducts teaching sessions, utilising methods such as lecture-discussion and experience-sharing; prepares printed handouts of questions and comments for distribution to course participants; prepares instructional material for use on radio and television programmes; participates in professional meetings with other teaching personnel to discuss, plan and evaluate theological educational programmes.

May perform duties of **THEOLOGY LECTURER** and act as resource person to local and overseas bodies such as missionary societies.

OCCUPATIONAL PROFILE

DPT: 127; ETD: 5; SVP: 8*;
 TEMP: D, P, I, J;
 APT: G(P), V, Q;
 INT: 11;
 PD: 1a(S,L), 4f, 5(a,b), 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 1a, 4.

2460.20 EVANGELIST

Preaches religious messages to public assemblies to effect conversion to Christian faith:

Conducts open-air services, tent crusades and revival church services on request, preaching repentance and conversion to the Christian faith; prepares and delivers sermons to audience, expounding and interpreting scriptures; prays for deliverance and healing of sick, laying hands on them and anointing them with oil; provides counselling services and assistance through direct personal contact and by mail and telephone; visits overseas territories on request to conduct crusades and seminars for public assemblies, pastors and Christian workers; prepares reports for submission to supervisory personnel on current activities such as preaching schedules, revival services and home visits, indicating areas of success and/or failure; participates in general conferences with Pastors to discuss objectives, missionary programmes and other matters of general concern; participates in regional and global conferences of evangelicals, addressing cur-

rent social, moral and economic issues through workshop discussions and lectures.

May contribute articles to news media, address radio and television audiences and initiate training programmes for church members in evangelistic ministry.

OCCUPATIONAL PROFILE

DPT: 007; ETD: 5; SVP: 6*;
 TEMP: D, P, I, J;
 APT: G(P), V;
 INT: 10;
 PD: 1a(L), 3b, 4(a,b,d), 5(a,b), 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,b,i,j,m,n);
 PH: 2a.

2460.25 ABBOT

Governs members of monastic community in spiritual and temporal matters according to church law and coordinates affairs of monastery:

Arranges for or provides spiritual guidance and direction to members of monastic community through talks, sermons and conferences; meets with members of community to discuss problems and provide advice and encouragement where needed; allocates specific duties to individual members of community and assigns work schedules accordingly; meets with novices and members of community to share experiences, discuss topics of interest and/or determine problems and progress; presides over monastic council and chapter meetings with senior members of community to decide on important matters such as high-cost ventures, monastic discipline and acceptance or rejection of would-be entrants; appoints subordinates to assist in performing abbatial duties.

May select appropriate readings for evening office, perform pastoral functions, assist in training of novices, participate in general chapter and abbatial congress meetings overseas and provide counselling services and spiritual guidance to members of public.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 8;
 TEMP: V, D, P, I, J;
 APT: G(P), V, Q;
 INT: 10, 11;
 PD: 1a(S,L), 3(a,b,e), 4(b,d), 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 1a(P), 2a(P), 4.

2460.30 MINISTER OF RELIGION

Leads members of religious community in worship,

administers sacraments and ordinances and provides spiritual and moral guidance and assistance to members:

Leads congregation in worship services; administers rites and conducts ceremonies such as baptisms, marriages, final rites and funerals; prepares and delivers sermons and talks, interpreting teachings of faith; provides counselling services and assistance to couples preparing for marriage and individuals experiencing problems; visits religious community members to offer consolation and spiritual guidance or perform rites and rituals; organises and/or supervises work of associated religious groups and societies to ensure that varying needs of members are met; supervises and participates in religious instruction programmes; instructs persons seeking conversion to faith; manages financial resources of place of worship.

May conduct retreats, write articles for denominational and other publications, serve on religious boards and committees and officiate at and participate in community and national functions.

May be designated according to religion or denomination and area of specialisation; for example,

IMAM

PANDIT

PARISH PRIEST

PASTOR

RECTOR

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 5;

TEMP: V, D, P, I, J;

APT: G(P), V, Q;

INT: 10, 11;

PD: 1a(L), 3(b,e), 4(a,b,f), 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a, 4.

247 SHIPS' CAPTAINS AND PILOTS

Workers in this minor group command and navigate ships and hovercraft.

2470 SHIPS' CAPTAINS AND PILOTS

Workers in this unit group command and navigate ships and other related vessels to transport passengers, cargo and other materials in international, territorial and coastal waters.

2470.15 SHIP'S MASTER/Ship's Captain

Commands and navigates ships and similar vessels at sea or on inland waterways:

Sets ship's course, using navigational aids such as radar, charts, tide tables, plotting sheets, and parallel rule, and identifies sites targeted for specialised activities such as dredging; liaises with Ship's Officers, Ship's Engineer and shore-based administrative personnel to ensure suitable pre-departure condition of deck equipment, engines and auxiliary systems; manipulates controls on bridge to ascertain operating condition of mechanical, electrical and communication systems; liaises with Chief Steward before sailing to ensure adequacy of food and housekeeping supplies; oversees related port operations to ensure safe loading and discharge of cargo; directs manoeuvres of vessel during sailing and berthing; instructs crew member at helm to steer vessel according to predetermined course; makes periodic rounds during voyage to ensure adherence to prescribed regulations; coordinates activities of Ship's Officers or Dredgemaster to ensure safe operation of vessel and related equipment and proper maintenance and functioning of facilities; maintains ship's log during voyage, prepares reports and makes recommendations for administrative purposes; attends to personnel matters to ensure proper industrial relations and adequate workforce; plans and implements training programmes for junior personnel on ship.

May steer vessel through port channels and seek advice from Ship's Pilot to facilitate safe passage of ship through navigational hazards.

May be designated according to area of specialisation; for example,

SHIP'S MASTER, DREDGER, if engaged in commanding vessel used to deepen sea bed;

SHIP'S MASTER, FOREIGN GOING, if engaged in commanding vessel in international waters;

SHIP'S MASTER, HOME TRADE, if engaged in commanding vessel within coastal and inter-territorial waters.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 6; SVP: 7*;

TEMP: D, P, I, S, J;

APT: G(P), V, N, S, P, Q, K;

INT: 5;

PD: 1a(L), 2(a,b), 3(a,c,e), 4(b,f), 5(a,b), 6a, 7(a,b,c,d,e,g,h), 8(a,b,c), 9;

EC: 1(a,b,i,j,k,m,n), 4a, 5(a,b), 6(a,b);

PH: —.

2470.20 SHIP'S PILOT

Advise on navigation of ship into and out of harbours and channels and through other waters:

Contacts ship, using VHF radio to ensure readiness for

berthing or un-berthing; verifies berthing space with port authority; boards ship at berth or in open water from pilot launch to advise Ship's Master on matters such as navigational dangers, tidal and weather conditions, harbour rules, customs procedures and quarantine regulations; issues to crew in engine room and at helm orders in collaboration with Ship's Master and coordinates activities of shore crew to ensure safe and speedy berthing and un-berthing of vessel; prepares vouchers for costing purposes; compiles accident reports; trains apprentices as required.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 6; SVP: 7*;

TEMP: D, P, S, J;

APT: G(P), V;

INT: 5;

PD: 1a(L), 2(a,b), 3(a,e), 4(a,b,e,f), 5a, 6a,
7(a,b,d,e,g,h), 8(a,b,c), 9;

EC: 1(a,i,j,m,n), 4a, 5b, 6b;

PH: ---.

MAJOR GROUP 3
Technicians
and Associate Professionals

31 PHYSICAL SCIENCE AND ENGINEERING ASSOCIATE PROFESSIONALS

311 PHYSICAL SCIENCE AND ENGINEERING TECHNICIANS

Workers in this minor group give support to professionals by performing auxiliary technical tasks, normally under supervision, in the field of physical sciences and engineering.

3111 CHEMICAL AND PHYSICAL SCIENCE TECHNICIANS

Workers in this unit group perform technical duties in a chemical or physical laboratory to assist professional staff in research, development and/or quality control activities.

3111.05 SUPERVISOR, SCIENTIFIC LABORATORY

Supervises laboratory staff in performance of their duties:

Receives assignments from superior and distributes work to laboratory staff; ensures implementation of testing work according to deadlines and prescribed quality control and safety procedures, giving assistance when necessary; instructs laboratory staff to collect samples and maintains inventory of samples submitted to laboratory for testing; makes preliminary review of test results, summarises them and forwards them to superior; makes recommendations for improvements of product quality where applicable; carries out confidential and/or more complex tests and despatches results to relevant department; trains laboratory staff in procedures and use of equipment; maintains effective working relationship between laboratory staff and technical/professional and management personnel.

May calibrate instruments, perform minor repairs to laboratory equipment, log unusual occurrences, monitor laboratory staff attendance and maintain general records.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6*;

TEMP: D, J, T;

APT: G(T), P, Q;

INT: 2;

PD: 1a(S,L), 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c), 10, 11;

EC: 1(a,k,n), 6e, 7(a,b,e);

PH: 2a, 3b, 4, 5a.

3111.15 CHEMICAL LABORATORY TECHNICIAN/Scientific Assistant

Conducts laboratory tests to analyse various substances

for teaching, research, product development, quality control and related purposes:

Receives instructions indicating type of test to be performed and specified testing procedures from superior; prepares standard chemical solutions and bulk concentrations, making reference to technical charts and manuals; sets up and operates and/or uses laboratory apparatus and instruments such as ovens, meters, microscopes and other specialised equipment according to test requirements; weighs, measures, mixes, filters or otherwise prepares material for testing; prepares sample/test batches where applicable; assists with or conducts experiments to determine chemical composition, strength, stability, purity and other characteristics of substances such as water and blood samples, drugs, toxins, and forensic samples, paints and other industrial products, using procedures such as chromatography, spectroscopy and ultra-violet and infra-red absorption tests; tests raw materials and product bases to determine conformity with manufacturers' and production specifications; records observations and makes calculations where necessary, preparing graphs and charts when required; submits research findings to superior; maintains inventory of laboratory stock.

May maintain, clean and repair laboratory equipment and requisition stocks and equipment.

May be designated according to area of specialisation; for example,

LABORATORY TECHNICIAN, INK MANUFACTURE
LABORATORY TECHNICIAN, PAINT MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: R, J, T;

APT: G(T), N, P, Q, K, F, M, C;

INT: 2;

PD: 1a(L), 4(b,c,f), 5a, 6a, 7(a,c,f,g), 8(a,b,c);

EC: 1(a,i,n), 4a, 6(e,i), 7(a,b,e,f);

PH: 1a, 2a.

3111.17 PETROLEUM TESTING TECHNICIAN

Tests and analyses petroleum and related products by performing any combination of the following duties:

Performs duties of CHEMICAL LABORATORY TECHNICIAN; tests samples of crude and blended oils, gases, asphalts and distillates to determine characteristics such as composition, purity and flash, smoke, freeze and pour points; separates crude oil into constituent oils, noting quality for royalty evaluation purposes; analyses

used oil to determine quality and need for change; tests unused oil for pollution; determines quality of industrial gases such as hydrogen and liquified petroleum gas; analyses composition of hydrocarbon-based products to determine characteristics such as quantitative presence of gum, sulphur, aromatics, olefins and impurities; tests corrosion inhibitors and pour point depressants to determine effectiveness, and drilling fluids for composition and qualities such as thickening time, strength and stability; tests cement used in drilling wells; analyses detergents and dispersants to determine effectiveness in cleaning oil spills.

May test gasoline to determine octane rating and analyse physical and chemical properties of catalysts used in process control.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
 TEMP: R, J, T;
 APT: G(T), N, P, Q, K, F, M, C;
 INT: 2;
 PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
 EC: 1(a,i,n), 6a, 7(a,e,f);
 PH: 2a, 3b.

3111.19 LABORATORY TECHNICIAN, CEMENT, AGGREGATE AND RELATED MATERIAL MANUFACTURE

Tests finished cement and constituent raw materials to determine composition and verify conformity to quality control specifications by performing any combination of the following duties:

Tests and analyses samples of limestone, gypsum, slurry, clinker, cement and refractories; ascertains chemical composition of samples; conducts consistency tests on wet refractory mortar; tests shelf-life of products by heating them at required temperature for specified time; moulds products into blocks and tests for strength using pressure-testing machine; screens samples of product mixtures to determine accuracy of proportion specifications and checks bulk density of product; precipitates samples of sand and gravel to determine silt and organic content; mounts clinker nodules in resin and examines under microscope to determine chemical and physical properties; takes microphotographs of samples; visits cement plant to test composition of gases at kiln exhaust and discuss sampling procedures with operating personnel

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
 TEMP: R, J, T;
 APT: G(T), N, P, Q, K, F, M, C;

INT: 6;
 PD: 1a(L), 2a, 3(a,e), 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
 EC: 1(a,b,f,i,n), 2a, 4a, 5a, 6(a,b,d,e,f,i), 7(a,b,c,d);
 PH: 3b.

3111.21 PHYSICS LABORATORY TECHNICIAN

Prepares and sets up physics laboratory equipment and apparatus for teaching, research and quality control purposes and performs supportive technical tasks:

Receives instructions concerning equipment and machinery required for laboratory testing, research or teaching sessions; prepares and sets up equipment such as lenses, light, heat and power sensors and sound and electrical measuring devices; examines metal and alloy samples to detect internal defects; inspects equipment and instruments, trouble-shoots and makes minor repairs, using hand tools and precision instruments; assists with or conducts experiments, tests and analyses in different areas of physics; records observations and interprets data, performs necessary calculations and writes technical reports on findings.

May prepare drawings and charts for use in teaching and research, maintain inventory and working history of laboratory equipment and apparatus and make recommendations on equipment to be ordered.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
 TEMP: J, T;
 APT: G(T), N, P, Q, K, F, M, C;
 INT: 2, 5;
 PD: 1a(L), 4(b,c,f), 5a, 6(a,b), 7(a,c,f,g), 8(a,b,c);
 EC: 1(a,i,m,n), 5a, 6(b,f,g,i,k), 7(a,f);
 PH: 1a, 2a, 3b.

3111.23 GEOLOGICAL TECHNICIAN

Tests sand, shale and rock samples to determine physical characteristics and presence of hydrocarbons:

Receives prepared rock samples; observes samples under microscope and prepares lithological reports describing structure and mineral composition of rocks; prepares thin sections of rock for microscopic examination by slicing, grinding and levelling rock, using cutting and grinding machines, and mounting specimens on slides; examines slides under microscope during grinding to ensure required thickness of sample for mounting; labels slide and forwards for further examination; crushes and processes rocks to determine origins of sediments; plots figures on log to indicate percentage of sand in sample; carries out

grain size analysis of sand and silt; tests rocks samples to determine hydrocarbon and mineral content, using ultra-violet lamp; performs necessary calculations and writes up test results; prepares standard solutions for use in laboratory; maintains inventory of samples received.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: R, J, T;

APT: G(T), N, P, Q, K, F, M, C;

INT: 2;

PD: 1(a[L],b,c), 2a, 4(a,b), 5a, 6a, 7(a,c,f,g), 8(a,b,c);

EC: 1(a,i,n), 6e, 7(a,e);

PH: 2a, 3b, 4.

3111.25 LABORATORY TECHNICIAN, RUBBER PRODUCTS MANUFACTURE

Conducts laboratory tests of raw material constituents of rubber and finished products to determine conformity with specifications:

Receives instructions indicating tests to be performed from **Technical Manager**; sets up necessary equipment to perform chemical and physical tests; determines grit content of samples and viscosity of oils and conducts other chemical tests as required; conducts physical tests to determine ash content of samples and strength, shrinkage capacity and moisture content of rubber compounds, fabrics and adhesives; prepares standard laboratory solutions and sample batches of products for chemical evaluation; performs necessary calculations, prepares graphs, records test results and submits findings to superior; reports equipment breakdowns promptly and ensures follow-up action.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: R, J, T;

APT: G(T), N, P, Q, K, F, M, C;

INT: 2;

PD: 1a(L), 4(a,b,c,d), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,n), 6e, 7(a,b);

PH: 2a, 3b.

3111.27 SCIENTIFIC ASSISTANT, WATER AND SEWAGE TESTING

Tests water and sewage samples to determine their chemical, biochemical and bacteriological contents:

Performs duties of **CHEMICAL LABORATORY TECHNICIAN**; carries out complete chemical and bacteriological analyses of raw and treated water samples taken from new water sources, treatment plants, mains and lines along distribution system and disinfected water

tanks to determine quality of water; checks findings against standards and submits report to **Analytical Chemist** for interpretation of results and determination of required treatment; tests water treatment chemicals to ascertain conformity with specifications; analyses water samples submitted by industries, research agencies and members of public; carries out routine chemical and biochemical analysis of domestic sewage samples; analyses samples of industrial effluent or polluted water for pollution-control purposes; prepares statistical reports on quality of water.

May carry out grain size analysis of sand for use in water treatment filters and visit treatment plants to collect samples and perform analyses.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: R, J, T;

APT: G(T), N, P, Q, K, F, M, C;

INT: 2;

PD: 1(a[L],b,c), 2a, 4(a,b,c,d), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,i,n), 4a, 6(e,i), 7(a,b,e,f);

PH: 2a, 3b, 4.

3111.29 LABORATORY TECHNICIAN, GLASS MANUFACTURE

Performs chemical and physical tests of raw materials used in glass manufacture and finished products for product development and quality control purposes:

Sets up necessary equipment such as sand sieve vibrator, seedscope, microscope, polariscope and saw; pulverises, weighs, measures, mixes, filters or otherwise prepares materials for testing; tests glass to determine percentage of chemical oxides, density, homogeneity and seed content and correlates results with defects in finished glass containers; carries out sieve analysis of sand and limestone and tests for moisture content; conducts gravimetric analysis of batch mixture samples to determine suitability for use; collects samples of finished glass bottles from production floor and records source; verifies size and thickness of finished bottles, determines fluid capacity and ascertains full and empty weights; examines bottles under polariscope to ensure conformance with annealing standards and under microscope to identify cracks, bubbles and thin or uneven walls; carries out other physical tests to determine properties such as thermal shock resistance and bursting strength; records data, makes calculations, plots graphs, compares test results with prescribed standards and reports findings; prepares standard solutions for use in laboratory; weighs and parcels chemical additives to be used in glass-making process.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
 TEMP: J, T;
 APT: G(T), N, P, Q, K, F, M, C;
 INT: 6;
 PD: 1a(L), 3a, 4(a,b,c,d), 5a, 6a, 7(a,g,d,f,g), 8(a,b,c);
 EC: 1(a,i,k,n), 4a, 5(a,b), 6(b,g,f,k), 7c;
 PH: 2a, 3b, 4.

**3111.31 FOOD AND BEVERAGE
 TECHNICIAN**

Performs physical and chemical tests on raw materials, food and beverages to ensure conformity with quality control specifications and/or relevant ordinance and regulations by performing any combination of the following duties:

Performs duties of **CHEMICAL LABORATORY TECHNICIAN**; tests food and raw materials for factors such as percentage of moisture, colour, rancidity, texture and consistency; tests fineness of samples where applicable by sifting through sieve series; carries out organoleptic tests to check consistency of product taste and smell; tests water to be used in processing for purity and softness; tests shelf-life of finished products after specified period of storage; performs other tests necessary to facilitate research and development projects in work-place; submits reports to Analytical Chemist for evaluation and signature

May test purity and humidity of air in processing plant, carry out spot-checks in processing plant to check weights, codes and packaging procedures and assign code or batch numbers to products.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
 TEMP: J, T;
 APT: G(T), N, F, M, C;
 INT: 2;
 PD: 1(a[L],b,c,d,e), 3(a,e), 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c), 10, 11;
 EC: 1(a,i,j,l,n), 5a, 6g, 7(a,b,e,f);
 PH: 1a(P), 2a, 3b, 4.

**3111.33 SCIENCE LABORATORY
 TECHNICIAN, EDUCATIONAL
 INSTITUTION/School Laboratory
 Technician**

Prepares laboratories for experiments, conducts routine tests and maintains inventory of laboratory equipment and materials:

Reviews instructions regarding preparation of laboratory

for instructions, demonstrations and examinations; prepares standard solutions and reagents for use in laboratory; lays out instruments, equipment and apparatus such as microscopes, balances and glassware for students' use or ensures performance of these duties by **Laboratory Assistant**; performs routine tests on substances and assists in conducting laboratory demonstrations as required; performs minor repairs to defective equipment, refers major repairs to external agencies and recommends replacement of outmoded equipment; maintains inventory of equipment and materials used in laboratory and of stock in general stores; requisitions and purchases materials for use in laboratory and maintains relevant records; ensures good housekeeping in laboratory and storeroom and adherence to prescribed safety rules, methods and procedures; gives instructions to and supervises junior laboratory staff.

May operate engineering equipment, build test equipment and clean delicate equipment.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 5; SVP: 4*;
 TEMP: J, T;
 APT: G(T), N, K, F, M, C;
 INT: 2;
 PD: 1(a[L],b,c), 3(a,c), 4(a,b,c,d), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,m,n), 4a, 6(e,f,g,i), 7(a,b,e,f);
 PH: 2a(P), 3b, 4.

**3111.35 TEXTILE TECHNICIAN/Quality
 Control Assistant, Textiles**

Performs tests on textile materials and products to verify their characteristics and/or composition and determine conformity to production and quality control standards:

Examines fabric samples to determine trash content, presence of immature fibres and staple length and diameter of fibres; tests *lap* for uniformity by determining overall weight of roll per metre and weighing random metres; weighs card *sliver* and draw frame *sliver*; checks card web for *nep* content; ensures conformity of *roving* with specifications; tests tensile strength of yarn skeins and fabric using break tester and ascertains yarn size, following prescribed procedures; checks *slasher* samples for characteristics such as moisture content and construction; tests shrinkage, contraction, and colour- and light-fastness of fabric by conducting tests on fabric samples; records test findings, compares with standards as required and prepares reports for submission to superior.

May make visual checks of machine operations on factory floor.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 3*;
TEMP: J, T;
APT: G(T), N, F, M, C;
INT: 2;
PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 7c;
PH: 2a, 3b, 4.

3111.37 METEOROLOGICAL ASSISTANT

Carries out supportive technical functions in field of meteorology:

Measures and records air temperature, wind speed and direction, atmospheric pressure, relative humidity of atmosphere and other atmospheric parameters, using instruments such as thermometers, anemometers, barometers, humidity slide rules and rain gauges; computes wind speed and direction, temperature, humidity and atmospheric pressure, using electronic weather sensor; records and interprets signals transmitted by sensor to ground equipment; observes sky, noting presence or absence of rain and other phenomena such as amount, type and height of clouds; encodes and records observations; transmits coded observations globally, using telecommunications system; decodes and plots global meteorological data received from external stations and enters on computer network; prepares statistical records of locally observed weather conditions; provides information about current weather conditions to Air Traffic Controllers; ensures proper functioning of instruments; performs minor maintenance work on measuring instruments and reports major problems.

May operate radar equipment to observe weather phenomena, obtain data on meteorological conditions within designated range, make calculations based on readings and take photographs of radar screen for transmittal to central office and use as reference for tracing movement of weather systems and plotting position of phenomena.

May be designated according to level of responsibility; for example,
SENIOR METEOROLOGICAL ASSISTANT

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 3*;
TEMP: J, T;
APT: G(T), N, P, M;
INT: 2;
PD: 1a(L), 4(b,c,f), 5a, 6a, 7(a,b,c,h), 8(a,b,c);
EC: 1(c,k,n), 7h;
PH: 3b.

3111.39 CERAMICS TECHNICIAN

Tests chemical and physical properties of clays to determine their suitability for use in industrial ceramics and manufacture of ceramic products:

Carries out required tests, using laboratory equipment such as crushing and pulverising machines, mills, filter-presses, extruders, kilns and ovens; mixes sample batches of different types of clay; tests mixture for shrinkage and water-absorption capacity and for colour; dries and crushes raw material, pulverises or places material in machine for converting to plastic form, places material in extruder and takes measurements of extruded specimen; checks measurements of specimen after firing in kiln; determines water absorption capacity of fired sample by weighing and soaking for specified period, reweighing and making necessary calculations; makes clay slip of desired consistency and checks slip for flow points, using viscometer; pours slip into mould, and leaves for specified period to form specimen; removes specimen from mould and allows to dry; glazes and re-fires specimen to test for factors such as durability, strength, compatibility with glazes, chemical resistance, response to thermal stresses and visual defects; tests processed materials; simulates production process to assess parameters such as material requirements and production time; prepares reports and maintains production records.

May conduct workshops at industrial establishment.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 3; **SVP:** 5;
TEMP: J, T;
APT: G(T), P, Q, F, M, C;
INT: 2, 6;
PD: 1(a[L],b,c), 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 2a, 6i, 7(c,d);
PH: 3b, 4.

**3111.41 LABORATORY TECHNICIAN,
 PALAEOLOGY/Palaeontology
 Technician**

Sorts, classifies and mounts micro-fossils and significant minerals on slides:

Places prepared sample in chemical solution and sieves sample, using sieves of varying meshes; places residue on picking tray under microscope; picks out micro-fossils and significant minerals using brush and places representative samples on slide, grouping them according to type; covers and labels slide, indicating pertinent identification data; passes slide to Palaeontologist for further analysis; keeps records of work done.

May collect samples and refer to fossil identification tables in preparing representative sample for slide.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 3; SVP: 4;
 TEMP: R, I, T;
 APT: G(T), P, F, M;
 INT: 2;
 PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,c,f), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 3b, 5a.

3111.43 GEOLOGICAL LABORATORY ASSISTANT

Catalogues, sorts and prepares rock samples for micropalaeontological, lithological or mineralogical analysis:

Receives formation sample collected by Geologists or from drilling wells; sorts samples according to well source, outcrop or submarine depth; catalogues and records information; disaggregates sample by removing drilling mud, washing through graduated sieves or using special detergents or additives; dries residue in oven or on hot plate; prepares surface samples by removing mud, baking to remove excess water, mixing with chemical solution and storing for specified period before washing through sieves again and drying residue; parcels samples in labelled envelopes indicating origin and other relevant information and sends to picking personnel for fossil removal; prepares samples for lithological analysis by sieving over containers to collect residue for examination.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;
 TEMP: R, I;
 APT: G(T), Q, M;
 INT: 2;
 PD: 1(a[L],b,c), 4(a,b), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n), 4a, 7(a,d);
 PH: 2a, 3b.

3111.45 LABORATORY ASSISTANT

Assists in general preparation and maintenance of laboratory equipment, animals, plants and other scientific materials for instructional and demonstration purposes:

Cleans, sterilises, dries and stores laboratory instruments and equipment such as test tubes, beakers and syringes and operates autoclaves, sterilisers and ovens; lays out and/or sets up instruments, apparatus and materials such as microscopes, balances, swabs, slides and specimen containers for use in tests; prepares and lays out laboratory equipment, instruments, chemical solutions, animals, plants and other materials for instructional and

demonstration purposes; opens and closes laboratories, greenhouses or other research stations; cleans furniture and equipment and clears spillages; empties bins containing discarded remnants of solutions, specimens and other substances and materials used in work-place; collects biological specimens such as flowers and insects and preserves as directed; feeds animals for tests; prepares and lays out materials for tests.

May build test equipment, set up audio-visual equipment, assist in demonstrations and perform minor repairs.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 0;
 TEMP: SI;
 APT: G(C), N, K, F, M;
 INT: 2;
 PD: 1(a[L],b,c), 2a, 3(a,c), 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,m,n), 4a, 6(e,f,g,i), 7(a,b,e,f);
 PH: 2a, 3b, 4.

3112 CIVIL ENGINEERING TECHNICIANS

Workers in this unit group perform technical duties to assist with civil engineering research and the design, construction, operation and maintenance of building and other structures.

3112.05 CONSTRUCTION SUPERVISOR

Supervises and coordinates construction activities on project sites:

Receives work instructions from superior; reads engineering drawings and project specifications and ensures that staffing and material requirements are met; instructs and supervises specialist subordinate Construction Supervisors and workmen in laying out of works and other phased activities, ensuring correct and efficient usage of materials, plant and equipment; supervises sub-contractors to ensure that work is carried out to required standards; monitors progress continually, giving technical advice and adjusting schedule as required; prepares progress reports and holds regular meetings with Construction Manager to evaluate project and monitor performance with reference to production and programme targets; attends site meetings with managerial and technical personnel and client; ensures that work is completed within time and budgetary specifications; liaises with administration and workers to resolve complaints and grievances; assists in training workers and recommends promotions and disciplinary action.

May prepare programme of work for project, layout site, order material and hire workers.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7*;
TEMP: D, P, S, J;
APT: G(T), N, S, P, Q;
INT: 5;
PD: 1a(L), 2a, 3(a,b,c), 4(a,b,f), 5a, 6a, 7(a,b,c,d,e),
 8(a,b,c);
EC: 1(a,b,f,i,m,n), 4a, 5(a,b), 6(b,h), 7(c,d,h);
PH: 3b.

3112.15 HYDROGRAPHIC SURVEYING ASSISTANT

Assists professional superior in execution of hydrographic survey duties:

Consults with **Hydrographic Surveyors** to discuss detailed requirements of projects to be undertaken; assists in collection of pertinent data preparatory to execution of land and marine surveys; assists superior, with help of **Survey Attendants**, to establish horizontal and vertical controls and select sites for positioning of tide gauges; assists in running of sounding lines to establish depth of sea bed and monitoring of electronic position-fixing equipment to detect presence of wrecks, obstacles and other marine hazards; ensures that vessel remains on course during line-running routines and assists in plotting position of vessel at specified intervals; removes soil samples from sea bed, using *grab*, assists in checking sample to determine type of sea bed and records information for further use; compiles field survey data on specified sheets; plots data on collector tracing sheets for use by draughting personnel, indicating established positions of vessel in relation to land, depth of sea, shoals and other features; assists in collection and compilation of data from tide gauges and current meters for preparation of tables; assists in computing land and hydrographic survey data.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 6*;
TEMP: V, J, T;
APT: G(T), N, S, P, Q, K, M;
INT: 2, 5;
PD: 1(a[S,L],b,c,e), 2(a,b), 3(a,c), 4(a,b,c,e,f), 5a,
 6(a,b), 7(a,b,c,d,e,f,g,h), 8(a,b,c);
EC: 1(c,f,h,i,j,m,n), 4a, 5(a,b), 6(a,b), 7(a,h);
PH: 2a, 3b.

3112.20 CONSTRUCTION ESTIMATOR/ Estimator, Civil Engineering

Calculates estimated cost of building and/or civil engineering projects:

Examines documents such as plans, drawings, specifica-

tions and bills of quantities to gain information about project; discusses project with **Contract Manager** or other pertinent personnel; estimates cost of materials required for project; estimates labour time involved and computes labour costs in keeping with time and current wage rates; considers other factors such as fixed overheads, profit margin, availability of labour and materials and adverse weather conditions and makes necessary allowances; prepares tender documents providing detailed estimates of overall costs of project.

OCCUPATIONAL PROFILE

DPT: 361; **ETD:** 5; **SVP:** 6*;
TEMP: J, T;
APT: G(T), N, S, P, Q;
INT: 7;
PD: 1a(S,L), 4f, 5a, 6a, 7(a,c), 8(a,b,e);
EC: 1(a,b,i,m,n);
PH: 1a, 2a, 3b, 4.

3112.25 CLERK OF WORKS

Represents client and professional consultants on site, ensuring that works are carried out in accordance with plans and specifications:

Reads plans and specifications to obtain project details; carries out frequent site inspections on behalf of client and professional consultants, such as **Architect** and **Civil Engineer** and maintains liaison with personnel on site; ensures that workmanship and materials used on site are in accordance with specifications; tests or arranges for testing of materials where necessary; signs day-work sheet to certify time spent and materials used for pieces of work; documents daily deviations from original plans and work programmes to facilitate correct measurement of work done by **Quantity Surveyor**; prepares rough working drawings and sketches to assist **Architect**; records materials delivered, test results, size of workforce on site, tasks carried out, weather conditions and delays; submits detailed periodic progress reports to consultants and/or client.

May convey consultant's verbal recommendations for alterations to specifications or amendment of works to **Building Contractor**.

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 5; **SVP:** 6*;
TEMP: P, J;
APT: G(T), N, S, P, Q;
INT: 5, 7;
PD: 1a(L), 2(a,b), 3(a,c,e), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(c,i,m,n), 5a, 6b, 7(c,d,h);
PH: 1a, 2a.

3112.30 CONSTRUCTION ENGINEERING TECHNICIAN/Engineering Assistant

Assists professional staff in supervision of site works, ensuring adherence to specifications:

Reads and interprets plans and specifications to determine project requirements; inspects construction site, carries out location surveys and measures distances to verify accuracy of layout and structural profile on behalf of Architect and Civil Engineer; examines materials to be used such as cement, reinforcing steel, pre-stressed concrete forms and other construction components to ensure conformity with specified standards; notes arrival times of concrete to ascertain possible deterioration during transportation and informs relevant personnel accordingly; observes concrete placing and arranges for laboratory testing of concrete; takes field measurements to verify execution of work and usage of correct amounts of material; inspects finished work to ensure conformity with specifications and good workmanship; ensures adherence to industrial and safety procedures and reports lapses to Clerk of Works; submits periodic progress reports to superior and prepares final report.

May prepare engineering sketches and drawings under direction of Civil Engineer and Architect, consult with professionals and Building Contractor to resolve technical problems, and conduct concrete tests on site.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 5; SVP: 5*;

TEMP: V, P, J, T;

APT: G(T), N, S, P, Q;

INT: 5, 7;

PD: 1(a[L],b,c), 2(a,b), 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(c,f,i,m,n), 5a, 6(a,b,h), 7(c,d,h);

PH: 1a, 3b.

3112.35 LAND SURVEYING TECHNICIAN

Surveys land area to determine exact location and measurement of points, elevations and related features for construction, topographical or other purposes:

Receives written or verbal instructions related to survey plans, maps, notes or other data from relevant professional; reads blueprints to ascertain dimensions of area to be surveyed; determines exact location and measurement of points, elevations, lines, contours and other features, using theodolite, level, electronic distance-measuring equipment and other surveying instruments; records data and makes necessary calculations; gives instructions to Chainmen to measure area and square out foundation if

necessary; checks to ensure that work is done in accordance with specifications; prepares survey reports.

May be designated according to area of specialisation; for example,

ENGINEERING SURVEYOR

MINING SURVEY TECHNICIAN

TOPOGRAPHER

OCCUPATIONAL PROFILE

DPT: 361; ETD: 5; SVP: 5*;

TEMP: R, D, J, T;

APT: G(T), N, S, P, F, M;

INT: 5;

PD: 1(a[M],b,c), 2(a,b), 3e, 4(b,c,f), 5a, 6a, 7(a,b,c,d,f), 8(a,b,c);

EC: 1(a,b,i,k,m,n), 4a, 5a, 6(b,h), 7(c,h);

PH: 2a, 3b.

3112.40 GEOTECHNICAL TECHNICIAN/ Soils and Materials Technician

Retrieves and tests samples of soil and materials to determine suitability for use in construction projects by performing any combination of the following duties:

Receives instructions from Geotechnical Engineer, drills bore holes and takes specified field samples, using equipment such as drills, nuclear gauge and steel rods; logs samples forwarded to laboratory; sets up laboratory test equipment; determines strength, classification, and rate of settlement of soil by performing a variety of laboratory tests; tests concrete samples to determine density and compression strength, and other material samples as required; conducts quality control tests at construction site; records data, submits findings and reports to Geotechnical Engineer.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(T), N, K, F, M;

INT: 2, 5;

PD: 1(a[M],b,c), 4(a,b,c,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(c,i,m,n), 6f, 7(e,d,h);

PH: 2a, 3b, 4.

3112.45 STEREOPLOTTER OPERATOR

Sets up and operates stereoplotter and other photogrammetric equipment to plot maps and obtain data from aerial or terrestrial photographs:

Interprets physical features on diapositives or prints if necessary; selects points for aerial triangulation; transfers points from one diapositive to another, using point-

transfer device or needle; places diapositives in stereoplottter in consecutive pairs and orients machine to form tri-dimensional image; views image and measures and records coordinates of points manually or electronically; traces contours and topographical details to produce map; measures heights and cross-sections, records data and checks for accuracy; executes aerial triangulation and takes grid readings to adjust stereoplottting equipment.

May plot maps, using minor photogrammetric devices.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4;

TEMP: R, J, T;

APT: G(T), S, P, F, M;

INT: 5;

PD: 1a(S), 4(b,c), 5a, 6(a,b), 7(a,c,d,e,g), 8c;

EC: 1(a,k,n);

PH: 2a, 3(a,b).

3113 ELECTRICAL ENGINEERING TECHNICIANS

Workers in this unit group perform technical duties in the assembly, installation, maintenance and repair of electrical equipment, facilities and distribution systems.

3113.10 ELECTRICAL ENGINEERING TECHNICIAN

Assists professional staff with development, testing, installation, maintenance and repair of electrical equipment and systems:

Receives directives from Electrical Engineer or follows standing instructions; sets up measuring instruments such as watt meters, multi-testers and current transformers; performs tests, takes readings, makes calculations and adjusts instruments in accordance with electrical engineering principles and practice; assists in installation, maintenance and repair of equipment such as generators, motors, switchgear and monitoring instruments in collaboration with Powerhouse Electrician; provides general technical assistance in development and testing of items such as electrical components of household appliances, power tools and toys; monitors work of maintenance and repair personnel, providing assistance as necessary.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 6*;

TEMP: J, T;

APT: G(T), N, S, P, F, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,b,c,e), 4(a,b,c,d), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,b,h,i,m,n), 5(a,b), 6(b,g), 7(d,h);

PH: 3b.

3114 ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING TECHNICIANS

Workers in this unit group assist with the design, repair, maintenance and installation of telecommunication and electronic equipment.

3114.05 ENGINEERING SUPERVISOR, TELEVISION STATION

Supervises and directs work of engineering and maintenance staff at television station:

Assigns duties, supervises work performance and gives technical advice and assistance to subordinate personnel to ensure maintenance of desired broadcast quality; monitors station output to detect technical problems; designs modifications to station equipment, selects new equipment and supervises installation; monitors quality of station transmission and ensures adherence to specifications; vets feasibility of locations for outside broadcasts, checking for optimum camera and vehicle positions, electrical outlay, and camera angles; supervises construction of camera stands; organises logistics for outside assignments, ensuring provision of transportation for crew and equipment; checks transmission quality on site monitor, recommending measures for improvement as necessary; monitors and establishes priorities relative to maintenance of technical equipment and support systems, vehicles and station premises; ensures security at station and outside broadcast sites.

May assist in setting up outside broadcast facilities

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: V, D, P, J;

APT: G(T), Q;

INT: 5;

PD: 1(a[L],b,c), 2a, 3(a,e), 4(a,b,f), 5a, 6(a,b), 7(a,b,c,d,e,g,h), 8(a,b,c);

EC: 1(c,f,i,j,m,n), 7(h,i);

PH: 3b.

3114.15 ELECTRONICS ENGINEERING TECHNICIAN

Installs, commissions, maintains and repairs electronic equipment:

Reads and interprets circuit diagrams and consults technical manuals and other sources as necessary to obtain information on characteristics of electronic equipment and fixtures; assembles equipment components and in-

stalls equipment according to specifications; monitors equipment performance and dismantles equipment where applicable; troubleshoots irregularities by testing units and components and correlating test results with manufacturers' specifications; solders faulty connections and repairs or replaces defective parts such as circuit boards, motors, micro-chips, capacitors and resistors; calibrates and aligns equipment and testing instruments to established standards; assists Electronics Engineer in design, modification, research and development work, and constructs minor electronic components; cleans and services equipment; prepares reports on repair and service work carried out.

May advise on infrastructural preparation for installation of new electronic equipment and certify compliance with regulatory requirements where applicable

May be designated according to area of specialisation; for example,

AVIONICS TECHNICIAN

BIO-MEDICAL EQUIPMENT TECHNICIAN

COMPUTER TECHNICIAN

ELECTRONIC INSTRUMENT TECHNICIAN

ELECTRONIC MUSICAL INSTRUMENT TECHNICIAN

OCCUPATIONAL PROFILE

DPT: 281; ETD: 5; SVP: 6*;

TEMP: J, T;

APT: G(T), S, P, F, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,b,c,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,f,g), 8(a,b,c);

EC: 1(a,b,f,h,i,j,m,n), 5(a,b), 6(b,g,k);

PH: 3b.

3114.20 HEARING-AID REPAIR TECHNICIAN

Repairs hearing aids, frequency modulation systems and speech trainers:

Consults with customer and/or referring Audiologist to diagnose nature of malfunction of hearing-aid; checks hearing-aid casing visually and tests battery, using testing equipment such as voltmeter or multimeter, and replaces parts as necessary; checks components of hearing-aid such as microphone, receiver and volume and tone controls, using stethoscope and listening for particular intermittent sounds to determine nature of defect and/or area of malfunction; places hearing aid in acoustic analyser and activates equipment to test performance in areas such as high-frequency average gain, total harmonic distortion, saturated sound-pressure level and equivalent noise input; records digital readings from analyser, plots graphs and compares diagrams with

manufacturer's specifications to determine condition of hearing aid; performs duties of ELECTRONICS ENGINEERING TECHNICIAN to repair and service hearing aids, using soldering iron, tweezers and miniaturised hand tools; cleans earhook, switches and controls; liaises with Audiologist and submits graphic diagrams of test performance of hearing-aid when necessary.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: J, T;

APT: G(T), N, K, F, M;

INT: 5;

PD: 1a(S), 4(b,c,d), 5a, 6(a,b), 7(a,c,g), 8c;

EC: 1(a,i,l), 6(b,g);

PH: 3b, 4, 5a.

3114.25 SATELLITE RECEIVER TECHNICIAN

Installs, maintains and repairs satellite receiver equipment:

Instructs Structural Steel Fabricator on installation of satellite receiver support structures; consults manufacturers' specifications to obtain information for installation and/or repair of equipment; selects equipment such as amplifier, cable and converter, in preparation for work; installs satellite receiver horn and amplifiers on dish, using hand tools and runs electrical cables to connect dish to monitor and converter; aligns horn assembly to receive satellite signals and obtain optimum reception, using signal meter; makes other appropriate connections between receiver and monitor and installs actuator drive to controller or dish; sets parameters to obtain satellite signals, using calibrating device; tests equipment to ensure efficient functioning and makes appropriate adjustments; inspects and tests equipment to determine nature of malfunction and performs duties of ELECTRONICS ENGINEERING TECHNICIAN to maintain and repair equipment; trains customer in use of equipment.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: J, P, T;

APT: G(T), S, P, K, F, M;

INT: 5;

PD: 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(b,c,e), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,l,m,n), 6b;

PH: 3b.

3114.30 TELECOMMUNICATIONS TECHNICIAN

Installs, monitors and repairs telecommunications systems and equipment by performing any combination of the following duties:

Receives instructions from Telecommunications Engineer; installs transmitters, receivers, microwave and telegraph communications systems and satellite tracking equipment on buildings, at aviation facilities, in vehicles, and at marine installations, with assistance of Rigger, Telecommunications where applicable; installs and maintains navigational aids, direct communication systems linking airports and aircraft, and other telecommunications devices to ensure accuracy of flight, take-off and landing operations; modifies existing navigation equipment for adaptability to air traffic control procedures; monitors operation of systems to ensure maintenance of acceptable transmission/reception quality; observes meter and gauge readings indicating equipment power reception, signal levels and other related factors; checks and interprets audio, visual and computer-generated alarms and acts on fault reports; logs and reports equipment and system faults and failures; performs duties of ELECTRONICS ENGINEERING TECHNICIAN to maintain and repair equipment and adjusts circuits in system if required, to suit traffic needs; maintains log on operational systems; prepares and submits maintenance reports.

May carry out simple repairs on emergency generators and related equipment, supervise installation of electrical equipment and cross-site power and signal cables, commission plant and equipment and assist in training new recruits.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;
TEMP: J, T;
APT: G(T), S, P, F, M;
INT: 5;
PD: 1(a[L,M],b,c,d,e), 2a, 3(a,c,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,d,f,g), 8(a,b,c);
EC: 1(a,b,f,k,m,n), 5a, 6(b,e,g,k), 7a;
PH: 3b.

3114.35 TRAFFIC-LIGHT INSTALLER-REPAIRER

Installs and services traffic-lights:

Programs electronic controllers and conflict monitors to regulate operation of traffic signal according to factors such as speed limits and volume of traffic; casts bolts in concrete for pole installation on site and erects pole to support traffic lights if required; assembles signal heads and installs wiring; cuts road surface to install signal sensors, using loopcutting saw, and seals trench, using caulking gun; operates hydraulic hoist to reach elevated installations if necessary; fits signal head into position, installs bulbs and makes connections; ensures correct functioning of signal; performs duties of ELECTRON-

ICS ENGINEERING TECHNICIAN to service and repair signal installations periodically in workshop.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 5; SVP: 5*;
TEMP: J, T;
APT: G(T), K, F, M;
INT: 5;
PD: 1(a[L],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(b,f,i,m,n), 6(b,g), 7(a,c,h);
PH: 2a, 3b.

3114.40 ENGINEERING TECHNICIAN, RADIO BROADCASTING

Installs, monitors and repairs radio-broadcasting and studio equipment:

Performs duties of ELECTRONICS ENGINEERING TECHNICIAN to install, monitor and repair radio-broadcasting and related equipment such as transmitters, antennae and studio equipment; links transmitters, receivers and audio-processors; ensures maintenance of station output levels, taking corrective measures as necessary; performs related basic electrical installation tasks such as wiring electric plugs and sockets and soldering electrical and solid-state components; completes maintenance report forms; checks problematic outside broadcast sites, makes technical recommendations and assists in setting up equipment.

May modify electrical and electronic circuits under supervision of superior, drive company vehicles to effect maintenance on station equipment and carry out other miscellaneous assigned duties.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 5; SVP: 5*;
TEMP: J, T;
APT: G(T), S, P, K, F, M;
INT: 5;
PD: 1(a[L,M],b,c,d,e), 2a, 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c,d,g), 8(a,b,c);
EC: 1(a,b,h,i,m,n), 6(b,g), 7h;
PH: 3b.

3114.45 TELEVISION BROADCASTING TECHNICIAN

Monitors, maintains and repairs television station equipment:

Receives instructions from superior; checks transmission log, monitors transmission quality and measures radiated signal strength to determine repair requirements; performs

duties of **ELECTRONICS ENGINEERING TECHNICIAN** to repair electronic and electro-mechanical equipment such as audio and videotape recorders, slide projectors, video cameras, transmitters and related equipment; focusses cameras manually and electronically, checks quality of transmitted television picture on station monitor visually and on electro-monitoring equipment and improves quality of corrector; operates field survey meter at outside transmission sites to take light readings and sets up and aligns equipment to ensure optimum picture quality; makes recommendations to studio operating personnel regarding use of equipment; establishes radio communication and microwave and line transmission between outside broadcast site and television station; transmits test signals and monitors broadcast to ensure maintenance of signal and transmission levels; installs cables and ducts and assists in installation and testing of new equipment; carries out routine maintenance and simple repairs on station generator plants.

May drive company vehicles to sites.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 4; **SVP:** 4;
TEMP: V, J, T;
APT: G(T), N, S, K, F, M, C;
INT: 5;
PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,d,e), 5a, 6(a,b), 7(a,b,c,f,g,h), 8(a,b,c);
EC: 1(c,f,h,k,m,n), 2a, 5(a,b), 6(a,b,g,k), 7(c,d,h);
PH: 3b.

3115 MECHANICAL ENGINEERING TECHNICIANS

Workers in this unit group assist with the design, operation, maintenance and installation of machinery, equipment and facilities.

3115.10 MECHANICAL ENGINEERING TECHNICIAN

Assists in installation, testing and maintenance of plant and equipment by performing any combination of the following duties:

Receives directives from Mechanical Engineer or follows standing instructions; sets up and carries out experiments, takes readings, computes calculations, adjusts instruments and mechanical components and records observations; assists in installation and commissioning of new or modified plant and equipment; monitors operations to ensure conformity with production requirements and safety standards; trouble-shoots routine machinery problems and gives technical advice to maintenance personnel; prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 6*;
TEMP: J, T;
APT: G(T), N, S, P, F, M;
INT: 5;
PD: 1(a[L,M],b,c,f), 5a, 6(a,b), 7(a,c), 8(a,b,c));
EC: 1(a,b,h,i,m,n), 5(a,b), 6(b,f), 7(d,h);
PH: 3b.

3115.15 PLANT INSPECTOR

Inspects and tests equipment and materials and repair and maintenance work in industrial plants:

Reads isometric drawings to identify areas requiring inspection; inspects equipment such as columns, vessels, heat exchange equipment, pumps and boilers; recommends repairs and advises on methods when necessary; inspects repaired equipment, ensures that repairs are carried out in accordance with applicable codes and prepares status reports; recommends changes in designs or materials to reduce or eliminate corrosion problems; tests strength of welded seams, using equipment such as flow detector, hammer, ultrasonic tester and gamma ray equipment; conducts mechanical tests on materials; identifies and categorises materials, using chemical and magnetic testing procedures; ensures that condition of vessel conforms to government inspection requirements; maintains data on relief and safety valves and approves changes in valve settings; keeps abreast of all codes and material specifications and advises relevant departments as necessary.

May be designated according to level of responsibility; for example,
SENIOR PLANT INSPECTOR

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 6*;
TEMP: J, T;
APT: G(T), S, P, Q, F, M;
INT: 6;
PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,c,d,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c), 8(a,b);
EC: 1(c,f,h,i,m,n), 2a, 4(a,c), 5(a,b), 6(a,b,g,k), 7(a,b,d,e,f,h,i,j);
PH: 3b.

3115.20 AIR-CONDITIONING AND REFRIGERATION TECHNICIAN

Installs, maintains and repairs industrial, domestic and/or automobile air-conditioning and refrigeration units and systems:

Reviews specifications and liaises with professional su-

terior to determine special requirements; tests systems for operating efficiency, using equipment such as thermometers, tachometers and velocity meters; dismantles malfunctioning equipment and tests components, using devices such as amp probes, volt-meters and leak detectors to diagnose cause and location of defects; repairs, replaces and/or adjusts unit as necessary; supervises installation and routine maintenance of air-conditioning and refrigeration components.

May perform duties of **AIR-CONDITIONING AND REFRIGERATION EQUIPMENT INSTALLER**.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: R, J, T;

APT: G(T), S, P, K, F, M;

INT: 5;

PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,b,f,h,i,m,n), 3a, 5a, 6(b,g,i), 7(c,d,h);

PH: 3b.

3115.25 DOCKING MASTER

Supervises and coordinates activities of workers engaged in docking and refloating of vessels:

Examines structural drawing of vessel to determine size, shape and other specifications; directs docking crew in assembling and positioning of supporting block to accommodate vessel on cradle of dry dock or on platform of floating dock; instructs docking crew to release cable, allowing cradle to travel downwards into water below vessel for dry-docking, or to open flood-gates of floating dock, allowing platform to sink to required depth; receives information from Diver and instructs vessel crew in positioning of vessel over blocks; signals to related personnel to operate winch for pulling cradle and vessel from water onto dry dock, or to close floodgates and pump water from floating dock to refloat platform and raise vessel from water; instructs docking crew to secure vessel on cradle and ensures that tasks are properly executed; supervises refloating of vessel; maintains records of services supplied to ships.

May be designated according to area of specialisation; for example,

DOCKING MASTER, DRY DOCK

DOCKING MASTER, FLOATING DOCK

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, J;

APT: G(C), S, P;

INT: 5;

PD: 1(a[L],b,c), 2(a,b), 4(a,e,f), 5(a,b), 6(a,b), 7(a,b,d,e), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 5(a,b), 6(a,b,h), 7(d,h);

PH: ---.

3115.30 FIELD TECHNICIAN, GAS PIPELINE AND RELATED FACILITIES

Carries out general maintenance, repair and installation work on gas pipeline and related facilities:

Assigns work activities to field crew; carries out maintenance checks on pipeline and associated equipment, conducting corrosion checks, taking cathodic protection/rectifier readings and applying appropriate treatment as necessary; conducts routine pipeline repairs; greases and services moveable parts in pipeline stations, such as valves and pig traps; performs hot-tap and stopple operations; supervises manual pigging operations for in-bore pipeline cleaning.

May be designated according to level of responsibility; for example,

FIELD TECHNICIAN, GAS PIPELINE AND RELATED FACILITIES I/II

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;

TEMP: S, J, T;

APT: G(T), P, Q, K, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,c,d,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(b,h,i,m,n), 4(a,b), 5a, 6(a,b,d,e,f,h), 7(a,c,d,e,f,h,j);

PH: 3b.

3117 MINING AND METALLURGICAL TECHNICIANS

Workers in this unit group carry out analyses and tests under direction and supervision of relevant professionals to assist in geological and mining operations.

3117.15 PETROLEUM ENGINEERING TECHNICIAN/Professional Assistant, Petroleum Industry

Carries out on- and off-shore tests and surveys and maintains records pertinent to petroleum exploration operations:

Receives instructions concerning assigned tasks from Petroleum Engineer; checks well pressure, temperature, fluid levels, gas lift performance and metal fixtures for corrosion; performs required tests, using aids such as

planimeter, potentiometer and water quality kit; analyses pressure charts, using chart reader; maintains calculations and records findings, observations and test results; monitors gas meter calibrations on company's behalf; maintains inventory of equipment; prepares reports on production activities and special projects for submission to superior; performs other clerical duties as required.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;
TEMP: J, T;
APT: G(T), N, Q, M;
INT: 2;
PD: 1a(L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 6b, 7(a,f,h);
PH: 3b.

3117.20 CORE ANALYST

Conducts mineralogical, geochemical and physical analyses of oilwell core samples and performs related laboratory testing services:

Cleans samples of well core by scraping off mud and gives *lithological* description of sample; filtrates sample and scrutinises under ultraviolet lamp to determine whether colour indicates presence of oil-bearing formation; takes scrapings of samples, scrutinises scrapings under microscope to check grain size, and conducts tests to determine presence of calcium carbonate and hydrocarbons; places sample in mercury vapour pump to obtain gas reading and determine level of gas in formation; performs specific gravity test to determine volume of oil and water; makes sample plug, seals with wax, places in drying oven and measures with calipers to calculate porosity; places sample in permeameter and takes readings to determine permeability; carries out sieve analysis to check grain-size percentages; identifies material composition of sample; slices full hole core samples longitudinally, using power saw, and preserves them for transportation; records relevant data on all tests; prepares distilled water and standard laboratory solutions.

May collect core, gas or oil samples in oilfields and calibrate temperature and pressure survey bombs.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
TEMP: R, J, T;
APT: G(T), N, Q, K, F, M;
INT: 2;
PD: 1(a[L],b,c,d,e), 3(a,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,f), 8(a,b,c);
EC: 1(a,i,n), 6a, 7(a,e);
PH: 2a, 3b, 4.

3117.25 METALLURGICAL TECHNICIAN/ Laboratory Technician, Metals

Examines and tests metals for product development and quality control standards and investigates metallurgical problems:

Sets up equipment such as universal, upset and impact testing machines; cuts and prepares metal specimens according to specifications; measures dimensions, using scales and micrometers; carries out tests to determine physical properties of metals such as yield, tensile strength, elongation and ductility; prepares samples by cutting, mounting, grinding, polishing and etching and carries out microscopic examination to determine their porosity, homogeneity, crystal structure and other characteristics; takes photographs and photomicrographs of samples for record-keeping purposes; examines metal samples with ultrasonic and other non-destructive testing equipment to detect fractures, inclusions and similar defects; tests metal coatings for thickness, uniformity, corrosion resistance and hardness; performs heat treatment operations on metals to impart specified metallurgical properties and tests samples to determine effect of treatment; observes and records test results; compares findings with prescribed standards and performs necessary calculations; prepares reports on testing of samples; performs minor servicing and repairs of laboratory equipment.

May perform site tests, using portable testing equipment.

May be designated according to area of specialisation; for example,

MECHANICAL TESTER
METALLOGRAPHIC TECHNICIAN

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;
TEMP: R, J, T;
APT: G(T), N, P, Q, M;
INT: 2, 5;
PD: 1(a[L],b,c,d,e), 3(a,e), 4(a,b,f), 5a, 6a, 7(a,c,d), 8(a,b);
EC: 1(a,b,i,m,n), 6(b,e,f,g,h), 7(a,d);
PH: 2a, 3b, 4.

3117.30 DIRECTIONAL SURVEY TECHNICIAN, PETROLEUM INDUSTRY

Conducts directional surveys of oil well boreholes to obtain data prior to drilling operations:

Receives and reviews information from client about nature of operation, such as estimated angle of hole to be drilled and well environment; prepares kit containing

necessary instruments for specified job; sets up gyroscope, runs into holes, and takes survey photographs at pre-determined intervals; develops film, takes readings, makes calculations on findings and completes job forms, indicating angle of hole, direction of angle and other pertinent data; obtains computer printout of information if using computerised gyroscope; submits copies of results to drilling rig and office personnel; submits film to engineering personnel for verification of findings; inserts computerised steering tool into borehole and monitors printout during drilling of deviated oil wells to ensure correct angle and direction of drilling; provides information to **Directional Drilling Operator, Oilwell** and trouble-shoots as required; cleans and stores equipment after use, carries out minor repairs and prepares instrument performance reports.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: R, J, T;

APT: G(T), N, Q, F, M;

INT: 2;

PD: 1(a[L],b,c,d,e), 2(a,b), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,k,n), 5a, 6(a,b,c,j), 7h;

PH: 3b.

3117.35 DRILLING FLUIDS TECHNICIAN

Plans drilling fluid programmes for use in drilling oil wells:

Plans mud systems for drilling oil wells, stipulating composition of mud for different conditions in borehole, based on requirements stated in oilwell programmes; recommends measures to seal off lost circulation zones to prevent hazards; supervises mixing of drilling fluids, tests fluid samples periodically to determine density and chemical balance and recommends necessary adjustments to mud composition to maintain correct density, viscosity and rheological properties; supervises drilling fluids programme at critical phases, such as at penetration of high pressure zones; ensures maintenance of adequate supplies of fluids and lost circulation materials; instructs employees in safe and correct methods of handling chemicals used in preparation of mud; calculates and maintains records concerning use and costs of drilling fluid in company operations, and cost of materials and mechanical solid; makes recommendations to increase safety, economy and efficiency of operations; prepares graphs comparing depth and mud weight on each well for use in planning mud programmes for projected wells in area.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 3; SVP: 6;

TEMP: D, J, T;

APT: G(T), N, Q;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(c,k,n), 4a, 5(a,b), 6(a,b,d,e,f), 7(a,c,d,e,h);

PH:

3117.40 GEOLOGIST ASSISTANT

Assists professional staff in performance of technical tasks relating to geological and mining operations:

Provides general assistance to **GEOLOGIST** with geological surveys, material, evaluation and other related duties; prepares geological slides; performs gravimetric separation of rock particles; makes preliminary analyses of rock samples and catalogues and stores them; maintains laboratory equipment and ensures implementation of repairs; assists **Mining Inspector** in performance of field duties and keeping records of quarries on State lands and other places.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 4; SVP: 2;

TEMP: J, T;

APT: G(T), N, S, P, Q, F, M, C;

INT: 2;

PD: 1a(M,H), 2a, 3(a,c,d), 4(a,b,d), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(c,i,m,n), 2a, 4a, 6a, 7(c,d);

PH: 2a, 3b.

3118 TECHNICAL DRAUGHTERS

Workers in this unit group prepare maps and illustrations from sketches, measurements and other data.

3118.05 DRAUGHTING SUPERVISOR

Organises, plans and directs activities of drawing office:

Plans jobs according to directives from superiors and ensures implementation by subordinate staff; prepares sketch plans, routine designs and more complex drawings; discusses standards and specifications necessary for preparation of drawings with subordinate staff; keeps abreast of new draughting techniques and recommends systems to improve efficiency and cost effectiveness; prepares confidential reports on and participates in training and development of staff supervised; holds discussions and meetings with staff to obtain feedback on progress of projects to establish priorities; prepares work assignments and estimates cost and length of projects; keeps related records and prepares reports on operations of office; ensures adequate supplies of materials and schedules repair and maintenance of drawing office equipment; plans displays of office work for schools, clients, government offices and the public.

May assist in staff recruitment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;

TEMP: D, P, J, T;

APT: G(T), N, S, P, Q, K, M;

INT: 7;

PD: 1a(S), 3a, 4(a,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3b.

3118.07 BOUNDARIES OFFICER

Prepares and supervises preparation of electoral and registration maps to show boundaries of electoral polling divisions:

Compiles maps from cadastral sheets and writes boundary descriptions to show outlines of registration areas and electoral districts and demarcation of registration units; makes field visits to identify natural boundaries such as roads and rivers and prepares drawings and notes; conducts aerial surveys to collect data for preparation of maps; supervises subordinates involved in preparation of electoral and registration maps, performing duties of **Draughting Supervisor**; liaises with internal and external printing personnel to ensure correct reproduction of maps; collaborates with and assists **Electoral Registration Officers** in reconciling polling and other electoral divisions as indicated by drawings with actual locations; prepares comparative tables showing distribution of polling divisions according to electoral districts.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 5; SVP: 6*;

TEMP: J, T;

APT: G(T), N, S, P, Q, K, F;

INT: 5, 7;

PD: 1a(S,L), 4(b,c,f), 5a, 6a, 7(a,b,c,d,e,g), 8(a,b,c);

EC: 1(a,b,g,i,j,m,n), 7(c,h);

PH: 3b.

3118.10 DRAUGHTER

Prepares detail drawings from sketches, specifications and notes of relevant professional:

Reviews preliminary sketches, instructions, notes and specifications of **Architects, Engineers, Land Surveyors** and other specialists in construction, engineering, planning and survey-related fields; makes calculations, consults reference material and makes site visits where necessary; selects scales and prepares drawings for approval, using draughting instruments and machines or computer-assisted draughting equipment and software; submits drawings and revises them as required in consultation with relevant professional and technical superior.

May be designated according to level of responsibility; for example,

DRAUGHTER I/II

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: J, T;

APT: G(T), N, S, P, Q, F, M, C;

INT: 5;

PD: 1a(S), 3a, 4(b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,b,i,n);

PH: 2a, 3b, 4, 5a.

3118.15 GEOLOGICAL DRAUGHTER

Prepares maps and detail drawings to be used in petroleum exploration:

Performs duties of **DRAUGHTER**; draws subsurface contours and cross-sections of rock formations to display geological and geophysical interpretations; plots maps indicating location of wells and platforms, and production and storage facilities; prepares bathymetric maps to indicate gradient of sea floor; draws and updates lease maps showing current company holdings, areas proposed for leasing and open acreages; prepares charts, slides or other graphic art illustrations for promotional and informative exhibitions and presentations related to oil industry.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 6*;

TEMP: J, T;

APT: G(T), N, S, P, F, M;

INT: 7;

PD: 1a(S), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3(a,b), 4, 5a.

3118.20 ENGINEERING DRAUGHTER/

Mechanical Draughter

Prepares engineering, assembly and working drawings of mechanical products and systems from sketches and specifications:

Performs duties of **DRAUGHTER**; prepares concept and design drawings and detail engineering, assembly and working drawings of products and systems such as tools, dies, moulds, air-conditioning and piping systems, pumps and conveyors to indicate finishes, dimensions, tolerances, standard installations and other specifications.

May meet with design team to discuss project and visit client to obtain specifications.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 5*;
TEMP: J, T;
APT: G(T), N, S, P, K, F, M;
INT: 1, 5;
PD: 1a(S,L), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4, 5a.

3118.25 CIVIL ENGINEERING DRAUGHTER

Prepares detail drawings for use in civil engineering projects:

Performs duties of **DRAUGHTER**; prepares detail drawings showing man-made features such as culverts, bridges, drains, roads, water sources and supply mains for civil engineering works and property development purposes; plots traverses, sections, contours and other physical features of area surveyed for topographical drawings.

May perform duties of **STRUCTURAL DRAUGHTER** and **SURVEY DRAUGHTER**.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 5*;
TEMP: J, T;
APT: G(T), N, S, P, Q, F, M;
INT: 5;
PD: 1a(S,L), 3a, 4(b,c,d), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,b,i,n);
PH: 2a, 3b, 4, 5a.

3118.30 ARCHITECTURAL DRAUGHTER

Prepares detail drawings showing architectural features of building:

Performs duties of **DRAUGHTER**; drafts preliminary sketches showing proposed internal and external building features as directed by **Architect** or other professional and submits for approval; prepares working drawings showing structural details, floor plans, sections, elevations, electrical and plumbing layout, fixtures and fittings and sewage systems or soakaways.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 5*;
TEMP: J, T;
APT: G(T), N, S, P, Q, F, M;
INT: 5;
PD: 1a(S), 3a, 4(b,c,d), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,b,i,m,n);
PH: 2a, 3b, 4.

3118.35 ELECTRICAL DRAUGHTER

Prepares detail drawings, diagrams and schematics of electrical controls and circuits:

Performs duties of **DRAUGHTER**; prepares preliminary draft of required electrical control system for review by client and **Electrical Design Engineer**; produces detail layout drawings, wiring diagrams and schematics of electrical system in accordance with standard codes and practices to highlight features such as installation details, dimensions and components.

May design and lay out simple electrical systems, and prepare cost estimates of electrical components as identified in drawings.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 5*;
TEMP: J, T;
APT: G(T), N, S, P, K, F, M;
INT: 1, 5;
PD: 1a(S,L), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4.

3118.40 STRUCTURAL DRAUGHTER

Prepares plans, elevations and detail drawings to be used in assembly of structures:

Performs duties of **DRAUGHTER**; draws plans and details for structures made of reinforced concrete, steel, wood and other construction materials; calculates and plots size and length of steel beams, position of holes in beams, points of bending and other dimensions and spacing for structural elements; draws plans and details of foundation, building frame, floor, roof framing, holding bolts and other structural components; describes type and strength of concrete to be used.

May provide advice to **Building Contractor** on positioning of steel in keeping with specifications.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 4*;
TEMP: J, T;
APT: G(T), N, S, P, Q, K, F, M;
INT: 5;
PD: 1a(S), 3a, 4(b,c,d), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4, 5a.

3118.45 SURVEY DRAUGHTER

Prepares maps, plans and charts to show boundaries and

features and denote land status by performing any combination of the following duties:

Performs duties of **DRAUGHTER**; researches data and updates maps, using materials such as aerial photographs, base maps and field sheets; prepares data-collection instruments for use by professional personnel; draws maps and charts and prepares for printing by scribing images, preparing overlays, imposing negatives onto overlays and using colour coordination techniques; submits maps for reproduction; prepares and updates survey plans for purposes such as change of ownership, valuation and property development; *hatches* specified areas on drawing to highlight details; colours sections of plan, in conformity with land survey ordinances, indicating particular features and status of land such as area surveyed, water courses, roads and ownership.

May check ownership records and prepare status reports for land areas to be leased and purchased.

May be designated according to area of specialisation; for example,

CADASTRAL DRAUGHTER
CARTOGRAPHIC DRAUGHTER
TOPOGRAPHICAL DRAUGHTER

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 4*;
TEMP: J, T;
APT: G(T), N, S, P, Q, K, F, M, C;
INT: 5;
PD: 1a(S,L), 3a, 4(b,c,d), 5a, 6a, 7(a,c,d,g), 8(a,b,g);
EC: 1(a,b,i,m,n);
PH: 2a, 3b, 4.

3119 OTHER PHYSICAL SCIENCE AND ENGINEERING TECHNICIANS

Workers in this unit group assist in data collection and providing technical assistance regarding planning and development of production plant schedules, preparation of cost estimates and bills of quantities and duties not assigned to other associate professionals in the physical and engineering science area.

3119.15 BREWERY TECHNOLOGIST

Conducts research and advises on equipment use and processes in brewing:

Plans and controls production schedules and processes and arranges for testing of raw materials such as malt, hops and yeast; develops or adapts new or established procedures to improve flavour and appearance of beer, malt and stout; formulates quantities of materials and

additives to be used in specific brewing programmes and prepares process specifications to ensure consistent or improved quality; designs or modifies plant and equipment and liaises with **Chemist** and **Mechanical Engineer** to coordinate operation and product testing at specified stages of brewing process; prepares reports recommending modifications to or acquisition of equipment for submission to management personnel; prepares formulae and brewing processes; directs and supervises work of **Brewhouse Operators**.

May specialise in a particular stage of brewing such as malting or fermenting.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 5; **SVP:** 6*;
TEMP: D, P, J, T;
APT: G(T), S, P;
INT: 2, 5;
PD: 1a(L), 2a, 3(a,c), 4(a,b,f), 5a, 6a, 7(a,d,g), 8(a,b,g);
EC: 1(a,i,m,n), 2a, 4(a,b), 6(a,i), 7b;
PH: 2a, 3b, 4.

3119.20 PLANNER-SCHEDULER, PRODUCTION AND MAINTENANCE

Plans activities and prepares work schedules for production and maintenance functions of industrial plant:

Registers and reviews incoming work orders and requests for maintenance and repair jobs; clarifies nature of problems with workshops as needed; estimates manpower, material and time required for jobs; ensures availability of relevant equipment, drawings and information prior to scheduling of planned work and issues requisitions as required; prepares time schedules and job cards; monitors progress of jobs and discusses problems with workshop staff or outside contractors; visits job areas to inspect shut-down equipment as necessary and collect information from personnel on site; documents actual times taken on jobs and material and manpower used, updating data manuals where applicable; maintains preventive maintenance schedule for workshop plant and equipment; monitors productivity and utilisation of maintenance resources; maintains records of work orders, manufacturing drawings and equipment histories and prepares reports.

May maintain intermediate spare-part stores, organise specialised equipment checks, draft standard procedures for major recurring jobs and estimate job costs.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 5; **SVP:** 5*;

TEMP: J, T;
 APT: G(T), N, Q, K;
 INT: 7;
 PD: 1a(L), 2(a,b), 3(a,c,d,e), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(c,i,k,f,h,m,n), 2a, 5a, 6(a,b,h), 7c;
 PH: 3b.

3119.25 BOAT DESIGNER

Designs boats and coordinates construction work:

Liaises with customer to ascertain proposed use of boat and determine design requirements; collaborates with engineering personnel, consults manuals and checks specifications to obtain design information; designs individual sections of boat, such as deck, chine and keel, and prepares working drawings, modifying design as necessary; requisitions materials for construction; assists in laying out of sections of boat according to design requirements; liaises with engineering personnel to facilitate electrical and mechanical installations on boat; monitors construction to ensure adherence to design specifications, and recommends and initiates modifications during construction.

May perform duties of FIBREGLASS LAMINATOR.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;
 TEMP: P, J, T;
 APT: G(T), N, S, P, Q, F, M;
 INT: 5;
 PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 3b.

3119.30 QUANTITY SURVEYING TECHNICIAN

Assists relevant professional in ascertaining cost and/or value of construction projects by performing any combination of the following duties:

Carries out simple surveys of site and existing buildings; takes quantities from drawings of Architect and Civil Engineer, Building Construction; collects cost data pertaining to labour, equipment and material and carries out preliminary exercises involved in preparation of bills of quantities or contract bids; measures scheduled works and alterations on site during construction period, checks invoices and wage sheets where applicable and prices items to assist Quantity Surveyor in preparation of interim and final valuation reports or claims.

May perform duties of CONSTRUCTION ESTIMATOR if attached to construction firm.

OCCUPATIONAL PROFILE

DPT: 461; ETD: 5; SVP: 5*;
 TEMP: R, J, T;
 APT: G(T), N, S, P, Q;
 INT: 7;
 PD: 1a(S,L), 3(c,e), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,b,i,n), 7(c,h);
 PH: 2a, 3b, 4.

3119.35 TOWN PLANNING ASSISTANT

Collects and records data to be used for socio-economic and physical planning purposes:

Consults with draughting personnel to obtain maps of area to be surveyed; examines aerial photographs and other data and updates maps; visits sites prior to and during surveying; collects data to be used in planning general land use, infrastructural requirements and social facilities and records information on maps, forms and diagrams; prepares statistical data in tabulated or graphic form; liaises with personnel from governmental and other agencies to obtain information and assist in preparation of plans; operates computer to record data if required; handles more complex assignments and performs supervisory duties at senior level.

May be designated according to level of responsibility; for example,
 TOWN PLANNING ASSISTANT I/II

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: P, J, T;
 APT: G(C), N, S, P, Q, C;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6a, 7(a,c,d,e,g), 8(a,b,c);
 EC: 1(a,b,i,m,n), 7h;
 PH: 2a, 3b,

3119.40 TRAFFIC TECHNICIAN

Collects and analyses data for use in development or modification of traffic management plans:

Conducts field surveys of vehicular and pedestrian traffic and monitors effectiveness of automatic traffic signals and other control devices; prepares graphs and charts of traffic survey data and collects, decodes and tabulates data from automatic traffic recording machines to assist in preparation and implementation of plans to curb traffic congestion; assists in supervising installation of traffic signs, signals and other structures and monitoring their maintenance by responsible firms; collects accident statistics and performs preliminary analyses to identify common causes and make recommendations for reme-

dial measures; inspects proposed roadways prior to temporary diversion of vehicular traffic and reports to Traffic Engineer or other technical superior on feasibility of diversion; performs supervisory duties at senior level.

May be designated according to level of responsibility; for example,
TRAFFIC TECHNICIAN I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 2;

TEMP: J, T;

APT: G(T), N, P, Q;

INT: 7;

PD: 1a(L,M), 3a, 4f, 5a, 6a, 7(a,b,c,d,e), 8(a,b,c);

EC: 1(c,i,m,n), 7(a,c,h);

PH: 2a, 3b.

312 COMPUTER PROGRAMMERS AND EQUIPMENT CONTROLLERS

Workers in this minor group prepare programs to control the automatic processing of data by computers and operate the equipment used in the automatic processing of data.

3121 COMPUTER PROGRAMMERS

Workers in this unit group provide assistance to users of micro computers and software systems.

3121.15 COMPUTER PROGRAMMER

Writes programs in required computer language for processing information, using electronic-data-processing methods and techniques:

Analyses data-processing design specifications developed by Systems Analyst to formulate program modules; defines logic of each module to attain desired results; codes program in appropriate data-processing language; keys in program and coded data on computer terminals; tests program functions and checks computer output for errors, modifying program as necessary; maintains documentation of program logic and documents operational procedure for Computer Operator to perform production runs; modifies existing programs to meet changing user requirements; prepares job progress reports; performs supervisory duties at senior level.

May liaise with user departments to make program maintenance changes and research solutions to program-related problems.

May be designated according to level of responsibility;

for example,

COMPUTER PROGRAMMER I/II

SENIOR COMPUTER PROGRAMMER

OCCUPATIONAL PROFILE

DPT: 264; ETD: 5; SVP: 4*;

TEMP: J, T;

APT: G(T), V, N, Q;

INT: 11;

PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2a, 3b, 4, 5a.

3122 COMPUTEREQUIPMENT CONTROLLERS

Workers in this unit group operate and control peripheral and related computer equipment.

3122.05 SUPERVISOR, ELECTRONIC DATA PROCESSING/Supervisor, Computer Operations

Supervises electronic processing of data and ensures maintenance of proper safeguards and records:

Confers with superior to receive and discuss work assignments; determines sequence of data-processing activities and advises on feasibility of programs from operational point of view; assigns duties, instructs operating personnel in use of programme and advises on factors such as availability of memory and release of unwanted items; supervises movement of documents, data entry and processing and production of tabulations, ensuring adherence to specifications; operates computer to test programmes or to locate and overcome error conditions; reports and requests assistance in dealing with hardware problems; ensures creation of back-up copies and security of data-storage media; ensures proper control of new and used computer stock and stationery and reviews reports on rate of use; responds to queries on work-in-progress and availability of data; prepares reports on matters such as time spent on specific jobs and worker performance or reviews reports prepared by others.

May establish system of data control, route data rejected by computers back to data source and document errors and corrective action taken.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, J, T;

APT: G(T), V, N, P, Q, K;

INT: 7;

PD: 1(a[S,L],d,e), 4(b,c,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,k,m,n), 5a;

PH: 2a, 3b, 4.

3122.10 COMPUTER OPERATOR

Operates and controls computer to process business, scientific, engineering and/or other data according to operating instructions:

Examines, classifies and gives priority to assignments according to instructions and type of documentation to facilitate speedy processing; sets control switches on computer and peripheral equipment such as graph plotter and/or line printer to integrate and operate equipment according to programs utilised; selects and loads input and output units with material such as disks or tapes and paper for operating run; operates equipment to process data as assigned; monitors jobs being processed and observes equipment or control panel on computer console for error lights, error messages, stoppages and faulty output; inputs necessary commands to correct error or failure and resume operation; clears system at end of operating run and reviews assignment listing to determine next job; removes, separates and sorts printed output at end of run; records operating data such as on-line time, reference number and subject matter; performs routine maintenance of computer and peripheral equipment.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 5; SVP: 4*;

TEMP: R, J, T;

APT: G(T), Q, V, M;

INT: 7;

PD: 1(a[L,M],b,c,d,e), 3a, 4(b,c,f), 5a, 6a, 7(a,c,f), 8(a,b,c);

EC: 1(a,k,n);

PH: 2a, 3b

313 OPTICAL AND ELECTRONIC EQUIPMENT CONTROLLERS

Workers in this minor group take photographs and direct and operate motion picture and television cameras; operate radio and television broadcasting equipment; install and operate sound-recording and amplifying apparatus and operate cinema projectors; operate medical equipment for diagnostic and therapeutic treatment of patients.

3131 PHOTOGRAPHERS AND OTHER IMAGE- AND SOUND-RECORDING EQUIPMENT CONTROLLERS

Workers in this unit group take photographs and operate motion-picture and video cameras and other equipment to record and edit images and sound.

3131.15 FILM PRODUCTION OFFICER

Carries out camera work and performs editing and/or sound-recording functions for documentary film productions:

Accompanies superior to assigned filming site to decide on optimum positions for camera and microphone and types of equipment required for project; solves potential technical problems; receives shooting schedule from superior and organises activities and equipment accordingly; packs equipment into transporting vehicle and unloads at site; prepares camera slates for shooting of film and adjusts and films slates before each shooting sequence for identification and editing purposes; performs duties of camera and audio equipment operating personnel and/or of FILM/VIDEOTAPE EDITOR as required; prepares film-shot list after editing, and rough cut of printed film for viewing and evaluation by relevant personnel; prepares dubbing sheet, listing film edge numbers and types of shots, and detailing desired commentary and sound effects; lays sound-track and operates synchroniser to record verbal elements, music and sound effects and prepares fine cut of film for approval by relevant personnel; monitors final mixing of sound and film at overseas location; performs routine servicing and minor repair of equipment and recommends purchase of new equipment.

OCCUPATIONAL PROFILE:

DPT: 261; ETD: 5; SVP: 6*;

TEMP: P, S, J, T;

APT: G(T), S, P, Q, K, F, M, C;

INT: 1, 5;

PD: 1(a[L],b,c,d,e,h), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,b,c,d,e,f,g,h), 8(a,b,c);

EC: 1(c,f,g,h,i,j,m,n), 6(a,e), 7(a,b,i);

PH: 3b.

3131.17 COMMERCIAL PHOTOGRAPHER

Takes photographs for commercial purposes according to clients' specifications:

Performs duties of PHOTOGRAPHER; confers with advertising personnel such as Display Designer-Maker to arrive at motivational theme in required photographs; selects and arranges items to be photographed where possible and/or poses model to promote or advertise clients' products or services; takes photographs, changing variable controls and poses of model to produce range of pictures consistent with client's purposes; directs ancillary staff to position subject, props and equipment as required.

May perform duties of PHOTOGRAPHIC DARK-ROOM ATTENDANT.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;

TEMP: P, J, F;

APT: G(T), P, F, M, C;

INT: 1, 5;

PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(a,b,e,f), 5a, 6a,
7(a,c,d,g), 8(a,b,c);

EC: 1(a,b,i,j,n), 7h;

PH: 2a, 3b.

3131.19 GEOLOGICAL PHOTOGRAPHER

Photographs and processes documentary geological data and other material:

Performs duties of **PHOTOGRAPHER**; photographs documentary data such as maps, plans, well logs, seismic record sections, graphs, display cards and archives for reproduction work; performs duties of **PHOTOGRAPHIC DARKROOM ATTENDANT** to process negatives and produce photoprints, film transparencies, slides, blueprint and other formats to required specifications; records, dispatches, files and indexes photographic work; maintains photographic equipment and material.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(T), P, Q, F, M;

INT: 5;

PD: 1(a[L],b,c), 4(a,b,g,h), 5a, 6a, 7(a,g,h), 8(a,b,g);

EC: 1(a,i,n), 4a, 6e, 7(a,b,i);

PH: 2a, 3b, 4.

3131.21 POLICE PHOTOGRAPHER

Takes photographs of persons, situations and exhibits to establish and preserve evidence for use in crime detection:

Visits scene of suspected crime, following instructions from senior Police Officer or acting on own initiative; performs duties of **PHOTOGRAPHER**; photographs corpses, fingerprints and other evidence such as markings on surfaces, paintwork or other items, to facilitate investigation; takes photographs of criminals for identification files; performs duties of **PHOTOGRAPHIC DARKROOM ATTENDANT** to produce pictures in specified formats; labels, files and retains photographs as required.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(T), P, Q, F, M;

INT: 4, 5;

PD: 1(a[L],b,c), 2a, 3(a,c,e), 4(a,b,g,f), 5a, 6a,
7(a,c,g,h), 8(a,b,c);

EC: 1(c,k,n), 4a, 6e, 7(b,c,d,h,i);

PH: 3b.

3131.23 FORENSIC PHOTOGRAPHER

Takes photographs of specimens and exhibits to establish and preserve evidence for use in solving crimes:

Receives instructions from Forensic Pathologist or regarding photographs to be taken in laboratory or at scene of suspected crime; selects camera, film and accessories and positions specimen or exhibit to reveal essential details where permissible; sets up camera and lighting accordingly and trips shutter to take photograph; travels to scene of suspected crime to photograph setting and items to be removed for laboratory testing; utilises infra-red and ultraviolet-light photography techniques to record evidence of normally invisible phenomena; performs duties of **PHOTOGRAPHIC DARKROOM ATTENDANT** to make prints and transparencies; prepares photographic evidence for use by law enforcement personnel and attends court to give evidence as required; maintains equipment, records and files.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(T), P, F, M;

INT: 5;

PD: 1(a[L,M],b,c), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a,
7(a,c,g,h), 8(a,b,c);

EC: 1(c,i,n), 4a, 6e, 7(b,c,d,h,i);

PH: 2a, 3b.

3131.25 FILM/VIDEOTAPE EDITOR

Operates editing equipment to edit filmed or videotaped material:

Views material on monitor screen to check suitability for use, following established guidelines; operates editing equipment to remove undesired footage, splice in footage and/or commercial breaks, dub filmed material onto videocassettes and produce required length of tape or film; edits material to achieve desired mood, pace and artistic and special effects and arranges according to desired sequence, in consultation with relevant personnel; operates equipment to synchronise sound and add music and other background effects; evaluates film or tape in conjunction with production and or other personnel; re-edits material as necessary to prepare fine cut for final processing.

May train new recruits in editing techniques.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 3; SVP: 3;
 TEMP: R, S, J, T;
 APT: G(T), P, K, F, M;
 INT: 1, 5;
 PD: 1a(S), 4(a,b,c,e), 5a, 6(a,b), 7(a,c,g,h), 8c;
 EC: 1(a,i,n), 5a, 6g, 7(a,h);
 PH: 3b, 4, 5a.

3131.27 VIDEO-CAMERA OPERATOR

Films videotape footage for programme transmission and other purposes:

Scrutinises assignment sheet and/or holds discussions with supervisory personnel on material to be taped, story line of project and type of shots needed on location; sets up, loads and operates video camera to tape required footage at indoor and outdoor locations, adjusting camera focus and changing lens filters as necessary; operates lighting to illuminate subjects where applicable and hooks up microphones to camera if necessary; monitors sound of footage being taped through headsets, and quality of picture on camera monitor; unloads videotape from camera and forwards to relevant personnel for editing.

May check taping locations to determine suitability, assist in editing of tape and carry out simple maintenance of equipment.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 3;
 TEMP: J;
 APT: G(T), F, M;
 INT: 1, 5;
 PD: 1(a[L],b,c), 2(a,b), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,b,c,d,e,f,g,h), 8(a,b);
 EC: 1(c,f,h,i,j,k,m,n), 7b;
 PH: 3b.

3131.29 PHOTOGRAPHER

Photographs subject, using still camera and photographic accessories:

Liaises with customer or superior to ascertain particulars of required photograph; selects and assembles equipment in studio or on location; views subject in setting and plans composition by posing subject and arranging subject material; moves camera into position to capture desired effect; estimates light intensity or measures light, using light meter, and sets up artificial lighting such as electronic flash or photo-flood lamps if necessary; views subject and adjusts camera focus to obtain desired image; sets lens aperture and shutter speed, considering factors

such as film speed, subject motion and light intensity; trips shutter to expose photographic film and take photograph.

May direct and instruct ancillary staff and perform duties of **PHOTOGRAPHIC DARKROOM ATTENDANT**.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 3;
 TEMP: P, J;
 APT: G(T), P, F, M, C;
 INT: 1, 5;
 PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(a,b,c,f), 5a, 6a, 7(a,b,c,d,e,f,g,h), 8(a,b,c);
 EC: 1(c,i,j,m,n), 7(h,i);
 PH: 2a, 3b.

3131.31 PRESS PHOTOGRAPHER

Provides photographic coverage of newsworthy events and/or subjects for use in newspapers and other publications:

Receives assignments from superior and attends assigned events; performs duties of **PHOTOGRAPHER**; notes relevant information regarding photographic subjects for picture-captioning purposes; forwards film and caption list for processing.

May perform duties of **PHOTOGRAPHIC DARKROOM ATTENDANT**.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 3;
 TEMP: P, J;
 APT: G(T), P, F, M, C;
 INT: 1, 5;
 PD: 1(a[L],b,c), 2a, 3(a,c), 4(b,c,e,f), 5a, 6a, 7(a,b,c,d,e,f,g,h), 8(a,b,c);
 EC: 1(c,k,m,n), 6(a,b), 7h;
 PH: 2a, 3b.

3131.33 RECORDING ENGINEER

Operates equipment in recording studio to record musical and other performances:

Directs Instrumentalist or other personnel in studio on positioning of musical instruments; positions microphones in proximity to instruments and performers to obtain desired effects; tests functioning of recording equipment; calibrates equipment to ensure that appropriate musical quality and tone are recorded on individual sound tracks; loads recording equipment with blank tape and activates equipment; instructs artiste to begin performance and listens to incoming sound through speakers or

headphones; interprets meter readings at equipment control board to ascertain response from individual sound tracks; sets audio board in mix-down mode to begin mixing process; listens to music recorded on individual tracks, adjusts sound levels and tone and adds effects as required; mixes and edits music from several recording tracks to produce master tape; cleans equipment with appropriate solution.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 6;

TEMP: P, J, T;

APT: G(T), F, M;

INT: 1, 5;

PD: 1(a[S],b), 3a, 4(a,b,c), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,k,l,m,n), 5(a,b);

PH: 3b, 4.

3131.35 MEDICAL PHOTOGRAPHER

Takes photographs of medical specimens and phenomena for recording, publishing and teaching purposes:

Receives assignments and instructions from medical officer; verifies working condition of camera and loads with appropriate film; photographs anatomical structures and medical conditions for records, to compare patient's condition before, during and after treatment and provide evidence in court cases; photographs blood and tissue cells and other matter, using appropriate accessories to record visible structural changes; operates video camera to record medical procedures; performs duties of PHOTOGRAPHIC DARKROOM ATTENDANT to produce prints and other specified formats; operates film and slide projectors and video-recording equipment as required by medical personnel; records, despatches, files and indexes photographic work; maintains photographic equipment and material.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(T), P, F, Q, M, C;

INT: 5;

PD: 1(a[L],b,c), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,l,n), 4a, 6e, 7(b,h,i);

PH: 2a, 3b.

3131.37 SOUND TECHNICIAN, MUSIC BAND/ Sound Engineer

Operates equipment to regulate volume and quality of sound output during music-band performances:

Analyses musical pieces to determine sound requirements; examines premises to determine suitable locations for speakers; directs placement of microphones to obtain optimum acoustical effects; positions control panel at specified distance from orchestra to monitor and mix musical sounds; checks working order of equipment, ensuring that connections are firmly made; operates controls during performances to adjust musical sound from individual microphones, highlighting voices and instruments to be featured during performance of band; monitors volume indicator and sound relayed through headphones and regulates volume and tone of sound as necessary.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 2; SVP: 4;

TEMP: P, S, J;

APT: G(T), F, M;

INT: 1, 5;

PD: 1(a[S],b), 4(a,b,c), 5a, 6(a,b), 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n), 5(a,b), 7i;

PH: 3b, 4.

3131.39 AUDIO EQUIPMENT OPERATOR, FILM/VIDEO PRODUCTION

Operates recording equipment to record sound for film or video productions:

Receives work assignments and information regarding equipment needs from superior; sets up sound-recording equipment such as mixers, microphones and recorders on site, and positions personal microphones; checks working order of equipment, ensuring that connections are firmly made; monitors and balances sound levels and eliminates extraneous sound during recording by scrutinising equipment meters and adjusting controls; dismantles and removes equipment at end of recording session.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), F, M;

INT: 5;

PD: 1(a[L],b,c), 2a, 3a, 4(a,b,c), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(c,i,m,n), 7h;

PH: 1a, 3b.

3131.41 VIDEOTAPE RECORDING EQUIPMENT OPERATOR

Operates videotape recording equipment to record programmes for television:

Loads tape reel or cassette into recording equipment; tests recorder prior to taping to ensure proper functioning; connects microphone and video recorder to power supply; sets up and positions recording equipment as directed by superior and activates equipment to tape programme; observes equipment and listens to sound through headphones to ensure that satisfactory picture and audio quality are attained during taping; notifies superior of technical problems experienced during taping; adjusts video and audio systems and re-tapes sections as necessary; re-winds and removes tape from video recorder when taping is completed; replays tape and checks picture and audio quality to ensure that recording specifications are achieved; labels and catalogues tapes for easy retrieval; cleans and maintains equipment as necessary.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;

TEMP: J;

APT: G(C) K, F, M;

INT: 5;

PD: 1(a[L],b,c), 3(a,c), 4(b,c,e), 5a, 6(a,b), 7(a,g), 8(a,b);

EC: 1(c,i,j,n),

PH: 3b.

3132 BROADCASTING AND TELECOMMUNICATIONS EQUIPMENT CONTROLLERS

Workers in this unit group control equipment used in transmitting radio and television broadcasts and other telecommunications signals and operate cinema projectors.

3132.05 OPERATIONS SUPERVISOR, ELECTRONIC MEDIA

Supervises transmission operations of television or radio station by performing any combination of the following duties:

Supervises work of studio production and technical crews through subordinate supervisory personnel; ensures that studios are set up and functioning properly, that appropriate logs are prepared and that transmission commences punctually; checks reports on faulty equipment; liaises with advertising sales department on booking for studio recording and commercial work and records length of use of studio time by client; checks quality and length of commercials submitted for broadcast; monitors quality and punctuality of broadcast programmes and commercials and ensures that compensation is made for advertising errors; supplies information to advertising department to facilitate preparation of master log sheets; assigns jobs and monitors working hours of subordinates and carries out other administrative duties; trains new recruits.

May be designated according to area of work; for example,
PRODUCTION SUPERVISOR, RADIO STATION
OPERATIONS SUPERVISOR, TELEVISION STATION

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: P, J;

APT: G(T), Q;

INT: 7;

PD: 1a(L), 3(a,c), 4f, 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,b,i,k,m,n);

PH: 1a, 3b, 5a.

3132.07 CHIEF TECHNICAL OPERATOR, RADIO STATION

Supervises and coordinates work of technical operating staff at radio station:

Checks broadcasting and recording studios to determine functionality of equipment and reports malfunctions to engineering department; prepares daily orders for programmes to be recorded in studio, assigns Technical Operators, Radio Station to carry out recording duties and ensures adherence to schedules; accepts studio bookings and checks technical quality of programmes and commercial recordings for transmission; prepares outside broadcast schedules in coordination with Programme Director, Radio Station, assigns staff and vehicles for outside broadcasts and assists in checking of locations to determine signal transmission levels and feasibility of sites; deputises for absent operating personnel when necessary; trains new recruits in use of equipment; carries out relevant administrative duties in department, supervises cleaning and maintenance of studios and equipment.

May disburse small sums of money on behalf of company.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 5;

TEMP: V, D, P, J;

APT: G(T), Q, M;

INT: 5;

PD: 1(a[L],b,c,d,e), 3(a,c), 4(a,b,c,d), 5a, 6(a,b), 7(a,c,d), 8(a,b,e);

EC: 1(c,h,i,j,k,m,n);

PH: 1a, 3b, 4.

3132.15 RADIO COMMUNICATIONS OFFICER

Operates communications equipment to transmit messages between land-based stations and ships and/or aircraft:

Turns dials to tune receiver to appropriate frequency and tests equipment to ensure proper functioning; transmits messages by morse code or vocally to land stations, seacraft and aircraft using radio, telegraph or teletype equipment and/or radio telephone; receives and forwards messages, including navigational, weather and other information and morse code signals, from ships out of radio contact; consults reference books to interpret message if necessary; logs messages received and transmitted and maintains file of message texts; monitors emergency frequency for distress calls; operates flag hoist to send flag signals according to international codes; makes minor repairs and adjustments to telecommunications equipment.

May undertake maintenance and repair of ship's internal communication system.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 4;
 TEMP: R, A, S, J, T;
 APT: G(T), V, Q, F, M;
 INT: 7;
 PD: 1a(S), 4(b,c,f), 5(a,b), 6(a,b), 7(a,b,c,g,h),
 8(a,b,c);
 EC: 1(a,b,f,h,k,l,n), 5a;
 PH: 4.

3132.20 TECHNICAL OPERATOR, RADIO STATION

Operates and monitors equipment to broadcast radio programmes and ensure proper transmission quality by performing any combination of the following duties:

Operates studio equipment to record, dub, edit, broadcast and control output levels of radio programmes and commercials; receives instructions from Radio Announcer and/or follows programme schedule to broadcast programmes and commercials at appropriate times; monitors station output and checks and/or adjusts central control room equipment to ensure proper quality of transmission; records overseas transmissions from station receivers; checks outside sites to determine suitability of location for transmission of programmes and viewing of event by Radio Announcer and related personnel; sets up and tests functioning of transmission equipment, microphones and amplifiers; operates equipment in mobile broadcast vehicle to transmit and maintain quality of outside broadcasts; reports malfunctioning of equipment to superior and/or engineering department and keeps logs.

OCCUPATIONAL PROFILE

DPT: 262; ETD: 3; SVP: 2;

TEMP: S, J, T;
 APT: G(T), F, M;
 INT: 5;
 PD: 1(a[S,L],b,c,d,e), 3(a,c,d,e), 4(a,b,c,f), 5a, 6(a,b),
 7(a,c,e), 8(a,b,c);
 EC: 1(a,b,h,k,l,m,n), 6g, 7h;
 PH: 3b.

3132.25 TECHNICAL OPERATOR, TELEVISION STUDIO/Television Transmitting Equipment Operator

Operates studio equipment to facilitate transmission by television station:

Monitors programme log to determine times and sequence of programmes and commercials to be transmitted; operates console and telecine equipment to transmit videotaped programmes, advertisements, films, slides and caption cards; observes studio monitors to view quality of picture being transmitted, operates console and master control board to adjust framing, brilliance and colour fidelity of picture and maintain audio and video output of station; places lighting and microphones on studio set; operates television cameras in studio for immediate picture transmission; operates console in mobile station vehicle to transmit or tape 'live' outside programmes; reports equipment malfunctions to engineering department.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 3; SVP: 1;
 TEMP: S, J, T;
 APT: G(T), P, F, M, C;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 2a, 3(a,c), 4(a,b,c,f), 5a, 6(a,b),
 7(a,c,d,f,g), 8(a,b,c);
 EC: 1(a,b,f,h,k,m,n);
 PH: 3b, 4.

3132.30 CINEMA PROJECTIONIST

Sets up and operates projector and affiliated sound-producing equipment to show films in cinema or at other venue:

Ensures that appropriate film reels are available; sets up projector and activates projector sound and lighting system; opens douser to allow light to focus on screen; regulates projection light, picture size and sound system as necessary; ensures efficient operation of projector; threads film through alternate projector in preparation for changeover of reel; observes screen for changeover signals; switches on alternate projector and activates to effect automatic change from first to alternate projector; adjusts film focus and audio intensity as required; continues periodic projector change until entire film is shown;

stops projection if film breaks and repeats preceding tasks to continue showing of film; rewinds film manually or mechanically on completion of showing, joins broken film, using splicers, scrapers and film cement; cleans and lubricates projector as necessary.

May operate tape recorder to play background music prior to commencement of film.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), F, M;

INT: 5;

PD: 1(a[S],b), 3c, 4(b,c,e), 6(a,b), 7(a,b,c), 8(a,b,c);

EC: 1(a,k,l), 5a;

PH: 3(a,b), 4.

3133 MEDICAL EQUIPMENT CONTROLLERS

Workers in this unit group operate and control medical equipment used in diagnosis and treatment of illnesses and disorders.

3133.15 ULTRASOUND TECHNICIAN

Operates ultrasound equipment to produce ultrasonic patterns and pictures for diagnostic purposes:

Instructs patient to prepare for test according to required examination; pastes area of body to be examined with ultrasound gel to enable contact of skin surface and transducer of ultrasound equipment; moves transducer over body area in various directions to obtain desired picture on monitor; re-positions patient on examination table to obtain required view; operates camera attached to ultrasound machine to produce specified pictures; removes picture from machine and attaches to patient's notes; forwards pictures to Diagnostic Radiologist for interpretation.

May interpret ultrasound patterns.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 4; SVP: 3;

TEMP: P, J, T;

APT: G(T), P, Q, M;

INT: 5;

PD: 1a(L), 3a, 4(a,b), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,i,m,n), 6d;

PH: 3b.

3133.20 COMPUTERISED AXIAL TOMOGRAPHY TECHNICIAN

Operates computerised axial tomography equipment to obtain diapositives of parts of human body:

Reads instructions from medical doctor to determine diapositives required and explains procedure to patient; assists in positioning patient on table of scanning machine; activates computerised system, calibrates machine and inputs patient's identification data; starts scanning process to obtain required transaxial tomographic slides of stipulated part of patient's body by pressing appropriate command keys; views exposures on screen of equipment monitor and makes necessary calibration to minimise distortion; activates controls to print copy of required exposure; monitors patient to note signs of adverse reactions during procedure; removes film from printing machine and develops it by treating in series of chemical baths or feeding it through automatic developing machine; removes data tapes from computer periodically for labelling and storage; monitors functioning of machine.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 4; SVP: 3;

TEMP: P, J, T;

INT: 5;

APT: G(T), P, Q, M;

PD: 1(a[L],b), 3e, 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,k,m,n);

PH: 3b.

3133.25 ELECTROCARDIOGRAPH OPERATOR

Operates electrocardiograph machine to record heart action of patient:

Reads referral letter from medical doctor and explains procedure to patient; locates specific points on patient's legs, arms and chest, applies conducting agent to facilitate proper electrical contact and attaches electrode; switches on electrocardiograph machine, observes wave patterns and calibrates machine to plot graph; manipulates machine control to record readings from stationary electrode on arms and legs; moves chest electrode to different predetermined and prepared positions for obtaining several readings of heart action; stops machine and removes electrocardiogram; removes electrodes from patient's body; requests patient to perform specified physical exercises if required and repeats process to record patient's condition after exercises; prepares electrocardiogram for submission to medical doctor by demarcating readings and recording patient's name, age and date; replenishes machine with paper and performs routine maintenance as required.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;

TEMP: P, J, T;

APT: G(T), P, Q, M;
 INT: 5;
 PD: 1a(L), 3a, 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b.

3133.30 ELECTROENCEPHALOGRAPH RECORDIST

Operates electroencephalograph machine to record electrical impulses of brain:

Prepares patient for administration of test and explains procedures; locates specific points on patient's head, using measuring device, and cleans area to facilitate attachment of electrodes; applies conducting agent to area and positions electrodes; starts machine and manipulates selector switches to record electrical impulses for each montage; gives specific instructions to patient during test for recording impulses under various conditions; monitors readings and makes notations on electroencephalogram, highlighting instructions given and demarcating readings for each montage; calibrates machine before and after each test to ensure proper functioning of equipment; sanitizes electrodes for re-use; removes electroencephalogram from machine and assembles, labels and submits it to medical doctor; replenishes paper and performs routine maintenance periodically.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
 TEMP: P, J, T;
 APT: G(T), P, Q, M;
 INT: 5;
 PD: 1a(L), 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b

3133.35 DIALYSIS TECHNICIAN

Sets up and operates dialysis machine to remove impurities and excess fluids from blood of patients with chronic renal failure:

Attaches artificial kidney, associated tubing and connectors to machine, opens solution reservoirs and calibrates machine preparatory to operation; cleans and primes artificial kidney and adds anti-clotting agent in preparation for osmotic action; weighs patient and takes reading of vital signs, sanitises fistula site on patient's body and inserts or assists with insertion of cannulation needles to connect patient to machine; starts machine, sets controls and manipulates regulators to commence dialysis treatment; monitors machine, observes patient's condition and takes corrective action in response to signals from machine or to arrest abnormal patient reaction; records

patient's blood pressure and other data from machine readings and administers heparin treatment periodically during treatment; stops machine at end of treatment and disconnects patient from machine; measures and records patient's weight loss and vital signs and gives instructions to patient for normalising condition where necessary; reports complications to superior; sanitises machine and equipment, using appropriate solutions; stores reusable items in sterile container and primes dialysis machine.

OCCUPATIONAL PROFILE

DPT: 362; ETD: 3; SVP: 3;
 TEMP: P, J, T;
 APT: G(T), Q, M;
 INT: 5;
 PD: 1(a[L],b,c), 3e, 4(a,b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 6d;
 PH: 3b.

3139 OTHER OPTICAL AND ELECTRONIC EQUIPMENT CONTROLLERS

Workers in this unit group operate and control audio-visual equipment to perform duties not assigned to workers in the preceding unit groups.

3139.15 AUDIO-VISUAL EQUIPMENT TECHNICIAN, TRAINING INSTITUTION

Operates and maintains audio-visual electronic equipment in audio-visual room and/or learning laboratory at educational institution:

Operates electronic and audio-visual equipment such as projectors, video cameras, record players and audio and video tape recorders to facilitate audio-visual presentations; produces slides and audio- and videotapes to accompany specific topics of study; records institution's activities and relevant material from radio and television programmes and edits material to satisfy requirements of teaching staff; advises on and demonstrates operation of equipment to members of staff and students; teaches and assists students and teachers in use of learning laboratory equipment; cleans and checks equipment, corrects minor problems and reports major defects to relevant authorities; maintains programme schedules and records of equipment and material acquired and on loan to monitor use of audio-visual facilities and circulates information to teaching personnel; checks supplies and requisitions stocks.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
 TEMP: V, P, J, T;
 APT: G(T), P, Q, F, M, C;

INT: 5;
 PD: 1(a[L,M],b,c,d,e), 3a, 4(a,b,c,f), 5a, 6(a,b),
 7(a,b,c,d,e,f), 8(a,b,c);
 EC: 1(a,b,i,j,l,m,n), 6(f,g), 7i;
 PH: 3b.

314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS

Workers in this minor group command and navigate ships and aircraft, carry out or supervise maintenance and repair duties of marine vessels and perform related duties.

3141 SHIPS' CAPTAINS AND DECK OFFICERS AND RELATED WORKERS

Workers in this unit group navigate ships and other vessels, supervise the operations of crew and equipment and perform related functions on shore.

3141.15 SHIP'S OFFICER/Ship's Mate

Assists with navigation of ship and coordinates and supervises activities of deck crew:

Receives instructions from Ship's Master or superior officer on course to be followed; schedules navigational watch-keeping roster for deck personnel to ensure safe operation of vessel; stands deck watch at specified periods during voyage and navigates ship in accordance with international regulations, using navigational aids such as charts, compasses and electronic devices; instructs subordinates at helm to steer vessel according to predetermined course and speed; determines ship's position periodically during voyage, taking bearings from landmarks, astronavigation and navigational aids; liaises with deck crew personnel at lookout points for information regarding sightings such as other vessels and obstacles near ship; operates sonar devices to ascertain depth of water; communicates with land installations and passing vessels by signalling with lights or flags and/or by using microphone or radio telephone; maintains log of deck activities; oversees cargo loading and discharge to ensure proper handling and stowage; inspects deck, ship's superstructure and auxiliary equipment such as lifeboats and life-saving and cargo-handling devices for defects; prepares repair and maintenance schedule, instructs Boatswain accordingly and requisitions supplies to ensure expeditious completion of activities; monitors subordinates' job performance by periodically referring to deck log and making personal observations; prepares evaluation reports and handles disciplinary and welfare matters affecting crew members.

May supervise lifeboat and fire drills and command ship in emergency.

May be designated according to geographic region in which licensed to operate or level of responsibility; for example,

SHIP'S CHIEF OFFICER, FOREIGN GOING
 SHIP'S CHIEF OFFICER, HOME TRADE
 SHIP'S SECOND OFFICER
 SHIP'S THIRD OFFICER

OCCUPATIONAL PROFILE

DPT: 134; ETD: 5; SVP: 6*;
 TEMP: V, D, P, S, J, T;
 APT: G(T), V, N, S, P, Q, E;
 INT: 5;
 PD: 1a(L), 2(a,b), 3(a,c,e), 4(a,b,f), 5(a,b), 6(a,b),
 7(a,b,c,d,g), 8(a,b,c), 9;
 EC: 1(c,i,j,m,n), 4a, 5(a,b), 6b;
 PH: 3b.

3141.20 TUG MASTER

Commands tugboat to tow barges and ships into and out of harbours and during short voyages:

Sets ship's course, using navigational aids such as parallel rule, dividers, maps and charts; liaises with Ship's Chief Engineer and Boatswain to verify suitable pre-departure condition of bridge and deck equipment, engines, and auxiliary systems; navigates and steers tugboat to destination or to berth or unberth ships, using navigational devices and aids such as radar, compass, sextant, sonic depth finder, and buoys; directs crew to operate specialised equipment such as fire-fighting devices in rendering assistance to other vessels; coordinates activities of engineering and maintenance personnel to ensure safe operation and adequate condition of tugboat; records daily activities in ship's log; performs administrative duties such as time-keeping, watch-scheduling, preparation of personnel and maintenance reports and purchasing of supplies and equipment.

OCCUPATIONAL PROFILE

DPT: 133; ETD: 5; SVP: 5*;
 TEMP: D, P, S, J, T;
 APT: G(T), V, N, S, P, Q, M, E;
 INT: 5, 11;
 PD: 1(a[L],h), 2h, 3(a,c), 4(h,f), 5a, 6a,
 7(a,b,c,d,e,g,h), 8(a,b,c), 9;
 EC: 1(c,i,k,m,n), 5h, 6(a,b);
 PH: —.

3141.25 TRAWLER CAPTAIN/Fishing Vessel Captain

Coordinates activities of crew on trawler in catching fish and shrimps:

Interviews, hires and trains crew in use of fishing equipment; prepares watch schedule and assigns duties to crew to ensure safe navigation of vessel; sets vessel course and computes locations, using navigational aids such as charts, compass, tables, sextant and clock; steers vessel or instructs crew member at helm to steer vessel to fishing grounds according to predetermined course; directs operations, applying knowledge of areas, data-collecting equipment, such as fish finder, and capabilities of crew and vessel; supervises crew and assists with maintenance of vessel and fishing equipment; records daily activities in ship's log; purchases supplies and equipment such as food, fuel, rope and cable; makes necessary arrangements for discharge of catch.

OCCUPATIONAL PROFILE

DPT: 133; ETD: 5; SVP: 5*;

TEMP: D, S, J, T;

APT: G(T), V, N, S, P, Q, M, E;

INT: 5, 11;

PD: 1(a[M],b,c,e,h), 2h, 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,b,c,d,e,g,h), 8(a,b,c), 9;

EC: 1(c,i,j,m,n), 4a, 5(a,b), 6(a,b), 7d;

PH: ---.

3141.30 DREDGEMASTER/Senior Pipe Handler

Supervises and coordinates deck and bridge-watch activities on dredger:

Manipulates controls on panel board of dredger to ascertain operating condition of valves and hydraulic pumps; refers to hydrographic survey charts and track plotter to identify area to be dredged; supervises Dredging Operator to ensure safe dredging operation; monitors load and draught measurements to determine when hopper is filled; supervises maintenance and repair of dredger, hopper and related equipment; trains subordinates to carry out related duties; prepares daily reports related to operation of vessel.

OCCUPATIONAL PROFILE

DPT: 234; ETD: 3; SVP: 7;

TEMP: J, T;

APT: G(T), V, N, S, P, Q, M;

INT: 5;

PD: 1(a[L],h), 2a, 3(a,c), 4(b,f), 5a, 6a, 7(a,b,c,d,e,g), 8(a,b,c);

EC: 1(c,i,m,n);

PH: ---.

3141.35 BERTHING OFFICER/Dock Supervisor

Supervises berthing and unberthing of vessels and connection and disconnection of cargo and/or bunkering hoses:

Directs berthing and unberthing of tankers and/or dry cargo vessels alongside jetties, mooring of buoys and discharging of vessels, in conjunction with Ship's Pilot; holds discussions with Ship's Mate, Foreign Trade, or Port Manager on berth allocation, pilotage, towage services, disposition of cargo and programme of loading/discharging; issues instructions to Jetty Foreman or coordinates with rigging personnel for connection of hoses, coupling and setting of lines, opening of valves and other matters; ensures that tasks are correctly performed and necessary precautions taken for loading and/or discharging of cargo; maintains contact with vessels' personnel and with senior supervisory marine personnel during operation to inform them of progress and obtain technical advice; arranges for disconnection of hoses at end of operation; prepares log sheets indicating data relating to berthing of vessels, hose connection time and amount of cargo discharged; completes shore safety check lists for all vessels calling at port, in accordance with international safety regulations and policies of port; ensures that berths, fixtures, fittings and equipment function safely; initiates action to safeguard all craft in emergencies or bad weather; checks adequacy of lighting and security in harbour area; reports accidents, pollution incidents and other relevant issues to superior and initiates initial investigations; liaises between jetty personnel and superior; supervises subordinate personnel.

May inspect tanks and sign 'dry tank' receipts.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: V, P, J;

APT: G(T), S, Q;

INT: 5;

PD: 1a(L), 2(a,b), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,b,k,m,n), 6b, 7(a,b,h);

PH: ---.

3141.40 LAUNCH CAPTAIN/Coxswain

Commands, navigates and steers launch to transport passengers and cargo to and from ship or off-shore installation:

Signals crew to release mooring lines after boarding and seating of passengers; determines speed and course of launch, considering local weather, tides and currents; starts engine and steers launch to and from off-shore units such as dredgers, barges, tankers, cargo vessels and rigs;

signals engine crew to reverse engines or reverses engines, and manoeuvres launch into dock; conducts periodic checks on vessel to ensure compliance with governmental regulations regarding load limitations, safety equipment and procedures; maintains log and prepares reports regarding trips taken, launch maintenance and personnel matters; transmits and receives navigational messages, using radio-telephone.

May instruct crew to steer launch or operate engines and recruit and pay crew.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 6;
TEMP: P, J, T;
APT: G(T), Q, K, M;
INT: 5, 11;
PD: 1(a[L],h), 3(a,c), 4(h,e,f), 5a, 6a, 7(a,b,d,e,g,h), 8(a,b,c), 9;
EC: 1(a,b,i,j,m,n), 5(a,b), 6h, 7h;
PH: 3b.

3142 SHIPS' ENGINEERS

Workers in this unit group maintain and repair engines and related mechanical, electrical and electronic equipment on marine vessels, supervise activities of engine-room crew and perform related duties on shore.

3142.15 SHIP'S ENGINEER

Operates, maintains and repairs ship's engines and related mechanical, electrical and electronic equipment and supervises activities of engine-room crew:

Stands engine-room watch during specified periods, observing machinery and equipment to ensure operation according to specifications; manipulates levers and valves and adjusts governor to start and stop engines and control speed, on signal from bridge; inspects engines and equipment visually and checks pressure and temperature gauges periodically during watch to ensure efficiency and determine malfunctions; instructs engine-room crew to repair or replace defective parts and supervises activities and related cleaning and maintenance operations; repairs machinery and equipment, using hand and power tools and related instruments; maintains engine-room log, recording information such as equipment readings, malfunctions identified and actions taken.

May be designated according to level of responsibility; for example,

SHIP'S SECOND ENGINEER

SHIP'S THIRD ENGINEER

OCCUPATIONAL PROFILE

DPT: 231; ETD: 5; SVP: 6*;
TEMP: D, P, S, J, T;
APT: G(T), N, S, P, Q, K, M;
INT: 5;
PD: 1(a[M],b,c,d,e,h), 2b, 3(a,c), 4(a,b,c,e,f), 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,h,k,m,n), 2a, 5(a,b), 6(h,f), 7(a,d);
PH: 3b.

3142.20 MARINE CRAFT SUPERVISOR

Directs and coordinates activities related to operation, maintenance and repair of marine vessels:

Plans activities of crew members on marine vessels; directs implementation of repair work to ensure reliability/availability of vessels and monitors work to ensure maintenance of standards; monitors storage, care and handling of emergency equipment on vessels and compliance with approved specifications and standards; checks licences, contracts, requisitions forms and other documents related to operation of vessels to ensure adherence to policy and procedure; checks reports, records and daily logs for accuracy and submits these to superior officers if requested; develops and implements safety, accident prevention, and environmental control programmes for those supervised; implements programs for training and development of personnel on vessel; supervises, assesses and disciplines staff.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), Q;
INT: 5;
PD: 1a(L), 2(a,b), 4f, 5a, 6a, 7a, 8(a,b,e);
EC: 1(a,b,i,n), 4a, 6(a,b), 7h;
PH: 2a.

3143 AIRCRAFT PILOTS AND RELATED WORKERS

Workers in this unit group operate and control aircraft to transport passengers and cargo and perform related duties.

3143.15 PILOT, AIRCRAFT

Pilots aircraft to transport passengers and freight:

Examines and signs flight plan and checks notices and briefing sheets to ensure complete knowledge of special conditions affecting flight; discusses plan with flight crew, providing briefing on emergencies; performs or supervises routine checks of loading, fuel supplies, instruments, switches and other controls to ensure flight

safety; contacts meteorological office by radio to discuss weather conditions for take-off, flight and landing and requests related changes in fuel supply and load from ground service department; reads gauges to verify that oil, fluid, fuel and cabin pressure are at prescribed levels prior to starting of engines; radios control tower to obtain clearance and instructions for take-off; starts engines and taxis aircraft to runway; sets brakes and accelerates engines to verify operational readiness of components and controls; releases brakes and manipulates throttles and foot and hand controls to take off and control airplane in flight; reads or directs reading of instruments during flight to monitor operations; communicates with Flight Attendants and passengers, using radio as necessary; pilots aircraft to destination according to flight plan, avionic rules and company regulations; maintains contact with air traffic control towers and manipulates controls to vary speed, altitude and direction of aircraft in keeping with information received; engages *automatic pilot* as appropriate; supervises activities of flight crew and delegates functions as required; lands aircraft according to instructions from control tower; logs information such as flight time, altitude flown and fuel consumed; prepares flight reports as necessary, highlighting occurrences such as diversions, missed approaches and dumping of fuel.

May design and file flight plans, obtain clearances from airport officials to proceed with journey and arrange for maintenance inspection of aircraft at overseas locations.

May be designated according to level of responsibility; for example,
AIRCRAFT CAPTAIN
AIRCRAFT CO-PILOT

OCCUPATIONAL PROFILE

DPT: 263; ETD: 5; SVP: 6*;
TEMP: D, P, S, J;
APT: G(P), V, N, S, P, F, M, E;
INT: 5;
PD: 1(a[L],b,d,e,h), 2a, 3(a,c,e), 4(a,b,c,f), 5(a,b), 6(a,b), 7(a,b,c,d,e,f,g,h), 8(a,b,c);
EC: 1(a,b,g,h,k,m,n), 5(a,b), 6(b,f), 7h;
PH: —.

3143.20 HELICOPTER PILOT

Pilots helicopter to transport passengers and freight:

Reads work order to ascertain location and nature of work and type of helicopter to be flown; contacts meteorological office to obtain weather information; performs routine pre-flight checks of fuel, oil, instruments and load-handling equipment to ensure safe flight; inspects heli-

copter visually for structural defects; examines helicopter's radio licence, maintenance certificate and certificates of air-worthiness, insurance and registration to ascertain their validity; starts engines and observes gauges to verify that fuel, oil pressure and temperature are at prescribed levels; performs radio check to ensure operation of communication system; manipulates flight controls and throttle before take-off to verify their readiness for operation; pilots helicopter to destination, using charts and taking weather information into consideration; obtains clearance from air traffic control tower when taking off or landing at commercial airport; inspects helicopter daily and reports findings to maintenance personnel for more detailed checks and necessary repairs; maintains log of work performed and conducts routine aircraft maintenance.

OCCUPATIONAL PROFILE

DPT: 263; ETD: 5; SVP: 6*;
TEMP: P, S, J, T;
APT: G(P), V, N, S, P, M, K;
INT: 5;
PD: 1(a[L],b,d,e,h), 2a, 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,b,c,d,e,g,h), 8(a,b,c), 9;
EC: 1(a,b,g,h,i,j,m,n), 5(a,b), 6(b,f), 7h;
PH: —.

3143.25 SPRAY-PLANE PILOT

Pilots light aircraft to carry out aerial spray applications of pesticides, fertilisers and other substances:

Makes pre-flight check of aircraft controls, checks oil and fuel levels and verifies condition of fuel; checks spray system, ensuring that apparatus is functioning properly and securely attached to aircraft; receives instructions regarding type of substance to be sprayed and application rates; consults map showing areas to be sprayed; starts engine and operates manual and foot controls to fly aircraft at low altitude to appropriate area; checks direction and velocity of wind while flying and requests control tower to have Flagman repositioned, where applicable, to avoid affecting him with wind-blown spray; observes flag displayed by Flagman, activates spraying mechanism and follows Flagman's guidance to spray correct areas; reports malfunctions in log; supervises maintenance and repair of aircraft and test-flies aircraft to check repairs.

OCCUPATIONAL PROFILE

DPT: 263; ETD: 5; SVP: 5*;
TEMP: A, S, J;
APT: G(T), S, P, F, M, E;
INT: 5;

PD: 1(a[L],d,g,h), 2a, 3e, 4(a,b,c,e,f), 5(a,b), 6(a,b),
7(a,b,c,d,e,f,g,h), 8(a,b,c), 9;
EC: 1(a,g,h,i,l,n), 2a, 4b, 5(a,b), 6(b,d), 7(a,b,d,h);
PH: —

3143.30 THIRD PILOT/Flight Engineer

Inspects engines and systems on aircraft before, during and after flight, makes necessary adjustments and effects minor repairs to ensure safe and efficient operation of aircraft:

Examines log book and reviews work orders to ensure that required mechanical repairs have been completed; reviews flight plans to determine fuel requirements for flight and directs fuelling operations; verifies load distribution to ensure that weight and balance specifications are met; inspects fuselage structure, instruments and equipment such as gauges and controls, engines, air-conditioning and pressurised systems, radio equipment and flight recorders, before flight; monitors instrument-panel indicators during flight; checks or computes rate of fuel consumption, using charts and gauges; notes irregularities in engine, reports findings to Aircraft Pilot and makes necessary adjustments on own initiative or as directed; operates long-range radio equipment to communicate with ground stations during flight; performs minor repairs during flight, such as replacing fuses and freeing jammed control cables; activates emergency equipment to compensate for failure in pressurised systems, auto-pilots, generator systems or landing gear; records malfunctions occurring during flight and reports needed repairs to ground maintenance personnel; performs post-flight inspections; compiles and files log of aircraft performance.

May operate aircraft to relieve Aircraft Pilot during rest periods and assist in other additional duties required to ensure safe conduct of flight.

OCCUPATIONAL PROFILE

APT: 264; ETD: 5; SVP: 4*;
TEMP: S, J, T;
APT: G(T), V, N, P, K, F, M;
INT: 5;
PD: 1(a[L,M],b,d,e,h), 3(a,b,c,e), 4(a,b,c,f), 5(a,b),
6(a,b), 7(a,b,c,d,g), 8(a,b,c);
EC: 1(a,b,g,h,k,m,n), 5(a,b), 6(b,f), 7(a,h);
PH: —

3143.35 AIRCREWMAN

Assists crew members in conducting search, rescue and other flight operations by performing any combination of the following duties:

Liaises with members of flight crew and relevant administrative personnel to receive instructions and participate in pre-flight planning for mission; checks security and serviceability of seat-belts, life-jackets, winch and other survival/rescue equipment to be carried on mission; assists in military operations by observing illegal actions, environmental hazards and victims in need of rescue and relays information to relevant personnel; operates survival equipment and administers first aid to survivors when applicable; marshals aircraft and directs activities during hoisting, loading and boarding procedures, ensuring safe embarkation and disembarkation of passengers; receives and relays information pertaining to flight co-ordination and other aspects of mission, using radio transmitters; maintains records of air and ground operations, indicating time and nature of missions.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 4;
TEMP: P, S, J;
APT: G(T), V, S, P, M;
INT: 5;
PD: 1a(M), 2(a,b), 3(a,b,c,e), 4(a,b,e,f), 5a, 6a,
7(a,b,d,e,g,h), 8(a,b,c);
EC: 1(a,b,f,g,h,k,m,n), 5(a,b), 7(a,h,i);
PH: 3b.

3144 AIR TRAFFIC CONTROLLERS

Workers in this unit group direct aircraft movements in airspace and on the ground and provide information relevant to the operation of the aircraft.

3144.10 AIR TRAFFIC CONTROLLER

Directs and controls air traffic to promote safe, orderly and expeditious flow of aircraft in designated control area by performing any combination of the following duties:

Analyses information on flight progress obtained from aircraft, adjacent stations and observation of radar screen to determine times of arrival at various destinations; provides information to Pilots on factors such as meteorological conditions, approaching air traffic, and serviceability of navigational aids and aerodrome facilities and directs aircraft to sections and heights of control area accordingly; issues air traffic control clearances to Pilots for taxiing, landing and take-off and during en-route phase, and to other personnel operating in *movement area*; coordinates air traffic control clearances between local and external ground stations, to receive or hand over control of flight; adjusts controls of specialised radio equipment to select relevant frequency for communication; interprets coded messages and transmits these to other ground stations by operating teleprinter; monitors functioning of instruments and navigational aids console;

inspects airfield to ensure safe working condition of facilities and informs relevant authorities of required maintenance; allocates apron positions to aircraft for refuelling and for loading and unloading of passengers, mail and cargo; keeps log of air traffic movements and incidents and enters relevant information on maps and charts.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 5; SVP: 6*;
TEMP: V, D, P, S, J, T;
APT: G(T), V, N, S, P, Q, F;
INT: 11;
PD: 1a(L), 3(a,e), 4(b,f), 5(a,b), 6(a,b),
7(a,b,c,d,e,g,h), 8(a,b,c);
EC: 1(a,b,k,m,n), 5a, 6(b,d,b), 7(a,b);
PH: 4.

315 BUILDING, SAFETY, HEALTH AND QUALITY INSPECTORS

Workers in this minor group are involved in activities such as inspecting building plans and sites, structures and industrial installations, vehicles, processes and products to ensure adherence to health and safety laws, regulations and standards.

3151 BUILDING AND FIRE INSPECTORS

Workers in this unit group inspect buildings and other structures to ensure compliance with government regulations and approved plans, specifications and other standards or inspect fire prevention systems and investigate causes of fire at firesites.

3151.15 FIRE PREVENTION SPECIALIST

Ensures adequacy of fire prevention and safety measures at industrial plants, commercial establishments and public institutions:

Analyses activities in and around premises to determine equipment and facilities needed and makes recommendations accordingly; examines and tests reel hoses, fire extinguishers, fire and smoke alarms, sprinkler valves and other equipment periodically to verify serviceability and performance reliability; ensures that exits and fire escapes are clearly marked and unobstructed; advises on precautions for processing and storing combustible or inflammable substances and provides guidelines for extinguishing such fires; initiates and supervises regular practice drills to ensure that staff members are aware of evacuation procedures in event of fire; carries out routine checks to ensure that fire points in industrial plants are maintained in accordance with safety regulations; reports

findings and makes suggestions for repair or replacement of equipment and removal of potential fire hazards; maintains liaison with local fire department to keep abreast of fire-fighting technology.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 4*;
TEMP: P, J;
APT: G(T), P, M;
INT: 4;
PD: 1(a[L,M],b,c,d,e), 2a, 3(a,e), 4(a,b,e), 5a, 6a,
7(a,g), 8(a,b,c);
EC: 1(c,i,n), 7(d,h);
PH: 3b.

3151.20 BUILDING INSPECTOR

Inspects building and area layout applications and plans, building sites and completed buildings to ensure conformity with structural and public health ordinance requirements:

Reviews building applications and refers area layout plans to relevant government agencies for inputs relating to their areas; consults engineering personnel at relevant government ministry in case of public buildings; recommends plan approval or deferment in keeping with regulations; refers plans to appropriate health and local government departments for final approval; discusses deferred applications with applicants and advises on problem areas; visits construction sites to ensure that building is properly laid out according to approved plan; checks structural components to verify use of specified steel and other reinforcements; revisits site prior to issuing of completion certificate and verifies that building is constructed in accordance with plan; recommends issuance of certificate if requirements are met; visits sites to investigate reports of unauthorised buildings and advises party involved on action to be taken; prepares reports for submission to local health authorities recommending course of action; seeks advice from legal affairs department and makes court appearances in cases of prosecution; attends regular meetings of personnel dealing with building applications and plans; inspects dilapidated premises to ensure safety and well-being of occupants and members of the public; performs supervisory duties and handles more complex cases at senior level.

May be designated according to level of responsibility; for example,
BUILDING INSPECTOR I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 6;
TEMP: P, J;

APT: G(T), V, S, P;
 INT: 11;
 PD: 1a(L), 2(a,b), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(c,i,n), 5a, 7c;
 PH: 2a, 3b, 4.

**3152 SAFETY, HEALTH AND QUALITY
 INSPECTORS (VEHICLES, PROCESSES
 AND PRODUCTS)**

Workers in this unit group inspect vehicles, aircraft and vessels, manufacturing, food preparation and sale establishments and finished products, to ensure compliance with specified government and industry standards.

3152.15 AIRCRAFT INSPECTOR

Inspects and certifies repair, overhaul, modification and manufacture of aircraft components to ensure compliance with aviation requirements:

Examines work records and inspects and tests manufactured, repaired, modified, overhauled and installed components and equipment on aircraft, using hand tools, precision-measuring instruments and special test equipment; certifies that completed work conforms with established procedures and specifications; ensures serviceability and efficiency of workshops, tools and equipment; prepares reports and liaises with supervisory personnel to ensure effective execution of functions.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 7*;
 TEMP: J, T;
 APT: G(T), N, S, P, Q, M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,d), 8(a,b,c);
 EC: 1(c,f,h,k,n), 2a, 5a, 6b, 7(a,d,f,j);
 PH: 3b.

3152.17 CONTACT LENS INSPECTOR

Inspects contact lenses to ensure conformance to ophthalmic prescription:

Reads prescriptions and work-cards to ascertain specifications for lenses; cleans finished contact lenses with cleaning fluids; examines lenses for defects such as pits, chips and scratches, using magnifying glass and polarized or blue light; measures power of lenses, using lensometer, and verifies dimensions such as thickness, size and curvature, using precision-measuring instruments; rejects defective lenses and informs **Contact Lens Processor** as necessary; places inspected lenses into container and affixes identifying data; maintains pertinent records.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 5; SVP: 7*;
 TEMP: J, T;
 APT: G(T), P, F;
 INT: 6;
 PD: 1(a[S],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,f,g), 8(a,c);
 EC: 1(a,i,n), 4a;
 PH: 2a, 3b, 5a.

3152.19 MARINE SURVEYOR, SMALL CRAFT
 Conducts general safety surveys on small craft operating in national waters:

Inspects safety, life-saving, fire-fighting, radio and other related equipment aboard regional and national trade vessels and other small craft; inspects crew and stores accommodation of ships to ensure compliance with prescribed standards; makes recommendations to rectify irregularities and ensures that corrective action is performed satisfactorily; examines load lines to ensure that they are properly marked and positioned; assists superior in conduct of inspections aboard foreign-going vessels; conducts or assists in conduct of enquiries into minor shipping casualties; assists in conduct of qualifying examinations for certain categories of seafarers; maintains records and prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 5*;
 TEMP: P, J, T;
 APT: G(T), S, P, Q, M;
 INT: 5;
 PD: 1a(L), 2(a,b), 3a, 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
 EC: 1(a,b,i,k,n), 4a, 6(a,f);
 PH: 3b.

3152.21 FOOD SERVICE OFFICER

Inspects catering establishments and monitors activities to ensure efficient and hygienic production and distribution of school meals:

Inspects kitchen equipment, storeroom, delivery vehicles and other catering facilities and scrutinises staff to ensure conformity with approved sanitation standards; liaises with public health personnel to report on areas of concern at catering facilities; monitors meal preparation activities to ensure adherence to planned menus and advises on and assists with menu changes; provides advice to **Caterers** and demonstrates meal preparation techniques; examines and weighs meal packages to ascertain adequate portion control; liaises with school personnel to determine acceptability of meals and wastage levels and ascertain punctuality of delivery; collects

school-meal delivery notes and claim forms, checks accuracy of data and submits them to superior; prepares reports and participates in departmental meetings.

May assist in organising preparation of meals in cases of emergency.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 4*;

TEMP: P, J, T;

APT: G(T), Q;

INT: 7;

PD: 1a(L), 4(b,D), 5a, 6a, 7(a,e), 8(a,b,c), 10, 11;

EC: 1(a,i,n);

PH: 3b.

3152.23 PETROLEUM INSPECTOR

Inspects petroleum installations on behalf of government ministry to ensure adequate payment of royalty and adherence to safety standards, pollution control and conservation practices:

Inspects storage tanks, pipelines, and gathering stations to ensure adherence to industrial safety standards, fire safety and pollution prevention practices, and verify that correct production procedures are in force; checks for oil leakages, makes recommendations to company involved for stoppage of leaks or overflows, rehabilitation of affected environment, and payment of compensation; prepares logs and reports on findings; gauges quantities of oil in storage tanks and at gathering stations, using gauging tables and appropriate equipment, and consulting calibration chart; takes samples of stored oil and carries out specific gravity and other tests for royalty evaluation purposes; checks reports on royalty evaluation tests submitted by companies prior to presentation of reports to accounting department; maintains records of tests carried out in assigned companies, for comparative purposes; maintains inventory of oil-well facilities; prepares statistics on oil and gas movements from production source to sale and export; examines and inspects new installations and witnesses calibration of royalty meters; assists Petroleum Engineer in inspection of drilling and production work-over rigs; requests and witnesses testing of well as necessary; investigates and reports on oilfield accidents; inspects gas stations and other installations storing petroleum and other flammable solvents to check safety practices.

May prepare charts and graphs to illustrate trends in the industry.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 4; SVP: 4;

TEMP: J, T;

APT: G(T), N, S, Q, F, M;

INT: 2, 7;

PD: 1(a[L,M],c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,D), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,f,k,m,n), 4a, 5a, 6a, 7(a,b,d,e,f,h);

PH: 3b.

3152.25 ELECTRICAL INSPECTOR

Inspects electrical installations to ensure conformity with electrical codes and standards:

Inspects electrical installations of commercial, industrial and residential establishments to ensure conformity with established codes and standards; issues certificates of approval or lists defects and re-inspects electrical installations to ensure that discrepancies have been corrected; assists with investigations into fires and deaths suspected to be of electrical origin when requested by police and fire departments; performs inspections of high-voltage installations; inspects cinemas for renewal of licences; provides assistance to Wiremen on electrical matters and attends to complaints from the public; ensures that testing instruments are in proper working condition; maintains daily records of inspections performed.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 7;

TEMP: P, J, T;

APT: G(T), P, Q, F, M;

INT: 5;

PD: 1(a[L],b,c,d,g), 2(a,b), 3(a,b,c,e), 4(a,b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,f,h,i,m,n), 6(b,g,h), 7(c,h);

PH: 3b.

3152.27 SAFETY INSPECTOR

Inspects work premises to ensure adherence to industrial safety practices by performing any combination of the following duties:

Ensures serviceability and proper storage of safety tools, equipment and protective gear and clothing; verifies that work areas are properly marked and maintained in clean and safe condition; inspects areas where 'hot work' such as welding and bitumen melting is performed, to determine whether combustible materials are present; operates meter to check for presence of combustible gases in atmosphere and other potential hazards on site; takes sample of air in storage vessels for laboratory determination of oxygen levels and tests air in vessels for presence of noxious gases before issuing gas-free certificates; recommends use of protective masks by staff of industrial plant in case of toxicity; assists in administering first aid

in emergency situations; advises workers on industrial safety practices; gives industrial safety and fire prevention demonstrations and lectures; performs routine maintenance of fire and safety equipment such as fire tenders, extinguishers and hydrant and gas meters; prepares accident and monthly status reports.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 5;
 TEMP: V, J, T;
 APT: G(T), Q, M;
 INT: 6;
 PD: 1a(L), 2(a,b), 3(a,c,e), 4(a,b,f), 5a, 6(a,b),
 7(a,b,c,g), 8(a,b,c);
 EC: 1(c,i,j,k,m,n), 2a, 4a, 5(a,b), 6(a,b,e,h),
 7(a,b,d,e,f,h,i,j);
 PH: 3b.

3152.29 INSPECTOR, COCOA AND COFFEE INDUSTRY

Inspects establishments and operations concerned with purchase, preparation, storage and sale of cocoa and coffee to ensure compliance with procedures and standards:

Inspects cocoa and coffee warehouses and depots to ensure sanitary conditions and appropriate storage and security; checks establishment records and stored produce to verify correspondence with data submitted to regulatory body; examines cocoa and coffee beans and berries to ensure grading according to standards; issues certificate of quality for export purposes; validates export licences and certifies cocoa and coffee imports and exports; advises buying agents and exporters on preparation, buying, selling and export of produce; arbitrates in disputes over related matters; controls issue of official stationery such as application forms for licences, monthly return forms and claim forms; prepares summaries of sale and purchase of produce in assigned area; summarises statistics on import and export volumes and values according to source and destination; forwards information to government departments and international cocoa and coffee organisations.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 5;
 TEMP: P, J, T;
 APT: G(T), V, N, P, Q;
 INT: 7;
 PD: 1a(L), 3(a,c), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 5a, 7(b,c);
 PH: 3b, 4.

3152.31 QUALITY CONTROL INSPECTOR

Inspects manufactured or assembled products and components for conformance to manufacturer's specifications by performing any combination of the following duties:

Inspects raw and packaging materials; monitors work and inspects products and components at various stages of production process to ensure correct inputs and work procedures; inspects, weighs or measures finished products for variations from specifications and notifies relevant personnel, recommending corrective action, or sets aside, classifies or marks rejected products; ensures implementation of recommended changes; forwards approved products to next processing stage; submits samples of products for laboratory analyses; tests welded seams and joints and electrical connections; conducts physical tests on materials to verify hardness, strength and response to heat and other factors; examines products for internal defects, using equipment such as fluoroscope and X-ray machines; tests performance of electrical/electronic products, using devices such as wattmeter, voltmeter or potentiometer; tests mechanical operation of machines and parts; conducts other specialised tests according to type of material or product being assembled/manufactured; records information on prescribed inspection forms; stores samples from each batch for specified period.

May classify or verify accuracy of product classification, affix tags, stamp batch numbers, and issue certificates for products tested.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 4;
 TEMP: J, T;
 APT: G(T), N, S, P, Q, K, F, M, C;
 INT: 6;
 PD: 1(a[L],d,e), 3(a,e), 4(b,c,e,f), 5a, 6a, 7(a,c,g),
 8(a,b,c);
 EC: 1(a,i,m,n), 2a, 5a, 6(b,f,g), 7(a,b,c);
 PH: 3b.

3152.33 MILK SAMPLER AND TESTER

Performs tests on milk samples to determine quality of milk:

Collects samples of milk at receiving stations, using dipper or pipette; smells and tastes milk to detect sourness and pours accepted milk sample into sterile bottles; weighs milk and records weight, farmer's identification number and date received on label of bottle; packs milk samples in *dry ice* to prevent spoilage and conveys samples to laboratory for testing; test samples for bacteria, added water and butter fat content and evaluates test

results to determine acceptability of milk; assists Dairy Farmers in interpreting test results and advises on feeding of dairy cows and sanitation practices; maintains records.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 4;
TEMP: J, T;
APT: G(T), N, P, F, M;
INT: 5;
PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,g),
8(a,b,c), 10, 11;
EC: 1(a,i,n), 7b;
PH: 3b.

3152.35 PUBLIC HEALTH INSPECTOR

Carries out inspections to ensure adherence to government health and hygiene standards and regulations:

Inspects buildings and submits reports to Public Health Physician, recommending issue or deferment of site preparation and building completion certificates; inspects establishments such as dairies, food preparation and retailing outlets and abattoirs to check sanitation and takes samples for laboratory testing; examines animals for diseases before and after slaughter; registers food-handling personnel and food-serving establishments in accordance with public health regulations; inspects food imported at various ports to ensure fitness for consumption; inspects incoming vessels and aircraft to ensure compliance with international health and sanitation laws and regulations and supervises eradication of insects and rodents before granting necessary certificates; checks condition of incoming coffins containing bodies to ensure adherence to international, legal and regulatory requirements; examines health certificates of arriving passengers and refers suspect cases to medical personnel; traces and liaises with persons exposed to communicable diseases, arranges for medical examinations and collects specimens for laboratory analysis if necessary; assists in planning and implementation of immunisation and disease-control programmes and special health campaigns; participates in investigating disease outbreaks; arranges and supervises canine control activities, night-soil operations and disinfection and disinfestation of buildings and areas; supervises maintenance of public conveniences; investigates complaints relating to community health matters; advises offenders and takes action to abate nuisances and eliminate health hazards; institutes court proceedings against offenders if necessary; performs routine public health education work and advises public and private bodies on maintenance of public parks, open spaces and general environment; prepares reports and statistics on work carried out.

May be designated according to level of responsibility; for example,
PUBLIC HEALTH INSPECTOR I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 4;
TEMP: V, P, J;
APT: G(T), V, S, P, Q;
INT: 2;
PD: 1a(L), 2a, 3a, 4(b,d), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(c,i,m,n), 5a, 6(a,d), 7(a,b,c,d,e,h);
PH: 3b.

3152.37 INSPECTOR, MOTOR VEHICLE ASSEMBLY

Inspects and tests vehicles during assembly for conformity with manufacturer's standards:

Inspects body assembly of vehicle to verify proper weld and metal finish; examines painted units visually for defects such as runs, scratches and dents; checks components such as doors, trunks, seats, lamps and controls for fit and alignment; manipulates hand tools such as wrenches, spanners and screw drivers to test fit of underbody members such as steering linkages, suspensions and gearbox and axle mounts; checks engine, gearbox, transmission, differential and brake systems for oil and fluid; drives vehicles to test brakes, steering, suspension, transmission and electrical systems where applicable and to identify rattles; scrutinises water-tested vehicles for leaks; recommends and verifies rectification; completes and signs vehicle inspection reports.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 3; SVP: 6;
TEMP: J, T;
APT: G(T), S, P, M, E;
INT: 6;
PD: 1(a[L],h), 3(a,c,e), 4(a,b,c,d,e,f), 5a, 6(a,b),
7(a,b,c,d,g), 8(a,b,c);
EC: 1(a,b,h,i,k,n), 2a, 5a, 6(b,f,h,i), 7(a,d,e,h);
PH: 3b.

3152.39 DRILL PIPE INSPECTOR

Operates electronic magnetic equipment to detect and record defects in used drill pipes:

Positions pipe on stand, using jacks; places receiver unit and pick-up shoes over pipe; activates pipe inspection equipment to allow shoes to travel along length of pipe and record detected defects on inspection console; grades pipe according to remaining wall thickness; recommends discarding or re-use of worn pipe according to customer specifications; inspects connections such as threaded

areas of joints for wear; inspects sealing areas and end-areas to determine presence of cracks which may cause leaks, using magnetic particle inspection.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 4;
TEMP: J, T;
APT: G(T), M;
INT: 5;
PD: 1(a[M],b), 3a, 4(b,f), 5a, 6a, 7(a,c), 8(a,b);
EC: 1(b,i,m,n), 5a, 6b, 7(b,c,f,h);
PH: 3b.

3152.41 CEMENT AND SLURRY TESTER

Tests cement, slurry and raw materials during and after manufacturing process to ensure conformance to specifications:

Collects samples periodically from designated points in slurry and cement plants during manufacturing process; prepares collected and raw material samples for laboratory testing; conducts required chemical and physical tests on samples to ensure conformance to specifications; tests porthole moisture of kilns to determine efficiency of heating; relays information on deviations from specifications to operating personnel to facilitate adjustments; prepares concrete samples from finished cement batches and tests samples to verify properties such as setting time, strength and expansion and observe effect of water action on concrete; grades clinker nodules to determine heat distribution in kiln; records test results and compares with specified standards; adjusts chlorine content of domestic water supply on basis of test results and reads water meter daily to ascertain amount of water pumped for use in slurry mill; cleans equipment and tidies laboratories; maintains records.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 3;
TEMP: J, T;
APT: G(T), P, Q, K, F, M;
INT: 6;
PD: 1(a[L,M],b,c,d,g), 2a, 3(a,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,b,i,k,n), 4(a,b), 5a, 6(a,b,e,f), 7(c,d);
PH: 3b.

32 ASSOCIATE LIFE SCIENCE AND HEALTH PROFESSIONALS

321 LIFE SCIENCE TECHNICIANS AND RELATED WORKERS

Workers in this minor group give support to

professionals in the field of the life sciences by performing auxiliary technical and related tasks, normally under supervision.

3211 LIFE SCIENCE TECHNICIANS

Workers in this unit group provide technical support to professionals engaged in research, development and similar scientific activities in areas such as biology, zoology and medicine.

3211.15 MEDICAL LABORATORY TECHNICIAN

Performs a variety of laboratory tests to provide data for use in diagnosis and treatment of human diseases:

Receives or obtains specimens of body materials such as fluids, blood, urine, sputum and tissues and labels and registers them accordingly; prepares reagents, solutions and stains and sets up and operates laboratory equipment to perform tests and analyses; mounts and prepares slides of specimens for microscopic examination; tests body specimens for presence of sugar, albumin, drugs, antigens and antibodies developed through viral infection; analyses results to determine variations from normal state; prepares culture-media and grows micro-organisms and viruses; records findings and submits them to superior; prepares blood and blood products for human use; maintains records and prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;
TEMP: J, T;
APT: G(T), S, P, Q, F, M;
INT: 2;
PD: 1(a[L],b,c), 4(a,b,c,f), 5a, 6a, 7(a,c,f,g), 8(a,b,g);
EC: 1(a,i,j,k,n), 6(b,e), 7(a,b,e);
PH: 3b, 4.

3211.20 BOTANICAL TECHNICIAN

Performs technical functions in various aspects of botany for teaching and research purposes, by performing any combination of the following duties:

Sets up and operates laboratory and field equipment to perform analyses; prepares culture-media and grows bacteria and fungi; monitors growth of bacteria and fungi and prepares slides for examination and storage; isolates plant disease organisms, removes diseased tissue and prepares sections for microscopic examination by labeling, mounting, and staining them with dyes; prepares histological samples; extracts nematodes from soil and roots and other plant material, assists in identification and counting, and records observations.

May collect plant and soil samples and assist students during laboratory sessions.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: J, T;

APT: G(T), S, P, F, M;

INT: 2;

PD: 1(a[L],b,c), 4(a,b,c,f), 5a, 6a, 7(a,c,f,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 6(c,e,i), 7(a,b,d,e);

PH: 3b.

3211.25 BIOLOGICAL TECHNICIAN

Prepares biological specimens and slides for use as instructional aids or for research purposes:

Prepares animal and plant specimens by dissecting, preserving in chemical solutions, staining with dyes, mounting on glass slides and labelling them; cultures and monitors growth of micro-organisms; sets up laboratory equipment and checks to ensure proper working condition; prepares chemical solutions for use in laboratory; operates equipment to analyse and test specimens for experimental and research purposes and records observations; assists students during laboratory sessions.

May kill specimens and collect samples for laboratory use.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: J, T;

APT: G(T), S, P, F, M;

INT: 2;

PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,b,i,n), 4a, 7(a,b,d,e);

PH: 3b.

3211.30 ZOOLOGICAL TECHNICIAN

Collects, prepares, catalogues and conducts tests on zoological specimens for research and teaching purposes:

Receives or collects specimens from museum or field and enters related information in record book; catalogues specimens, arranging them in taxonomic and geographic order; maintains live specimens for research purposes; prepares animal cadavers for post-mortem analysis by opening them, preserving tissue in formalin and embedding it in wax; sets up and operates laboratory equipment to conduct tests and analyses on specimens; cultures and incubates samples of animal milk, post mortem tissue, urine, exudates and faeces and examines under microscope to determine presence of various types of bacteria and/or parasites; performs drug sensitivity test to deter-

mine best treatment for bacteria; tests and analyses blood and serum samples for factors such as haemoglobin content, fibrinogen, protein, differential blood count and antibody/antigen reactions; assists Zoologist in collecting environmental field information.

May construct and set up equipment for trapping, collecting and maintaining animals from sea, rivers, ponds or forests.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: J, T;

APT: G(T), S, P, Q, K, M;

INT: 2, 3;

PD: 1(a[L,M],b,c), 2a, 3(a,b), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(c,i,j,m,n), 4a, 6e, 7(b,d,h);

PH: 2a, 3b.

3211.35 AQUACULTURE TECHNICIAN

Collects spawn and breeds and incubates fish in aquaria and/or ponds:

Visits natural habitats such as rivers and swamps and collects spawn and/or adult fish such as cascadura and conch; stocks adults in troughs or ponds; prepares hatchery according to salinity and temperature specifications and deposits eggs; prepares various types of food and feeds stock at scheduled times; removes hatchlings from nursery and transfers them to ponds; monitors and adjusts dissolved oxygen and alga concentrations in ponds; drains ponds and transports fingerlings to laboratory; examines and separates fingerlings according to gender and stocks male fingerlings in ponds; collects samples from ponds, using seines; weighs fingerlings and adjusts feeding rates as necessary; cleans and maintains laboratory and ponds; prepares tables giving details such as feeding and growth rates, mortality rates, number of specimens in stock and other related data.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 4; SVP: 3;

TEMP: J, T;

APT: G(T), Q, K, M;

INT: 2, 3;

PD: 1(a[M],b,c), 3(a,b,c), 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(c,i,j,m,n), 4a, 6a, 7(b,d,h);

PH: 2a, 3b.

3212 AGRONOMY AND FORESTRY TECHNICIANS

Workers in this unit group provide technical assistance to professionals engaged in research, development and similar activities in the field of agriculture.

**3212.15 AGRICULTURAL RESEARCH
TECHNICIAN/Scientific Assistant,
Agriculture**

Performs laboratory tests on plants, livestock and soil samples and monitors field experiments by performing any combination of the following duties:

Performs duties similar to those of **CHEMICAL LABORATORY TECHNICIAN**; tests water and blood samples for pesticide residue; tests livestock feeds to determine factors such as protein, fat and fibre content; records field data on plant and animal treatments and experimental conditions; prepares culture-media and grows fungi and bacteria, isolates fungi and bacteria from diseased tissues and extracts nematodes from root and soil samples; conducts biochemical tests on bacteria; counts fungal and bacterial spores and/or colonies, using microscope and colony counter; supervises land preparation and general maintenance of fields; collects and tests samples from animals, plants and soil to determine their physical properties and structure and ascertain possible causes of diseases and irregularities; advises farmers on treatment of problems in accordance with specified policy and refers difficult problems to superior.

May be designated according to area of employment; for example,
**AGRICULTURAL RESEARCH LABORATORY
TECHNICIAN**
AGRICULTURAL RESEARCH FIELD TECHNICIAN
SOIL RESEARCH TECHNICIAN

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 4*;
TEMP: J, T;
APT: G(T), P, Q, K, F, M;
INT: 2, 3;
PD: 1(a[L],b,c), 3(a,c), 4(a,b,c,f), 5a, 6a, 7(a,c,f,g),
8(a,b,c);
EC: 1(c,i,m,n), 4a, 6(a,e), 7(b,d,e,h);
PH: 3b.

**3213 AGRICULTURAL AND FORESTRY
ADVISERS**

Workers in this unit group provide technical assistance to practitioners engaged in agricultural, farming and forestry activities.

3213.15 AGRICULTURAL ASSISTANT

Assists with implementation of government agricultural programmes and policies:

Visits farmers in assigned district and advises on crop and animal husbandry and subsidy schemes; visits State lands

designated for agricultural purposes and prepares sketches, subdivision and field reports; participates in interviews of applicants for State land and makes recommendations on their suitability; assists successful applicants to settle in, and monitors adherence to land-use stipulations; organises or participates in exhibitions, field trips, lectures, courses and demonstrations to disseminate agricultural information to farmers, schools and community groups; investigates reports of agricultural diseases and pests and supervises pest control operations; inspects plant and animal products at ports of entry, issues acceptance certificates or confiscates products; supervises subordinate personnel in assigned areas and activities at demonstration station, breeding unit or government farm; assists with research programmes and experiments; examines and services run-off instruments and rain gauges periodically and checks and repairs minor breakdowns in agricultural machinery; liaises with relevant government agencies to resolve problems related to roads, drainage and health; prepares reports for submission to superior.

May be designated according to level of responsibility; for example,
AGRICULTURAL ASSISTANT I/II/III

OCCUPATIONAL PROFILE

DPT: 234; **ETD:** 5; **SVP:** 4*;
TEMP: P, J;
APT: G(T), V, P, Q, M;
INT: 3;
PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,c,f), 5(a,b), 6a,
7(a,b,c,d,g), 8(a,b,c);
EC: 1(c,i,j,k,n), 4a, 6a, 7(b,c,d,h);
PH: 3b.

3213.20 FORESTER

Develops and controls forested lands and resources for economic, ecological, recreational, hydrological and social purposes:

Coordinates activities relating to control of flooding and soil erosion and other forest conservation measures for silvicultural operations in forestry division; visits forest plantations and natural forested areas to collect data, examine field work and enforce existing laws and regulations; assists with collation and analysis of data collected; investigates encroachments and complaints and apprehends offenders where necessary; assists in suppression of forest fires by cutting fire traces and beating out bush fires; maintains recreational facilities in forests and advises visitors to forest on enforceable regulations; visits educational institutions and conducts workshops and tours of forested areas to educate students and members of the public on value of forest and wildlife;

supervises subordinate staff, allocates and reviews assignments and prepares staff, financial and work reports for submission to senior administrative personnel.

May survey sites and supervise workers engaged in constructing roads, buildings and bridges in forested areas.

May be designated according to level of responsibility; for example,

FORESTER I/II/III

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 4*;

TEMP: V, D, J;

APT: G(T), V, Q, M;

INT: 3, 4;

PD: 1a(L,M), 2(a,b), 3e, 4(a,b,f), 5a, 6a, 7(a,b), 8(a,b,c), 9;

EC: 1(a,i,j), 4(a,b), 6(a,b,i), 7(c,d,h);

PH: 3b.

3213.25 SERVICEMAN, POULTRY INDUSTRY/ Field Service Technician, Poultry Industry

Inspects poultry farms to ensure conformance with contract standards:

Visits and inspects farm facilities and equipment to determine sanitary condition and efficiency of operations; develops poultry feeding and medication programme; supervises vaccination or administers vaccines to chickens by placing medication in drinking water or by injecting birds; examines records to determine mortality rates and adherence to feeding and medication schedule and verifies records by monitoring feed stock and number of dead birds; weighs and visually examines chickens for growth rate and evidence of diseases; conducts post-mortems to identify causes of mortality and obtains samples for laboratory testing; recommends changes in facilities, equipment, and management techniques to improve production efficiency; informs Poultry Farmers of new procedures, changes in government regulations and company production standards; attends seminars and courses and liaises with Veterinarians to keep abreast of new developments in area; prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 4*;

TEMP: P, J;

APT: G(T), V, P, K, M;

INT: 3;

PD: 1(a[L],b,c), 3(a,c), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,n), 7(b,c,d);

PH: 3b, 4.

3213.30 EXTENSION OFFICER, FISHERIES

Liaises with fishing community to promote development of fishing industry:

Assists Fishermen in organisation of fishing groups and cooperatives; organises educational activities such as lectures, film shows and demonstrations and provides related instructions to improve methods and techniques employed in fishing industry; advises on matters relating to marketing, distribution and processing and related legislation; arranges for establishment of fish centres and storage and sanitary facilities; supervises Caretakers; assists superior in investigation of incidents involving fishermen at sea and settlement of disputes among fishermen; compiles and forwards unresolved problems to superior; surveys and registers fishermen, fishing boats and engines and updates registers periodically; reviews applications for fishing permits, loans, and duty-free concessions and makes recommendations accordingly; participates in activities such as exploratory fishing trips and experimental fish processing and reviews literature to keep abreast of new developments.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 5;

TEMP: V, P, J;

APT: G(T), V, P, Q;

INT: 3;

PD: 1a(L), 2a, 3(a,c,e), 4(b,c,f), 5(a,b), 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,j,n), 4a, 6a, 7(a,b,c,d,e);

PH: 3b.

3213.35 FISHERIES ASSISTANT

Provides extension services to fish farmers and monitors import and export of freshwater fish:

Interviews prospective Fish Farmers to obtain information such as location and size of holding and reason for pursuing fish culture; visits pond sites and inspects facilities to ensure proper construction and preparation of ponds; examines water to determine colour, temperature, pH value and dissolved oxygen level, using meters as required; distributes fingerlings to farmers and gives advice on stocking rates, water flow and pollution control techniques, and use of lime and fertilisers to increase production rates; visits farms periodically, monitors activities and obtains samples of fish population and water to ascertain production levels; liaises with banking personnel to assist farmers with procurement of loans and to ascertain payment for exports; sells station produce to

members of the public and maintains related records; examines documents and imported stock at airport to ensure adherence to requirements; liaises with relevant authorities to authenticate import licences and advise them of fish export season to ensure controlled outflow of local species; assists in collection of stock from nursery grounds and in arranging film shows and demonstrations on fish farming; compiles annual returns and prepares reports for submission to supervisor.

May photograph private fish farms for demonstration and records purposes.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 4;

TEMP: V, P, J;

APT: G(T), V, N, Q;

INT: 3;

PD: 1a(L), 3(a,c), 4(a,b,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(c,i,j,m,n), 4a, 6a, 7(b,d,h);

PH: 3b.

322 ASSOCIATE MODERN HEALTH PROFESSIONALS

Workers in this minor group make and dispense medicaments; prescribe and fit spectacles; provide nursing services and assist in the provision of special therapeutic services.

3221 PHARMACISTS

Workers in this unit group procure, prepare and dispense drugs and other pharmaceutical products and give advice to members of the public on related matters.

3221.10 PHARMACIST/Druggist

Procures, prepares and dispenses prescribed drugs and medicines:

Reads prescription issued by medical, dental or veterinary personnel and selects and/or compounds required medications; ensures proper packaging of medication and prepares and affixes label, stating name of prescribing practitioner, dispensing date and medication dosages and instructions; dispenses non-prescription drugs to members of the public and advises customers on use and effects of medication; orders and maintains supply of drugs, chemicals and other pharmaceutical stock; stores dangerous and perishable drugs according to legal and health stipulations and maintains records; supervises subordinate staff.

May compute selling price of dispensed items and assist with product layout.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 5; SVP: 5*;

TEMP: P, J, T;

APT: G(T), N, P, Q, K, C;

INT: 2;

PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,d,g), 8(a,b,c), 10;

EC: 1(a,i,j,n), 7(a,b,e);

PH: 4.

3222 DISPENSING OPTICIANS

Workers in this unit group fit glasses and contact lenses and advise on their use and care.

3222.10 DISPENSING OPTICIAN

Fits clients with eye-glasses or contact lenses according to optical prescription:

Reads prescription to determine lens specifications; measures curvature, pupillary distance and bridge width of client's eyes, using optical measuring devices; assists customer in selecting frame according to prescription, facial features and current styles; prepares instructions for lens preparation according to prescription and frame chosen; fits spectacles and makes necessary adjustments to frame by heating and shaping plastic, or bending metal frames; fits contact lenses and instructs clients in procedure for inserting, removing and cleaning lenses; fits artificial eyes in patients; maintains relevant records.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 5; SVP: 4*;

TEMP: P, J, T;

APT: G(T), V, S, P, Q, K, F, M;

INT: 5;

PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 2a, 4a;

PH: 3b.

3223 MASSEURS AND RELATED WORKERS

Workers in this unit group administer massages and other physical treatments to improve the health or physical capabilities of clients.

3223.15 MASSEUR

Massages clients and administers other body conditioning treatments for therapeutic or aesthetic purposes:

Consults with client to discover personal needs and medical history and explains massage procedure and use of lubricants and equipment; performs figure analysis by measuring client's body; instructs client in preparation for massage, offering reassurance when necessary; sprinkles powder on client's skin or applies lubricants

such as creams, oils or rubbing compounds; massages body manually and/or by using vibrating equipment, applying techniques such as kneading, rubbing, cupping, flexing and stroking flesh to stimulate blood circulation, relax muscles and relieve pain, constipation or other conditions; treats injuries by administering cold or heat treatment, using ice, hot towel or infra-red lamp; observes client to detect symptoms of relief or discomfort and modifies massage technique as necessary; advises clients to seek medical opinion where necessary; maintains clients' treatment and progress records; cleans massage couch or table and changes linen.

May prepare taped recording to be used during massage routines and refer client to specialist personnel for further treatment.

OCCUPATIONAL PROFILE

DPT: 274; ETD: 3; SVP: 3;

TEMP: P, J;

APT: G(T), F, M;

INT: 9;

PD: 1a(M), 3a, 4(a,b,c,d,e,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,j,n), 2a, 3a, 4a, 5b, 7b;

PH: 2a, 3b.

3224 VETERINARY ASSISTANTS

Workers in this unit group assist professionals in the diagnosis and treatment of animal diseases and injuries and participate in preventive-medicine programmes.

3224.10 VETERINARY ASSISTANT/

Animal Health Assistant

Assists professional staff in providing health care to animals:

Sterilises instruments and equipment in preparation for surgery and shaves hair from areas of animal to be operated on, using electric clippers or razors; assists superior in surgical procedure by administering medication and oxygen, swabbing incisions and performing other related duties as directed; cares for animals after surgery by taking and recording temperature, pulse, and other vital signs; gives injections and intravenous fluids and assists in follow-up care; participates in preventive-medicine programmes by assisting in administering of vaccines against rabies and testing of animals for tuberculosis at farms and other designated premises; assists in collection of data pertinent to infectious diseases and ensures adherence to disease-control rules and regulations.

OCCUPATIONAL PROFILE

DPT: 374; ETD: 5; SVP: 4*;

TEMP: J, T;

APT: G(T), Q, K, M, C;

INT: 2, 3;

PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 5a, 6(a,b,d,e), 7(a,b,c,d,h);

PH: 3b.

3225 DENTAL NURSES

Workers in this unit group administer simple dental treatment and assist in dental health education.

3225.10 DENTAL NURSE

Administers simple dental treatment to patients and participates in health education programmes for children and special groups:

Prepares health clinics for dental treatment by cleaning and sterilising instruments and work area; examines patient on first visit and obtains medical and dental history; checks teeth and surrounding tissue to identify abnormalities; charts condition of tooth decay and diseases if present, prepares treatment plan and/or refers case to Dentist where necessary; prepares patient for treatment by counselling, positioning him/her in chair and administering local anaesthetic if necessary; prepares filling material such as amalgam or silicate and fills cavities; applies topical medication to teeth to aid in arresting dental decay; instructs patient undergoing treatment on care of teeth and supervises practice sessions; visits schools and health clinics to lecture on oral hygiene; prepares and maintains records.

May perform oral screening of children at schools to select those in need of treatment.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 4*;

TEMP: V, P, J, T;

APT: G(T), V, P, Q, K, F;

INT: 2, 7;

PD: 1a(L), 3a, 4(a,b,c,d,f), 5(a,b), 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,m,n), 4a, 5a, 6(d,e), 7(b,d);

PH: 3b.

3226 NURSES

Workers in this unit group provide or direct provision of nursing care for patients at health institutions, homes, schools and industrial establishments.

3226.05 DEPARTMENTAL SUPERVISOR, NURSING/Junior Matron

Assists in administration of nursing services at health institution:

Assists in supervising work of professional and non-professional employees engaged in care and treatment of patients; confers with subordinates regarding condition of patients and gives related instructions; plans and executes work and leave schedules of departmental personnel to ensure adequate service to patients; initiates action to meet emergencies related to patient care in absence of superior; accompanies nursing personnel on ward rounds and gives advice as necessary; participates in orientation, training, supervision and evaluation of nursing personnel and conveys and interprets policies; requisitions supplies and equipment and supervises use and maintenance of same; participates in research activities related to improvements of nursing care; reviews data submitted by subordinate staff and prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6*;
 TEMP: D, P, J, T;
 APT: G(T), V, P, Q;
 INT: 10, 11;
 PD: 1a(L), 4(b,d), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);
 EC: 1(a,k,m,n);
 PH: 3b.

3226.07 HEAD NURSE/Ward Sister

Directs and coordinates nursing activities on ward or unit of health institution to ensure provision of nursing care to patients:

Prepares daily roster for professional and non-professional staff to ensure equitable distribution of work, maintenance of discipline and safe care of patients in ward or unit; checks reports of previous shifts and observes patients to ensure that general condition coincides with reports; scrutinises patients' records to verify treatment, clarify statements and ensure that orders are properly recorded; monitors performance of staff in areas of patient care and maintenance of records, assisting when necessary; accompanies medical staff on rounds, ensuring availability of patients' records and assisting with examination and treatment when necessary; liaises with members of medical care team and personnel of other departments to ensure proper patient care; assists in providing clinical teaching to student nurses; orients new personnel and provides continuous guidance to enhance performance; interprets and transmits approved nursing policies to nursing personnel; prepares unit and staff progress reports; ensures good working relationships among unit personnel by meeting with staff to discuss problems and provides guidance and counselling when necessary; requisitions supplies and equipment, takes in-

ventory and maintains stock records; assists in preparation of nursing programmes and budget proposals.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 5; SVP: 7*;
 TEMP: V, D, P, J, T;
 APT: G(T), P, Q, K, F, M;
 INT: 10;
 PD: 1(a[L],b,c,d), 3(a,e), 4(b,c,d,f), 5(a,b), 6(a,b), 7(a,c,g,h), 8(a,b,c);
 EC: 1(a,k,m,n), 6d, 7b;
 PH: 3b.

3226.10 NURSE

Provides nursing care to patients in medical institutions by performing any combination of the following duties:

Provides nursing care to patients, as member or leader of nursing team on medical, surgical, paediatric, geriatric or other wards/units of hospitals, nursing homes or similar institutions; examines patients to be admitted to health institution and takes temperature, pulse and respiration, using instruments such as thermometer, stethoscope and sphygmomanometer; obtains specimens for laboratory testing as indicated by superior or on treatment card; accompanies medical staff on rounds of wards; assists with examination of patients, notes changes in treatment and administers medication as prescribed; serves as member of surgical team; ensures that sterile packages for dressing wounds and administering treatment are readily available; administers pre- and post-operative care to patients; observes patients to detect changes in condition and reports to supervisor for necessary action; performs routine tasks such as bathing patients, serving meals and making beds; supervises subordinate staff and assumes responsibility for ward/unit in absence of superior; participates in research and evaluation activities to improve nursing standards; prepares and maintains records.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;
 TEMP: D, P, S, J, T;
 APT: G(T), V, Q, K, F, M, C;
 INT: 10;
 PD: 1(a[L],b,c,e), 3(a,c,e), 4(a,b,c,d,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);
 EC: 1(a,k,m,n), 4a, 6d, 7(b,d);
 PH: —.

3226.15 DISTRICT NURSE/Public Health Nurse

Provides professional nursing care for community, at health centres, special clinics, homes and schools:

Ensures that health centres are in state of readiness to serve public and prepares duty roster to facilitate smooth functioning of clinics; assists superior with physical examination of patients at clinics and schools and provides nursing care to patients; participates in control of communicable diseases by assisting in immunisation programmes; counsels patients and their relatives on conditions such as diabetes and heart disease and gives advice on medication, diet and personal health care; visits community members based on referrals from institutions such as hospitals, social welfare departments, geriatric homes and schools; assists senior personnel in training, supervising and evaluating subordinate staff; handles correspondence and prepares reports for submission to superior.

May be designated according to level of responsibility and area of specialisation; for example,
COUNTY HEALTH VISITOR, if engaged in advising superior on nursing-related matters and performing administrative duties;
DISTRICT HEALTH VISITOR, if engaged in directing and supervising clinics in assigned district.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 5; **SVP:** 7*;
TEMP: V, D, P, I, S, J, T;
APT: G(T), V, P, Q, K, F, M;
INT: 10;
PD: 1(a[L],b,c), 3a, 4(a,b,c,d), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);
EC: 1(a,b,i,m,n), 6(d,e);
PH: —

3226.20 NURSE, PRIVATE DUTY

Provides nursing care on request to individual patients in private homes or institutions:

Observes patient and takes temperature, pulse, respiration and other vital signs to determine changes in patient's condition; administers medication and treatment as prescribed by medical personnel and/or applies emergency measures; dresses wounds and attends to personal health needs of patient such as bathing, combing hair and feeding of patients; counsels family in home treatment of patient; maintains records relating to treatment and general condition of patient and reports to attending medical personnel as necessary.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 6*;
TEMP: P, S, J, T;
APT: G(T), V, Q, K, F, M, C;
INT: 10;

PD: 1(a[L],b,c,d,e), 3(a,c,e), 4(a,b,c,d,f), 5(a,b), 6(a,b), 7(a,c,g,h), 8(a,b,c);
EC: 1(a,k,m,n), 4a, 6d, 7b;
PH: 3b.

3226.25 INDUSTRIAL NURSE/Occupational Health Nurse

Provides nursing care to employees at industrial establishments:

Visits plant to attend to emergency cases, treats injured persons on site or makes arrangements to transport patient to hospital, company clinic or doctor's office; counsels workers in substance abuse and disease avoidance; prepares records concerning health care of employees, and advises personnel department on workers' ability to perform specific tasks, on basis of medical reports; checks emergency items such as oxygen cylinder and resuscitation equipment regularly to ensure proper functioning; prepares clinic for visit by **General Medical Practitioner**, ensuring that examination tables are ready for use, equipment is sterilised and in good working order and that supplies and medication are readily available; assesses degree of ill-health or injury of employees referred to clinic by supervisory personnel by observing and interviewing them and making routine physical checks; refers and prepares patient for examination by **General Medical Practitioner** and assists at clinic sessions by performing routine tests; renders first-aid to employees in cases of sudden illness and administers further treatment as directed; enters information about accidents in report book, prepares periodical reports and forwards these to relevant department; maintains records of employees' visits to clinic, drugs administered and dangerous drugs in stock; prepares requisitions to replenish clinic's supplies.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 5; **SVP:** 6*;
TEMP: P, S, J, T;
APT: G(T), V, P, Q, K, F, M, C;
INT: 10;
PD: 1(a[L],b,c,d,e), 3a, 4(b,c,d,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,g);
EC: 1(a,i,m,n) 4a, 6d, 7b;
PH: 3b.

3226.30 PSYCHIATRIC NURSE

Cares for mentally and emotionally disturbed persons in medical institutions:

Performs duties of **NURSE**; observes patients carefully to note changes in their physical and social behaviour and ensure personal safety; reports findings to superior to

assist in diagnosis and treatment; assists Psychiatrist with examination and treatment of patients and psychiatric and other personnel in preparing patients for return to community through counselling and group therapy sessions; maintains records of in- and out-patients and patients on home-leave to facilitate rehabilitation process.

OCCUPATIONAL PROFILE

DPT: 201; ETD: 5; SVP: 5*;

TEMP: P, I, S, J, T;

APT: G(T), V, P, Q, M;

INT: 10;

PD: 1(a[L],b,c,d,e), 3a, 4(a,b,c,f), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,k,m,n), 6b;

PH: ---

3227 MIDWIVES

Workers in this unit group provide or direct provision of nursing care to pregnant women during pre- and post-natal periods and at childbirth, in medical establishments or at patient's home.

3227.05 HEAD NURSE, MIDWIFERY

Plans, directs and coordinates activities of unit of large maternity hospital:

Performs duties of HEAD NURSE; instructs and advises pupil midwives on activities related to pregnancy and pre- and post-natal care of patient to ensure that students obtain necessary experience to fulfil training requirements; serves as part of obstetric team, to monitor progress of expectant mothers during confinement and labour; checks foetal heartbeat and other vital signs, using instruments such as foetal stethoscope, thermometer and sphygmomanometer; assists in delivery of baby and advises mother on post-natal care, infant feeding and family planning.

OCCUPATIONAL PROFILE

DPT: 121; ETD: 5; SVP: 6*;

TEMP: P, I, S, J, T;

APT: G(T), P, Q, K, F, M;

INT: 10;

PD: 1(a[L],b,c,e), 3(a,e), 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,m,n), 4a, 7(b,d);

PH: 3b.

3227.10 NURSE, MIDWIFERY

Provides nursing care to women during pregnancy, childbirth and post-natal period, in maternity hospital, nursing home or clinic:

Performs duties of NURSE; receives work instructions from superior; serves as part of obstetric team and monitors condition of expectant mothers by checking foetal heartbeat, position of foetus in uterus, temperature, pulse, respiration and other vital signs, using specified instruments; reports abnormalities to superior for administration of prophylactic measures; advises mothers on pre- and post-natal care, infant feeding and family planning; participates in training of pupil midwives.

OCCUPATIONAL PROFILE

DPT: 271; ETD: 5; SVP: 6*;

TEMP: P, S, J, T;

APT: G(T), V, Q, K, F, M;

INT: 10;

PD: 1(a[L],b,c,e), 3(a,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,k,m,n), 4a, 7d;

PH: 3b.

3227.15 MIDWIFE, DOMICILIARY SERVICES

Provides home care service to expectant mothers during confinement, delivery of baby and post-natal period:

Operates under auspices of maternity hospital authority to provide service to expectant mothers in community; ensures that medicine, equipment and instruments needed for field visits are properly stored, packed in kits and ready for use; instructs and advises pupil midwives on selection and booking of home delivery cases and other matters concerning operation of domiciliary service to community; interviews mothers at antenatal clinic to obtain information on patients' health care and home environment and assess suitability for home delivery service; forwards information to subordinates and gives technical advice; visits expectant mothers regularly to obtain full co-operation during pregnancy; monitors progress of pregnancy, checking vital signs such as temperature, pulse, respiration and blood pressure, using thermometer, stethoscope, sphygmomanometer and other appropriate instruments; delivers babies in cases of normal birth, referring problem cases to competent authority; maintains records of activities relating to antenatal and post-natal care and number of babies delivered at home; advises mother on availability of health and welfare services.

May be designated according to level of responsibility; for example,

DOMICILIARY INSTRUCTOR, MIDWIFERY, if engaged in instructing and supervising pupil midwives on practical aspects of home delivery service to expectant mothers

OCCUPATIONAL PROFILE

DPT: 231; ETD: 3; SVP: 3;

TEMP: D, P, J, T;

APT: G(T), V, P, K, F, M;

INT: 10;

PD: 1(a,l), b,c,e), 3a, 4(a,b,c,d,f), 5(a,b), 6(a,b), 7(a,c,g),
8(a,b,c);

EC: 1(a,k,m,n), 4a, 6e, 7(b,d,f);

PH: 3b.

3229 OTHER ASSOCIATE MODERN HEALTH PROFESSIONALS

Workers in this unit group perform health care duties which have not been assigned to workers in the preceding unit groups.

3229.15 HOME SISTER

Supervises, counsels and advises resident nursing students on personal and social problems:

Interprets administrative policies and procedures to student nurses and implements these to ensure efficiency of operations and maintenance of standards and discipline in Home; counsels student nurses, assists in problem-solving and ensures proper attention to diet, accommodation and personal welfare; proposes and implements projects and activities to enhance social and physical well-being of students; liaises with nursing school personnel to ensure smooth transition of students from home environment; maintains congenial atmosphere for study and recreation; prepares administrative reports and maintains records.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 5; SVP: 7*;

TEMP: D, P, I, J;

APT: G(T), V, Q;

INT: 10;

PD: 1a(L), 4f, 5(a,b), 6(a,b), 7(a,g), 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 3b.

3229.20 OCCUPATIONAL HEALTH NURSING ADVISER

Plans, organises and administers surveys and programmes designed to promote occupational health and safety:

Directs or conducts surveys of work environment to identify health problems and hazards; obtains biological specimens from workers, where appropriate, and arranges for laboratory analysis; advises managerial personnel on occupational health services for employees and makes recommendations to improve health and safety

conditions; liaises with health personnel regarding testing and treatment of workers affected by occupational health hazards; organises and participates in education and training programmes to promote awareness of occupational health hazards and gives instructions on preventative and curative measures; lectures to workers, employers and interested persons on subject area; prepares reports for submission to superior and advises on formulation and implementation of policies.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;

TEMP: D, P, J;

APT: G(T), V, P, Q;

INT: 2;

PD: 1a(L), 4(b,f), 5(a,b), 6(a,b), 7(a,d,g), 8(a,b,c);

EC: 1(a,b,i,m,n);

PH: 3b.

3229.25 MENTAL HEALTH OFFICER

Provides nursing care to, and assists in counselling and promoting rehabilitation of, mentally ill and emotionally disturbed persons:

Assists in planning and directing activities of psychiatric out-patient clinics and performs nursing duties; interviews persons referred to clinic and participates as member of health team to evaluate and diagnose patients' problems and develop treatment plans; liaises with relatives and employers on behalf of hospitalised patients; visits out-patients, discharged patients and patients on home leave in assigned districts; assesses progress and monitors taking of medication or gives medication as necessary; arranges patients' admission to institutions and conveys emotionally disturbed vagrants to same; assists in counselling patients, relatives, teachers and employers on factors such as nature of illness, conducive home/work environment, rehabilitation, medication and after-care treatment; maintains patients' case-history records, prepares reports and updates health team accordingly; stimulates and encourages local community groups to participate in community mental health programmes through lectures and other means.

OCCUPATIONAL PROFILE

DPT: 207; ETD: 5; SVP: 6*;

TEMP: V, P, I, S, J;

APT: G(T), V, Q, M;

INT: 4, 10;

PD: 1a(L), 4(a,b,c,d,f), 5(a,b), 6(a,b), 7(a,c,g),
8(a,b,c);

EC: 1(a,b,i,j,m,n), 6b;

PH: ---.

3229.30 MATRON, JUVENILE HOME

Implements measures to promote, restore and safeguard health and well-being of inmates of juvenile home:

Examines dormitory, kitchen, classrooms and compound to check sanitation of surroundings and discusses corrective action needed with relevant personnel; provides nursing services to inmates and arranges periodic trips to treatment centre or visits by medical personnel; organises lecture sessions and film-shows given by external resource persons and counsels inmates on health and general matters of life; confers with kitchen staff to plan menus for ill inmates; maintains records of medication administered to inmates; liaises with store-room personnel on stock levels and forwards recommended list of food, medical and maintenance supplies required to Store-keeper or superior; discusses general health conditions of home and inmates with superior and submits related reports.

OCCUPATIONAL PROFILE

DPT: 201; ETD: 5; SVP: 5*;

TEMP: D, P, J;

APT: G(T), V, P, Q, F, M;

INT: 10, 11;

PD: 1(a,l), 3a, 4(b,c,f), 5(a,b), 6(a,b), 7(a,b,c,e,g), 8(a,b,c);

EC: 1(a,b,i,n), 6d;

PH: 3b.

3229.35 DIETETIC TECHNICIAN

Assists professional staff with implementation of plans to provide nutrition and dietetic care to patients and with supervision of support staff:

Screens clients/patients, and/or obtains relevant anthropometric, clinical, dietary and other data for Dietitians to assess nutritional status and needs of clients/patients; documents data in patients' departmental record; confers with Dietitian on patients' nutritional and dietetic needs and communicates plans for nutritional care to clients/patients and/or relatives; prepares menus, utilising meal patterns designed by Dietitian and assists patients with selection of meals which satisfy prescribed diets; receives and verifies diet orders by telephone and/or computer system and transmits information to food services department; assists superior in monitoring food services and food service facility for conformity with quality, safety, sanitation, security and equipment specification and related standards; assists in supervision of meal preparation to ensure that operations are conducted efficiently; implements procedures for quality assurance programmes; makes meal rounds to identify patients with nutritional problems and reports to Dietitian; schedules

patients' return visits or discharges patients at direction of superior; assists in identification of training needs and preparation/procurement of teaching and illustrative materials; participates in on-the-job training, orientation and in-service nutrition education programmes for food preparation and other personnel; supervises and assists in appraisal of Dietetic Assistants; collects, stores and retrieves information for use in maintaining efficient food service system; prepares relevant reports.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 5; SVP: 4*;

TEMP: V, P, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(l), 4(b,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b.

3229.40 AUDIOMETRIST/Audiology Technician

Administers audiometric tests to determine hearing sensitivity of patients:

Receives instructions indicating tests to be performed, such as air conduction, bone conduction and speech audiometry tests; fits earphones or bone conductor on patient to determine hearing sensitivity and advises on procedures to be followed; adjusts controls on diagnostic audiometers as required, administers hearing tests and records patients' responses; prepares and submits reports to Audiologist; takes impression of patients' ears for production of hearing aids and instructs patients in their use; maintains pertinent records.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 5; SVP: 4*;

TEMP: P, J, T;

APT: G(T), P, Q, M;

INT: 10;

PD: 1a(l), 3a, 4(a,b,c,f), 5(a,b), 6(a,b), 7(a,c), 8(a,c);

EC: 1(a,i,n);

PH: 4.

3229.45 CHIPODIST

Diagnoses and treats ailments of feet:

Questions patient and/or reviews referral letter to ascertain his/her general health condition; conducts physical and visual examination of patient's feet; diagnoses minor ailments such as callouses and nail diseases and refers patient with symptoms of major diseases, such as ulcers and tumours, to Specialist Physician; cleans patient's feet, using appropriate disinfecting solutions, and trims and grooms nails; applies medication to treat problem

areas or diseases of skin; treats patient's feet to improve circulation, using hydrotherapeutic and other appropriate devices; advises patient on care and treatment of feet; cleans and sterilises tools and equipment when work is completed; prepares bills and maintains records of patients.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 5;
TEMP: P, J;
APT: G(T), P, K, M;
INT: 10;
PD: 1a(L), 3(a,c), 4(a,b,c,d,f), 5a, 6a, 7(a,c,g),
8(a,b,c);
EC: 1(a,i,n), 6d, 7b;
PH: 3b, 4.

323 TRADITIONAL HEALERS

Workers in this minor group endeavour to prevent or cure human illnesses, using traditional techniques involving herbs and medicinal plants.

3230 HERBALISTS

Workers in this unit group treat patients by using herbal medication.

3230.10 HERBALIST

Prepares herbal medication for treatment of diseases:

Questions patient or conducts physical examination to determine nature of ailment; obtains local and/or foreign herbs and prepares and cures them; compounds cured herbs and other natural substances to produce medication; sets medication to ferment for specified time and dispenses according to patient's complaints; prepares identification labels and instructs patient in use of medication; counsels and advises patient on proper health care habits.

OCCUPATIONAL PROFILE

DPT: 204; ETD: 2; SVP: 7;
TEMP: P, I, J;
APT: G(T), C;
INT: 10;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,c);
EC: 1(a,i,j,n), 6d, 7b;
PH: 3b, 4.

33 NON-GRADUATE TEACHERS

331 NON-GRADUATE SECONDARY EDUCATION TEACHERS

Workers in this minor group have not attained grad-

uate status and conduct classes for students at the secondary level.

3310 NON-GRADUATE SECONDARY EDUCATION TEACHERS

Workers in this unit group teach non-vocational subjects at secondary schools and do not require degree qualifications.

3310.15 FINE ARTS TEACHER, SECONDARY SCHOOL

Instructs secondary school students in practical and theoretical aspects of fine arts subjects:

Teaches subject areas such as drawing, painting and three-dimensional work, mime, play-making, theory and history of music, music appreciation and practical music; discusses and demonstrates appropriate methods, principles and techniques such as use and selection of art materials, acting and play-reading, breath control and other techniques for singing and instrument-playing; supervises practical sessions to assess students' creative effort and performance and offers advice and encouragement; plans and supervises student contests, exhibitions, concerts and other special performances for school programmes, community activities and/or festivals; coaches individuals, groups and choirs in singing and/or playing an instrument.

May be designated according to area of specialisation; for example,

ART AND CRAFT TEACHER, SECONDARY SCHOOL
DRAMA TEACHER, SECONDARY SCHOOL
MUSIC TEACHER, SECONDARY SCHOOL

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 6*;
TEMP: V, P, I, J, F;
APT: G(T), V, S, P, Q, F, M, E, C;
INT: 1, 11;
PD: 1a(L), 3e, 4(b,c,f), 5(a,b), 6(a,b), 7(a,c,g),
8(a,b,c);
EC: 1(a,i,m,n);
PH: —.

3310.20 INDUSTRIAL ARTS TEACHER, SECONDARY SCHOOL

Instructs junior secondary school students in selected areas of industrial arts:

Teaches simple metal and woodworking operations, welding processes, basic technical drawing practices,

related theory and production and properties of certain materials according to prescribed syllabus; prepares and employs teaching aids and techniques such as audio-visual equipment, demonstrations, lecture-discussion and follow-up exercises and projects; arranges field trips to provide practical learning experience and accompanies students to sites; sets up and operates machines and equipment such as lathes, drill presses, grinders and gas welders to demonstrate related principles, operations and practices; ensures adherence to safety practices in workshop during class time; prepares, administers and marks tests for use in assessment of students; takes stock inventory to ensure that tools, machines, equipment and material are intact, determine purchasing requirements and prepare for periodic checks by Auditor; lists priorities of material and equipment needs on basis of assigned annual budget and submits lists for approval and invoice-order preparation; checks delivered supplies to ensure conformity with specifications; maintains workshop, tools, machines and equipment, troubleshoots machine/equipment breakdown and conducts minor repairs or refers problem to competent authority.

May make invoice order purchases.

May be designated according to area of work; for example,

METAL-WORK TEACHER

TECHNICAL DRAWING TEACHER

WOODWORK TEACHER

OCCUPATIONAL PROFILE

DPT: 222; ETD: 5; SVP: 4*;

TEMP: V, D, P, I, J;

APT: G(T), V, N, S, P, Q, K, F, M;

INT: 5, 11;

PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7(a,e,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 5a, 6(b,d,f,i), 7(a,c,d);

PH: —.

3310.25 PHYSICAL EDUCATION TEACHER, SECONDARY SCHOOL

Instructs secondary school students in physical education to promote their physical well-being and develop aptitudes for particular sporting disciplines:

Gives instruction in theory and practice of physical education focussing on movement education, growth and development and games-training activities; teaches individual students and groups, explaining and/or demonstrating relevant activities and techniques to develop skills in games, educational gymnastics and track and field events; organises and implements intra-mural

programmes of activity such as sports meetings and competitions to assist students in development of self-confidence, team spirit and attitudes of good sportsmanship; evaluates abilities of students and assists them in improving motor skills and standards of play; corresponds with official educational authorities and parents to obtain sanction for students' participation in programmes of sporting activity; orders and purchases physical education and games equipment and trains students in care, use and maintenance of equipment; maintains records of stock purchased and replaced; consults with parents of students with special health problems to devise suitable types of activity; supervises marking of hard courts and other playing areas, advising ground personnel on specifications.

May organise programmes of activity to foster interest in areas of physical education not offered at school.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 4*;

TEMP: V, D, P, I, J;

APT: G(T), V, S, Q, M, E;

INT: 11;

PD: 1(a[L,M],c,f), 3(a,e), 4(a,b,c,e,f), 5(a,b), 6a, 7(a,b,e,f), 8(a,b,c,d), 9;

EC: 1(a,b,i,m,n), 4a, 6b, 7(c,d,h);

PH: 3b.

332 NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHERS

Workers in this minor group teach one or more subjects for vocational purposes at the secondary level.

3320 NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHERS

Workers in this unit group teach technical and vocational subjects at educational institutions and training establishments to prepare students for the world of work or for future training.

3320.10 NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHER

Teaches practical skills and related theory in technical and vocational subjects to students at secondary schools:

Prepares schemes of work, forecasts, lesson plans, teaching aids, lectures, exercises and assignments reflecting syllabus requirements for examinations; teaches students practical skills and related theory in areas such as drafting, home economics, agriculture, jewellery-making and

construction trades; sets up and operates equipment and machines to demonstrate related principles, processes and operations; arranges field trips to provide practical learning experiences and accompanies students to sites; supervises workshop/laboratory activities of students to ensure development of good working habits and adherence to safety procedures; prepares, administers and corrects written and practical tests and assesses students' progress and performance; performs duties such as maintenance of attendance register, provision of routine counselling, meeting with parents and preparing students' reports, if assigned to particular class; collaborates with other school personnel on matters such as curriculum content, discipline, examinations and school projects; coordinates and monitors activities of support staff to ensure adequate preparation for teaching programmes and maintenance and security of tools, equipment, materials and work area; effects minor equipment repair or reports problem to maintenance personnel for corrective action; completes requisitions for workshop supplies and receives and checks delivered supplies.

May screen incoming students by means of tests and interviews and collect supplies from business establishments.

May be designated according to level of responsibility; for example,

HEAD OF DEPARTMENT, TECHNICAL AND VOCATIONAL EDUCATION

OCCUPATIONAL PROFILE

DPT: 220; **ETD:** 3/5; **SVP:** 5/5*;

TEMP: V, D, I, J, T;

APT: G(T), V, N, S, P, Q, M;

INT: 5, 11;

PD: 1(a[L],b,c,h), 3(a,c,e), 4(a,b,c,f), 5(a,b), 6(a,b), 7(a,d,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 5(a,b), 6(a,b,f,h,i), 7(a,c,d,h);

PH: 3b.

3320.15 TECHNICAL INSTRUCTOR, AGRICULTURE AND FORESTRY

Conducts field sessions for agricultural and forestry students and demonstrates complementary skills and techniques:

Conducts practical field sessions for agricultural and forestry students, demonstrating related methods and techniques such as land preparation, pest and disease control, castration and milking of animals and use of agricultural and forestry equipment and machinery; assists Training Officer, Agriculture and Forestry in performance of duties; collects specimens and prepares relevant illustrations for use in demonstrations and dur-

ing theoretical sessions presented by professional teaching staff; checks animals for wounds and illnesses, treats minor ailments and notifies Veterinarian as required; observes animals for oestral period and informs Artificial Inseminators; refers to specified curricula to plan practical work programmes; prepares and apportions small-group assignments to complement classroom activities; monitors students' performance through oral questioning and practical and written assignments, and assesses research projects; maintains records of students' attendance and punctuality at practical sessions and reports on individual problems and progress to superiors; supervises auxiliary staff such as Agricultural Labourers and Woodsman; consults with superior to determine building needs and makes recommendations for repair, renovation and erection of farm structures; liaises with stores personnel to arrange for distribution of supplies and equipment to students and auxiliary staff; maintains stock inventory and completes and submits requisition forms to relevant personnel; cleans, services and maintains tools, equipment, machinery and storerooms.

May assist in selection of animals for livestock competition, meat production and reproduction purposes and purchase of relevant supplies and equipment.

OCCUPATIONAL PROFILE

DPT: 224; **ETD:** 5; **SVP:** 7*;

TEMP: V, P, I, J, T;

APT: G(T), V, S, P, Q, M;

INT: 3, 11;

PD: 1(a[L],M],b,c,h), 3(a,c,e), 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(c,i,m,n), 2a, 4a, 7(b,c,d,e,h);

PH: —.

3320.20 FARM SCHOOL INSTRUCTOR

Instructs students preparing for entry-level employment in theoretical and practical aspects of agricultural science:

Performs duties similar to those of NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHER; lectures to students on aspects of crop and animal husbandry and other subjects related to agricultural science and leads discussion on topics under study; trains students in crop and livestock management skills, including animal castration and de-worming, de-beaking of poultry, budding and grafting techniques, and fertilising and harvesting of plants, with assistance of Farm School Demonstrator; plans and arranges field trips to livestock and vegetable farms and accompanies students on visits; prepares work schedules for farm personnel and monitors their performance; maintains production records concerning planting and harvesting of crops, egg and milk

production and animal births and deaths; prepares annual reports for submission to superior; organises sale of farm produce, with assistance of farm personnel, and maintains records of sales of produce.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 5; SVP: 7*;

TEMP: V, D, P, I, J;

APT: G(T), V, N, Q, M;

INT: 3, 11;

PD: 1(a[M],b,c,d), 3(a,c,e), 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c);

EC: 1(c,i,j,k,m,n), 4a, 6(a,b), 7(b,c,d,e,h);

PH: ---

3320.25 FISHING GEAR TECHNOLOGIST-INSTRUCTOR

Designs, constructs, evaluates and modifies fishing gear and instructs trainees in construction, operation, maintenance and repair of gear:

Performs duties of NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHER at fisheries training institute; teaches aspects of gear preparation, such as making of knots and splices; determines needs and makes recommendations for fishing gear repair and construction; designs fishing gear, such as trawling and beach nets, fish pots and lines, applying knowledge of fishing methods, biological and engineering systems and oceanography; constructs gear, using handtools, welding equipment and materials such as rope, wire, cork and needles; evaluates functioning of gear under normal conditions on board fishing vessel, in consultation with seafarers, and modifies gear as required; advises on and supervises selection, purchase, maintenance and storage of tools, equipment and raw materials.

May conduct research in area of fishing gear technology.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 5; SVP: 6*;

TEMP: V, P, J, I, T;

APT: G(T) P, K, F, M, E;

INT: 5, 11;

PD: 1(a[L,M],b,c,d,e), 2b, 3(a,c,e), 4(a,b,c,d), 5(a,b), 6a, 7(a,h), 8(a,b,c);

EC: 1(c,i,j,n), 4a, 6(a,b,h,i), 7(a,d,h);

PH: ---

3320.30 FARM SCHOOL DEMONSTRATOR

Demonstrates practical aspects of crop and animal husbandry to farm school students and supervises farm personnel to ensure general maintenance of farm:

Assists Farm School Instructor by demonstrating to students, methods and techniques used in practical aspects of crop and animal husbandry, such as preparation of seed beds, budding, grafting and pruning of trees, castration and de-worming of animals, construction of animal pens and operation and maintenance of farm machinery; takes head count of livestock; checks animals for obvious signs of illness or disease, administers simple treatment to sick animals and refers major problems to superior; assists in planning and preparation of daily work schedules for Agricultural Labourers and in organising sale of farm produce; supervises farm maintenance personnel; issues agricultural tools and equipment to farm personnel and students for use in practical work; collects and compiles data on types of seeds sown, dates of transplanting and fertilising, increase or decrease in livestock numbers and other related matters.

OCCUPATIONAL PROFILE

DPT: 334; ETD: 5; SVP: 4*;

TEMP: V, P, J;

APT: G(T), V, Q, M;

INT: 3;

PD: 1(a[L],b,c,d,e), 3(a,c,e), 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c);

EC: 1(a,b,i,j,k,m,n), 2a, 4a, 6(a,b), 7(b,c,d,e,h);

PH: 3b.

3320.35 TRADE INSTRUCTOR/Vocational Instructor

Teaches practical skills and related theory in technical and vocational areas to trainees at youth camps and youth, trade and life centres:

Performs duties similar to those of NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHER at youth camps and youth and trade centres, industrial schools and orphanages; sets up and operates machines and equipment to demonstrate operations, principles and practices; prepares periodic reports to reflect trainees' attendance and performance; takes periodic inventory to reflect quantity and condition of stock in hand.

May assist in arranging on-the-job training and employment for trainees and graduates and visit places of work to assess their progress and evaluate training programme.

OCCUPATIONAL PROFILE

DPT: 220; ETD: 2; SVP: 7;

TEMP: V, D, P, I, J, T;

APT: G(T), V, N, S, P, Q, K, F, M;

INT: 5, 11;

PD: 1(a[M],b,c,e,h), 3(a,c), 4(a,b,c,d,e,f), 5(a,b),
6(a,b), 7(a,c,e,g), 8(a,b,c);
EC: 1(a,b,i,m,n), 5a, 6(b,f,g);
PH: —

333 PRIMARY EDUCATION TEACHERS

Workers in this minor group teach a range of subjects and organise educational activities for children at primary school level.

3330 PRIMARY EDUCATION TEACHERS

Workers in this unit group teach general subjects to students at primary schools to prepare them for secondary-level education.

3330.10 PRIMARY SCHOOL TEACHER/ Elementary School Teacher

Teaches general subjects to primary school pupils to stimulate their growth and development and prepare them for examinations and further education:

Prepares syllabus outlines for each subject area from specified curricula to ensure proper organisation of teaching material; prepares weekly course work and lesson plans by consulting set texts, catalogues and other supplementary literature, selecting, adapting and making visual aids, composing notes and determining methods of presentation suited to pupils' age and abilities; instructs students in subjects such as language arts, mathematics, social studies, science, art and craft and physical education, using a variety of teaching techniques, apparatus and audio-visual aids; monitors pupils' performance through oral questioning, correcting and evaluating classwork, projects, homework assignments, tests and examinations; maintains records of work completed to ensure correct sequence and continuity and students' attendance and performance; prepares term reports, provides routine student counselling and discusses pupils' progress and problems with parents; maintains discipline in classroom and school environs; participates in staff and professional meetings and workshops to discuss school and student-related affairs such as discipline, curricula, examinations and special projects.

May conduct classes outside of school hours and supervise pupils during school intervals and in performance of extra-curricular activities.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 4*;
TEMP: V, P, I, J;
APT: G(T), V, N, Q, M;

INT: 11;
PD: 1a(L), 3(a,b,e), 4(a,b,c,f), 5(a,b), 6(a,b),
7(a,c,e,g), 8(a,b,c);
EC: 1(a,i,m,n), 7c;
PH: —

334 PRE-PRIMARY EDUCATION TEACHERS

Workers in this minor group organise educational activities to promote physical, mental and social development of children below primary school age.

3340 PRE-PRIMARY EDUCATION TEACHERS

Workers in this unit group teach students and organise play and educational activities designed to promote all-round development of children below primary school age.

3340.10 PRE-SCHOOL TEACHER/ Nursery School Teacher

Guides pre-school children in activities designed to promote mental, physical and social development and prepare them for entry into primary/preparatory school:

Prepares course outlines and lesson plans by consulting reference texts, teachers' guides and pupils' workbooks, selecting and adapting data, materials and apparatus and determining methodology suited to appropriate age-level; collects and purchases items for demonstration purposes and prepares visual aids and teaching materials such as work-sheets, charts and flash cards; guides pupils in activities such as story-telling and free play and introduces them to language, mathematics, science and creative and physical activity to foster interest in social and physical environment; trains pupils in basic self-assistance, such as hand-washing, shoe-lace tying, opening and closing of containers, discipline, etiquette and elements of good social conduct, to aid adjustment to school and society; prepares and marks practice exercises and simple projects to evaluate pupils' performance; maintains records of work completed to ensure correct sequence and continuity of teaching programme; supervises pupils during rest, play, meals and waiting periods to ensure good conduct and proper use of facilities; consults with other staff members to discuss teaching programme, methodology, pupil performance and ability; maintains daily attendance register, prepares individual reports or profiles and discusses pupils' progress and problems with parents.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 3; SVP: 3;
TEMP: V, D, P, I, J;

APT: G(T), V, Q;
 INT: 11;
 PD: 1(a[L],b), 3(a,c,e), 4(b,c,d), 5(a,b), 6a, 7(a,c,e,g),
 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: —.

335 SPECIAL EDUCATION TEACHERS

Workers in this minor group apply special teaching techniques to instruct handicapped children.

3350 SPECIAL EDUCATION TEACHERS

Workers in this unit group teach and train persons with learning or other mental and physical disabilities in order to promote their personal development.

3350.15 TEACHER OF THE MENTALLY HANDICAPPED

Instructs mentally handicapped students in basic academic and living skills to promote self-sufficiency and normalisation:

Consults with professional personnel such as Psychiatrist, Speech Therapist, Child Psychologist and Psychiatric Social Worker to structure individualised educational programmes suited to academic level and learning potential of students; prepares curriculum outlines in consultation with colleagues; prepares teaching aids, instructional materials and other sensory training apparatus, and selects and purchases supplementary materials; instructs students in basic number concepts, reading, writing and crafts, and trains them in various skills including self-help, socialisation, communication and motor development; liaises with medical and paramedical personnel to plan appropriate physical and recreational activities for basic rehabilitation; monitors progress of students, evaluates performance and behaviour patterns, maintains records and submits reports to superior; supervises students during meal, rest and play periods; directs student participation in concerts, plays, sporting and other extra-curricular activities; confers with other teaching personnel to provide guidance and advice on techniques to be used in dealing with mentally handicapped students; counsels parents on suitable home care and training programmes to promote rehabilitation; participates in special education seminars and workshops.

May assist in conducting orientation sessions for nursing personnel.

May be designated according to area of specialisation; for example,

INSTRUCTOR OF THE MENTALLY HANDICAPPED (ADULT), if engaged in training mentally handicapped adults in self-help, communication, socialisation and occupational skills to promote social acceptance and economic self-sufficiency.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 7*;
 TEMP: D, P, I, S, J;
 APT: G(T), V, N, Q;
 INT: 10;
 PD: 1(a[L,M],b), 3(a,c,e), 4(b,c,d), 5(a,b), 6(a,b),
 7(a,c,e,g), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: —.

3350.20 TEACHER OF THE VISUALLY HANDICAPPED

Instructs visually handicapped students in general subjects and daily living skills to promote academic and personal development:

Prepares teaching outlines and plans individual and small-group course work suited to degree of students' visual handicap; prepares teaching aids and instructional materials, using braille writing machine and labeller; consults catalogues to order special apparatus; instructs visually impaired students in general academic subjects at primary and post-primary level and trains them in mobility and daily living skills such as dressing and feeding themselves; trains students to utilize other senses in identifying objects and gaining knowledge, using audio-taped material and other sensory training apparatus; teaches students to read and write Braille or large print, using Braille books, Braille-writing machine and print magnifier; monitors existing eyesight of individual students in consultation with medical personnel; evaluates students' progress, maintains records and prepares reports for parents and sponsors; counsels parents on suitable home-care and training techniques to promote rehabilitation; participates in staff and professional meetings and workshops to discuss school and student-related affairs.

May teach courses in vocational subjects and supervise and assist blind students attending normal school.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 5; SVP: 5*;
 TEMP: V, D, P, I, J;
 APT: G(T), V, N, Q, F, M;
 INT: 10;
 PD: 1(a[L],b,c), 4(a,b,c,d), 5(a,b), 6(a,b), 7(a,c,e,g),
 8(a,b,c);

EC: 1(a,i,m,n);
PH: —

3350.25 TEACHER OF THE HEARING-IMPAIRED

Instructs deaf and hearing-impaired students in general academic subjects and trains them in social, communication and vocational skills to aid adjustment to social, physical and work environment:

Consults with Audiologist to determine extent of students' hearing impairment; prepares teaching outlines and develops individual and small-group tutoring programmes suited to students' learning capabilities; prepares teaching aids and other instructional materials; instructs students in general academic and vocational subjects at primary and post-primary level, using appropriate teaching techniques, visual aids and special amplifying equipment; teaches manual communication (sign language), using hands, facial expressions, concrete objects and pictures; conducts sessions in speech development, utilising aids such as mirror, feather and speech and auditory trainers, and demonstrating use of vocal cords and position of lips and tongue; trains students to observe and interpret lip patterns to facilitate lip-reading; evaluates students' oral and written assignments and assesses skills in listening, articulation, sign language and finger spelling; supervises rest and organised play periods; prepares reports on students' problems and progress; counsels parents on methods of dealing with students' problems to ensure supportive home environment.

May test students' hearing, plot audiograms, specialise in teaching vocational courses and provide counselling for senior students on personal and vocational matters.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 5; SVP: 5*;
TEMP: V, D, P, I, J;
APT: G(T), V, N, Q, F, M;
INT: 10;
PD: 1(a[L],b,c), 3e, 4(a,b,c,f), 5(a,b), 6(a,b),
7(a,c,e,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 4.

3350.30 TEACHER OF THE PHYSICALLY HANDICAPPED

Instructs physically handicapped students in general academic and vocational subjects to stimulate growth and development and prepare them for examinations, further education and training:

Assesses new entrants to school by administering diag-

nostic tests to detect special problems and specific areas of weakness; prepares teaching outlines and develops individual and small-group tutoring programmes suited to special needs, limitations and learning potential of students; devises teaching aids, methods and instructional materials for use in training and rehabilitation process; instructs students in general academic and vocational subjects at primary and post-primary level, using appropriate teaching techniques, apparatus and materials; consults with professional personnel such as Physiotherapist and Occupational Therapist to structure individualised educational programmes and discuss possible referral of students to other special educational institutions; evaluates students' progress by assessing performance and achievements in practical and written assignments, tests and examinations; maintains records and prepares reports for parents and guardians; provides counselling services to senior students on personal, vocational and employment concerns; counsels parents on proper attitudes, care and home training programmes to foster student rehabilitation.

May supervise students during field trips, sporting events and other extra-curricula activities.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 5*;
TEMP: D, P, I, S, J;
APT: G(T), V, N, Q, M;
INT: 10;
PD: 1(a[L],b,d,e), 3e, 4(a,b,c,e,f), 5(a,b), 6(a,b), 7(a,c,e),
8(a,b,c);
EC: 1(a,i,m,n);
PH: —.

3350.35 TEACHER OF THE LEARNING DISABLED

Instructs students in academic subjects and fosters development of confidence and self-esteem to facilitate learning and adjustment to normal school and society:

Assesses students' performance to determine disabilities in visual perception, auditory discrimination, motor co-ordination and speech and language development and to detect other special learning problems; refers students to diagnostic team, including Psychiatrist and Child Psychologist, for testing and identification of specific problems; prepares teaching outlines, and plans individual and small-group tutoring programmes based on professional assessment; prepares audio-visual aids and materials and selects and orders special instructional materials; instructs students in general subjects at primary and post-primary level and trains them in socially acceptable behaviour; organises field trips and social events; moni-

tors students' progress by evaluating individual performance in practical and written assignments; maintains assessment records and prepares evaluative reports for parents, guardians and sponsors; liaises with parents and guardians to discuss pupils' problems and progress and advise on supportive home environment.

May organise student participation in remedial and vocational courses.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 5*;

TEMP: D, P, I, J;

APT: G(T), V, P, Q;

INT: 10;

PD: 1a(L), 3(a,e), 4(b,f), 5(a,b), 6(a,b), 7(a,e,g),
8(a,b,c);

EC: 1(a,i,m,n);

PH: —.

339 OTHER NON-GRADUATE TEACHERS AND RELATED WORKERS

Workers in this minor group teach extra-curricula subjects to, and organise similar activities, for adults and children.

3390 OTHER NON-GRADUATE TEACHERS AND RELATED WORKERS

Workers in this unit group perform a variety of teaching and educational duties not assigned to workers in preceding groups.

3390.05 SUPERVISOR, ADULT EDUCATION CENTRE

Administers part-time educational programmes and supervises teaching personnel at adult education centre:

Interviews prospective students to ascertain their interests and determine levels of instruction suited to individual needs and capabilities, counselling those requesting advice and assistance; advises superior on introduction and/or modification of courses to meet needs of participants and community; supervises Tutors, Adult Education and convenes staff meetings to evaluate and plan programmes, organise extra-curricular activities and discuss related concerns; monitors staff attendance by examining registers; prepares time-sheets for payment of Tutors, Adult Education and statistical data, including registration details and records of students' attendance and performance; investigates complaints against teaching personnel and reports findings to superior; arranges with relevant authorities for examination of

work prepared by students participating in occupational and vocational courses; liaises with superior to request adequate supplies and facilities for proper functioning and operation of centre; notifies superior of staff resignations and assists in recruitment of suitable staff; organises exhibitions for display of practical work, in collaboration with teaching personnel.

May conduct courses of instruction for students and organise extra-curricular activities such as guest lectures, field trips and sporting activities.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 8*;

TEMP: D, P, J;

APT: G(T), V, N, Q;

INT: 11;

PD: 1a(L), 4(b,f), 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 4.

3390.15 EDUCATIONAL BROADCASTING OFFICER

Prepares and produces educational broadcasts for schools:

Selects topics for radio broadcast production in consultation with superior, to reinforce primary school teaching programme in selected subject areas; conducts research activities, consulting reference materials, interviewing resource persons and visiting relevant sites to collect necessary data; prepares scripts for radio broadcast, selects and records appropriate sound effects and records lessons on audio tape; edits productions, assisted by technical personnel; selects and prepares visual aids for classroom use; prepares and despatches guidelines and explanatory notes to assist teaching personnel in interpretation of broadcasts; visits schools to assess student response to production and provides advice and assistance to teachers where necessary; disseminates evaluative report cards to participating schools and analyses comments recorded by teaching personnel; narrates and acts in broadcast productions; prepares production copies of previously aired scripts for archives; participates in staff meetings to evaluate programmes, plan and apportion duties and discuss matters of general concern; collects defective receiving sets from participating schools and delivers replacements.

May collate, despatch or deliver supplementary material to individual schools.

May be designated according to level of responsibility; for example,
EDUCATIONAL BROADCASTING OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 024; ETD: 5; SVP: 7*;
 TEMP: P, I, J, T;
 APT: G(T), V, Q, F, M;
 INT: 1, 11;
 PD: 1a(L), 4(b,c,f), 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
 EC: 1(a,b,i,m,n);
 PH: 4.

**3390.17 FIELD COUNSELLOR, VOCATIONAL
 TRAINING/Field Supervisor, Vocational
 Training**

Places, supervises and counsels trainees in on-the-job training and work experience programmes to facilitate work readiness:

Liaises with personnel at government ministries and private establishments to identify existing training places and solicit placement of trainees; visits work sites and establishments within specified geographical area and liaises with management personnel to monitor and assess trainees' attendance, progress, conduct and productivity; submits reports on individual trainees to superior; counsels trainees to facilitate satisfactory adjustment to work environment and arranges for transfer of trainees to establishments more suited to training needs, if required; arranges for conduct of practical tests or performance assessments to determine trainee's attainment level; assists in implementation of short-term training programmes; conducts information sessions for graduating students at secondary level, in collaboration with teaching and counselling personnel to foster interest in programme activities; conducts induction sessions for prospective trainees to acquaint participants with programme requirements and benefits; participates in departmental meetings to report on scheduled activities and discuss problems and future projects with superiors; liaises with concerned establishments regarding reimbursement and certification of trainees.

May assist in post-training placement of trainees.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 5; SVP: 7*;
 TEMP: V, P, I, J;
 APT: G(T), V, N, Q;
 INT: 11;
 PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,m,n), 5a, 7(c,h);
 PH: 4.

3390.19 DENTAL NURSING INSTRUCTOR

Participates in planning and implementation of dental nursing programmes for students in the field:

Instructs students on types of cavities found in teeth, materials used in cutting and filling and methods of extraction; conducts demonstrations on artificial head or actual patients, where appropriate; supervises students engaged in laboratory activities; supervises administering of local anaesthesia in clinic; prepares and administers examination papers and tests; evaluates students' performance and prepares progress reports; performs supervisory duties at senior level.

May be designated according to level of responsibility; for example,

DENTAL NURSING INSTRUCTOR I/II

OCCUPATIONAL PROFILE

DPT: 124; ETD: 5; SVP: 7*;
 TEMP: P, I, J;
 APT: G(T), V, P, Q, F, M;
 INT: 11;
 PD: 1a(L), 3(a,e), 4(a,b,c,f), 5(a,b), 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,m,n), 6(d,e), 7(b,d);
 PH: 3b.

**3390.21 AIR TRAFFIC SERVICES
 INSTRUCTOR**

Instructs students in theory and practice of air traffic control procedures and practices and related subjects, to prepare them for practical and written examinations:

Plans course work and develops lesson plans, using international aviation documents and syllabus outlines; prepares hand-outs and visual aids, assisted by Instructor's Aide, Air Traffic Services; conducts basic, refresher and proficiency training courses for trainee and experienced Air Traffic Controllers in air traffic control procedures and practices, including radio and telecommunications, and in air navigation, meteorology and other related areas; conducts practical sessions on air traffic control simulator, demonstrating techniques such as provision of standard separation between aircraft in operation and use of radio communication equipment and air traffic consoles; monitors students' performance and progress through practical and written assignments, tests and examinations; marks scripts and reports to superior on progress of individual students; assists in administering written examinations leading to private pilot's licence, evaluates student's performance and submits results to relevant authority; accompanies Pilot, Aircraft on familiarisation flights to observe procedures and utilisation of en route radio navigational aids and other air traffic control facilities; confers with Air Traffic Controllers to solve relevant operational problems at local airports and within airspace under national jurisdiction.

May specialise in teaching specific subjects according to areas of interest and assist in drafting and upgrading of student handbooks.

OCCUPATIONAL PROFILE

DPT: 224; **ETD:** 5; **SVP:** 7*;
TEMP: V, D, P, J;
APT: G(T), V, N, S, Q, M;
INT: 11;
PD: 1(a[L],h), 3e, 4(a,c,f), 5(a,b), 6(a,b), 7(a,c,e,f,g), 8(a,b,c);
EC: 1(a,g,i,m,n);
PH: 4.

3390.23 HOTEL SCHOOL INSTRUCTOR

Plans and conducts introductory, in-service and on-the-job training programmes for students and employees in hospitality industry:

Plans coursework, consulting and updating relevant instructional manuals, and submits plans to administrative personnel for approval; selects, orders and prepares audio-visual materials for supplementary usage; delivers lectures and conducts practical training sessions in specialised subject areas pertaining to hospitality industry, such as food and beverage operations, front office and personnel management, accounting and catering; monitors students' progress through oral questioning, practical and written assignments and projects; visits industry sites and establishments periodically, liaising with supervisory personnel to assess students' performance in on-the-job training programmes; prepares tests and examinations, marks scripts, maintains records of individual student performance and prepares evaluation reports for submission to administrative personnel; initiates and conducts seminars and training programmes for selected employees of hotels, restaurants and institutions to upgrade relevant skills; provides consultant services to personnel in hospitality industry to facilitate establishment of new ventures and improve efficiency of existing operations; serves on interviewing panel with colleagues to select students for entry into institution; provides routine counselling to students on personal and career matters; participates in staff meetings to discuss school and student-related matters and special projects, and in professional seminars and conferences pertaining to specific areas of expertise.

May perform duties of **REGISTRAR, EDUCATIONAL INSTITUTION** and **PLACEMENT OFFICER**.

May be designated according to level of responsibility; for example,
TUTORIAL HEAD, if engaged in planning and organising

courses in specified subject areas and investigating student problems.

OCCUPATIONAL PROFILE

DPT: 224; **ETD:** 5; **SVP:** 7*;
TEMP: V, D, P, J;
APT: G(T), V, N, Q;
INT: 11;
PD: 1a(L), 3a, 4(a,b,d), 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n), 6i;
PH: 4.

3390.25 INSTRUCTOR, POLICE TRAINING COLLEGE

Instructs police recruits to prepare them for entry into the police service by performing any combination of the following duties:

Consults with superior and other Instructors, Police Training College to arrive at common definition of terms and expressions to be used in training, and develop curricula; prepares and delivers lectures to police recruits and police officers, in areas such as criminal law, police service acts and regulations, traffic laws and regulations and first-aid; liaises with relevant personnel to arrange attachment training programmes for recruits; leads discussions and distributes handouts for students' use; monitors trainees' performance and progress through oral questioning, assignments and tests, administers examinations set by superior and marks scripts; instructs recruits in physical training, self defence, athletics and sports, demonstrating arm and leg movements and body posture to be used in various types of routine and ceremonial drills; provides initial and refresher training in operation, use, maintenance and safe handling of firearms; inspects weapons daily to ensure proper care and functioning; supervises students during practical, gymnasium, field and road sessions, target practice and performance of tasks and duties; maintains performance records and prepares monthly reports on individual recruits, assessing discipline, deportment, conduct, punctuality, effort and other aspects of development and progress in specified areas of training; performs duties of **POLICE OFFICER** in emergencies and on special occasions.

May be designated according to area of specialisation; for example,

DRILL INSTRUCTOR
LECTURER, POLICE TRAINING COLLEGE
MUSKETRY INSTRUCTOR

OCCUPATIONAL PROFILE

DPT: 224; **ETD:** 5; **SVP:** 7*;

TEMP: V, D, P, I, J;
 APT: G(T), V, N, Q, F, M, E;
 INT: 11;
 PD: 1a(L), 3(a,c,d,e), 4(a,b,c,e,f), 5(a,b), 6a,
 7(a,b,c,d), 9;
 EC: 1(a,b,i,j,m,n), 7h;
 PH: ---

3390.27 HEALTH SCIENCE TUTOR

Plans and conducts training programmes for health and allied health personnel:

Participates in planning, updating and modifying curricula and examinations, consulting with superior, peers and experts in specialised subject areas; prepares orientation programmes, counsels in-coming students and advises on selection of courses; prepares and delivers lectures on various topics and selects, orders and prepares accompanying audio-visual aids, apparatus and instructional materials; conducts in-service, refresher and continuing education programmes for allied health personnel to prepare them for examinations and/or upgrade their performance in health-related occupations; supervises students during practical sessions in laboratory; arranges field trips to agencies such as water and sewerage treatment facilities and food-processing plants; monitors students' progress, attendance and punctuality and participation in assigned courses, and evaluates their performance; conducts practical and written examinations, marks scripts and maintains records of results; reviews reports, discusses problems with individual students and provides guidance accordingly.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 7*;
 TEMP: V, D, P, I, J, T;
 APT: G(T), V, N, Q;
 INT: 11;
 PD: 1a(L), 4(a,b,c,f), 5(a,b), 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: ---

3390.29 DANCE TEACHER

Teaches students specific dance forms and trains them in related subject areas to develop creativity, build confidence and prepare them for performances and further education and training:

Conducts auditions to assess students' skills, coordination ability and responsiveness; plans curriculum and determines activities suited to students' age level and physical capabilities; selects appropriate accompaniment and prepares musical tape recordings or liaises with

musicians, to provide accompaniment during classes and for special performances; instructs students in specific dance forms such as classical ballet, oriental, modern, traditional and folk, developing coordination and discipline and demonstrating and correcting techniques involved in specific styles of dance; trains students in related subject areas such as body, space and theatrical awareness, hand gesticulation and facial expression, partnering, movement and rhythm, and grooming; maintains records of students' performance and progress; discusses individual student problems and development with parents of minors and prepares statement on student's performance on request; schedules and holds rehearsals and choreographs dances for students to prepare them for performances; provides information and practical expertise for special performances; participates in workshops and conferences to keep abreast of current trends.

May prepare students for external examinations and arrange for testing, organise informal concerts for parents' appraisal of students' progress, conduct workshops, design costumes and direct and produce performances.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 7*;
 TEMP: D, P, J, F;
 APT: G(T), V, S, P, E;
 INT: 1;
 PD: 1a(L), 2b, 3(a,b,c,d,e), 4(a,b,c,e,f), 5(a,b), 6(a,b),
 7(a,d,e,g), 8(a,b,c), 9;
 EC: 1(a,i,j,m,n), 6(a,b);
 PH: 3b.

3390.31 CLINICAL INSTRUCTOR, NURSING

Instructs students and trainees in practical aspects of nursing to maintain standards taught in classroom:

Monitors lectures given to student nurses to obtain additional guidelines on clinical experience needed for their training and prepares lesson plans according to syllabus; provides classroom instruction and demonstrates clinical procedures such as laying of trays and trolleys, application of bandages, and dressing of wounds; accompanies student nurses on ward rounds or in special units of hospital to assess their knowledge and supervises them in procedures such as administering of medication and injections; gives technical advice to students to ensure consistency of theory and practice; teaches non-professional staff, such as Nurses' Aides elementary nursing techniques such as housekeeping, maintenance of equipment and serving of meals; prepares examination papers, tests and evaluates students' performance and prepares progress reports.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 5; SVP: 6*;
 TEMP: D, P, I, J, T;
 APT: G(T), V, P, Q, K;
 INT: 11;
 PD: 1a(L), 3(a,e), 4(a,b,c,d), 5(a,b), 6(a,b), 7(a,c,g),
 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: —.

**3390.33 TRAINING OFFICER, FIRE
 SERVICE TRAINING COLLEGE**

Instructs fire-service personnel and community group members in basic fire-fighting techniques, fire technology and related subject areas to develop skills and promote proficiency in activities related to fire-fighting:

Plans, organises and conducts orientation, basic, refresher and specialist training programmes for recruits and experienced Firemen in fire-fighting technology and supervisory and management skills; liaises with peers to modify existing curricula as required; develops lesson plans, prepares lectures and assignments and co-opts guest lecturers for presentation of specific topics; instructs course participants through lectures, discussions and demonstrations to develop and promote knowledge and skills in areas related to fire-fighting such as rescue and ladder drills, first aid to the injured, and fire-ground apparatus procedures; organises field trips to high-risk areas such as industrial plants and energy-based industries to train recruits in fire-fighting techniques suited to specific types of hazards; monitors trainees' performance through oral questioning, practical and written assignments, tests and examinations; prepares reports on performance and progress of participants, for submission to superior; conducts workshops and seminars in basic firemanship, including fire-prevention and bomb-scare procedures, for members of community groups, private and public establishments and health and educational institutions; participates in staff meetings to discuss problems and plan programmes and activities.

May perform duties of FIREMAN in emergencies and organise intra-mural activities such as drill and quiz competitions.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 5; SVP: 6*;
 TEMP: V, D, P, I, J;
 APT: G(T), V, S, Q, M;
 INT: 4, 11;
 PD: 1(a[L],b,c,d,e,f,h), 2(a,b), 3(a,b,c,d,e), 4(a,b,e,f),
 5(a,b), 6(a,b), 7(a,b,e), 8(a,b,c);

EC: 1(e,i,j,m,n), 2a;
 PH: —.

3390.35 FLYING INSTRUCTOR/Training Pilot
 Instructs student pilots in practice and theory of flying light aircraft safely by performing any combination of the following duties:

Trains student pilots to undertake pre-flight inspection of aircraft; designs flight plan and informs Air Traffic Controller of route to be used for lesson; instructs pilot trainees in visual and/or instrument flight rules, illustrating use of equipment such as radio-communication and navigational aids; demonstrates techniques of controlling aircraft, including emergency handling, landing and taxiing; supervises solo flights and examines students periodically, using written, practical and verbal tests; maintains record of students' progress, indicating improvement required when necessary; recommends approval by superior for trainees to sit licensing examinations; gives post-licensing training and performs type-checks on students and qualified pilots; assists in organising and implementing training programmes for Aircraft Pilots; instructs Aircraft Pilots in flying regulations and procedures and conducts training in operation of company aircraft; accompanies Aircraft Pilots periodically on flights to test and review their proficiency, observing and evaluating their knowledge and skills before departure and during flight; observes Aircraft Pilots' compliance with and infringement of company and avionics regulations; compiles and issues reports on findings to appropriate officials.

OCCUPATIONAL PROFILE

DPT: 223; ETD: 5; SVP: 5*/6*;
 TEMP: D, S, J, T;
 APT: G(T), V, N, S, P, F, M, E;
 INT: 5;
 PD: 1(a[L,M],b,d,e,h), 4(a,b,c,e,f), 5(a,b), 6(a,b),
 7(a,b,c,d,e,f,g,h), 8(a,b,c);
 EC: 1(a,b,f,g,h,k,m,n), 5(a,b), 6(b,h), 7(a,g,h,i);
 PH: —.

3390.37 TUTOR, ADULT EDUCATION

Provides part-time tutoring in general academic, vocational or craft subjects to promote personal development of adults and prepare them for examinations and/or employment:

Prepares syllabus outlines and lesson plans, following or modifying specified curricula; lectures to students in general academic, vocational or craft subjects at required level, leads class discussions and dictates notes to ensure theoretical proficiency of students; demonstrates various

skills and techniques for operation, care and maintenance of equipment; advises on or purchases materials and supplies for practical work; monitors and assesses performance of students through oral questioning, class and home assignments, projects and tests, and prepares related records; completes examination entry forms and explains procedures to students writing examinations; counsels students on matters of discipline and career opportunities; participates in staff meetings to evaluate teaching programmes, receive instructions and plan extra-curricular activities; maintains registration records and records of attendance and performance for submission to Supervisor, Adult Education Centre; liaises with superior to request facilities and discuss related problems.

May conduct instruction programmes to suit learning capability and handicapping conditions of individual students and prepare students for participation in activities such as debating and sport competitions.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 3/5; SVP: 4/6*;
TEMP: P, J;
APT: G(T), V, P, Q, M;
INT: 11;
PD: 1a(L), 3e, 4(a,b,c,d), 5(a,b), 6a, 7(a,c,f,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 4.

3390.39 TRAINING SUPERVISOR, FLIGHT ATTENDANTS

Conducts training and development programmes to equip airline cabin personnel to attend to safety and comfort of passengers:

Prepares and revises course outlines and instructional manuals, devising case studies and determining appropriate teaching techniques in consultation with other training personnel; prepares audio-visual aids for use during training sessions; conducts initial, refresher and recertification training programmes for new and experienced Flight Attendants and Purser in areas such as emergency and cabin service procedures, first aid and immigration and customs regulations; conducts practical training sessions on board aircraft and in sea to demonstrate use of flotation and other specialised equipment such as life vest, life raft, slides and cabin oxygen for ditching and other emergency purposes; monitors performance of course participants through oral questioning, written tests and examinations; makes periodic inspections to assess performance of Flight Attendants and Purser during flights; maintains assessment records and submits individual reports with appropriate recommen-

dations to superior; counsels Flight Attendants on improvement of individual conduct, appearance and performance and assists in interviewing of prospects; carries out pre-departure checks on appearance and punctuality of crew members, recording details on report sheets; liaises with engineering personnel to ensure prompt handling of technical problems on aircraft; performs duties of FLIGHT ATTENDANTS and PURSERS as required; prepares reports.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 3; SVP: 7;
TEMP: V, D, P, I, J;
APT: G(T), V, Q, M;
INT: 11;
PD: 1(a[L,M],b,c,d,e), 2a, 3(a,c,e), 4(a,b,e,f), 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,b,g,i,m,n), 4a, 5a, 6b;
PH: ---.

3390.41 AUDIO-VISUAL-AIDS OFFICER

Develops and prepares educational material for use in school and adult education and training programmes:

Conducts research activities at school, using curriculum guides and other reference materials, and consults with training personnel and resource persons to determine form and content of educational materials required; prepares production scripts, incorporating visual material, graphic illustrations and written commentaries to facilitate sequence and continuity during photographing, filming and taping operations; operates audio-visual equipment to produce and prepare educational materials, including photographs, slides, tapes, illustrations and story guides relevant to subject matter; visits schools and community centres to distribute and/or evaluate material prepared by department and discuss related concerns; liaises with personnel of foreign embassies, private establishments and government departments to obtain films, photographs and other materials; compiles catalogues of available audio-visual materials prepared by department; consults training personnel and teaching staff to determine audio-visual needs and recommends purchase of relevant equipment to superior.

May transport equipment and material as required.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 4;
TEMP: V, P, J, T;
APT: G(T) V, S, P, Q, K, F, M, C;
INT: 1;
PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,c,d), 5a, 6(a,b), 7(a,c,d,e,f,g), 8(a,b,c);

EC: 1(a,i,j,m,n);
PH: 3b.

3390.43 FIRST AID INSTRUCTOR

Teaches courses in standard and safety-oriented first-aid to members of the public:

Prepares course outline, bibliography, teaching aids and lecture material following specified criteria; lectures to members of the public in standard first aid, covering topics such as cardio-pulmonary resuscitation, control of haemorrhages and treatment of fractures; teaches safety-oriented first aid, including safety awareness, anticipation of accidents and economic disadvantages of accidents; conducts practical demonstrations, and stimulates and guides class discussion; prepares and grades course examinations; evaluates students on basis of classwork and examinations; maintains relevant records.

May lecture to students and to members of service, community and religious organisations.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 3; SVP: 2;
TEMP: P, J;
APT: G(C), V, P, Q, F, M, E, C;
INT: 10;
PD: 1(a[L],b), 3(a,b,c,e), 4(b,c,d,e,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b.

3390.45 DRIVING INSTRUCTOR

Instructs student drivers to prepare them for written and practical driving tests:

Instructs student drivers in theory of motor vehicle driving and areas dealing with hand signals, official road signs, highway code and preliminary driving techniques, using materials such as hand-outs and official study guide; conducts training sessions in practical driving, covering skills such as starting and stopping vehicle, changing of gears, negotiating turns and reversing, demonstrating techniques on motor vehicle; participates in seminars and workshops for driving instructors, discussing new regulations and road laws to ensure adequate preparation of students.

OCCUPATIONAL PROFILE

DPT: 223; ETD: 2; SVP: 5;
TEMP: R, P, S, J;
APT: G(C), M, E;
INT: 5;
PD: 1(a[S,L],h), 4(a,b,f), 5a, 6(a,b), 7(a,b,e,h), 8(a,b,g), 9;

EC: 1(c,h,i,j,m,n), 6b, 7(a,c,h);
PH: 3b, 4.

3390.47 SWIMMING INSTRUCTOR

Teaches swimming, diving, water survival and life-saving skills to individuals and groups by performing any combination of the following duties:

Informs students of safety and hygiene rules to be applied before and during use of pool; instructs students in basic and advanced methods of swimming, floating, rescuing and diving, illustrating correct body movements; conducts exercise sessions with students on land or in pool using pull-buoys, kickboards and paddles to strengthen muscles and perfect swimming strokes; examines skills of swimmers periodically to select persons ready for further training; gives motivating talks to swimming students throughout programme.

May conduct pool tests and adjust chemical balance of water when required, using relevant instruments and cleaning agents.

May be designated according to level of responsibility; for example,

HEAD SWIMMING INSTRUCTOR, if engaged in supervising and training junior Swimming Instructors, and in developing schedules and course content for swimming programmes.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 2; SVP: 4;
TEMP: P, J;
APT: G(C), V, M, E;
INT: 10;
PD: 1a(L,M), 3(a,c,e), 4(a,b), 5a, 6a, 7(a,b,c,e), 8(a,b), 9;
EC: 1(a,b,e,i,m,n), 4a, 6(a,d), 7h;
PH: 2a, 3b.

34 OTHER ASSOCIATE PROFESSIONALS

341 FINANCE AND SALES ASSOCIATE PROFESSIONALS

Workers in this minor group sell securities, insurance and real estate; carry out specialised technical selling activities requiring knowledge of the technology, composition, utilisation and maintenance of the goods or equipment sold; sell specialised engineering and assimilated services; give technical information and advice to customers before and after sales; solicit orders and sell goods on a wholesale basis by visiting clients in a defined district; act as intermediaries for

sales on behalf of local or foreign manufacturers to wholesale and retail establishments; buy goods for resale or use on behalf of wholesale, retail, industrial or other establishments; and auction property or commodities.

3411 SECURITIES AND FINANCE DEALERS AND BROKERS

Workers in this unit group buy and sell on stock exchange on behalf of individuals and organisations.

3411.15 STOCKBROKER

Buys or sells securities on stock exchange for clients:

Analyses financial statements of companies registered on stock exchange to determine viability of companies; questions client companies or individuals wishing to buy or sell shares to obtain background information and ascertain specific financial needs; recommends purchase or sale of securities to clients accordingly; takes orders to purchase or sell shares and prepares documentation to effect transactions; gives buy or sell orders to trading department of stock exchange and bids for purchase of shares when necessary; prepares documents after sale or purchase of shares to inform client accordingly; prepares prospectus for companies wishing to raise loans or issue shares and liaises with proposed creditors or clients to discuss proposals.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 6; **SVP:** 5;
TEMP: P, J;
APT: G(P), V, N, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 3b.

3412 INSURANCE REPRESENTATIVES

Workers in this unit group advise on and sell health, accident, life and other types of insurance to clients.

3412.15 INSURANCE BROKER

Advises client on insurance needs and arranges coverage:

Meets with client to discuss insurance requirements and compiles data relevant to insurance risk; liaises with insurance company personnel to discuss terms, conditions and rates and obtain quotation for coverage; informs client of available terms and provides advice on most advantageous contract; collects premium, issues receipt and concludes contract with selected insurer on client's instructions; arranges for renewal of policies and repre-

sents client during negotiations dealing with settlement of claims; examines balance sheets and reinsurance treaties to determine stability and reputability of existing insurance companies.

May inspect buildings and environs and provide advice to client in areas such as risk assessment, risk management and loss control functions.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 3; **SVP:** 6;
TEMP: P, J;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 1a, 2a, 4.

3412.20 INSURANCE AGENT/

Insurance Salesperson

Sells various types of insurance coverage to clients:

Identifies prospective clients through social and business contacts and by examining pertinent information; contacts and meets with prospective clients to assess insurance needs and financial standing; induces client to purchase suitable policy, explaining coverage, benefits paid and other features of policy; calculates premium rates; completes application form for submission to Insurance Underwriter; makes arrangements for medical examinations and other requirements; collects initial premium payments from client and delivers policy and related documents; provides follow-up service to ascertain continued relevance of policy, advising on adjustments to meet changing needs of client; advises client on most effective method of claiming funds; maintains related records.

OCCUPATIONAL PROFILE

DPT: 257; **ETD:** 3; **SVP:** 3;
TEMP: P, I, J;
APT: G(T), V, N, Q;
INT: 8;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,n);
PH: 1a, 2a.

3413 ESTATE AGENTS

Workers in this unit group arrange for sale, purchase, rent or lease of property on behalf of client or employer, on a commission basis.

3413.10 REAL ESTATE AGENT

Provides professional services relating to buying, selling and leasing of property:

Interviews clients to discuss property, current market prices and financing, and records pertinent details to facilitate discussion with interested parties; prepares list of prospective buyers, indicating size, location and price-range of property desired and matches client's needs with available properties; arranges and/or conducts visits to properties and promotes sale by emphasising highlights and merits; assists client in computation of total cost of purchase, including initial and subsequent payments, taxes, mortgage interest and legal fees; advertises properties for sale or rent through media and on sign boards.

May draw up contract for approval by concerned parties and act as agent, collecting rent on behalf of owner.

OCCUPATIONAL PROFILE

DPT: 357; ETD: 3; SVP: 6;

TEMP: P, I, J;

APT: G(T), V, N, P, Q;

INT: 8;

PD: 1a(I,M), 2a, 3a, 4f, 5a, 6a, 7(a,d), 8(a,b,e);

EC: 1(e,i,n), 7(c,d,h);

PH: 2a, 3b.

3414 TRAVEL CONSULTANTS AND ORGANISERS

Workers in this unit group make local and overseas travel arrangements for customers.

3414.10 TRAVEL AGENT/Travel Consultant

Plans itineraries and makes travel arrangements for customers:

Discusses proposed trip with customer to determine travel requirements; assists with planning of itinerary by describing standard packages or consulting travel and hotel guides; advises customer on most suitable travel arrangements and hotel accommodation, basing advice on comparison of costs and convenience; requests and confirms reservations by telephone or in writing; completes and issues tickets and collects payment; provides information on documents required for travel as well as baggage limits, health requirements, currency rates and regulations relating to specific airlines or countries; obtains travel clearances such as visas and tax exit certificates for customer by completing and forwarding forms to relevant agencies; prepares or issues items such as itineraries, miscellaneous charges, orders, immigration cards and travel brochures; maintains customers' accounts and compiles reports on sale of tickets for airlines.

May handle correspondence involving hotel reservations and standard introductions, request car rentals and sell tickets for cruises.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 3;

TEMP: P, J, T;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,e);

EC: 1(a,i,n);

PH: 4, 5a.

3415 TECHNICAL AND COMMERCIAL SALES REPRESENTATIVES

Workers in this unit group sell products of a technical nature, provide technical information and advice to customers before and after sales and solicit orders on behalf of employers.

3415.15 TECHNICAL SALES REPRESENTATIVE

Sells products and services of a technical or scientific nature:

Performs duties similar to those of SALES REPRESENTATIVE to sell items which require technical explanations or demonstrations; visits clients and potential users to determine needs and explain and/or demonstrate merits of company's products and services and their application to special requirements of user; provides information on composition, installation, utilisation, maintenance and cost-effectiveness of products; prepares and presents proposals in accordance with system designs, standards and specifications set by company and product or equipment manufacturers; prepares price quotations and negotiates sales and service contracts; takes orders for company products or equipment; trains or arranges training for customer's staff, in use or maintenance of products and equipment; investigates problems arising from use of products and equipment; resolves minor problems and suggests or arranges for modifications to make products or equipment more acceptable to customer.

May design systems for customers and conduct field trials to ascertain whether product is viable for local circumstances and conditions.

OCCUPATIONAL PROFILE

DPT: 253; ETD: 5; SVP: 5*;

TEMP: P, I, J;

APT: G(T), V, N, P, Q, E;

INT: 8;

PD: 1(a,l,b,c), 3(a,c), 4(b,f), 5a, 6a, 7(a,b,d,e,g), 8(a,b,c), 10;

EC: 1(a,b,i,j,n), 6(b,e), 7(b,c,d,e,h);

PH: ---.

3415.20 TECHNICAL SERVICE ADVISOR/ Technical Consultant

Liaises with customers to advise on choice and use of products and/or resolve after-sales queries and complaints:

Obtains in-house information on potential and current customers; visits customers on routine basis or in response to calls; determines suitability of company products for use in specified situations; advises on type and quantity of product needed; checks factors such as product expiry date, client's adherence to manufacturer's specifications and set-up and operation of equipment to determine origin of fault in problem situations; advises customer on correction of problems where possible; advises on and supervises resetting or repair of machinery and equipment; logs information on visit; collects product samples for examination and/or testing; reports to Technical Manager on product development needs and suggests modifications; prepares reports.

May perform duties of TECHNICAL SALES REPRESENTATIVE, modify products in laboratory or advise laboratory personnel on same, and assist in planning of product development programmes.

May be designated according to area of employment; for example,

CUSTOMER SERVICE ENGINEER

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 4;

TEMP: P, I, J, T;

APT: G(T), V, P, Q, C;

INT: 6;

PD: 1a(L), 3a, 4(b,c,f), 5a, 6a, 7(a,c,d,g,h), 8(a,b,c), 10;

EC: 1(a,b,i,n), 5a, 6(b,e), 7(a,b);

PH: 2a, 3b, 4.

3415.25 SALES REPRESENTATIVE/ Marketing Representative

Solicits orders on behalf of employer for provision of goods:

Determines main selling points, limitations, costs and competitiveness of products to be sold; calls on customers to ascertain needs and interests, show product samples and explain merits, highlighting most appealing features; explains, when appropriate, type and extent of advertising backing available; quotes prices, discounts, credit terms and delivery conditions; records order and arranges for delivery of products sold; makes follow-up visits to ensure customer satisfaction and solicit further orders; develops contact with new customers; keeps abreast of new developments in field of endeavour; informs superior

of comparative weakness of products and makes suggestions for improvements; maintains records and reports orders taken.

May accept payment for goods ordered or supplied and specialise in selling particular product or product group.

OCCUPATIONAL PROFILE

DPT: 354; ETD: 3; SVP: 2;

TEMP: P, I, J;

APT: G(T), V, N, Q, E;

INT: 8;

PD: 1(a(L),b,c), 4(b,f), 5a, 6a, 7(a,d,e,g), 8(a,b,c);

EC: 1(a,b,i,n);

PH: 4.

3416 BUYERS

Workers in this unit group plan, coordinate, supervise and implement purchase of supplies, material, equipment and other items for employing organisation.

3416.10 BUYER

Purchases goods for resale from wholesale or retail establishments, trade centres and other marketing agencies:

Studies market literature, visits trade fairs, factories and markets and consults with Sales Representatives to obtain information on available goods; examines, grades and appraises merchandise offered for sale and selects quality and quantity to be purchased on basis of market trends, demand, store policy and budgetary limitations; negotiates with suppliers to obtain most economical prices, credit terms, discounts and delivery arrangements; authorises payment of invoices or return of unsatisfactory goods; monitors movement of stock and repeats orders for fast-selling lines; organises sales promotions or markdowns for slow lines; prepares sales reports and budget estimates.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), N, P, Q;

INT: 7;

PD: 1a(L), 3a, 4(a,b,c,d,f), 5a, 6a, 7(a,g), 8(a,b,c), 10, 11;

EC: 1(a,i,j,n);

PH: 3b.

3416.15 PURCHASING OFFICER/ Purchasing Agent

Plans, supervises and coordinates purchasing activities of organisation by performing any combination of the following duties:

Examines relevant documents or liaises with departmental personnel to verify or develop specifications of purchase requests and determine need for purchases, considering factors such as shelf-life of items, space availability and rate and cycles of demand; consults price lists and catalogues, communicates with possible suppliers to obtain information on prices, quality and availability of products and compares data to determine best suppliers; draws up tender lists based on projected requirement figures and studies bids, comparing prices, delivery dates and specifications; arranges for selection committee to review tenders and prepares relevant paper work; completes and forwards purchase orders to suppliers or shippers, follows up transactions and liaises with accounts department to ensure prompt payment to suppliers; discusses product defects with personnel of user departments; compiles and maintains statistical and other data related to purchase, delivery and usage of stock; supervises staff in storerooms, warehouses and purchasing department and performs related administrative functions.

May purchase items for organisation, approve invoices for payment, examine delivered supplies and collect and hold cheques for collection by suppliers.

May be designated according to area of work; for example,

HOSPITAL SUPPLIES OFFICER
SHIP SUPPLIES COORDINATOR

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 6;
TEMP: P, J;
APT: G(T), N, Q;
INT: 7;
PD: 1a(L), 3(a,c), 4(b,d), 5a, 6a, 7(a,c,e,g), 8(a,b,c);
EC: 1(a,b,i,m,n);
PH: 2a, 4.

3416.20 BUYING AGENT, COCOA AND COFFEE

Buys, processes and sells cocoa and coffee under licence from regulatory body:

Purchases cocoa and coffee beans and berries from produce growers; supervises performance of or performs tasks relating to loading, storage and processing of cocoa and coffee; weighs and examines produce on arrival at depot to determine grade and ascertain processing needs; calculates purchase price based on weight and grade and prepares bills of receipt; examines produce to verify correct grading; arranges for sale and delivery of produce to exporters after processing and bagging; maintains sanitation and security of premises; ensures display of

guidelines and price lists issued by regulatory body for information of produce growers; liaises with inspector of relevant board to verify matters relating to grading, processing and storage of produce; prepares monthly returns summarising purchase and sale of cocoa and coffee and forwards to regulatory body; performs administrative duties at produce depot.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 4;
TEMP: D, P, J;
APT: G(T), N, P, Q;
INT: 7;
PD: 1(a(L,H),b,c), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,j,m,n), 4a, 5a, 7(b,c,d);
PH: 2a, 3b.

3416.25 USED GOODS BUYER

Purchases used goods for resale:

Examines used cars and household and industrial items being offered for sale; appraises items to determine value and prices items according to prevailing market conditions; makes offer and purchases goods from customer; forwards information to Sales Clerk for pricing and tagging of goods and arranges for showroom display; scrutinises newspaper articles, consumer magazines and other commercial literature to keep abreast of marketing and production trends and developments.

May advertise goods for sale and hire specialist buying personnel to assist in appraisal of items.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 2; SVP: 4;
TEMP: D, P, J;
APT: G(C), N, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,b,i,n);
PH: 3b.

3416.30 SALVAGE BUYER

Buys scrap material for resale:

Contacts individuals and commercial or industrial establishments to procure salvage material such as scrap metal, rags and bottles for sale; appraises merchandise and weighs material where necessary to determine price to be paid; negotiates prices for items and/or arranges for contracts to purchase items; drives vehicle or makes arrangements to collect and deliver material; sorts items

and arranges for reprocessing of material such as scrap metal; sells material to individuals and commercial or industrial establishments.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 2; SVP: 4;

TEMP: P, J;

APT: G(C), P, Q;

INT: 7, 8;

PD: 1(a,l), b,c,d,h), 3a, 4(a,b,c,d,e,f), 5a, 6a, 7(a,b,d,e,g), 8(a,b,c);

EC: 1(c,i,n), 7(c,d,h);

PH: 3b.

3417 APPRAISERS AND VALUERS

Workers in this unit group appraise items such as precious stones and metals, real estate and automobiles, for purposes such as insurance coverage, probate of wills and loan financing.

3417.15 INSURANCE CLAIMS ADJUSTER

Investigates and adjusts insurance claims on behalf of insurer or claimant:

Checks claim form, insurance policy and other records to determine type of coverage applicable and investigations to be carried out for personal accident, death, property loss or damage claims; interviews or corresponds with claimant, witnesses and protective services personnel to obtain information on circumstances surrounding claims; inspects property to determine extent of loss or damage; evaluates data, reports on findings and makes recommendations; interprets policy and recommends litigation if settlement cannot be reached; attends court hearings and gives evidence accordingly.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 5; SVP: 5*;

TEMP: P, J;

APT: G(T), V, N, P, Q;

INT: 7;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,g);

EC: 1(a,b,i,n), 7(c,h);

PH: 2a, 3b.

3417.20 GEMOLOGIST

Appraises gemstones and items of precious metal:

Confers with clients to ascertain needs and receive items; examines and appraises items such as precious stones and coins for purposes of insurance coverage, probate of will, liquidation of assets and loan financing; inspects surfaces and internal structure of stones, using instruments such as microscope, spectroscopy, refractometer and polariscope,

to determine genuineness, peculiarities and flaws; immerses stones in prescribed chemical solutions and ascertains specific gravities and composition to determine quality and purity; evaluates data and considers market trends to estimate worth of items; prepares reports for submission to clients; supervises and assigns work to subordinate staff.

May catalogue stones.

OCCUPATIONAL PROFILE

DPT: 271; ETD: 5; SVP: 5*;

TEMP: P, J, T;

APT: G(T), S, P, Q, F, C;

INT: 5;

PD: 1a(L), 4(a,b,c,d,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,g);

EC: 1(a,i,n), 4a, 6(e,i), 7(a,b,g);

PH: 2a, 3b, 4.

3417.25 REAL ESTATE APPRAISER/ Valuation Assistant

Assesses property value for acquisition, sale, rental, mortgage and taxation purposes:

Collects data or reviews previous valuation findings to assist in real estate valuation exercises; views property to assess type of residence, materials used in construction, condition, locality, availability of amenities and other factors; records findings and computes value on basis of analysis of data and knowledge of market demand; advises revenue-collecting personnel and other clients on rateable value of property for taxation and assessment appeal purposes; verifies location and dimensions of land parcels with ward-sheet information, and notifies superior of amendments needed; prepares reports for clients or superior; performs more complex assignments and supervises subordinate technical staff, if at senior level.

May be designated according to level of responsibility; for example,

VALUATION ASSISTANT I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 3;

TEMP: D, P, J;

APT: G(T), V, N, S, P, Q;

INT: 7;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,g);

EC: 1(c,i,n), 7h;

PH: 2a, 3b.

3417.30 APPRAISER, AUTOMOBILE DAMAGE

Appraises motor vehicle damage to determine cost of repair for insurance claim settlement:

Examines damaged vehicles to determine extent of structural, body, mechanical, electrical and interior damage; estimates cost of labour and of parts to be replaced; computes salvage value on written-off vehicles; liaises with garage to secure agreement on cost of repairs and time to be taken for repair; prepares reports for submission to claimant and insurer.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 3; SVP: 5;
TEMP: D, P, J;
APT: G(C), N, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(c,i,n), 7h;
PH: 2a, 3b, 4.

3417.35 JEWELLERY APPRAISER

Assesses value of jewellery and items of precious metal:

Liaises with customer to determine needs and receive items; weighs and examines condition of items and conducts tests to determine purity of materials; determines value of item by evaluating cost of method employed in manufacturing, original cost of jewellery, market value and trends, and other data collected; visits homes or offices to appraise valuable goods such as cutlery and trophies; prepares reports for submission to superior and/or insurance company, government officers, lending agencies or other clients.

May confer with Gemologist on appraisal of precious stones.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;
TEMP: P, J;
APT: G(C), P, Q, F, C;
INT: 5;
PD: 1(a[S],b,f), 3a, 4(b,c,d,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 6e, 7(a,b);
PH: 2a, 3b, 4.

3417.40 USED CAR APPRAISER

Collects and evaluates data on vehicles to determine cash or trade-in value:

Collects data on pre-owned vehicles such as age, model and price at time of manufacture; observes general condition of vehicle by examining upholstery, body, engine, tyres and additional features; test-drives vehicle to check roadworthiness; calculates trade-in or cash value on basis of evaluation of data and rate of depreciation; maintains records.

May arrange for minor repair and renovation of vehicle prior to resale.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 3;
TEMP: P, J;
APT: G(C), N, P, K, M;
INT: 5;
PD: 1a(L), 3a, 4f, 5a, 6(a,b), 7(a,d,g), 8(a,b,c);
EC: 1(c,i,n), 7h;
PH: 3b.

3418 AUCTIONEERS

Workers in this unit group sell merchandise and real property at auction sales.

3418.10 AUCTIONEER

Sells merchandise and real estate at auction sales to highest bidder:

Consults with vendors to negotiate conditions of sale and receives articles and details of property to be auctioned; inspects and appraises merchandise or property; advertises date and place of auction and items and property to be sold; receives bids for real estate; prepares auction list of property and items for sale and arranges items according to proposed position in sale; presents article, solicits bids or starts bidding process; describes items, giving information such as ownership details and history to encourage bidders; closes sale to highest bidder; prepares records and delivers proceeds of sales to vendors as negotiated.

May facilitate viewing of items or property prior to sale.

OCCUPATIONAL PROFILE

DPT: 157; ETD: 3; SVP: 5;
TEMP: D, P, I, J;
APT: G(T), V, N, P, Q;
INT: 7, 8;
PD: 1(a[L],b), 3(a,e), 4(a,b,f), 5(a,b), 6(a,b), 7(a,b,e,g), 8(a,b,c);
EC: 1(a,b,i,j,n);
PH: --.

3419 OTHER FINANCE AND SALES ASSOCIATE PROFESSIONALS

Workers in this unit group perform administrative and other duties related to financial and sales operations which have not been assigned to workers in the preceding unit groups.

3419.15 DISTRIBUTION SUPERVISOR

Monitors and supervises distribution of products to deal-

ers, retailers and other customers by performing any combination of the following duties:

Receives and processes invoices for products or consults with superior to determine quantities of products to be despatched to customers; liaises with production and warehouse personnel to secure supplies and ensure product availability and refers findings to superior for necessary action; plans distribution programme and determines priorities; coordinates activities of clerical despatching staff and Heavy Vehicle Drivers where applicable to ensure that orders are handled and deliveries made according to established practices; reviews daily vehicle log and order book to determine whether scheduled deliveries were made and expedites remedial action; handles customers' enquiries and complaints relating to product delivery; supervises cash collection and balancing operations to ensure accuracy and arranges for cash collection on unpaid bills; verifies transport contract payments; checks inventory reports against bond stock for consistency; prepares periodic forecasts of demand, actual quantities delivered and statistics on vehicle breakdowns and personnel matters for submission to superior; performs other relevant administrative functions.

May recruit product distributors, dealers and carriers.

May be designated according to area of work; for example,

BOND SUPERVISOR, PETROLEUM INDUSTRY
CIRCULATION SUPERVISOR, NEWSPAPERS

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: V, P, J;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b.

3419.20 SHARE REGISTRATION OFFICER/ Supervisor, Registration Department

Administers stock and share portfolios on behalf of client companies:

Ensures effectuation of stock transfers, despatch of new stock certificates to stockholders or Stockbrokers, and amendment of company records; arranges for preparation and despatch of dividend cheques to stockholders; ensures timely preparation of companies' quarterly reports and annual general reports and distribution of annual report to stockholders by deadline; attends annual general meeting as representative of registrar; answers

stockholders' queries on behalf of companies; liaises with companies' solicitors as required; verifies billings to client companies; supervises work of clerical staff in department.

May supply information to stock exchange with approval of companies.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J, T;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 1a, 2a, 4.

3419.25 TRUST OFFICER/Trust Administrator

Prepares clients' wills, administers estates and invests funds to obtain optimum financial return for clients:

Discusses investment possibilities with client, provides appropriate advice and prepares documentation for receipt of funds; invests funds in portfolios such as equities, bonds or mortgages; supervises preparation and maintenance of investment accounts and ensures periodic disbursements to clients; interviews clients to obtain information on assets and liabilities, and portions of estate to be distributed to beneficiaries prior to preparation of will; prepares will and affixes signature as witness to execution of will; interviews beneficiaries and communicates with banks, insurance companies and other agencies to ascertain current assets and liabilities of deceased testator; communicates with Attorney-at-Law to obtain probate documents and other relevant information; prepares executorship and administratorship accounts and income tax returns for estate and makes liability settlements; administers will according to prescribed benefit clauses.

May evaluate and approve mortgage loan applications, implement recoveries policy to minimise losses from delinquent loans and administer pension plans and stocks and shares portfolios.

May be designated according to area of work; for example,

PENSIONS ADMINISTRATOR

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 6;
TEMP: D, P, J, T;
APT: G(P), V, N, Q;
INT: 11;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n);
PH: 1a, 2a, 4, 5a.

3419.30 LOAN ADMINISTRATION OFFICER
Handles administrative aspect of loan operations:

Supervises clerical staff in department; vets new loan applications and verifies that collateral security documents are on file; communicates with insurance companies to investigate status of policies used as security; checks disbursement documents for accuracy and disburses new loans; monitors security documents and ensures renewal of expired policies; informs clients and other parties of paid-up loans and closes files; checks mortgages which have been rate-reviewed and despatches new amortisation schedules to clients; checks financial documents and computer input forms; verifies computer reports on new and closed mortgages; prepares reports of activities.

May be designated according to area of specialisation; for example,
MORTGAGE ADMINISTRATION OFFICER

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 6;
TEMP: J, T;
APT: G(T), N, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

3419.35 LOANS OFFICER/Credit Officer
Examines and evaluates loan applications and proposals to determine creditworthiness of client:

Interviews loan applicants and evaluates loan proposals to determine creditworthiness of potential borrower or analyses balance sheets to determine financial viability of business enterprise requiring loan; approves loans and overdrafts within specified limits or makes recommendations and refers cases to superior for approval; administers rate of interest applicable to loan and calculates repayment programmes; reviews customer overdraft facilities to ensure that required lending limits are maintained; communicates with defaulters to identify reasons for default and discuss payments; ascertains and evaluates need for refinancing or variation of terms for clients and prepares and submits applications; institutes action on dishonoured cheques; communicates with attorneys to request commencement of legal proceedings leading to sale of property, judgement and possession; arranges for security, repairs and rental of repossessed properties;

implements procedures for sale of properties by public auction or private treaty; accompanies prospective buyers wishing to view properties for sale; maintains records relating to delinquent loans; prepares report on bad and doubtful loans and applies for write-offs on loans.

May be designated according to area of work and/or level of responsibility; for example,
LOANS SUPERVISOR
MORTGAGE OFFICER

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 6;
TEMP: P, J;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

**3419.40 SALES OFFICER, GOVERNMENT
PRINTERY**

Coordinates activities of subordinates engaged in storing, selling and distributing government publications at retail outlet:

Liaises with ministerial personnel to determine storage requirements and prices of documents for sale; maintains stocks of government publications such as gazettes, ordinances, reports and council papers; prepares indents for local and foreign subscribers; receives and verifies cash against sales records; maintains sales and inventory records and audit ledger of bound volumes; issues reminders to ministerial personnel and general public regarding renewal of subscriptions for publications; supervises and coordinates activities of subordinates engaged in performing clerical and manual duties.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: D, P, J, T;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(L), 4(b,d), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,i,n), 7c;
PH: 2a, 3b, 4.

3419.45 NEWSPAPER DISTRIBUTION AGENT
Purchases newspapers from publishing companies for resale within assigned geographic area:

Liaises with Distribution Supervisor to determine purchasing terms and conditions and receive newspapers; prepares, reviews and periodically updates list of custom-

ers and delivery requirements; recruits and orients delivery personnel; delivers newspapers to retail outlets or to delivery personnel; collects or receives payment for newspapers delivered; collects unsold papers from retail outlets and returns them to publisher; issues receipts and pays delivery personnel; maintains records of deliveries.

May solicit subscriptions and despatch renewal reminders to customers.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 3; SVP: 2;

TEMP: D, P, J;

APT: G(T), V, N, Q;

INT: 7, 8;

PD: 1(a(L),b,c), 4(b,f), 5a, 6a, 7(a,h), 8(a,b,c);

EC: 1(g,i,j,n);

PH: 1a, 2a, 3b, 4.

342 TRADE BROKERS AND BUSINESS SERVICE AGENTS

Workers in this minor group act as intermediaries between buyers and sellers of goods by purchasing goods of the types, qualities and quantities required and selling these to retailers, industrial, commercial or other establishments or to individual customers; sell business services or organise, on a commission basis, contact between buyers and sellers of business services.

3421 TRADE BROKERS

Workers in this unit group liaise between buyers and sellers of commodities and make purchases on their clients' behalf.

3421.15 TRADE BROKER

Directs and organises procurement, storage and transportation activities to supply clients with specified items:

Responds to tender or other notices and makes visits to solicit clients; confers with current or prospective client to determine materials and other items required; researches availability, price and other details of item being sourced in response to client's request; presents research findings on price, quality and other specifications to client and submits bid to tender where applicable; liaises with suppliers to negotiate purchase terms as regards price, transportation and other factors; establishes contractual agreement with supplier and procures items; arranges with bank personnel for payment to suppliers; supervises and assists office staff and workers engaged in

expediting and facilitating procurement and delivery of items from suppliers; coordinates marketing activities of organisation.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), V, N, P, Q;

INT: 7;

PD: 1a(S,L), 4(b,c,d), 5a, 6a, 7(a,g), 8(a,b,g);

EC: 1(a,b,i,j,n);

PH: 1a(P), 3b.

3422 CLEARING AND FORWARDING AGENTS

Workers in this unit group carry out customs clearing procedures and ensure that relevant documentation is prepared and in order.

3422.15 CUSTOMS BROKER

Clears goods for entry into country:

Obtains authorisation from customer to clear goods; scrutinises documents such as invoice orders and bills of lading to ensure accuracy of details; applies for import licences for various types of goods to satisfy import requirements; classifies goods, calculates duty and customs charges and transmits documents to customs and excise division for verification of accuracy of entries and official charges; visits ports of entry to locate merchandise; makes adjustments to entry documents after official examination of merchandise and documents; prepares documents to facilitate warehousing of goods and ensures that charges and fees are paid by customer.

May arrange for transport of merchandise and process documents for export.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 6;

TEMP: P, J;

APT: G(T), N, P, Q;

INT: 7;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,j,n), 5a;

PH: 1a, 3b.

3423 EMPLOYMENT AGENTS

Workers in this unit group match job seekers with vacancies and find workers for employers.

3423.15 EMPLOYMENT COUNSELLOR/ Manpower Officer

Matches job applicants with vacancies and finds workers

for employers by performing any combination of the following duties:

Interviews job applicants, checks or completes assessment form and examines relevant documents to assess client's personality and suitability for employment; consults with client's previous employer on performance record and other data; counsels client on matters such as employment opportunities, salary expectations and training needs; helps client to prepare for job market, designing resume, conducting interview practice sessions and advising on dress code; administers aptitude tests to clerical and secretarial applicants, marks scripts and makes suggestions for upgrading of skills if necessary; communicates with organisations to obtain information on vacant posts, matches job and client specifications and refers suitable clients to prospective employers; despatches client's documents to potential employer and contacts persons selected for interview or employment; monitors performance record of successful clients; places advertisements in print media or communicates with parallel companies to locate suitable recruits for employing establishments; conducts selection interviews; prepares reports, maintains records and/or assists in supervising compilation of relevant data.

May assist client in selection of suitable educational institution, arrange for applicant to write qualifying examinations, serve as liaison person for foreign institutions and prospective entrants, advise students on career choices and operate service for placement of temporary workers.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 6;

TEMP: P, I, J;

APT: G(T), V, Q;

INT: 7;

PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a, 2a, 4, 5.

3429 OTHER TRADE BROKERS AND BUSINESS SERVICE AGENTS

Workers in this unit group sell business services or manage the affairs of entertainers and sports persons.

3429.15 MANAGER, SPORTSPERSON/ Manager, Sports Team

Manages affairs of professional sportsperson or sports team:

Studies performance of sportsperson and/or competitor teams in preparation for game; assesses strengths and

weaknesses of individual or team to formulate strategy or improve client's chances of success; negotiates with promoters, sponsors and other managerial personnel in field to obtain contracts for clients; attends to details such as time and venue of fixtures, remuneration, diet and accommodation for client; liaises with Sports Coach and technical team to organise training schedules and ensure good physical and mental condition of individual or team; advises players on performance during sporting activity and suggests improvements in technique.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 6;

TEMP: D, P, I, J;

APT: G(T), V, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 2a, 3b.

3429.20 MANAGER, PERFORMING ARTISTE Manages business affairs of performing artiste:

Liaises with relevant personnel on client's behalf to negotiate and secure contracts, arrange appearances and fees and book recording studios; hires technical and support personnel required to enhance artiste's performance; attends rehearsals, live performances and recording sessions to assess effectiveness of presentation and makes suggestions for improvement; liaises with record manufacturing personnel to arrange for production of records and packaging of product; distributes audio- and video-tapes and records to media personnel, publishing companies, retail outlets and overseas agencies to promote client; handles tour and engagement schedules and arranges hotel and travel reservations; advises client on matters such as career development, terms and conditions of contracts and wardrobe selection; provides biographical sketches and other background information about client on request; maintains records of artiste's work and related matters.

May notify copyright authorities of client's new compositions and issue licences to permit use of artiste's material.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 6;

TEMP: V, D, P, I, J;

APT: G(T), V, N, Q;

PD: 1a(L), 4f, 5a, 6(a,b), 7a, 8(a,b,c);

INT: 7, 8;

EC: 1(a,i,j,m,n), 5a;

PH: 1a, 4.

3429.25 MANAGER, MUSICAL BAND

Plans and organises activities for musical band:

Plans and organises tours for musical band; negotiates terms and conditions of contract for playing engagements; liaises with government bodies, organisations and individuals on matters affecting welfare of band; purchases musical supplies for band; counsels and advises players on musical matters; chairs band-management committee; auditions and recruits musical personnel for band when necessary.

OCCUPATIONAL PROFILE

DPT: 117; ETD: 3; SVP: 6;
 TEMP: D, P, J;
 APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 3b, 4.

3429.30 SALESPERSON, BUSINESS SERVICES

Sells business services on behalf of service establishment:

Performs duties of SALES REPRESENTATIVE, selling services such as printing, security and pest control; selects prospective customers by studying market information relevant to particular industry; prepares and dispatches sales promotion letters; calls on prospects to analyse requirements, describe service offered and quote prices; explains technical features such as processes and materials used in services; submits bids on large contracts or orders; follows up customers' orders to expedite provision of service.

May conduct tour of employer's facilities for prospective and current customers.

OCCUPATIONAL PROFILE

DPT: 257; ETD: 3; SVP: 3;
 TEMP: P, I, J;
 APT: G(T), V, N, Q;
 INT: 8;
 PD: 1a(L), 4(b,d), 5a, 6a, 7(a,b,d,e,g), 8(a,b,c);
 EC: 1(a,b,i,j,n), 7(c,h);
 PH: 4.

3429.35 MARKETING REPRESENTATIVE, CREDIT UNION/Marketing Officer, Credit Union

Markets financial services offered by credit union and assists members:

Makes presentations to provide information on philosophy and services of credit unions to individuals or groups; quotes rates and explains benefits of membership in particular credit union and distributes promotional items; enrolls applicants and submits names for consideration for membership; conducts orientation seminars for new members; visits members to collect payments on shares or loans, by arrangement, and keeps records of payments; assists members with budgeting and counsels on money matters; refers members for further financial counselling; submits reports on work in progress; provides data on trends to assist with safeguarding members' interests and planning of marketing strategies.

May take photographs of new members for identification records.

OCCUPATIONAL PROFILE

DPT: 354; ETD: 3; SVP: 3;
 TEMP: P, I, J;
 APT: G(T), V, N, Q, K;
 INT: 8;
 PD: 1a(L), 3(a,e), 4(b,c,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 4.

3429.40 MARKETING REPRESENTATIVE, FREIGHT SERVICE

Sells freight services to importers and exporters:

Liaises with business community personnel and follows up referrals from overseas sources to solicit prospective clients; sells transport space for freight to prospects and current clients; computes carriage charges on basis of destination, nature and volume of freight, and provides quotations for customers; obtains final approval from client and advises shipping line personnel to proceed with carriage arrangements; checks transport manifest to determine arrival date of incoming cargo; informs customer of arrival and/or delay of cargo.

OCCUPATIONAL PROFILE

DPT: 257; ETD: 3; SVP: 3;
 TEMP: P, I, J;
 APT: G(T), V, N, Q;
 INT: 8;
 PD: 1a(L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 1a, 2a, 4.

3429.45 ADVERTISING SALESPERSON, TELEVISION/RADIO STATION

Markets commercial air-time to advertising agencies and individual clients:

Scrutinises list of programmes to be sponsored and checks list against available advertising spot time; contacts advertising agencies and established and potential clients to market sponsorship of programmes or advertising time; receives requests for advertising time from clients and liaises with traffic department personnel to ascertain available times; prepares cost estimates of advertising campaign for clients and books time with traffic department; sets up playback times to allow client to review commercials or programmes purchased; maintains good relations with clients and advertising agencies.

May develop advertising ideas for clients, collect revenue from clients and monitor transmitted advertising to detect errors.

OCCUPATIONAL PROFILE

DPT: 257; ETD: 3; SVP: 1;
TEMP: P, I, J;
APT: G(T), V, N, Q;
INT: 8;
PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7(a,g), 8(a,b,g);
EC: 1(a,i,j,n);
PH: 1a, 4.

3429.50 SALES REPRESENTATIVE, DISPLAY ADVERTISING/Marketing Representative, Display Advertising

Sells display advertising space to customer:

Compiles lists of prospective clients from sources such as directories and newspapers; contacts and meets with prospects to determine advertising needs and other pertinent factors; persuades client to purchase most appropriate type of advertising; discusses material to be displayed with client and completes contractual agreement on client's instructions; liaises with Graphic Designer, if required, on preparation of layout and to ensure accordance with client's preference; liaises with contractors, where applicable, for production of posters; handles client's complaints regarding non-appearance and improper maintenance of advertisements and makes compensatory arrangement when necessary; maintains related records.

May collect payments on accounts.

OCCUPATIONAL PROFILE

DPT: 357; ETD: 3; SVP: 0;
TEMP: P, I, J;
APT: G(T), V, Q;
INT: 8;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,b,i,m,n);
PH: 1a, 2a, 4.

343 ADMINISTRATIVE ASSOCIATE PROFESSIONALS

Workers in this minor group perform technical tasks which are contributory to the work of administrative professionals, legal and business professionals, accounting professionals, statistical and mathematical professionals.

3431 ADMINISTRATIVE AND RELATED ASSOCIATE PROFESSIONALS

Workers in this unit group perform various functions in support of management and administration, such as interpreting policies and procedures, attending to personnel matters and managing office activities.

3431.15 BURSAR-REGISTRAR, EDUCATIONAL INSTITUTION

Directs and coordinates supporting services of educational or training establishment to ensure optimal efficiency of non-academic functions:

Plans and coordinates activities of clerical and manipulative staff; monitors attendance of workshop, laboratory and farm attendants; reviews incoming correspondence and replies as required; assists in preparation of annual estimates of expenditure and receives and disburses funds; oversees finances of institution to ensure adherence to accounting policies and controls; ensures maintenance of proper stock records and compilation of figures for monthly financial statement of expenditure; checks and signs vouchers and invoice orders to authorise payments; handles financial matters relating to students; provides information to officials or visitors; liaises with other establishments to request information or documents; prepares student registration materials and maintains or ensures maintenance of staff and student records.

May sign paysheet and cheques and periodically arrange for transportation of students.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;
TEMP: D, P, J, T;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S,L), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,g);
EC: 1(a,i,m,n);
PH: 3b, 4.

3431.20 FRONT OFFICE MANAGER, HOTEL

Supervises and coordinates operations of hotel front office:

Supervises, monitors and coordinates operations of hotel reception, telex and reservations departments; prepares room occupancy forecasts periodically, on basis of booking rates and figures for previous comparable period, and compares forecasts with occupancy reports; investigates reports of malfunctioning of facilities in rooms and monitors implementation of repair arrangements; attends to complaints to ensure satisfaction of guests; liaises with other departmental heads to ensure that special guests are given appropriate consideration and to discuss other relevant matters; ensures effectiveness of hotel security; participates in recruitment of departmental staff.

May train departmental subordinates and other staff.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6*;
TEMP: D, P, J;
APT: G(T), N, Q;
INT: 7;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b, 4.

3431.25 POSTAL SUPERVISOR

Supervises and coordinates activities of sections of main or other post office by performing any combination of the following duties:

Performs duties of OFFICE MANAGER; deals with correspondence from foreign postal administrations and the public and interviews members of public with respect to complaints and enquiries; ensures collection of customs duties, purchase tax and other charges levied on foreign parcels; ensures functioning of postal vehicles; investigates and reports on postal operations and suitability of existing policies and procedures and recommends changes in departments and postal agencies; formulates changes in national postal laws and regulations to meet requirements of universal postal union; determines compensation for lost articles; liaises with superior to determine new mail routes and collection points and advise on national and international postal services; controls airport postal services; keeps archives of stamps issued by all nations and distributed by universal postal union.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
TEMP: D, P, J;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4.

3431.30 SUPERVISOR, SHIPPING DEPARTMENT

Supervises activities of shipping department to satisfy needs of company and customers:

Performs duties of SUPERVISOR; liaises with superior to receive orders personally or receives orders from overseas customers and determines priorities; confers with production personnel to ascertain availability of products; liaises with freight companies to arrange for loading and transporting of cargo; supervises preparation and processing of export documents such as bills of lading, shipping advices and bills and certificates of origin; forwards documents to customers or to relevant government authority for approval; supervises transportation of cargo to wharf or airport and ensures that cargo is safely aboard vessel; receives invoices from foreign suppliers or purchasing personnel; prepares entry documents for approval by respective government body; arranges for clearance and checking of cargo and delivery to storage area; files claims with insurance companies regarding shortages in and pilferage of cargo; liaises with insurance companies to obtain information on black-listed vessels; handles complex tasks or assists subordinates with same; answers queries, acknowledges receipt of orders, maintains records and prepares reports for submission to superior; performs related administrative and personnel duties.

May be designated according to area of work; for example, DOCUMENTATION SUPERVISOR, SHIPPING

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
TEMP: D, P, J;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b.

3431.35 HOSPITAL MANAGER

Plans, directs and coordinates non-medical activities of small hospital:

Coordinates activities of non-medical departments to ensure implementation and maintenance of hospital policies and procedures; confers with supervisory staff to interpret policies and determine hospital requirements; initiates necessary action to provide required facilities and services; tours hospital to inspect work of subordinate staff and investigate maintenance problems; conducts departmental meetings to review work performance and resolve administrative problems; attends to personnel matters; scrutinises stock-record cards to moni-

tor stock levels; serves on relevant hospital management committees; prepares operating budget and statistical and financial reports for non-medical departments.

May serve on interviewing team to select non-medical workers for employment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b, 4.

3431.40 OFFICE MANAGER/Administrative Assistant

Supervises and coordinates activities of clerical personnel in establishment and assists with office administration:

Determines work priorities and assigns tasks to subordinate clerical and manipulative workers; advises on interpretation and application of policies and regulations; reviews subordinates' work to ensure accuracy and timeliness; revises procedures or re-allocates workers and duties as necessary to improve work flow and efficiency; ensures proper conduct of staff with members of public; assists superior with preparation of budgets and monitors expenditure; authorises purchase of supplies and payments to suppliers; liaises with external agencies to expedite purchase of supplies and equipment and other work-related matters; trains or organises training for subordinate staff; supervises use and maintenance of office environment and equipment, ensuring availability of necessary supplies; liaises with other supervisory personnel to update information or obtain documents; supervises preparation of correspondence, handling complex matters and routine queries and complaints; develops and ensures maintenance of systems for storage, retrieval, transfer and disposal of records; attends to personnel matters such as leave, appointments and promotions; prepares performance appraisals for staff supervised and general reports relating to work activities for guidance of management personnel.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(S,L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 4.

3432 LEGAL AND BUSINESS ASSOCIATE PROFESSIONALS

Workers in this unit group perform duties to assist legal and business professionals in carrying out transactions.

3432.15 CLERK OF THE PEACE

Directs and administers activities of magisterial office and performs statutory functions relating to court matters:

Interviews members of the public seeking guidance on legal matters relating to summary court and advises on laying of complaints in accordance with national laws; processes appeals and matters committed for trial to the assizes; signs and issues warrants, summonses, affidavits and bond forms; fixes and grants bail; keeps custody of written evidence and documentary exhibits presented in court; takes oaths; supervises work of clerical, accounting and manipulative staff; visits premises as Secretary of Licensing Committee to determine eligibility for grant of licence under relevant legislation.

May be designated according to level of responsibility and size of magisterial office administered; for example, CLERK OF THE PEACE I/II/III

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), V, Q;

INT: 7;

PD: 1a(S), 3a, 4(b,d), 5a, 6a, 7a, 8(b,c);

EC: 1(a,i,n);

PH: 4.

3432.20 CLERK OF APPEALS

Performs clerical and procedural duties with respect to civil and criminal appeal proceedings:

Compiles and checks documents and records relating to civil and criminal appeal matters for presentation to Court of Appeal; supervises preparation of court of appeal lists; issues notices to all parties concerning Court of Appeal matters; compiles oral and written judgements delivered by Court of Appeal; examines files and documents to ensure up-to-date annotation of the ordinances and subsidiary legislation; attends to enquiries and complaints from legal practitioners, witnesses, prisoners and other persons relating to appeal matters; checks receipt of all documents filed to verify payment of appropriate fees and conformity with Supreme Court rules and ensures that documents are entered in relevant record books; instructs clerical and secretarial staff in the processing of various documents, orders, proceedings and records; supervises operations of registry.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 6;
 TEMP: P, J;
 APT: G(T), V, Q;
 INT: 7;
 PD: 1a(S,L), 3a, 4(b,f), 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 4.

3432.25 INSURANCE OFFICER

Assists in administration of insurance act by performing any combination of the following duties:

Assists in examining accounts of insurance companies to determine their solvency and ability to meet financial obligations and statutory requirements; conducts field audits to verify books and other documents and ensure that liabilities and assets have been adequately estimated; investigates and reports on discrepancies; interviews company representatives to clarify and verify returns and applications submitted to department; prepares market valuations of securities lodged with department or held as assets by insurance companies and pension fund plans and ensures valuation by Actuary at periods stipulated by law; maintains registers of insurance companies and pension fund plans, lodged securities, and certificates of deposits; prepares and issues certificates of deposits and of change in deposit portfolio of insurance companies; ensures that applications for licences and matters relating to disciplining of insurance industry personnel are submitted in accordance with stipulated requirements and maintains register; communicates with insurance companies regarding defaulting staff members; checks calculations and reviews work of subordinates; performs administrative secretarial duties on appropriate statutory committee; performs other relevant duties.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 5;
 TEMP: J, T;
 APT: G(T), N, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8c;
 EC: 1(a,i,n);
 PH: 2a, 3b, 4.

3432.30 TAXPAYER RELATIONS OFFICER

Advises and educates taxpayers directly and through published materials to encourage voluntary compliance with tax laws and regulations:

Gives lectures on request from taxpayers' groups and organisations and arranges for training of members by Board of Inland Revenue; writes tax education scripts for

media and participates in related programmes; assists in revision of tax education booklets and pamphlets to reflect changes in tax laws and regulations; arranges for availability of taxpayer information service to assist members of the public in filing returns; collects relevant information from various sections of inland revenue division to assist in determining specific goals for taxpayer information and education; responds to correspondence requesting tax information and conducts interviews to rectify complex problems; prepares and participates in programmes to assist business personnel in developing awareness of their rights and responsibilities; writes advertisements for division and arranges for their publication; participates in formulation and implementation of annual plan of education for taxpayers and other interested persons; investigates complaints about services offered by the Board, if at senior level.

May be designated according to level of responsibility; for example,

TAXPAYER RELATIONS OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 227; ETD: 3; SVP: 4;
 TEMP: P, J;
 APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 4.

3432.35 CONVEYANCING CLERK

Prepares deeds and other legal documents relating to conveying of property and mortgages:

Instructs Title Clerk to search property titles, examines report and discusses findings with superior to verify acceptability of title; requests statements from relevant authorities on rates, taxes, impositions and other charges outstanding against properties; drafts deeds, agreements and other legal documents pertaining to conveying of property and loans and mortgages, checking guarantees and liaising with loan applicants where applicable; arranges for signing and witnessing of documents and ensures registration and distribution of copies to relevant parties; calculates and prepares statements of fixed legal costs; informs banks and other lending agencies of execution of documents and costs incurred; maintains records of deeds, registration numbers and verified titles; performs supervisory duties at senior level.

May type legal documents and correspondence and preside at sales of properties where mortgages are in default of payments.

May be designated according to level of responsibility;
for example,
CONVEYANCING CLERK I/II/III

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 4;
TEMP: J, T;
APT: G(T), V, Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7a, 8(a,b,e);
EC: 1(a,i,n);
PH: 2a, 3b, 4, 5a.

3433 ACCOUNTING ASSOCIATE PROFESSIONALS

Workers in this unit group maintain records of financial transactions, supervise workers engaged in such duties and provide consultancy services for tax purposes.

3433.05 ACCOUNTS SUPERVISOR

Supervises preparation and maintenance of accounting records, reports and statistics:

Performs duties of SUPERVISOR in general or specialised accounting unit such as payroll, credit or collections unit; supervises clerical workers engaged in compilation and preparation of accounting records, statements, reports and statistics; checks daily reports relating to operations of business, such as sales, cash receipt and payment and bank balances, to ensure correct recording of monies received and spent; liaises with bank personnel to query statements or ascertain balances and payments due; examines credit records to determine overdue accounts; ensures that necessary information is supplied to proper person for follow-up or communicates with clients to request payment; instructs on debt collection or repossession of goods; safeguards petty cash or imprest; issues cash and receipts and maintains records; responds to queries and resolves complaints relating to day-to-day maintenance of accounts; checks accounting books periodically and prepares accounting reports.

May prepare and administer annual budget, prepare monthly accounting statements and use computer to verify data or post totals.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: J, T;
APT: G(T), V, N, P, Q;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,e), 8(b,c);
EC: 1(a,i,m,n);
PH: 2a, 4.

3433.15 TAX CONSULTANT

Prepares income tax returns for individuals and companies and provides advice to clients:

Interviews client to obtain information on income, expenses and allowances; computes taxes owed and completes tax forms, following instructions; prepares detailed accounts, when necessary, to substantiate client's tax returns; examines revenue audit reports to determine nature of client's problem and advises on approaches and documentation necessary to satisfy revenue requirements; corresponds with revenue authorities on client's behalf, in cases of disagreement; meets with revenue officials to query audit methods and other matters affecting client's case; consults with accounting personnel when necessary; advises clients on proper maintenance of records and relevant supporting documents.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 6;
TEMP: P, J;
APT: G(T), N, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7(a,c) 8g;
EC: 1(a,i,n);
PH: 1a, 2a, 3b, 4, 5a.

3433.20 ACCOUNTING ASSISTANT

Compiles records of financial transactions of establishments:

Verifies correctness of information, calculations and authorisation on documents such as receipts, invoices, cheque stubs and vouchers; operates computer to transfer financial details to general ledger, prepare balance sheets, profit and loss statements, fixed assets and sales analyses; verifies correctness of bills, prepares cheques, payment vouchers or debit notes, obtains authorisation and issues receipts; calculates and distributes wages, makes relevant deductions and maintains records; prepares and issues monthly statements to customers.

OCCUPATIONAL PROFILE

DPT: 387; ETD: 3; SVP: 4;
TEMP: J, T;
APT: G(T), N, Q;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4, 5a.

3434 STATISTICAL AND MATHEMATICAL ASSOCIATE PROFESSIONALS

Workers in this unit group assist in the collection,

tabulation and presentation of statistical or actuarial data, under guidance of related professionals.

3434.05 PRINCIPAL STATISTICAL OFFICER
Plans, organises and supervises activities of a statistical section/unit:

Supervises technical and non-technical workers engaged in compiling, collating and tabulating statistical data; plans and organises statistical surveys by determining tabulations, designing questionnaires, determining codes to be used and preparing data-collection guides; pre-tests questionnaires in the field, and edits and determines coding of responses; assists with development of data-processing systems for coding and presentation of statistical material; ensures maintenance of proper registration and classification system for data collected; guides and advises subordinate staff and members of special-interest groups in statistical techniques; visits other establishments to collect and/or verify data; reviews tabulations to locate errors and inconsistencies; edits information compiled for bulletins; lectures on statistics at in-service training courses.

May serve on committees and provide advice on statistical projects run by unit.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7;

TEMP: D, P, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(S,L), 4(b,D), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 4.

3434.15 ACTUARIAL ASSISTANT

Performs actuarial valuation exercises on insurance, social security and pension schemes, using appropriate statistical and financial techniques:

Liaises with insurance agency personnel and clients of actuarial consultancy firms to obtain data for conducting actuarial valuation exercises on insurance, social security and pension schemes; collates and tabulates data on tabulation sheets for preparation of actuarial statistics; writes data instructions for computerising of statistics for use by Computer Operator or clerical worker; reviews and analyses computer listings to determine benefit provision, administration expenses, profits, premium and contribution rates of insurance, pension and social security schemes; summarises actuarial valuation results on balance sheets; drafts actuarial valuation reports,

making appropriate recommendations; calculates benefits of insurance, social security and pension schemes, using arithmetical computations.

May maintain actuarial and related records, visit clients to obtain data and advise on methodology for maintenance of actuarial records and compute premium rates and employee pension contributions.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 4; SVP: 0;

TEMP: P, J, T;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2a, 3b, 4, 5a.

3434.20 STATISTICAL OFFICER

Extracts, compiles and tabulates statistics for preparation of reports:

Collaborates with Statistician to draft survey questionnaires and despatches questionnaires to obtain statistical information on economic, business, health, employment, agriculture and other sectors; develops methodology for compiling and tabulating statistics and recommends improvements to collection and tabulation systems; receives completed questionnaires from organisations, records statistics, using alphabetical and numerical arrangements, compiles and tabulates statistics and makes relevant calculations to indicate statistical trends; liaises with other Statistical Officers to obtain related information; provides information to public and private agencies on request; serves on committees to advise on tabulation and collation methods and procedures; prepares periodical progress reports; trains and supervises staff, if at senior level.

May conduct survey interviews to obtain statistics, and visit firms and government organisations to advise on methods of completing questionnaires and verify statistics from reference sources.

May be designated according to level of responsibility; for example,

STATISTICAL OFFICER I/II/III

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 1;

TEMP: P, J, T;

APT: G(T), V, N, Q;

INT: 11;

PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);
PH: 1a, 2a, 3b, 4.

3439 OTHER ADMINISTRATIVE PROFESSIONALS

Workers in this unit group undertake executive secretarial duties and perform other administrative functions not assigned to workers in the preceding unit groups.

3439.15 EXECUTIVE SECRETARY

Performs advanced secretarial work of a confidential nature, and other administrative duties to assist superior:

Performs duties similar to those of SECRETARY, using greater degree of initiative and more extensive knowledge of office procedures; liaises with superior's business associates and receives correspondence and telephone calls on behalf of superior; determines matters to be referred to superior, deals with certain matters and/or refers others to appropriate department or person; types and handles confidential material; performs variety of tasks to relieve superior of administrative or business detail, such as making travel and hotel reservations, acknowledging receipt of letters and invitations and making arrangements for meetings and conferences; supervises subordinate clerical and other workers.

May perform duties of OFFICE MANAGER.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 7;
TEMP: V, P, J, T;
APT: G(T), V, S, P, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,d), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 4.

3439.20 PRESIDENT'S PRIVATE SECRETARY

Assists with organising and arranging social commitments for the President and spouse:

Receives, screens and responds to social correspondence and invitations, in consultation with President and spouse; prepares weekly programme of activities; reminds President of social engagements and advises on related current affairs and dress; accompanies President's spouse to social engagements and on official overseas trips when required; confers with President and spouse on social functions to be hosted, such as dinners and award ceremonies; prepares guest lists and arranges for printing and despatch of invitations; ensures suitable arrangements for functions, using knowledge of protocol, and assists in menu planning; selects and passes appropriate medal/

scroll to President at presentation award ceremonies; assists at swearing-in ceremonies and ensures that oaths are prepared and that holy books are present in advance; maintains register of gifts presented to President and spouse; handles personnel matters pertaining to presidential staff; collates and forwards information relating to official household purchases and entertainment refunds to accounting department for reimbursement.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
TEMP: V, D, P, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,j,k,m,n);
PH: —.

344 GOVERNMENT REGULATORY OFFICERS

Workers in this minor group implement laws, rules and administrative regulations with respect to the collection of customs and excise duties, immigration, assessment of taxes, public assistance/welfare and pension matters and the granting of licenses.

3441 CUSTOMS AND EXCISE OFFICERS

Workers in this unit group inspect luggage and goods entering the country, check freight documents to ensure conformity with rules and regulations concerning import and export of goods and organise and monitor work of subordinates, if at supervisory level.

3441.05 CUSTOMS AND EXCISE SUPERVISOR

Directs, coordinates and supervises work of major section of customs and excise division:

Confers with senior personnel on policy and other matters relating to section's operations; maintains files and issues departmental circulars to ensure familiarity of staff with duties and responsibilities; receives and reviews reports and submissions from subordinates and gives directives; refers difficult and complex matters to senior officers for resolution, making recommendations where applicable; reviews tariff structure, amendments and administrative rulings to deal effectively with various situations; interviews members of general public in connection with complaints relating to customs and excise matters and resolves matters or refers to superior officer for decisions; visits relevant sections of division to inspect operations

and to confer with subordinate supervisory personnel regarding existing problems; attends meetings, prepares reports and performs related tasks.

May be designated according to area of specialisation and level of responsibility; for example,
CUSTOMS AND EXCISE COLLECTOR

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: D, P, J;
APT: G(T), V, N, P, Q;
INT: 4, 7;
PD: 1a(S,L), 3a, 4f, 5a, 6a, 7(a,h), 8(a,b,c);
EC: 1(a,b,i,j,k,m,n), 5a, 6b, 7h;
PH: 3b.

3441.10 CUSTOMS AND EXCISE OFFICER

Monitors importation and exportation of goods to ensure compliance with customs and excise laws and regulations and collection of taxes:

Scrutinises inward and outward cargo manifest of ships and aircraft to ensure preparation in accordance with customs and excise laws and regulations; checks classification of goods to facilitate compilation of statistics and assessment of duty charges; examines cargo to ensure correspondence with relevant entries and invoices; examines passenger and crew baggage to identify prohibited items and apportion customs and excise charges as necessary; visits breweries and distilleries to assist in checking and recording procedures, as required by customs and excise laws; maintains records of spirits lodged in bonded warehouses to ensure collection of due taxes; boards vessels on their arrival in territorial waters to obtain information about inventories, cargoes and ship's stores and ensure that unauthorised items are not brought ashore; participates in unannounced searches of vessels, warehouses and other premises for undeclared or prohibited goods and takes appropriate action in protection of State revenue; visits establishments selling liquor to ensure observance of excise laws relating to sale of alcoholic beverages; assists in checking manufacturers' records to ensure adherence to regulations relative to duty-free concessions on imported raw materials; keeps pertinent records, performs related clerical duties and writes reports as requested by superior officer; performs limited supervisory duties, if at senior level.

May be designated according to level of responsibility; for example,
CUSTOMS OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 3; **SVP:** 3;
TEMP: P, J;
APT: G(T), V, N, P, Q, M;
INT: 4, 7;
PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,d,f), 5a, 6a, 7(a,g,h), 8(a,b,c);
EC: 1(a,b,k,m,n), 6(a,b,d,e,h), 7(a,b,c,d,e,f,h,j);
PH: 3b.

3441.15 CUSTOMS AND EXCISE PREVENTIVE INSPECTOR

Coordinates, directs and supervises activities of revenue protection branch of customs and excise division:

Interviews subordinate officers and members of public in connection with irregular customs and excise procedures and confers with legal officer to determine feasibility of prosecution; investigates or directs investigations into suspicious activities of importers to uncover revenue evasion and infringement of related laws; authorises and directs unannounced visits to ships and premises to search for undeclared or prohibited goods; seals holds or compartments containing ships' supplies to prevent illegal sale or smuggling of dutiable items; carries out spot-checks on cargo containers to verify coincidence with declared manifest; imposes penalties on persons found in contravention of customs and excise laws; provides documented briefs for institution of legal proceedings against persons charged with revenue evasion and attends court to give evidence; directs and supervises Customs and Excise Guards in revenue protection activities on land and aboard vessels in territorial waters.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 8;
TEMP: D, P, S, J;
APT: G(T), P, Q;
INT: 4, 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,h), 8(a,b,c), 9, 10, 11;
EC: 1(a,b,j,k,m,n), 5a, 6(a,b,d,e), 7(a,b,c,d,e,f,h,i,j);
PH: 3b.

3442 IMMIGRATION OFFICERS

Workers in this unit group enforce immigration laws and regulations in their assigned areas, and organise and monitor the work of subordinates, if at supervisory level.

3442.05 IMMIGRATION SUPERVISOR

Organises and supervises work of subordinates engaged in enforcement of immigration laws and regulations:

Prepares and issues staff instructions and notices, and develops rosters scheduling hours of work for subordi-

nate officers; monitors clearance of arriving and departing passengers and performs spot checks to ensure adherence to rules and regulations; carries out inspection tours at boarding stations to ensure maintenance of facilities conducive to immigration control; provides personal attention to facilitate entry and departure of diplomats, government officials and other distinguished travellers; supervises and assists in processing of manifests and landing cards necessary for compilation of travel statistics; deals with problem cases referred by subordinates, interviewing members of public as necessary; refers immigration matters for investigation by police, making recommendations for appropriate action; supervises operation and maintenance of immigration launches, checks log book entries and liaises with personnel in other government departments; arranges for in-service training of new Immigration Officers and performs other related duties as designated by superiors.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: D, P, S, J;
 APT: G(T), P, Q;
 INT: 7;
 PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,h), 8(a,b,c);
 EC: 1(c,k,m,n), 7(c,h);
 PH: 2a, 3b.

3442.10 IMMIGRATION OFFICER

Enforces immigration laws and regulations to control movement of persons into and out of the country:

Examines travel documents of departing passengers to ensure that requirements are met; interviews passengers and crews arriving on ships and aircraft and grants or withholds permission to land or stay in country, according to existing laws and security regulations; authorises departure of carriers subsequent to verification of compliance with applicable immigration laws; enforces immigration health regulations relative to communicable diseases and quarantine; interviews citizens and examines pertinent documents to decide on issue or renewal of passports and travel permits; reviews documents of aliens requesting extension of stay in country and approves or vetoes requests; reports persons deemed to be prohibited immigrants to relevant authorities and ensures departure or deportation of such persons; compiles travel statistics on carriers and arriving and departing passengers and crews; performs supervisory duties and assists in resolving problem cases, if at senior level.

May be designated according to level of responsibility; for example,
 IMMIGRATION OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 2;
 TEMP: P, J;
 APT: G(T), P, Q;
 INT: 7;
 PD: 1a(L), 2a, 4f, 5a, 6(a,b), 7(a,h), 8(a,b,c);
 EC: 1(a,b,k,n);
 PH: 3b.

3443 TAX, TREASURY AND REVENUE OFFICERS

Workers in this unit group ensure the collection of state taxes and rates and other levies on property and businesses.

3443.15 TREASURY EXECUTIVE

Directs and administers operations in financial accounting division of government Treasury:

Assigns duties and supervises personnel in section, checking financial and statistical statements and correspondence for inconsistencies in financial regulations and Treasury policies; maintains register of audit queries and expedites action to be taken; receives and examines reports from section heads; advises personnel and recommends solutions to problems; reports on accounting discrepancies and/or irregularities and interprets Treasury ordinance for subordinates; signs cheques and documents for remittance to foreign missions, embassies and crown agents; certifies payment vouchers; liaises with and advises accounting personnel of other government departments on implementation of approved procedures and controls; prepares or assists in preparation of Treasury minutes, financial reports and Cabinet notes to facilitate presentation of statistical data to various committees; arranges for recruitment of subordinate staff and prepares confidential reports; conducts meetings with section heads to disseminate information and appraise progress of work; maintains custody of vault keys and supervises other security arrangements; attends meetings convened by senior accounting personnel; performs additional supervisory and administrative duties, if at senior level.

May be designated according to level of responsibility; for example,

TREASURY EXECUTIVE I/II

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 7;
 TEMP: D, P, T;
 APT: G(P), N, P, Q;
 INT: 7;
 PD: 1a(L), 4(c,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 3b, 4.

3443.20 TREASURY OFFICER

Examines and analyses government accounts to ensure accuracy and adherence to Treasury procedures by performing any combination of the following duties:

Reviews documents such as data sheets and audit reports to verify completeness of information and checks entries, cash and security balances and computations for errors; receives applications from statutory and other autonomous bodies to open new bank accounts and from persons desirous of suspending loan installments; prepares inter-departmental vouchers; verifies availability of funds in deposit accounts and submits voucher to Treasury Executive for certification; processes receipts, dishonoured cheques and credit advances from Central Bank and posts transactions to appropriate bank account; ensures proper documentation of retirement benefits; drafts and interprets papers on pension laws in conjunction with Director of Pensions and Legal Advisors; consults with relevant officers to ensure reconciliation of public sector accounts with Treasury records; confirms and certifies final accounting statements of various ministries; prepares financial reports and annual estimates; corresponds with government agencies to disseminate information relating to accounting procedures, rules and regulations; reports breaches of Treasury regulations by ministries or departments and assists with investigation of fraud and/or accounting discrepancies; organises and plans staff training programmes; ensures that remittances are accounted for by Office Cashiers; witnesses affixing of identification marks of illiterate persons receiving cash; arranges for security personnel to obtain and deposit cash at Central Bank and keeps keys to vault and cashier's machines; compiles data required by accounting and financial committee; maintains records and performs supervisory duties, if at senior level.

May be designated according to level of responsibility; for example,
TREASURY OFFICER I/II/III

OCCUPATIONAL PROFILE

DPT: 234; ETD: 3; SVP: 6;
TEMP: P, J, T;
APT: G(T), N, P, Q, F;
INT: 7;
PD: 1(a[S,L],b,c), 3a, 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

3443.25 TAX OFFICER

Interviews taxpayers and examines claim-supporting documents to check tax liabilities and resulting assessment:

Receives selected taxpayers' files from superior officer and reviews them to identify anomalies; despatches letters summoning taxpayers for interview; examines taxpayers' statements of income to determine whether all taxable earnings have been included; examines claims for allowances, ensuring conformity with existing laws and regulations; questions taxpayer and examines documents to determine validity of claims and allows or disallows claims accordingly; responds to taxpayers' queries and provides information to facilitate correct filing of returns; refers problem cases to supervising officer; identifies and reports possible loopholes or weaknesses in tax administration laws and recommends changes.

May be designated according to level of responsibility; for example,
TAX OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 4;
TEMP: P, J, T;
APT: G(T), N, Q;
INT: 7;
PD: 1a(S), 4(c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

3443.30 REVENUE OFFICER

Ensures collection of State land and property taxes and rates within assigned geographical area by performing any combination of the following duties:

Liaises with officers of valuation division to ascertain value of properties and calculates chargeable rates and taxes; serves notices in respect of land acquisition, land and building taxes and ground rent; collects revenue and issues receipts on behalf of State; maintains ledger and prepares lists of defaulters on payment of rates and taxes; investigates intestate matters and verifies information to determine estate duty; processes applications for use of State lands by verifying eligibility of applicants and ensures adherence to land use stipulations; checks records of District Registrar, Births and Deaths to verify adherence to procedures, and reports to Registrar; inspects premises to determine suitability for issue of drug licences and verify existence of stipulated conditions; monitors quarries to ensure correct assessment of quarrying dues; amends or revises assessment rolls; serves juror summonses and performs other related duties; performs limited supervisory duties in offices in outlying areas, assists in on-the-job training of subordinates and attends court on behalf of department, if at senior level.

May be designated according to level of responsibility;
for example,
REVENUE OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 2;
TEMP: P, J, T;
APT: G(T), N, Q;
INT: 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,m,n), 7(c,d,h);
PH: 2a, 3b.

3444 LICENSING OFFICERS

Workers in this unit group test drivers, award licences and check vehicles to ensure adherence to laws and regulations regarding drivers and vehicles.

3444.05 MOTOR VEHICLE SUPERVISOR

Directs and supervises activities of officers engaged in checking drivers and motor vehicles for violations of relevant laws and regulations:

Follows standing orders or receives instructions from superior to determine location and nature of required supervision; plans and supervises work of subordinates engaged in checking for traffic offences; makes recommendations to superiors to improve highway safety measures; conducts examinations for drivers seeking endorsement of driving permits to include other classes of vehicles such as taxis, buses and trucks; approves issuance of taxi drivers' permits and badges and conductors' licences; attends court to give evidence in prosecution of traffic offenders and supervises recording of drivers' convictions; prepares reports and maintains licensing and registration records for statistical purposes; instructs subordinates in principles of road safety and procedures of making road checks for violation of relevant laws and regulations.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), V, P, Q;
INT: 7;
PD: 1a(L,M), 3a, 4f, 5(a,b), 6a, 7(a,d), 8(a,b,c);
EC: 1(a,b,i,m,n), 5a, 7(a,c,f,h);
PH: 2a, 3b.

3444.15 FLIGHT OPERATIONS LICENSING OFFICER

Carries out inspections on operations of airlines and small aircraft operators to ensure compliance with civil aviation requirements by performing any combination of the following duties:

Inspects licences of aircraft personnel, pilots' flying records, flight planning computations and operations manuals of locally registered airlines and other aircraft operators to ensure concordance with civil aviation requirements; grants and renews pilots' licences and assesses those obtained from foreign authorities for compatibility with national requirements; monitors charter operations into and out of country to ensure compliance with stipulated conditions; observes changes in international licensing procedures and drafts proposals to ensure conformity of local regulations with international standards; examines reports submitted by foreign airworthiness inspectorate personnel, makes recommendations to superior and provides instructions to relevant personnel on authorised measures to be implemented; examines aircraft fueling stations in collaboration with relevant petroleum engineering personnel to ensure adherence to storage and fuel quality requirements; prepares examinations relating to private pilots' licences and supervises professional and other pilots' licensing examinations; maintains civil aviation and other relevant documentation relating to personnel licensing, aircraft operations and airworthiness of aircraft; performs related work as required.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 5; SVP: 7*;
TEMP: P, J, T;
APT: G(T), V, N, S, P, Q, M;
INT: 5, 11;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,b,c,e), 8(a,b,c);
EC: 1(a,b,i,j,n), 5a, 7a;
PH: 3b.

3444.20 MOTOR VEHICLE INSPECTOR

Inspects motor vehicles to ensure conformance with stipulated laws and regulations:

Tests motor vehicle brakes and checks headlights for proper focussing and brightness; examines steering assembly to determine proper functioning and ensure adequacy of bushings and bearings; prepares report on findings, recommending corrective measures to owners of vehicles; inspects burnt or stolen motor vehicles or those involved in accidents and gives expert evidence in court based on findings; inspects and appraises government-owned vehicles to determine value for disposal purposes; participates in highway patrols to identify defective vehicles hazardous to road users and initiates procedures for corrective measures and penalties; supervises activities, including weighing of vehicles and recording of pertinent data by subordinates in motor vehicle inspection area; prepares personnel and technical reports; organises and distributes assignments to subordinates, if at senior level.

May be designated according to level of responsibility;
for example,
MOTOR VEHICLE INSPECTOR I/II

OCCUPATIONAL PROFILE

DPT: 231; **ETD:** 5; **SVP:** 6*;
TEMP: D, J, T;
APT: G(T), P, Q, K;
INT: 5, 7;
PD: 1a(L,M), 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(g,h,i,n), 5a, 6a, 7(a,b,c,d,h);
PH: 3b.

3444.25 AUTOMOTIVE LICENSING OFFICER
Organises and directs work of subordinates engaged in activities relating to licensing of drivers and motor vehicles:

Prepares work roster and assigns duties to subordinates in areas such as checking and processing applications for various classes of drivers' permits and motor vehicle licences; assists members of the public with matters related to motor vehicle laws and regulations; approves issue of registration numbers, licences and permits, ensuring presentation of required documents; attends court to give evidence on matters pertaining to violation of motor vehicle laws and ordinances and ensures recording of convictions against drivers; supervises conduct of written and practical tests for learner drivers; ensures that relevant records and registers are accurate and up-to-date and that entries are made according to prescribed procedures; deals with problem cases referred by subordinates; prepares and submits reports as required.

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 3; **SVP:** 6;
TEMP: D, P, J;
APT: G(T), V, P, Q;
INT: 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b.

3444.30 DRIVER LICENSING EXAMINER
Conducts theoretical and practical tests for persons requiring driving permits:

Receives oral or written instructions on policy and procedures from **Automotive Licensing Officer** and plans work accordingly; examines learners' documents to verify validity and conducts oral and written tests to assess applicants' knowledge of relevant rules and regulations; conducts practical driving test by taking applicants through

series of manoeuvres to ensure attainment of required skill level; signs documents pertaining to tests and forwards to **Automotive Licensing Officer** for certification; compiles results of tests, noting major causes of failure among learners; performs related tasks as required.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 3; **SVP:** 6;
TEMP: P, J;
APT: G(T), P, Q;
INT: 7;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,d,e,g), 8(a,b,c);
EC: 1(a,b,i,m,n), 5(a,b), 6b;
PH: 2a, 3b.

3444.35 MOTOR VEHICLE OFFICER
Inspects motor vehicles on roads and highways to ensure compliance with relevant regulations:

Receives instructions from **Motor Vehicle Supervisor** to determine location of road checks and inspection priorities; sets up check-points to detect unlicensed and/or defective vehicles and hazardous accessories; examines drivers' documents such as permits, badges and insurance certificates to verify validity; serves summonses on offenders, files cases and attends court to give evidence as necessary for prosecution; investigates applications for assignment and transfer of vehicle registration numbers; collaborates with officers of traffic management department in conducting traffic count to justify installation of traffic control systems; accompanies superior officer on inspection visits to industrial venues to inspect motor vehicles; maintains diary of activities and records results of checks and inspections.

May be designated according to level of responsibility;
for example,
MOTOR VEHICLE OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 3; **SVP:** 1;
TEMP: P, J;
APT: G(T), P, Q;
INT: 7;
PD: 1a(L), 3(a,e), 4f, 5(a,b), 6a, 7(a,g), 8(a,b,c);
EC: 1(g,i,m,n), 5a, 7(b,c,f,h);
PH: 2a, 3b.

3445 WELFARE AND PENSION OFFICERS
Workers in this unit group examine applications for social welfare benefits and conduct related investigations to determine eligibility of applicants for benefits.

3445.15 SOCIAL WELFARE ADVISER

Investigates applications for social welfare benefits to determine applicant's eligibility in accordance with prescribed government policy and regulations:

Interviews applicants for old age pension, public assistance, burial assistance, education grants, admission to homes for the aged, and help from various charitable funding agencies; visits homes, observes conditions and verifies information stated on application form; obtains copies of required certificates or refers clients to relevant agencies and assists in obtaining required data; cross-checks vital details and monitors school attendance record of prospective student recipients; arranges for medical examination of public assistance applicants; checks earnings of applicants or researches availability of jobs; refers clients to personnel attached to other social work agencies; determines applicants' eligibility for benefits according to policy and regulations and prepares reports recommending course of action for submission to superior; informs client of outcome of application and counsels on alternative approaches in unsuccessful cases; attends relevant board meetings to present case histories for clients' applications under review and obtains further information as required; reviews current cases prior to expiry period to determine need for continuing assistance; delivers welfare payment cheques and witnesses payment of old age pension and public assistance at pay stations in remote areas; ensures proper endorsement of cheques, payments made to correct recipients and orderly conduct of proceedings; supervises subordinate officers, investigates complex cases and complaints, verifies accuracy of public assistance cheques and assists superior with general office administration at senior level.

May be designated according to level of responsibility; for example,
SOCIAL WELFARE ADVISER I/II

OCCUPATIONAL PROFILE

DPT: 167; ETD: 3; SVP: 3;
TEMP: V, P, J;
APT: G(T), V, Q;
INT: 7, 10;
PD: 1a(L), 4(b,f), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,j,n);
PH: 1a, 4.

3449 OTHER GOVERNMENT REGULATORY OFFICERS

Workers in this unit group perform regulatory duties other than those assigned to workers in the preceding unit groups.

3449.05 DEVELOPMENT CONTROL SUPERVISOR, TOWN AND COUNTRY PLANNING

Coordinates property development control activities for town and country planning unit:

Conducts investigations with respect to enforcement of physical development control matters; handles verbal and written complaints in respect of development applications and nuisance and grievance matters; reviews property development appeal cases, liaising with relevant departmental personnel and examining written and mapped data; visits sites to verify data or seek additional information on factors such as socio-economic climate and infrastructural requirements; prepares reports recommending adherence to or change of verdict, using knowledge of relevant policies and regulations; requisitions preparation of maps and plans by Draughter to accompany verdict report; provides evidence in court on matters pertaining to infringement of law; liaises with resource personnel attached to other governmental and statutory bodies and private agencies to discuss matters of common concern.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 7;
TEMP: P, J;
APT: G(T), V, S, P, Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6a, 7(a,c,d,e), 8(a,b,c);
EC: 1(a,b,i,n), 7(c,d,h);
PH: 2a, 3b.

3449.07 COMPLIANCE SUPERVISOR

Supervises technical personnel engaged in investigating affairs related to national insurance claims and contributions and plans and organises work programmes for assigned district:

Supervises Compliance Officers, allocating work schedules, assigning areas of responsibility and monitoring work performance; conducts training sessions for subordinate technical staff; communicates with employers to discuss and advise on registration, payment of arrears and other related matters; initiates or recommends action to be taken in respect of employers in arrears and determines or approves instalment plans for collection of funds; reports to superior on matters requiring legal action and supervises preparation of warrants and other documents for court procedures; serves as prosecutor for board matters laid in court, in collaboration with legal personnel; attends meetings with managerial personnel to discuss policy and other matters of mutual concern; liaises with branch office and other departmental personnel to

ascertain effectiveness of compliance programme; lectures to employers and employees on matters related to national insurance system; prepares statistical and other reports for submission to superior; ensures proper maintenance of registers and other records.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 5;
TEMP: P, J;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 4.

3449.15 TECHNICAL ASSISTANT, TELECOMMUNICATIONS

Assists in regulation of national telecommunications activities by performing any combination of the following duties:

Compiles technical data regarding radio propagation and makes proposals for adoption of technical standards for efficient use of radio frequency spectrum, and control and regulation of radio import, manufacture and use; drafts proposals for amendments and additions to rules and regulations; examines applications for licences and concessions, makes recommendations and issues approved licences and concessions; inspects telecommunications equipment to ensure conformity with type of approval granted; investigates reports of interference or infringement of licences; operates monitoring equipment to detect infringements of licences or interference and makes reports; makes aural and visual observations of radio frequency spectrum to detect national stations operating without licence; measures and identifies band frequencies of local or foreign stations causing harmful interference; analyses conditions of operations of foreign stations listed in international bulletins to determine whether interference with local stations is likely; explores radio frequency spectrum for vacant positions for local allocation and maintains records of allocations; checks on international distress frequencies to ensure freedom from interference during period prescribed in regulations; performs minor repairs to unit equipment; tests morse code skills of radio operating personnel; prepares draft proposals and reports on technical aspects of operations of telecommunications unit; handles correspondence and performs other assigned work.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 5; SVP: 6*;
TEMP: V, P, J;
APT: G(T), V, P, Q;

INT: 5, 7;
PD: 1a(S,L), 4f, 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 4.

3449.17 EXAMINER, TRADE UNION

Investigates and reports on applications from trade unions for certification and other related matters by appropriate regulatory board:

Examines books, records and documents kept by trade unions in respect of accounts and membership; inspects pay records of employers to ensure eligibility of claimants for union membership; meets with union representatives and employers to discuss applications and other representations made to regulatory board; implements approved procedures for taking of ballots and conducts ballots; visits premises of employers to investigate matters such as union recognition, petitions for variation, preferential and agency shop ballots; prepares written reports and recommendations for consideration by board; performs supervisory duties, if at senior level.

May be designated according to level of responsibility; for example,
EXAMINER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 5; SVP: 6*;
TEMP: P, I, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(S,L), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a.

3449.19 MINING INSPECTOR

Inspects quarries to ensure compliance with lease terms and operating regulations, and promote efficiency:

Ensures adherence to safety practices and pollution-control methods in quarries; advises on general quarrying practices and proper use of explosives for blasting; examines records of aggregates removed from quarries on State lands, to verify proper maintenance; ensures that quarries operate within allocated land boundaries and advises on restoration of previously quarried lands; liaises with revenue department regarding collection of royalties received from quarries on State lands; liaises with police department regarding land encroachment cases and prosecution of illegal operators.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 4; SVP: 3;

TEMP: V, P, I, J;
 APT: G(T), S, Q;
 INT: 2;
 PD: 1a(L), 2(a,b), 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,b,c,d),
 8(a,b,c), 9;
 EC: 1(c,i,n), 5(a,b), 6(a,b,f,h,j), 7(c,d,h);
 PH: ---

3449.21 STOCK VERIFIER

Checks and verifies stock, plant and machinery of government establishments to ensure observation of financial regulations regarding stores:

Conducts physical check of stocks, plant and machinery in assigned departments and verifies results against records; ensures adequate and suitable conditions for storage; advises on care, custody and control of supplies and equipment and ensures maintenance of proper inventory records; reports on existence of unserviceable or excessive stores; examines audit reports and reports of standing boards of survey and stores and makes appropriate recommendations; institutes surveys of unserviceable stores by specially convened boards and communicates recommendations to Central Tenders Board; investigates and reports on losses and thefts; advises in writing on obsolete or unserviceable stores, cases of negligence and write-off of losses in accordance with regulations and ordinances; approves or rejects recommendations from relevant ministry regarding loan or rental of furniture to other government agencies; examines stock records to determine rates of consumption and advises on measures to lessen consumption or effect better control of stock; prepares and maintains pertinent records.

May be designated according to level of responsibility; for example,
 STOCK VERIFIER I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 7;
 TEMP: J;
 APT: G(T), V, N, P, Q;
 INT: 7;
 PD: 1a(L), 2a, 3(a,e), 4(a,b,f), 5a, 6a, 7(a,b,c), 8(a,b,c);
 EC: 1(a,i,n), 6h, 7c;
 PH: 2a, 4.

3449.23 RETURNING OFFICER*

Ensures proper conduct of elections in electoral districts in accordance with constitutional provisions:

Arranges for provision and accessibility of basic infrastructure such as polling station buildings and furniture and police presence on polling day; ensures receipt,

preparation, submission and publication of documentation related to elections; assists with recruitment and training of polling-day staff; receives and evaluates nomination papers submitted by potential candidates and submits list to Chief Election Officer; conducts poll for special voters; oversees distribution of election supplies for use at polling stations and ensures security of supplies before, during and after elections; stands by at office on polling day to assist the public and resolve problems at polling stations; compiles votes polled for each candidate in electoral district and signs return after poll has been taken; submits election returns, legal and administrative documents and materials to Chief Election Officer.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: D, P, S, J;
 APT: G(T), V, N, P, Q;
 INT: 7;
 PD: 1(a[L],b), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,j,m,n), 6b;
 PH: 4.

3449.25 PRESIDING OFFICER*

Guides and supervises activities at polling station to ensure satisfactory conduct of poll:

Ensures provision and proper arrangement of physical facilities such as furniture and voting booths; verifies receipt of election supplies; ensures putting up of notices for information of electors; declares poll open and conducts poll in accordance with legal stipulations; supervises Deputy Presiding Officer and Poll Clerk; inspects voting booths at frequent intervals to ensure maintenance of arrangement; maintains order in polling station with assistance of police; admits witnesses after close of poll and assists in tally of votes; determines validity of each ballot cast; prepares statement of poll; supervises sorting, packaging and return of election documents and supplies to Returning Officer; prepares polling station accounts and report.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: D, P, S, J;
 APT: G(T), V, Q;
 INT: 7;
 PD: 1a(L), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,j,m,n), 6b;
 PH: 4.

3449.27 TRAFFIC SAFETY OFFICER

Provides technical advice on type, location, implementing and use of traffic control devices:

Examines road areas and refers to relevant act, regulations and reports to recommend types of traffic control devices for placement at outdoor locations; monitors performance of traffic signals and condition of road-side signs and road markings; liaises with traffic engineering personnel and members of police service to exchange information on road safety and related matters; supervises subordinate officers attached to department; prepares documents and reports for staff or public use where applicable; lectures at seminars to promote road-safety awareness.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 6;

TEMP: D, P, I, J;

APT: G(T), V, S, P, Q;

INT: 4;

PD: 1a(L,M), 4(b,f), 5a, 6a, 7(a,b,e,g,h), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 5a, 6h, 7(a,b,h);

PH: 2a, 3b.

3449.29 LABOUR RELATIONS OFFICER/ Labour Officer

Performs conciliatory work to effect settlement of trade disputes between labour and management, on behalf of government:

Examines information regarding assigned trade disputes; arranges and presides over conciliation meetings with trade union officials and employers to resolve disputes and negotiate agreements governing wages and terms and conditions of employment; prepares reports, memoranda of agreement and other relevant documentation and submits data to supervisory personnel; provides advice and assistance to members of the public on terms and conditions of employment; advises trade union officials and employers on industrial relations matters in accordance with relevant legislation; processes severance benefit claims, ensuring compliance with legal stipulations; investigates and reports on applications for extensions of time for reporting trade disputes; handles more complex cases, supervises subordinate technical staff and performs assignments such as submitting memoranda of agreement for registration by industrial court, processing collective bargaining proposals and collating statistical data regarding industrial relations, if at senior level.

May be designated according to level of responsibility; for example,

LABOUR RELATIONS OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 217; ETD: 3; SVP: 4;

TEMP: P, I, S, J;

APT: G(T), V, Q;

INT: 11;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,i,m,n);

PH: 1a, 4, 5a.

3449.31 FRIENDLY SOCIETIES OFFICER

Advises friendly societies and examines statutory books and records to ensure compliance with relevant ordinances:

Makes inspection visits to registered offices of friendly societies to investigate complaints from members; checks books and records to ensure preparation and maintenance in accordance with statutory requirements; assists secretariats of friendly societies in implementing effective accounting procedures and preparation of annual statements of accounts and recommends external auditors to society's board members; settles disputes arising out of matters such as claims for bonuses and payment of levies or refers cases to superior for further arbitration; attends committee meetings of friendly societies to review and advise on financial matters and supervises nomination and election of officers; interviews public in respect of complaints or advice sought and arranges for further investigations as necessary; prepares reports for submission to superiors; supervises work of subordinates, examines audited accounts and annual returns of friendly societies and advises on amendments to relevant ordinances, rules and regulations, if at senior level.

May be designated according to level of responsibility; for example,

FRIENDLY SOCIETIES OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 207; ETD: 3; SVP: 3;

TEMP: P, J;

APT: G(T), N, P, Q;

INT: 7;

PD: 1a(L), 4(c,f), 5a, 6a, 7(a,c), 8(a,b,e);

EC: 1(a,i,j,m,n);

PH: 2a, 3b.

3449.33 MERCANTILE MARINE SUPERINTENDENT

Ensures implementation of shipping laws and regulations to protect seamen's rights and safety of vessels:

Advises Ship's Masters and local Ship's Agents on problems concerning crew and approves conditions of employment; liaises with customs and immigration personnel to obtain information on ships' arrivals; certifies

safety of vessels in accordance with relevant act; prepares documents for hiring and discharge of crew members, sanctions discharges and witnesses receipt of remuneration; retains unpaid wages of ill or injured Seamen and makes disbursements to cover related expenses; arranges temporary housing for incapacitated seamen and organises repatriation; keeps records of small sea-craft operating in coastal waters and ensures payment of licences; registers births and deaths occurring in coastal waters; arbitrates in disputes between owners and/or Ship's Masters of vessels; processes applications for seamen's discharge books and for licensing and examination of vessels; arranges dates for motor launches to be surveyed.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 3; SVP: 3;
 TEMP: P, J;
 APT: G(T), P, Q;
 INT: 7;
 PD: 1a(L), 2(a,b), 3(a,c), 4f, 5a, 6a, 7(a,d), 8(a,b,e);
 EC: 1(a,b,i,j,n), 5(a,b), 6(a,b), 7h;
 PH: 2a, 3b.

3449.35 COOPERATIVE OFFICER

Advises, assists and supervises group in organisation and operation of cooperative society;

Researches economic and social aspects of communities and makes recommendations to superior on type of cooperative society required in respective area; responds to requests from groups desirous of forming cooperative societies and determines feasibility of project; compiles information for preparation of resource materials to be used during training, counselling and educational sessions; assists organising committee with formation of bye-laws as prerequisite to registration of cooperative society; educates members through lectures and printed material on principles and philosophy of cooperatives; counsels elected officers and/or committee members on establishment of business ventures, including factors such as economic viability of proposed enterprise, selection of business premises and accumulation of required capital; confers with and trains officers and employees on management and administrative functions peculiar to relevant society; supervises operations of cooperative societies to ensure adherence to relevant act, regulations and bye-laws; makes inspection visits to registered offices to investigate complaints from members and settle disputes; conducts periodic audits by checking books, documentation and records in accordance with statutory requirements.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 2;

TEMP: D, P, I, J, T;
 APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,e);
 EC: 1(a,i,j,n);
 PH: 2a, 4.

3449.37 COMPLIANCE OFFICER

Investigates payment of employer contributions and settlement of benefit claims in respect of employees, to ensure compliance with National Insurance Act and Regulations;

Visits employers in assigned area and examines wage records and national insurance contribution cards to ensure compliance with law; collects data and calculates arrears of employers in respect of insurable employees; recommends and takes appropriate action as instructed by superior for recovery of funds; refers cases of extensive indebtedness to relevant personnel for determination of arrears; prepares instalment plans for employers in arrears, monitors payments and recommends action to be taken in cases of breach of promise; prepares documents, following established guidelines, for use in court matters; serves as witness in court matters; investigates irregularities on cards such as insufficient or excessive stamping and defacement; provides advice and assistance to employers and employees on matters related to national insurance system; prepares and maintains reports, registers and records; issues contribution and continuation cards on request and collects cards when necessary.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 2;
 TEMP: P, J;
 APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,e);
 EC: 1(a,i,n);
 PH: 2a, 4.

3449.39 LABOUR INSPECTOR

Investigates complaints to ensure enforcement of laws and regulations governing wages and conditions of employment at business establishments;

Performs routine checks and investigates alleged infringements of laws and regulations governing minimum wages and conditions of service; consults with employers, inspects salary and related records and verifies data with employees to determine compliance with regulations; recommends corrective action and assists employers in computation of arrears of wages and other em-

ployee benefits to effect settlement of issues; conducts follow-up inspections, issues compliance notices, refers matters for legal action if necessary and serves as witness at court proceedings; interprets provisions of relevant acts, ordinances and orders for employers and employees; prepares reports for submission to superior; supervises and trains subordinate staff, assists with development and establishment of inspection and enforcement policies and procedures and performs related administrative activities, if at senior level.

May be designated according to level of responsibility; for example,

LABOUR INSPECTOR I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 2;

TEMP: P, I, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,n);

PH: 1a, 2a, 4.

3449.41 INSPECTOR, PRICES, WEIGHTS AND MEASURES

Checks prices, weights and measures at business establishments to verify compliance with approved schedules and standards:

Visits retail establishments, factories and other business places in assigned area to enforce regulations relating to prices, weights and measures; checks prices of goods offered for sale to ensure conformance with approved schedules; examines scales, meters, calibrated containers and other measuring devices to verify accuracy and issues certifying documents; measures packaged merchandise to verify accuracy of labelled weight or volume and prohibits sale of short-measured goods; investigates complaints against alleged violators, files charges according to findings and gives evidence in court; collects fees and charges required by law, issues receipts and maintains records; investigates applications for import quotas and collects information on availability and prices of commodities.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;

TEMP: P, J, T;

APT: G(T), N, P, Q;

INT: 7;

PD: 1(a[L,M],b,c), 3a, 4(b,d), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3b.

3449.43 DEVELOPMENT CONTROL INSPECTOR

Examines and reports on applications for property development to ensure conformance with town and country planning regulations:

Examines property development applications for designated area and inspects site to ensure that proposed plans are in conformity with relevant policies and ordinances; prepares and submits site inspection reports, with support documents, to superior and recommends approval or refusal of applications; plots site on appropriate map, with assistance from Draughter when necessary; advises applicants on matters pertaining to submission or refusal of applications; makes field visits to investigate and monitor development undertakings in cases of refusal; serves enforcement notices on persons carrying out development projects without permission or contrary to approved plans and conditions; maintains appropriate records and registers and prepares periodic work reports; supervises subordinate technical personnel if at senior level.

May be designated according to level of responsibility; for example,

DEVELOPMENT CONTROL INSPECTOR I/II

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 1;

TEMP: P, J, T;

APT: G(T), V, S, P, Q;

INT: 7;

PD: 1a(L), 4(b,d), 5a, 6a, 7(a,c,d,e), 8(a,b,c);

EC: 1(c,i,m,n), 7(c,d,h);

PH: 2a, 3b, 4.

345 SOCIAL WORK ASSOCIATE PROFESSIONALS

Workers in this minor group provide guidance to clients in social and related matters to assist them in overcoming difficulties and achieving particular goals.

3450 SOCIAL WORK ASSOCIATE PROFESSIONALS

Workers in this unit group counsel and provide assistance to individuals and groups, and recommend and apply solutions to social and related problems which affect them.

3450.15 VOCATIONAL COUNSELLOR, REHABILITATION CENTRE

Counsels physically and mentally handicapped clients of

rehabilitation centres to assist them with their vocational selection and personal and social development:

Interviews handicapped persons and assesses their qualifications, training capacity and potential; assists clients in determining career goals and arranges for required training at rehabilitation centre; monitors performance and progress of trainees, in collaboration with superior; prepares clients for world of work on completion of training, contacts prospective employers and arranges for job placement; counsels and assists handicapped persons in solving daily living problems, referring them to relevant private or public agencies as required; serves as liaison between clients and personnel attached to social work agencies, members of business and community groups and centre's board of directors; prepares case notes and reports for submission to board members and maintains records pertaining to clients; participates in relevant committee meetings; lectures to interested groups on pertinent activities.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 4; SVP: 3;
TEMP: V, D, P, I;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 4.

3450.20 SOCIAL WELFARE OFFICER

Investigates background of parents placing children for adoption and of prospective adoptive parents, using casework methods:

Interviews, advises and counsels parents/guardians placing children for adoption, to verify inability to care for child; explains procedures and legal implications involved and obtains signed consent to adoption from parent/guardian; meets with prospective parents, visits their homes and consults with referees and other relevant personnel to assess their suitability as adopters/foster parents; prepares reports for submission to superior; participates in board meetings to present case history and discuss applications from adoptive parents; arranges for prospective adoptive parents to meet child and for subsequent placement of child with adopters; makes home visits before, during and after probationary period to observe conditions, determine eligibility of prospects for financial assistance and assess quality of parent-child relationships; contacts natural parents to ensure continuing adherence to initial adoption decision; gives evidence at court adoption hearings at end of probationary period and recommends or advises against legal adoption; liaises

with staff of relevant governmental agencies and children's homes with respect to placement, assessment and counselling of children; ensures adequate care of children and maintenance of satisfactory standards at foster homes run by adoption board; counsels prospective adopters, and foster parents; prepares reports for presentation to board members; participates in casework sessions with superior.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 5; SVP: 4*;
TEMP: V, D, P, I, J;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a, 4.

3450.25 PROBATION OFFICER

Conducts pre-sentence investigations of persons referred by court and counsels and helps probationers and others seeking assistance to resolve their problems:

Attends court sessions to obtain preliminary information about persons referred by court; visits homes of referred offenders to observe conditions, and interviews offenders' relatives and other significant contacts; prepares background reports, including recommendations, on rehabilitation, for use in court; monitors rehabilitation of persons placed on probation through regular interviews and visits to homes and places of employment; supervises payment of fines, costs and compensation and applies to court for cessation of probationary period; provides unofficial supervision to truants and problem children requiring assistance; counsels self-referrals or persons referred for matrimonial counselling by court and other social work agencies; investigates social background of children, parents, actual and prospective guardians and recommends children's committal to and release from juvenile and foster homes or other institutions; provides follow-up supervision to aid children's adjustment to new environment; liaises with social work agencies to obtain assistance for clients and/or their dependents; investigates resources of applicants requesting legal aid, reports on same to Legal Aid Authority and advises successful applicants to contact designated Attorney-at-Law; prepares reports for official use on suitability of nominees to receive death gratuity on behalf of dependants of public officers and condemned prisoners; lectures to interested persons, groups and organisations on problems relating to juvenile delinquency and matrimonial disputes; handles complex cases and performs supervisory duties, if at senior level.

May be designated according to level of responsibility;
for example,
PROBATION OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 107; ETD: 5; SVP: 4*;
TEMP: V, D, P, I, S, J;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n), 6b;
PH: 4.

3450.30 WELFARE OFFICER, RESIDENTIAL CHILDREN'S HOME

Undertakes welfare work on behalf of children on remand or committed to residential home:

Contacts Police Officer, Probation Officer and relatives to obtain pertinent information about children on remand; follows up cases to ascertain whether children have been committed to home and obtains essential documentation, such as birth and baptismal certificates, from parents; counsels children at home, those moving to and resident in foster homes, and discharged residents, to aid adjustment to their new status and environment; helps children to resolve problems; provides advice to parents/guardians to encourage and assist in establishment of closer relationships with children and promote children's rehabilitation; maintains contact with teaching personnel to monitor progress of students attending schools outside home; interviews prospective foster parents and visits homes to determine their suitability; arranges lodgings for discharged children and promotes their employment or placement in youth camps and similar training institutions; reports to Manager, Residential Children's Home on factors such as employment status and adjustment of those leaving home; maintains records pertaining to children at home.

May promote and organise cultural and recreational activities.

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 4;
TEMP: V, D, P, I, J;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,n);
PH: 4.

3450.35 COMMUNITY DEVELOPMENT OFFICER/Field Officer, Human Resource Development

Coordinates and supervises project activities to promote community and group development by performing any combination of the following duties:

Discusses new and existing programmes with superior and receives guidance on implementation of work plans; collaborates with community representatives and resource personnel to promote formation of groups and implement action plans for educational, cultural, social and other project activities; conducts community surveys to determine economic and social needs and cohesiveness of community teams and makes recommendations on project feasibility; reviews documentation on project proposals and requests for use of State land and financial assistance or interviews applicants when required; checks for approval of applicants' requests and processes grant allocation accordingly; establishes links with national and/or external organisations equipped to provide technical, financial and other inputs; organises and/or participates in training sessions for groups, addressing such areas as adult education, business management and production operations; monitors construction of project centres and related facilities, checking for conformance with specifications; visits community project sites to evaluate performance, foster participants' involvement in project, assist with problem-solving and monitor electoral proceedings where applicable; acts as liaison between participants and programme planners, government, voluntary and other agencies involved and communicates requests or concerns to superior; prepares expenditure accounts on wage claims submitted by teaching staff; maintains relevant records and prepares progress and other reports for submission to superior; supervises subordinates where applicable; performs additional administrative duties, such as assisting superior in planning of community development programmes, if at senior level.

May be designated according to level of responsibility;
for example,
COMMUNITY DEVELOPMENT OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: V, D, P, I, J;
APT: G(T), V, P, Q;
INT: 10, 11;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: ---.

3450.40 YOUTH OFFICER

Assists youth groups in assigned geographical area to plan, organise and implement educational, cultural, social, recreational and fund-raising programmes and activities:

Organises leadership training courses and seminars for youth group officers in areas such as group organisation, meeting procedure and record and financial management; attends group meetings to provide advice and assistance with problem-solving; counsels group members and individuals not attached to groups; meets with youth group members to assess their needs and plan programmes; obtains services of teaching/training personnel for programme implementation; monitors programmes and signs claim forms; reviews group projects and requests for monetary assistance, makes initial recommendations to department and refers requests to other agencies where necessary; serves as member of youth centre's board of management and organises courses in handicraft, vocational, academic and other subjects in liaison with board members; conducts preliminary interviews of youths seeking admission to trade centres and youth camps; informs successful applicants of their selection, distributes trainee agreements and informs trainees about medical and camp requirements; prepares and issues circulars and monthly and annual reports on group activities to groups; performs supervisory duties, if at senior level.

May be designated according to level of responsibility; for example,
YOUTH OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 6;
TEMP: V, D, P, I, J;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a.

3450.45 JUVENILE HOME SUPERVISOR

Performs duties of parent, supervising activities of children and/or young offenders in residential home and encouraging proper conduct and behaviour:

Provides children with affection, security and comfort and encourages their participation in 'family' and religious activities to foster character development; bathes, dresses and feeds babies and young children and prepares them for school and other activities; supervises self-bathing, self-dressing and other activities of children in

assigned dormitory or house, ensuring that proper standards of hygiene and cleanliness are maintained; assists in meal preparation and/or distribution and ensures that meals are taken and that dining areas are cleared; teaches simple housecraft skills, such as sewing and cooking, and basic rules of popular games; supervises study and recreation periods, bed-time activities, carrying out of chores and running of errands; monitors situation at night, attending to children's minor indispositions; completes shift reports for information of relieving supervisor and informs superior of serious incidents; administers and maintains discipline and assists in counselling children and with problem-solving; refers serious problems to superior or counselling and/or managerial staff; supervises or accompanies children on visits to doctor, dentist, cinema or other places outside the institution; monitors children's conduct and performance at school.

May assist with after-care of discharged children and children in foster homes and accompany children to worship services.

OCCUPATIONAL PROFILE

DPT: 227; ETD: 3; SVP: 4;
TEMP: V, P, I, S, J;
APT: G(T), V, M;
INT: 10;
PD: 1a(L), 4(b,f) 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,b,k,m,n);
PH: 3b.

3450.50 PRISON WELFARE OFFICER

Counsels prison inmates and convicted youths to aid their adjustment to institutional life and prepare them to return to community life:

Interviews inmates on committal and provides information on prison rules and regulations, discipline and facilities available; interviews long-term prisoners and convicted youths at the Youth Training Centre to obtain relevant background information; counsels maladjusted inmates or those with personal, family, business or legal problems and assists them in solving problems; liaises with relevant social welfare agencies to obtain advice and assistance for inmates; maintains contact with inmates' relatives and friends, and helps inmates to establish and re-establish relationships; promotes rehabilitation of inmates through cultural and recreational activities; participates in departmental casework sessions; counsels inmates prior to discharge, to promote adjustment to their new environment; prepares special investigative and discharge reports on present and former inmates; informs youths at training centre and their parents/guardians of conditions of discharge; helps inmates to prepare for

world of work and find employment and accommodation on discharge, liaising with appropriate agencies and/or employers; requisitions stores, issues clothing, tools, and transportation passes, and provides financial assistance to inmates on discharge; counsels former inmates to prevent their relapse into crime; informs relatives and friends of condemned prisoners of execution dates and conditions under which visits may be paid; prepares reports and maintains case history records.

May be designated according to level of responsibility; for example,
PRISON WELFARE OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 107; ETD: 3; SVP: 6;
TEMP: V, P, I, J;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,m,n), 6b;
PH: 4.

**3450.55 SUBSTANCE ABUSE CASEWORKER/
Substance Abuse Rehabilitation Counsellor**
Counsels alcohol and drug abusers and promotes their rehabilitation by performing any combination of the following duties:

Interviews patients, examines their case history and provides motivation for hesitant persons; evaluates case and develops rehabilitation programme in collaboration with Psychologist, Psychiatric Nurse, Mental Health Officer and other medical and health-related personnel; assigns patient to suitable member of treatment team and/or refers patient to Psychiatrist where applicable; meets with Clinical Therapist, Drug Rehabilitation to discuss patients' problems and progress, and plan guidelines for group therapy sessions; accompanies clients to group therapy sessions and assists at sessions; counsels individuals and groups and encourages participation in specialised clinics and support group meetings; monitors progress and recovery levels of discharged persons and relapsed patients through home visits and contact with patients' family members, employer and/or other concerned person, and provides advice and support; prepares reports; liaises with staff of community service and social welfare organisations to promote patient rehabilitation; delivers lectures to and conducts drug education workshops for interested groups.

May offer counselling advice to telephone callers.

OCCUPATIONAL PROFILE

DPT: 207; ETD: 3; SVP: 3;
TEMP: V, P, I, J;
APT: G(T), V, Q;
INT: 10;
PD: 1a(L), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,m,n), 6b;
PH: 4.

3450.60 HANSEN'S DISEASE FOLLOW-UP WORKER

Assists in counselling and rehabilitation of leprosy patients attending clinic:

Interviews leprosy patients at clinics, records their attendance and obtains addresses of contacts; assists Medical Social Worker in counselling patients with problems; visits patients' homes, observes environment and investigates problems; encourages absentee patients to attend clinics for medical examination and treatment; reports serious cases to Medical Social Worker and other medical personnel; delivers personal supplies and monthly allowances to patients and obtains patient's signature for verification purposes; prepares reports on patients' attendance at clinic and number of home visits made; assists in providing the public with basic information on Hansen's disease through lecture-demonstrations.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 3;
TEMP: V, P, J;
APT: G(C), V, Q;
INT: 10;
PD: 1(a[L],b,c), 4f, 5(a,b), 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 4.

3450.65 SECRETARY-WARDEN, YOUTH CENTRE

Organises vocational classes and sporting and recreational activities for youth groups and sports clubs affiliated to youth centres:

Opens and closes centre on daily basis; registers youth groups and sports clubs wishing to affiliate to centre and holds discussions with members to ascertain types of programmes and classes needed; plans required programme in collaboration with centre's board of management; prepares lists indicating number of prospective students and type of teaching/training personnel required and applies to head office for their services; obtains services of Sport Referee for sporting events; monitors sporting activities, groups' use of equipment, student enrolment in classes and tutor attendance; informs head

office of prolonged tutor absenteeism or fall in student enrolment; handles petty cash and payment of bills; arranges fund-raising ventures for building maintenance purposes; supervises subordinate staff attached to centre; drafts letters and circulars for distribution to groups; prepares centre's budget, financial statements and reports for submission to board.

May counsel group members and assist groups with problem-solving.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 3; SVP: 3;

TEMP: V, D, P;

APT: G(T), V, N, Q;

INT: 10;

PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,m,n);

PH: 3b.

3450.70 SOCIAL SERVICES AIDE

Assists professional social worker in provision of services to youth or community groups:

Attends meetings of youth groups, village councils and other community groups; assists relevant social worker with duties such as researching group needs, programme development and implementation, group organisation and leadership training; monitors activities and attendance of students and teaching personnel at adult education classes; visits community centres to ensure adequate building maintenance and that equipment is properly utilised and in good condition; liaises with personnel of governmental and non-governmental social work and community agencies to obtain their services for groups; distributes circulars pertaining to matters such as meetings, competitions and sports fixtures; informs groups about competition results and ensures accurate distribution of prizes to recipients.

May verify wage claims of teaching personnel and prepare reports on group activities.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 3; SVP: 0;

TEMP: V, P, J;

APT: G(C), V, Q;

INT: 10;

PD: 1a(L), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 1a.

346 CREATIVE, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS

Workers in this minor group apply artistic media to decorative and sales promotion purposes; read news bulletins and make other announcements for broadcasting over radio and television; perform musical works and dance for street and night-club audiences; perform a variety of amusing, mystifying and spectacular acts for entertainment of circus and other audiences; participate for gain in, and regulate the conduct of, public sport, and instruct persons in the development of their physical fitness.

3461 DECORATORS AND COMMERCIAL DESIGNERS

Workers in this unit group apply artistic techniques to design, decorate, illustrate and create settings and products.

3461.05 ART DIRECTOR, ADVERTISING

Coordinates and supervises activities of art department to ensure effective production of artwork:

Collaborates with superior and other personnel on effect desired from artwork and conceptualises and drafts appropriate design; instructs, supervises and assists Graphic Designer in preparing layout and artwork of approved designs; supervises activities during photographic sessions; selects photographs and other materials to be used in preparing artwork; obtains superior's approval before forwarding artwork to production personnel; determines appropriate techniques to be used for reproduction of artwork and provides instructions to in-house or external production personnel to ensure correct look of finished artwork; trains junior Graphic Designer and performs additional administrative duties.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 5; SVP: 6*;

TEMP: D, P, I, J;

APT: G(T), S, P, Q, F, C;

INT: 1;

PD: 1a(S,L), 3a, 4(b,d), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 7b;

PH: 2a, 3b, 5a.

3461.15 CLOTHES DESIGNER

Designs garments for factory production or to meet special requests of customers:

Researches current fashion trends in apparel such as dresses, shirts and blouses; draws sketches of garments, utilising information researched and knowledge of fash-

ion design, and prepares design, using paper, pencil, drawing tools or computer; forwards designs to Pattern Maker for fabrication of paper pattern and basic sample garment or constructs garment; fits sample or garment on mannequin or customer, checks for fit and style, and adjusts garment or returns paper pattern for adjustment where necessary; selects fabric to suit design and forwards selection to Production Manager or Sewing Machine Operators for manufacture of garment; prepares notes on construction of garment for pricing purposes, stating type and quantity of fabric and notions used; advises customers on choice of accessories to complete ensemble; arranges for showing of garments at fashion shows where applicable.

May perform duties of PATTERN MAKER and sew garments.

OCCUPATIONAL PROFILE

DPT: 064; ETD: 5; SVP: 6*;
TEMP: J, T;
APT: G(T), P, Q, F, M, C;
INT: 1;
PD: 1a(S), 3a, 4(a,b,c,d,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,m,n), 7c;
PH: 2a, 3b, 4.

3461.20 LIGHTING DESIGNER

Plans and designs lighting plot, indicating intensities and colours required for production sessions:

Meets with Theatrical Director, Theatrical Set Designer and/or other production personnel to discuss concept, mood and special effects required; designs lighting plot and prepares list of materials and equipment needed to accomplish design; obtains estimates for design from contractors and submits estimates to Theatrical Producer or other production personnel; studies script and attends work sessions to become familiar with production and positions of key performers and develops cue notes; supervises personnel in setting up lighting equipment, ensuring that specifications are in conformity with lighting plot; attends technical and dress rehearsals and generates cue sheets and follow-spot cue sheets, showing lighting details and special lighting effects desired; arranges and conducts rehearsals for lighting crew members; provides lighting crew with cue sheets, informs them of production changes and offers technical advice; attends public performances to ensure that work is carried out as scheduled.

OCCUPATIONAL PROFILE

DPT: 064; ETD: 5; SVP: 6*;
TEMP: D, P, J;

APT: G(T), V, S, P, C;
INT: 1, 5;
PD: 1a(S,L), 5a, 6a, 7(a,e,f,g,h), 8(a,b,c);
EC: 1(a,b,i,j,n);
PH: 3b.

3461.25 THEATRICAL SET DESIGNER

Designs, constructs and decorates studio sets for theatrical productions:

Receives work order from client and confers with client to determine desired style and effect of set; carries out relevant research to develop concepts for design; drafts design for set, showing proposed layout and colour scheme; prepares cost estimate, detailing costs of design, painting and decoration of set, for approval of client; purchases required materials and supplies for set preparation and construction; performs tasks similar to those of Propmaker to prepare and erect set in accordance with production deadlines, receiving assistance from Propman, if necessary; decorates set as required, using plants, furniture and/or other accessories.

May construct scale model of set.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 5; SVP: 5*;
TEMP: J, F;
APT: G(T), S, P, K, F, M, C;
INT: 1, 5;
PD: 1(a[L],b,c,d,e), 2a, 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,e,f,g), 8(a,b,c);
EC: 1(a,b,i,j,m,n), 6(e,f,g), 7(a,c,e);
PH: 2a, 3b.

3461.30 GRAPHIC DESIGNER

Designs and prepares art work for reproduction in books and brochures, and for visual advertising, environmental design and other relevant purposes:

Receives work assignment with job specifications from production department, client or superior; liaises with relevant personnel to obtain information on work assignment such as purpose, place of display and other factors; researches previous work assignments and other material from client where applicable, to ensure standardisation of relevant details and for assistance in design conceptualisation; conceptualises design to be prepared and drafts rough layouts, indicating positioning of script and illustrations; specifies type, positioning and colour of props, if preparing layout for photography; submits completed draft for approval by superior and prepares final design showing relevant details; instructs Typesetter on type-face and pica measure to be used in preparation of

layout or prepares pasted-up script, using computer or adhesive letters; operates computer to design and produce layouts and prepare finished artwork for reproduction; prepares acetate overlays for colour layouts if required; forwards approved work for reproduction.

May prepare drawings for animation on computerised machine, purchase work materials and supplies and construct three-dimensional designs.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 5; SVP: 5*;

TEMP: P, S, J, F, T;

APT: G(T), S, P, Q, K, F, M, C;

INT: 1;

PD: 1a(L), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,i,j,m,n), 6e, 7(a,b);

PH: 3b, 4, 5a.

3461.35 INTERIOR DESIGNER-DECORATOR

Plans and creates interior decoration schemes for homes, offices, public buildings and other structures:

Studies project, analysing functional aspects and desired atmosphere of setting; discusses plans with client to determine needs and preferences, budget and other governing factors; prepares sketches of major areas showing colour scheme, wall decorations, carpeting, selected furniture and fixtures; estimates cost and submits package to client for approval; provides professional advice on choice of functional and/or decorative materials and accessories such as draperies, sculpture, pictures and lighting fixtures or creates original designs to conform with planned decor; directs and supervises workers engaged in various aspects of decorative work such as painting, carpet laying and installation of draperies, furniture and lighting fixtures, to ensure adherence to design specifications; prepares expenditure sheet and bills client for project.

OCCUPATIONAL PROFILE

DPT: 064; ETD: 5; SVP: 3*;

TEMP: D, P, I, J;

APT: G(T), S, P, Q, M, C;

INT: 1, 5;

PD: 1(a[L,M],b,c), 3(a,e), 4(a,b,d,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,i,m,n), 5a, 7(c,d);

PH: 2a, 3b.

3461.40 DESIGNER, CARNIVAL BAND

Designs costumes for carnival band:

Liaises with Carnival Band Leader to discuss theme and

design requirements for carnival band presentation; conducts research to obtain information on theme; prepares sketches to illustrate costume structures and shapes and type of apparel, and determines appropriate colours and materials; makes adjustments to sketches until desired designs are achieved; presents drawings and specifications to Carnival Band Leader when design work is completed; visits masquerade camp periodically to monitor costume construction and ensures adherence to design specifications.

May perform functions of CARNIVAL BAND LEADER and serve on committees to judge overseas carnival band presentations.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), P, F, C;

INT: 1;

PD: 1a(S), 4(b,f), 5a, 6a, 7(a,g), 8(a,c);

EC: 1(a,i,j,n);

PH: 2a, 3b, 4.

3461.45 DISPLAY DESIGNER-MAKER

Designs and sets up displays to advertise and promote product or service according to client's specifications:

Liaises with client to consider space, time and budget limitations and sketches annotated designs; prepares scale model to illustrate aspects of proposed display and submits package for approval, recommending use of appropriate materials and fixtures; lays out, cuts and shapes materials such as plywood, plastic, sheet metal and fabric, using portable machines and hand tools; assembles display according to plan, utilising fasteners such as glue, nails, clips, bolts and screws; cuts glass to specified size and shape and installs as required; paints, covers with fabric or otherwise decorates display, arranging items in aesthetic manner and utilising props such as pieces of furniture and decorative plants; instructs and supervises helper in performance of similar and related tasks.

OCCUPATIONAL PROFILE

DPT: 064; ETD: 3; SVP: 3;

TEMP: P, J;

APT: G(T), S, P, K, F, M, C;

INT: 1, 5;

PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 5a, 6(b,f), 7(b,c,d);

PH: 2a, 3b.

3462 RADIO AND TELEVISION ASSOCIATE PROFESSIONALS

Workers in this unit group produce, present and coordinate transmission of programmes and perform related administrative duties in programming departments of radio and television stations.

3462.15 COMMERCIAL PRODUCTION DIRECTOR, TELEVISION STATION

Directs commercial production and promotional activities at television station:

Liaises with advertising agencies regarding production and broadcasting of commercials; checks content and technical quality of commercials submitted for broadcast to ensure adherence to ethical standards; discusses required changes with advertising agency personnel; liaises with station personnel to arrange studio space and equipment for commercial productions; holds production meetings to organise shooting sessions; handles queries on commercials; supervises and monitors promotional activities of station and approves related publications; maintains records.

May write, produce and direct commercials.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: V, D, P, I, J;
APT: G(T), V, Q;
INT: 1;
PD: 1a(S,L), 4f, 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: 4, 5a.

3462.20 PROGRAMME CONTROLLER, TELEVISION STATION

Monitors movements of incoming and outgoing programmes and performs related administrative duties in television programming department:

Consults with Programme Director, Television Station to prepare weekly and monthly broadcasting schedules and ensures that schedules are collated and typed for publication and use by television station; liaises with programme distributors to ensure that contracted programmes are received; receives flight details and waybill information from distributors and other stations forwarding programmes and transmits information to shipping agents; ensures that programmes used by station are despatched as arranged with distributors; maintains records of incoming and outgoing programmes; supervises

technical and clerical staff attached to resource library; liaises with sales and continuity departments to ensure provision of correct information for daily and transmission logs.

May assist superior with programme contract negotiations locally and abroad.

OCCUPATIONAL PROFILE

DPT: 337; ETD: 3; SVP: 6;
TEMP: P, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 1a, 2a, 4.

3462.25 STUDIO COORDINATOR, TELEVISION STATION

Coordinates transmission of television programmes according to instructions:

Ensures erection of television studio set and placing of lights and microphones according to instructions; informs Director, Television Programmes when set is ready and participants are prepared for commencement of taping or transmission of programme; receives standby notification from Director, Television Programmes through headphones and alerts studio personnel; monitors programme visually and through headphones, giving manual cue signals to Television Presenter and/or performer as necessary, during transmission or taping; ensures that studio is cleared after use.

May perform some duties of DIRECTOR, TELEVISION PROGRAMME or TECHNICAL OPERATOR, TELEVISION STATION, during transmission or video-taping of programmes.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 3; SVP: 5;
TEMP: S, J;
APT: G(T), S, P, M;
INT: 1, 5;
PD: 1a(L), 3a, 4(a,b), 5(a,b), 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,k,m,n);
PH: 4.

3462.30 RADIO ANNOUNCER

Produces, compiles and presents radio programmes:

Prepares radio programmes, choosing music from station playlist and selecting feature spots for programmes if required; scrutinises studio log and transmission book before commencement of shift to note programme re-

quirements; checks log during programme to ascertain times for announcements and commercials and presentation of special features; presents radio programmes following scripts and cues, or improvises programme format; reads announcements, commercials and newscasts at specified times; interviews personalities during programmes as required.

May operate studio equipment during presentation of programmes and present outside broadcasts.

OCCUPATIONAL PROFILE

DPT: 347; ETD: 3; SVP: 2;
TEMP: P, I, S, J;
APT: G(T), V, Q;
INT: 1, 11;
PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,k,l,n);
PH: 4, 5a.

3463 STREET, NIGHTCLUB AND RELATED MUSICIANS, SINGERS AND DANCERS

Workers in this unit group perform music and sing or dance on the streets, in nightclubs and in related places.

3463.15 STREET AND NIGHTCLUB PERFORMER

Plays music, sings or dances on street, in nightclub or in similar setting to entertain audience:

Sings calypsoes or other songs to entertain tourists; sings as member of chorus to enhance presentation of Calypsonians; plays music, sings or dances in night club or similar setting.

May be designated according to area of specialisation; for example,

BACK-UP SINGER
NIGHTCLUB DANCER
NIGHTCLUB MUSICIAN

OCCUPATIONAL PROFILE

DPT: 647; ETD: 2; SVP: 2;
TEMP: P, F;
APT: G(C);
INT: 12;
PD: 1a(L), 4(b,c), 5(a,b), 6(a,b), 7a, 8(a,b,c), 9;
EC: 1(a,b,i,j,m,n), 5a, 7(a,i);
PH: ---.

3464 CLOWNS, MAGICIANS, ACROBATS AND RELATED WORKERS

Workers in this unit group perform a variety of acts to entertain audiences.

3464.15 COMEDIAN

Invents and tells jokes and humorous stories and performs other comedy routines to entertain audience:

Collects data by studying issues and events as recorded in media reports and maintains records of relevant material for reference purposes; invents jokes, comic lines and puns and composes humorous tales and anecdotes based on existing or imagined situations and experiences; memorises and rehearses selected routines prior to performance, restructuring lines and introductions and adapting pieces to suit perceived tastes of specific group of listeners; checks records of work performed on previous occasions to avoid repetition and plans performance to ensure sustained attention of audience; tells jokes and stories on stage, using facial contortions and hand gesticulations and adopting mode of speech and/or dress and body posture peculiar to character portrayed; assesses mood of audience, adjusting style and timing of presentations to avoid boredom and indulging in conversational exchange and *picong* to provide relief from structured routines; revises previously used routines to reflect current trends and socio-economic conditions.

OCCUPATIONAL PROFILE

DPT: 047; ETD: 3; SVP: 6;
TEMP: P, J, F;
APT: G(T), V;
INT: 1, 12;
PD: 1a(L), 3e, 4(a,b,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c), 2;
EC: 1(a,i,j,n);
PH: 1a.

3464.20 MAGICIAN

Performs tricks of illusion and sleight-of-hand to entertain audiences:

Adapts routines and stock tricks to mystify and amuse audience, using small animals and a variety of objects such as handkerchiefs, balls and eggs; liaises with light and sound personnel as necessary; performs sleight-of-hand tricks, using playing-cards, cigarettes, hats and other props; removes items such as jewellery, wallets and keys from persons in audience without their knowledge to enhance performance; talks extemporaneously to divert attention of audience when performing tricks; trains assistants to participate in act.

May solicit volunteers from audience to assist in performance of acts and use mimicry to hold attention.

OCCUPATIONAL PROFILE

DPT: 147; ETD: 3; SVP: 3;
TEMP: D, P, J, F;

APT: G(C), V, F, M, E;
INT: 12;
PD: 1(a[L],b,c,f), 2(a,b), 3(a,b,c,d,e), 4(a,b), 5(a,b),
 6(a,b), 7(a,e,g,h), 8(a,b,c), 9;
EC: 1(a,i,j,m,n);
PH: —

3464.25 CLOWN

Performs original or stock routines before audience to provide amusement:

Develops and rehearses clowning routines to achieve spontaneity and smooth performance; dons traditional costume and applies make-up, employing modifications to suit personal taste or create more humorous appearance; performs routine on stage, telling humorous stories and jokes and entertaining audience by body and facial contortions, dancing, tumbling and performing other amusing antics.

May play musical instrument during performance.

OCCUPATIONAL PROFILE

DPT: 047; **ETD:** 3; **SVP:** 2;
TEMP: P, I, F;
APT: G(C), V, M, E;
INT: 12;
PD: 1(a[L],c,d,e,f), 2(a,b), 3(a,b,c,d), 4(a,b), 5(a,b),
 6a, 7(a,g), 8(a,b,c), 9;
EC: 1(a,b,i,j,m,n), 5a, 6b;
PH: —

3465 ATHLETES AND RELATED WORKERS

Workers in this unit group participate in sporting competitions, regulate such events and promote the physical fitness of competitors and individuals.

3465.15 STEWARD, HORSE RACING

Coordinates activities of racetrack personnel, interprets and enforces racing rules and regulations and makes or varies arrangements for conducting race meetings:

Serves as member of judiciary board that exercises control over racing participants and makes decisions according to rules of racing; alters arrangement for conducting race meeting in cases of emergency or expediency; cancels, refuses or asks for withdrawal of entries to avoid danger to other horses or Jockeys; assists with drawing of starting positions to allocate horses to starting boxes; writes reports on matters such as protests, actions taken, penalties imposed and withdrawal of entrants.

OCCUPATIONAL PROFILE

DPT: 127; **ETD:** 3; **SVP:** 8;

TEMP: V, D, J;
APT: G(1), V, Q, C;
INT: 12;
PD: 1a(L), 4(b,D), 5a, 6a, 7(a,b,e,g), 8(a,b,c);
EC: 1(c,i,n), 4a, 6(a,b), 7(b,c,d);
PH: 3b.

3465.20 PATROL JUDGE, HORSE RACING

Observes running of horse-races at racetrack to detect infraction of racing rules:

Views running of races, using binoculars, from elevated stands at locations around track to detect interference between horses or illegal actions by Jockeys; interprets infringement and reports name and number of horse and rider to Racing Stewards; prepares and submits written report for each infringement; gives evidence at inquiry to help clarify infringement; assists in removing fallen Jockeys from track for safety and first aid.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 2; **SVP:** 8;
TEMP: R, S, J;
APT: G(C), Q, C;
INT: 3;
PD: 1(a[L,M],b,c), 2(a,b), 4(b,f), 5a, 6a, 7(a,b,e,g),
 8(a,b,c);
EC: 1(b,f,n), 4a, 7(c,d);
PH: —

3465.25 STARTER, HORSE-RACING

Supervises loading procedures at starting stalls and starts horse-races on race day:

Calls roll and examines horses to ensure conformity with information on declaration form; studies horses' records and behavioural practices to determine entry sequence into starting stalls and instructs Jockey and Starting Gate Attendants accordingly; examines horses which have not previously raced to certify readiness for racing, or indicate need for further training; recommends removal of unfit or difficult horses from starting stalls; checks time, instructs Starting Gate Attendants to clear stalls of fixtures and ensures that gates are closed; stands on rostrum at starting time, and starts race by activating device to automatically open gate and ring starting bell; waves flag to signal false start if necessary.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 2; **SVP:** 7;
TEMP: R, J;
APT: G(T);
INT: 3;
PD: 1a(L), 2a, 4(b,c), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(b,i,m,n), 4a, 7(c,d);
PH: ---

3465.30 PROFESSIONAL ATHLETE

Participates in professional competitive and non-competitive athletic events:

Exercises, practices and plans strategies under own direction or under direction of Coach or Captain to train for sport; plays or engages in particular sporting activity such as football, boxing, cycling, cricket or golf, conforming to established rules and regulations; participates in promotional activities arranged by sporting organisations and media.

May train students in sport.

May be designated according to area of sporting activity; for example,

BOXER

CRICKETER

FOOTBALLER

OCCUPATIONAL PROFILE

DPT: 341; ETD: 2; SVP: 7;

TEMP: P, I;

APT: G(T), P, E;

INT: 12;

PD: 1(a[M],b,c), 3(a,b,c,e), 4(b,e), 5a, 6a, 7(a,b,d,e), 8(a,b,d), 9;

EC: 1(a,b,i,j,m,n), 4a, 5a, 6(a,b,d,h), 7(c,h);

PH: 3b.

3465.35 SPORTS COACH/Games Coach

Teaches students and athletes to develop and improve performance, ability and knowledge in various sporting fields:

Observes individual and team performances to determine training needs; coaches participants individually or in groups by demonstrating techniques to improve performance; prescribes routine and corrective exercises to strengthen athletes' muscles for sustained performance; analyses progress of athletes during performance and signals instructions to them; confers with athletes to analyse performance and suggest changes in strategy for improvement; conducts theoretical sessions to teach sporting philosophy of game and role of participants; maintains appropriate records.

May be designated according to area of specialisation; for example,

BASKETBALL COACH

CRICKET COACH

FOOTBALL COACH

NETBALL COACH

OCCUPATIONAL PROFILE

DPT: 227; ETD: 2; SVP: 5;

TEMP: V, P, I, J;

APT: G(C), M, E;

INT: 11;

PD: 1(a[L,M],b,c,d,e,f,g), 3(a,b,c,d,e), 4(a,b,d,e,f), 5(a,b), 6a, 7(a,b,e), 8(a,b,c,d), 9;

EC: 1(a,b,i,j,m,n), 4a, 6(a,b), 7c;

PH: 2a.

3465.40 PHYSICAL TRAINING INSTRUCTOR

Teaches physical training activities at health clubs, gymnasiums or outdoors by performing any combination of the following duties:

Evaluates clients' physical abilities and needs by observation and interviews and by checking medical certificates to determine suitable training programme; plans programme and selects appropriate musical and/or rhythmic accompaniment to be used during work-out sessions; leads class through variety of exercises, demonstrating specific movements and techniques to be employed and use of gymnastic apparatus; explains techniques of body placement and safety precautions to guard against injury and advises clients on proper dietary habits; observes clients during work-out sessions, corrects and assists them and advises individuals to rest as required; instructs clients to check personal weight and body measurements at regular intervals to monitor progress; discusses performance with client where applicable and makes adjustments to programme to accommodate personal needs; maintains discipline during work-out sessions and ensures replacement of equipment after use; recommends body massages, sauna and other treatment as necessary; teaches manipulative skills needed for sports and games; organises and referees games such as squash, volley ball, karate and aerobic and body-building competitions; consults relevant publications to keep abreast with or of new equipment and/or changes in exercises.

May check, adjust, clean and lubricate apparatus, administer first aid in cases of injury or emergency, administer massages and train client to take personal pulse rate and calculate target heart rate.

May be designated according to area of specialisation; for example,

AEROBICS INSTRUCTOR

FITNESS INSTRUCTOR

GYMNASIUM INSTRUCTOR

OCCUPATIONAL PROFILE

DPT: 224; ETD: 2; SVP: 4;

TEMP: P, I, J;

APT: G(C), M, E;
INT: 10;
PD: 1(a[M,H],b,c,d,e,f,g,h), 2b, 3(a,b,c,e), 4(a,b,e,f),
 5(a,b), 6a, 7(a,b,e), 8(a,b), 2;
EC: 1(a,b,i,j,m,n), 6(b,c);
PH: ---

3465.45 JOCKEY

Rides racehorse at racetrack for competitive and training purposes:

Receives riding instructions from Racehorse Trainer during training and exercise sessions and before competitive race; rides horse during work-out and confers with Racehorse Trainer to plan strategy for race on basis of ability and peculiarities of mount and other horses in competition; mounts horse in paddock after weighing and rides horse to specified stall at starting gate; races horse from starting gate to finish line during race and rides horse to paddock after race; meets with Racehorse Trainer after race to analyse and discuss horse's performance.

OCCUPATIONAL PROFILE

DPT: 243; **ETD:** 2; **SVP:** 3;
TEMP: S, J;
APT: G(C), S, M, E;
INT: 12;
PD: 1(a[L,M],b), 2(a,b), 3(a,c), 4(b,e), 5a, 6a, 7(a,e,g),
 8(a,b,c), 9;
EC: 1(b,i,n), 4a, 6(a,b), 7(c,d);
PH: 3b.

3469 OTHER CREATIVE, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS

Workers in this unit group coordinate production of advertising campaigns, introduce performing artistes, play music and perform other related duties not assigned to workers in the preceding unit groups.

3469.15 CREATIVE DIRECTOR, ADVERTISING

Coordinates and supervises activities of advertising agency's creative department:

Collaborates with members of creative team on selection of strategy to develop advertising campaign and confers with superior for relevant approvals; directs, supervises and assists creative team in interpreting and conveying advertising ideas; meets regularly with Account Executive, Advertising and creative team to review and advise on improving advertising copy and art work; attends presentation of print and/or electronic advertising material to client and outlines and clarifies input of creative team.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7*;
TEMP: D, P, I, J;
APT: G(T), V, N, P, Q;
INT: 1, 11;
PD: 1a(S), 4b, 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b.

3469.20 PRODUCTION COORDINATOR, PRINT ADVERTISING

Coordinates and expedites production of finished artwork for use in advertising:

Receives job ticket from Account Executive, Advertising, opens job bag and records particulars of job and other details as work progresses; determines production cost of advertising on basis of draft advertising layout and forwards cost estimate to superior for approval; collaborates with Art Director, Advertising on techniques to be applied such as computer graphics, laser reproductions and photography and arranges for appropriate production of advertising layout; schedules jobs for production in keeping with deadlines; sources materials, including photographs, artwork and paper for personnel producing finished artwork; checks invoices and materials received from suppliers and forwards bills to accounts personnel; liaises with Graphic Artists and photographic processing and printery personnel to monitor work at various stages of production; examines finished artwork for desired colour tones and other specifications; submits completed artwork to Art Director, Advertising and Account Executive, Advertising for approval; chairs production meetings and writes progress reports to apprise staff of status of jobs; forwards information to clerical staff for record-keeping; ensures storage of negatives, copies of finished work and other materials and retrieves same for future jobs when appropriate.

OCCUPATIONAL PROFILE

DPT: 167; **ETD:** 5; **SVP:** 6*;
TEMP: V, D, P, J;
APT: G(T), V, N, P, Q, C;
INT: 1, 7;
PD: 1a(L), 4(b,d), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 1a, 2a, 3b.

3469.25 MASTER OF CEREMONIES

Introduces entertainers, speakers or celebrities to audience and conducts proceedings of show or programme:

Collects list of personalities in order of appearance from programme organisers and prepares biographical and

career sketches to be used during programme; monitors current events in mass media to keep abreast of local and international affairs; invents and memorises jokes and humorous anecdotes to be used at appropriate intervals; addresses audience, making welcoming remarks and stating purpose of programme, to open proceedings; introduces entertainers, speakers or celebrities, interspersing introductions with jokes and humorous anecdotes, biographical or career sketches and other relevant comments to make audience receptive; assesses mood of audience by observing reaction to proceedings and adjusts language and demeanour to satisfy perceived tastes; recalls entertainers when requested to by audience; plans wardrobe accessories to suit occasion.

May perform side-shows or skits to entertain audience between acts or events or during intervals created by emergencies.

OCCUPATIONAL PROFILE

DPT: 247; ETD: 2; SVP: 4;
TEMP: P, J;
APT: G(T), V;
INT: 12;
PD: 1a(L), 4(a,b,f), 5(a,b), 6(a,b), 7(a,e,h), 8(a,b);
EC: 1(a,b,i,j,n), 5a;
PH: —.

3469.30 DISK JOCKEY

Plays recorded music to entertain audience at parties and similar events:

Liaises with clients to ascertain musical requirements and location for playing engagements; negotiates matters such as terms and conditions of payment; makes arrangements for transportation of musical equipment; supervises workers engaged in setting up of sound equipment to obtain proper acoustical effects; plays record or tape to test functioning of speakers, amplifiers and other equipment; adjusts volume, tone and balance as necessary; selects and plays records and tapes according to occasion and perception of audience taste; checks equipment periodically to ensure proper functioning and makes arrangements for repairs; maintains contact with record shops to ascertain titles of new recordings; purchases appropriate records, tapes and sound equipment when necessary.

May talk along with music to entertain audience.

OCCUPATIONAL PROFILE

DPT: 344; ETD: 2; SVP: 0;
TEMP: P, J;
APT: G(C), M;

INT: 9;
PD: 1(a[L],b,c), 2(a,b), 3c, 4(b,c), 5(a,b), 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(c,i,j,n), 5(a,b), 6c;
PH: 1a, 3b, 4.

347 RELIGIOUS ASSOCIATE PROFESSIONALS
Workers in this group perform or assist in performing religious rites and participate in religious ceremonies and meetings.

3470 RELIGIOUS ASSOCIATE PROFESSIONALS
Workers in this unit group perform or assist in performing religious rites.

3470.15 MONK/CLOISTERED NUN

Leads contemplative life of prayer, work and fraternity and offers spiritual counsel and hospitality to persons in need:

Prays and meditates in private and attends communal worship at prescribed intervals; provides counselling services and prays with persons in response to needs expressed; renders assistance to needy persons by distributing essential items such as foodstuffs and clothing; performs manual work such as house cleaning, laundering, farming, road repair, making of altar bread and sacred vestments and general maintenance of living environment to fulfil rule of self-sufficiency; serves on house committees to organise internal matters; performs special duties within religious community, such as teaching, accounting and musical and administrative work; participates in community meetings to share information and experiences and discuss matters pertaining to monastic life, maintenance of property and disbursement of funds.

May organise and conduct spiritual retreats on request.

May be designated according to level of responsibility; for example,
CLAUSTRAL PRIOR/SUB-PIORESS, if engaged in assisting Abbot/Prioress in government of monastery or in general administration of monastery during absence of superior.

OCCUPATIONAL PROFILE

DPT: 304; ETD: 3; SVP: 6;
TEMP: V, P, I, J;
APT: G(T), V;
INT: 10;
PD: 1(a[L,M],b,c,d,e), 3(a,b,c,e), 4(a,b,e,f), 5(a,b), 6(a,b), 7a, 8(a,b,c);

APT: G(T), V, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 3b.

3490.27 ELECTORAL REGISTRATION OFFICER

Plans, organises and supervises activities in assigned electoral registration area:

Supervises office staff engaged in registration of electors and maintenance of registration records and unit registers; participates in registration and issues identification cards to eligible persons; investigates and verifies validity of applications for registrations, transfers, changes and corrections of names and reports of deaths; conducts enquiries into objections to registration and gives rulings; prepares annual lists of persons qualified to be electors in assigned area and arranges for publication of lists; initiates investigations into movement of electors and supervises conduct of field surveys; recommends suitable polling stations in registration area; extracts information periodically from registers of births and deaths to update registration records; supplies information on delimitation of polling divisions and constituency boundaries; recruits field staff and participates in training of office and field staff; provides information and guidance on electoral matters to community organisations and other interested parties; prepares monthly reports on matters such as movement of electors, cancelled or incomplete registrations and distribution of identification cards.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
 TEMP: D, P, J, T;
 APT: G(T), V, Q;
 INT: 7;
 PD: 1a(L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,b,i,j,n), 6b;
 PH: 2a, 3b.

3490.29 MARINE SERVICES COORDINATOR

Coordinates operations of port services department and prepares related statistical data by performing any combination of the following duties:

Receives berthing requests from ship's agent and directs preparation of facilities for bunkering of vessels and loading and discharging of cargo; ensures that safety requirements are in accordance with port regulations; liaises with port operations, dry cargo and bunkering personnel on matters such as movement of vessels, casual labour requirements, authorisation of bunker supply and

correct fuel mix; informs customs and immigration personnel of estimated arrival and departure time of vessels; ensures expeditious loading and delivery of fuel to vessel and efficient handling of dry cargo operations; prepares ships' service invoices for shipping, towage and other charges; receives and checks receipts and tank reports to ensure accurate deliveries; prepares daily reports on port activities and bunkering programmes; notifies superior of oil spills and collects information for investigation into damage or delays where applicable; drafts rosters for shift personnel; checks strength of daily work force and arranges approved casual labour; monitors use of contracted labour; attends berth scheduling meetings and prepares plans for turnaround of tankers in accordance with decisions taken; maintains record of type of deliveries and quantities and vessels bunkered; prepares reports as required; makes recommendations on purchase of materials and supplies for departments; assists with chartering activities; supervises personnel in department, making recommendations for promotion or disciplinary action; trains marine personnel in bunkering and dry cargo operations; assists in preparation of department budget and keeps expenditure within budget allocation.

OCCUPATIONAL PROFILE

DPT: 167; ETD: 3; SVP: 6;
 TEMP: V, P, S, J;
 APT: G(T), Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,k,m,n);
 PH: 1a, 4, 5a.

3490.31 REGIMENTAL SERGEANT MAJOR

Assists commanding officer in performance of duties and facilitates training of cadet force personnel:

Assists commissioned officers in performance of duties such as policy determination and training needs assessment; researches information for use in training courses; obtains services of defence force personnel for military training of cadet force members; supervises teaching staff and participates in training to ensure adherence to curriculum and attainment of desired proficiency by participants; teaches weaponry and drill to cadet force members and prepares them for ceremonial parades; coordinates issues of arms to force members for central parades; conducts training camps for cadets; maintains close contact with commissioned officers and ensures their well-being; inspects military parades and conducts rifle range practices and shooting competitions; prepares cadet force orders and reports; liaises with other agencies on matters relating to cadet force; maintains check on security of armouries.

OCCUPATIONAL PROFILE

DPT: 224; ETD: 3; SVP: 6;
 TEMP: D, P, J;
 APT: G(T), V, S, P, K, M;
 INT: 5, 7;
 PD: 1a(L,M), 4(a,b,c,e,f), 5(a,b), 6a, 7(a,d), 8(a,b,c), 9;
 EC: 1(c,i,m,n), 4a, 5a, 6b, 7(a,h);
 PH: —.

**3490.33 RAMP COORDINATOR/Senior Flight
 Operations Officer**

Coordinates ramp operations of departments involved in arrivals and departures at airport and performs related flight despatch duties:

Monitors progress of incoming flights and coordinates ground services to meet aircraft; ensures briefing of relevant personnel on situations likely to affect aircraft punctuality; ensures adherence to established commencement and completion times for ground activities to meet departure times; prepares count-down schedules for individual ground activities to facilitate punctual departures and modifies schedules in abnormal arrival situations to maintain punctuality or reduce delays; exchanges flight information with Airline Operations Controller; arranges for navigation charts to be placed on aircraft prior to departures, and returned to appropriate department at end of flights; performs duties of and supervises Flight Operation Officers.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: P, J, T;
 APT: G(T), V, N, P, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
 EC: 1(a,b,i,m,n);
 PH: 4.

**3490.35 AIRLINE SCHEDULE DEVELOPMENT
 OFFICER**

Assists in development of flight schedules and ensures accurate publication and timely distribution:

Assists in conducting flight schedule research and route planning studies and analyses; assists in development of working timetables, charter plans and annual operating plan and ensures distribution of timetables to appropriate airline offices and agencies; liaises with personnel in other departments and agencies to ensure that schedules are accurately displayed; monitors performance of scheduled services and prepares reports.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 6;
 TEMP: P, J;
 APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7(a,c), 8(a,c);
 EC: 1(a,i,m,n);
 PH: 2a, 4, 5a.

**3490.37 STEELBAND DEVELOPMENT
 OFFICER**

Collects data and performs other duties to assist in development of the steelband on behalf of government agency:

Visits panyards to meet with steelband personnel and discuss history and development of steelband instruments; distributes data-collection sheets for completion by steelband personnel; consults historical texts and other reference documents, compiles data and maintains records; participates in meetings with steelband personnel requesting government assistance to discuss feasibility of projects; serves on committees to advise on matters such as standardisation of steelband instruments and training for Steel-Pan Tuners; advises steelband personnel on formation of bands, government grants and other matters; provides information on steelband to members of the public.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 6;
 TEMP: P, J;
 APT: G(C), V, Q;
 INT: 1;
 PD: 1a(L), 4f, 5a, 6(a,b), 7a, 8(a,b,e);
 EC: 1(a,i,j,n);
 PH: 1a, 3b, 4.

**3490.39 TRADE UNION ORGANISER/Recruiting
 Officer, Trade Union**

Organises new branches of union and ensures proper functioning:

Identifies prospective members through business and social contacts or by soliciting workers at work sites; organises recruitment meetings and explains rules and regulations governing trade union to prospects; completes membership application forms for workers and submits forms to relevant authority; participates in trade union branch or section meetings to discuss problems and pertinent issues; receives and submits complaints from members to relevant department; prepares reports for presentation at general council meetings and annual congress; prepares handbills, banners and other promo-

tional materials, arranges for their production and distributes them to prospective members, union officers and members of the public; plans and organises social and official functions and sporting and fund-raising events; organises and supervises construction of strike camps, arranging for provision of supplies and other necessities.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 6;
TEMP: V, P, I, J;
APT: G(T), V, Q;
INT: 11;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,b,i,m,n);
PH: 4.

3490.41 GRIEVANCE OFFICER, TRADE UNION/Labour Officer, Trade Union

Handles grievances on behalf of union members attached to assigned branches or section to ensure that terms and conditions of service are upheld:

Interviews complainant to determine nature of complaint to be handled and collect relevant data; offers advice and/or refers matter to superior for further assessment; liaises with employers' representatives to indicate nature of grievance, recommend action to be taken and request reassessment of unresolved matters; advises complainant to provide support documentation and assists in preparation of pertinent letters for submission to relevant authority; examines documents pertaining to particular grievance and seeks legal advice preparatory to disciplinary hearing; prepares defence and briefs complainant; attends hearing and presents case on member's or union's behalf; participates in negotiations for collective agreements with union executive and employers' representatives; communicates with branch officers or section representatives to discuss problems and provide up-date on collective or sectional concerns; attends meetings with representatives of other trade unions and national organisations to discuss mutual and national concerns; mobilises union membership preparatory to protest action; prepares reports for presentation at union executive, general council and conference meetings; serves as liaison between union executive and workers or branch officers and as member of in-house committees.

OCCUPATIONAL PROFILE

DPT: 217; ETD: 3; SVP: 5;
TEMP: P, I, S, J;
APT: G(T), V, Q;
INT: 11;
PD: 1a (L), 4f, 5a, 6a, 7a, 8(a,b,g);

EC: 1(a,i,j,m,n);
PH: 4.

3490.43 CONTRACTS OFFICER

Examines and assesses tenders for supply of goods and services to government agencies:

Prepares terms and conditions for contracts and instructions for tenders; investigates suitability of applicants for registration as contractors and suppliers; liaises with government technical personnel to provide information on availability of products requested and clarify specifications and terms of contracts; examines tender documents and recommendations for awards of major contracts submitted by government agencies to ensure completeness and compliance with government policies and regulations; drafts tender notices for local press and letters to selective bidders; collates documents for submission to legal authority for preparation of formal agreements; investigates breaches of contracts and complaints from clients or contractors; answers queries from public and clients on matters relating to contracts; supervises work of subordinates engaged in similar activities; performs related administrative and clerical duties.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 4;
TEMP: P, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(L), 4(b,d), 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,i,m,n);
PH: 3b, 4.

3490.45 RESEARCH ASSISTANT

Assists senior research personnel in collection, analysis and compilation of data on social, economic and political issues by performing any combination of the following duties:

Receives instructions from superior on work to be performed; determines data-collection methods and develops instruments accordingly; conducts field surveys to obtain data from persons in private and government organisations; compiles, collates and analyses data; writes reports and/or reports findings verbally to superior; assists superior in handling correspondence and organising workshops; attends meetings and serves on committees.

May supervise and assign work to clerical staff.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 0;
TEMP: P, J;

APT: G(T), V, N, Q;
 INT: 7;
 PD: 1a(L), 4(b,f), 5a, 6a, 7a, 8(a,b,e);
 EC: 1(a,b,i,m,n);
 PH: 3b, 4.

3490.47 TRANSPORT SUPERVISOR- FOREMAN

Supervises and coordinates activities of workers in transport service organisation:

Receives job assignment from superior; visits site and liaises with job supervisor to evaluate transport requirements and to relay and obtain pertinent information regarding transport services; confers with other supervisory personnel and/or superior on status of vehicles; assigns duties, despatches vehicles and allocates equipment to workers; informs crane operators or labourers of loading requirements for job; performs visual inspections on vehicles and liaises with relevant department to ensure that vehicles are serviced, licensed, insured and in proper working condition; test-checks vehicles to observe operation and verify repairs; determines and analyses cost

of maintaining, replacing or repairing vehicles and makes recommendations accordingly, given allocated budget; checks adequacy of staff for department and/or divisions and makes recommendations for additional staff where necessary; receives and checks log books of drivers; performs additional administrative duties, if at senior level; prepares or verifies accounts and paysheets, estimates of repairs, tool inventory lists, status reports, maintenance and preventative charts; reports damages and breakdown of vehicles to relevant personnel.

May be designated according to level of responsibility; for example,

TRANSPORT FOREMAN I/II/III
 TRANSPORT SUPERVISOR

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 7;
 TEMP: V, D, P, J;
 APT: G(T), P, Q;
 INT: 5;
 PD: 1a(S,L), 3(a,c), 5a, 6(a,b), 7a, 8(a,b,e);
 EC: 1(c,i,m,n), 5(a,b), 6(f,i), 7(a,c,d);
 PH: 3b.

MAJOR GROUP 4

Clerks

41 OFFICE CLERKS

411 SECRETARIES AND KEYBOARD OPERATORS

Workers in this minor group record oral or written matter by shorthand and typing; operate book-keeping, calculating and automatic data-processing machines.

4111 SECRETARIES

Workers in this unit group perform stenographic, clerical and other duties to assist superior.

4111.10 SECRETARY/Secretary-Stenographer
Performs stenographic and other clerical duties to relieve superior of minor administrative duties:

Receives and screens telephone calls and enquiries and makes telephone calls; greets visitors, ascertains nature of business and directs visitors to superior; receives, sorts and routes incoming mail and handles routine correspondence, using initiative; schedules appointments for and with superior and reminds superior of appointments; takes dictation and records proceedings at meetings in shorthand; transcribes material from shorthand notes or sound recordings, using typewriter; types letters, memoranda, minutes and other material from written drafts or verbal instructions; scrutinises documents prepared for or routed to superior and submits documents for signature or attention; sets up and maintains files of correspondence, memoranda and other documents, locating and supplying files as needed; operates office equipment such as photocopying, duplicating or calculating machines; performs other clerical tasks to relieve superior of routine or minor duties.

May use other equipment such as teleprinter or computer, make arrangements for meetings, conferences, travel and hotel reservations, maintain petty cash and simple accounts and supervise and coordinate activities of subordinate clerical and other workers.

May be designated according to area of specialisation or level of responsibility; for example,
BILINGUAL SECRETARY, if engaged in performing secretarial duties in more than one language;
MEDICAL SECRETARY, if employed in a medical environment requiring knowledge of medical terminology and general hospital, clinic or laboratory procedures.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 4;

TEMP: V, P, J, T;
APT: G(C), V, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,f), 5(a,b), 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 4.

4112 STENOGRAPHERS AND TYPISTS

Workers in this unit group record oral or written matter in shorthand, transcribe material and produce documents, using typewriter or computer, and perform related clerical duties.

4112.15 VERBATIM REPORTER

Makes verbatim record of proceedings in written shorthand or using shorthand-writing machine:

Attends court and parliamentary sessions, hearings, meetings and conferences; takes verbatim record of proceedings in shorthand or using shorthand-writing machine; reads portions of record aloud as requested during proceedings; dictates shorthand notes to Typist and vets draft to detect errors or transcribes material, using typewriter or computer; consults publications referred to by speakers and other pertinent documents to ensure correct reporting of quotations or general validity of transcripts.

May operate duplicating machine to reproduce transcripts.

May be designated according to level of responsibility; for example,

VERBATIM REPORTER I/II

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 4;
TEMP: R, S, T;
APT: G(C), V, P, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,d), 5a, 6(a,b), 7(a,c), 8(b,c);
EC: 1(a,i,j,m,n);
PH: 3b, 4, 5a.

4112.20 STENOGRAPHER/Clerk-Stenographer

Takes dictation, transcribes material, using typewriter, and performs related clerical duties:

Takes dictation of correspondence, memoranda and other material, and records proceedings at meetings in shorthand; transcribes material from shorthand notes or sound recordings, using typewriter; types letters, memoranda, minutes and other material and cuts stencils as required.

for subsequent reproduction; checks typed work to detect errors and corrects errors where necessary; returns typed material to source for vetting and makes necessary corrections; copies documents, using photocopying or duplicating machines and collates and distributes copies as directed; forwards documents for mailing or circulation; maintains files of correspondence and various documents.

May operate computer and draft and prepare routine correspondence.

OCCUPATIONAL PROFILE

DPT: 564; ETD: 3; SVP: 3;
TEMP: R, T;
APT: G(C), V, S, P, Q, K, F;
INT: 7;
PD: 1a(S), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 3b, 4, 5a.

4112.25 VARTYPIST

Composes master copies for offset printing:

Determines general layout of publication, horizontal and vertical spacing and required type and size of paper, depending on rough copy or specific instructions; adjusts type composer as necessary by moving stops and levers and turning knobs to control margins and adjust character and line spacing; selects and inserts appropriate font; types rough draft, observing machine gauge to note and record colour and number codes; types final version, using specified codes to obtain desired copy.

May paste corrections over mistakes and draw decorative or illustrative designs on final copy.

OCCUPATIONAL PROFILE

DPT: 584; ETD: 3; SVP: 4;
TEMP: R, T;
APT: G(C), S, P, Q, K, F;
INT: 7;
PD: 1a(S), 4(a,b,c,f), 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3(a,b), 4, 5a.

4112.30 CLERK-TYPIST

Types documents from written drafts or audio recordings and performs related clerical duties:

Performs duties of TYPIST; files correspondence and other documents; posts information in books and ledgers to compile office records; operates duplicating machine

to reproduce documents and collates documents as necessary; operates other office machines such as photocopying, calculating or dictating machines; performs other clerical duties such as registering and distributing mail, ordering office supplies and receiving and recording telephone messages.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
TEMP: R, T;
APT: G(C), S, P, Q, K, F;
INT: 7;
PD: 1(a[S,L],b,c), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

4112.35 TYPIST

Types letters, minutes, reports or other material from written drafts or sound recordings:

Selects appropriate stationery or form; inserts and positions material on carriage of manual, electric or electronic typewriter; adjusts machine to suit required line and margin spacing; transcribes material from written drafts or sound recordings, using typewriter; checks work to detect errors and makes corrections; types various documents and prepares stencils or other material to be reproduced as required.

May operate computer and photocopier, reproduce stencils on duplicating machine and collate pages.

May be designated according to area of specialisation; for example,

AUDIO TYPIST

COPY TYPIST

DICTAPHONE TYPIST

OCCUPATIONAL PROFILE

DPT: 584; ETD: 3; SVP: 3;
TEMP: R, SI, T;
APT: G(C), S, P, Q, K, F;
INT: 7;
PD: 1a(S), 4(a,b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3(a,b), 4, 5a.

4113 WORD-PROCESSING AND RELATED OPERATORS

Workers in this unit group type, edit and print documents, using processing equipment, or send and receive messages, using teleprinters and similar machines.

4113.10 WORD-PROCESSOR OPERATOR/ Displaywriter Operator

Operates word-processing machine to record and amend data and print documents:

Reviews data received to ascertain format or changes to be made; loads diskettes and presses keyboard controls to open files and create or modify formats; types data, proof-reads on screen and makes corrections; saves data for retrieval; selects and inserts paper in printer carriage and activates printer to produce copies; copies data from one diskette to another for security and distribution purposes; labels and stores diskettes and maintains record of diskette contents.

May record time spent on work for billing purposes.

OCCUPATIONAL PROFILE

DPT: 584; ETD: 3; SVP: 3;
TEMP: R, J;
APT: G(C), P, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n), 6k;
PH: 2b, 3(a,b), 4, 5a

4113.15 TELEX CLERK/Teleprinter Operator

Monitors and operates teleprinter to receive and transmit international and local messages:

Monitors teleprinter to receive messages from other organisations on system; reads and interprets coded messages received and types requests for clarification of unclear messages; enters identifying code to connect with other stations for out-going messages and types messages when stations are connected; checks accuracy of messages by playing back perforated tape issued by teleprinter; places tape onto tape transmitter for relaying to relevant organization; maintains records and dispatch book indicating time, date and destination of messages or files copies of messages

May clarify messages on telephone and perform related clerical duties such as calculating costs, making service checks and handling queries on lost messages

OCCUPATIONAL PROFILE

DPT: 584; ETD: 3; SVP: 3;
TEMP: R;
APT: G(C), P, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,k,l,n);
PH: 2a, 3b, 4, 5a

4113.20 TELEGRAPH OPERATOR

Processes, transmits and receives telegrams by performing any combination of the following duties:

Operates computerised equipment to transmit and receive telegrams and service messages from and to local branch offices and overseas in accordance with international regulations; proof-reads entered messages and makes necessary corrections; initiates investigations into customer queries by locating original message, liaising with personnel in appropriate departments and replying by memorandum to sender or addressee; processes and distributes administrative service messages; maintains required records; informs supervisory staff of malfunctioning equipment.

OCCUPATIONAL PROFILE

DPT: 564; ETD: 3; SVP: 2;
TEMP: R, T;
APT: G(C), Q, K, F, M;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,k,n);
PH: 4, 5a

4114 DATA-ENTRY OPERATORS

Workers in this unit group operate electronic-data-processing equipment for record processing, and transmit data

4114.10 DIRECT DATA-ENTRY OPERATOR

Operates computer terminal to record, verify and update data for computerised processing:

Loads computer with card or diskette or requests loading routine by depressing appropriate command keys on terminal console; selects appropriate function to perform initial routine operation and inputs required identification data such as document name, date and control number; reads document and operates keyboard to enter data into system; reads information on screen to monitor input and receive instructions from computer and performs indicated operations; copies verified file into central system by operating keyboard, or files completed cards or diskettes for retrieval and processing by Computer Operator.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;
TEMP: R, T;
APT: G(C), P, Q, K, F, M;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c,f), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 5a

4114.15 TECHNICAL CLERK, TELEPHONE EXCHANGE

Operates computer to post and transfer data on telephone system and performs other related duties:

Enters service orders on computer and operates computer to disconnect and reconnect telephone lines, assist outside crew in testing faulty lines, provide services such as dial tone and international direct dialling, and despatch information on services provided to appropriate departments; makes service appointments for subscribers; receives calls from connection crew and returns calls to crew and/or client to confirm proper installation of new lines; maintains documentation on consumer lines; deals with queries from specific departments; prepares related reports.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;

TEMP: R, T;

APT: G(C), P, Q, K, F, M;

INT: 7;

PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 4, 5a.

4115 CALCULATING-MACHINE OPERATORS

Workers in this unit group operate book-keeping and calculating machines to make records of business transactions and arithmetical calculations.

4115.15 BOOK-KEEPING MACHINE OPERATOR/Accounting-Machine Operator

Operates book-keeping or accounting machine to record details of financial transactions or prepare bills, payrolls and other accounting records:

Sorts documents to be posted such as invoices, receipts and vouchers and examines documents for correctness; selects and inserts required book-keeping form in machine and sets carriage; operates machine to record identifying headings and verbal and numerical data and calculate and post totals; proof-reads entries and summarises and balances totals to ensure accuracy.

May operate electronic accounting machines and perform related clerical tasks.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 3; SVP: 2;

TEMP: R, J, T;

APT: G(C), N, Q, K, F;

INT: 7;

PD: 1a(S), 4(a,b,c,f), 5a, 6a, 7a, 8g;

EC: 1(a,i,n);

PH: 2a, 3b, 4, 5a.

412 NUMERICAL CLERKS

Workers in this minor group keep records of business transactions; calculate wages and costs; code and compile statistical data and perform other specialised book-keeping and computing clerical duties.

4121 ACCOUNTING AND BOOK-KEEPING CLERKS

Workers in this unit group perform clerical tasks such as maintenance of accounting records, calculation of production costs and wages, and distribution of wages and salaries.

4121.15 ACCOUNTS CLERK

Computes and verifies records related to payments, receipts and other transactions:

Receives cheque and cash payments, enters payments in receipt book and prepares receipts; examines and approves adjustments to accounts, debit or credit notes, advances and computer-generated documents; prepares bank deposits, and disburses and keeps records of petty cash; reconciles statements from banks, suppliers and customers with records of employer's establishment and investigates discrepancies; estimates cost of goods and bills customers; follows up overdue accounts, ensuring that customers' balances are kept within fixed limits; calculates interest and commission payments; files invoices, delivery bills and credit notes.

OCCUPATIONAL PROFILE

DPT: 387; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), N, Q, F;

INT: 7;

PD: 1a(S), 3a, 4(a,d), 5a, 6a, 7(a,c), 8g;

EC: 1(a,i,n);

PH: 2a, 3b, 4, 5a.

4121.20 NIGHT AUDITOR, HOTEL

Audits and balances guest accounts and reports of other hotel departments to ensure correct billing of guests and recording of daily financial transactions:

Posts daily room and other charges to guests' accounts, using cash register; audits previous charges by comparing with departmental vouchers to ensure correct recording; audits daily financial transactions by balancing reports

submitted by each department against cash register readings to ensure accurate compilation of reports; investigates and attempts to account for discrepancies, making detailed comparison with departmental vouchers and machine readings where necessary; compiles nightly report to indicate departmental and total summaries and compare with preceding day's figures; compiles other summaries such as guest list and room and charge list; verifies assumption of duty by Front Office Cashier and Customer Service Cashiers on morning shift.

May handle disturbances or emergency situations, perform duties of **FRONT DESK CLERK, HOTEL** and supervise clerical and other night audit staff.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 4;
TEMP: R, T;
APT: G(C), N, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,j,l,n);
PH: 2a, 3b, 4.

4121.25 AUDIT CLERK/Audit Assistant

Examines accounting records to verify adherence to procedure and accuracy of recorded data and prepares reports or schedules:

Test-checks sections of accounting system allocated by Auditor to verify compliance with established procedures and ability of system to generate required data accurately; examines records in detail to verify accuracy of arithmetical calculations and authorization of transactions; compares first-entry records and supporting documents, verifies transfer of data to ledgers and ensures correspondence of totals with prepared statements or schedules; corrects errors in records or lists discrepancies for adjustment; prepares reports and schedules as directed for review or action by Auditor or Financial Comptroller.

OCCUPATIONAL PROFILE

DPT: 387; ETD: 3; SVP: 4;
TEMP: R, T;
APT: G(C), N, Q;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

4121.30 COST CLERK/Estimating Clerk

Calculates production costs and/or final cost of goods and services and prepares records and summaries:

Examines time-cards, payrolls, production statistics and other relevant records to obtain data for costing purposes; calculates actual or estimated cost of production factors such as labour, material and equipment, using approved or standard prices, charges and cost rates; computes overall cost of production and/or final cost of goods and services; calculates material losses by comparing stock records with work-measurement or production records; compiles productivity records and price lists for use in subsequent costing; prepares records and summaries of unit or total costs as required for use by management.

May verify quantity of material used in job process or project and analyse differences between actual and estimated costs.

OCCUPATIONAL PROFILE

DPT: 387; ETD: 3; SVP: 4;
TEMP: R, J, T;
APT: G(C), N, Q, K, F;
INT: 7;
PD: 1a(S), 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

4121.35 PAYMASTER

Distributes wages and salaries to workers of assigned unit or organisation according to established procedures:

Examines time-sheets and paysheets to ensure accuracy and reports discrepancies; prepares list of currency denominations to facilitate payment; draws cash from bank on appropriate authority and prepares envelopes for payees; visits unit or organisation, or occupies designated area to distribute emoluments; verifies identity and eligibility of payees and solicits necessary signatures; responds to employees' queries regarding payments by referring to related documents and conferring with accounting personnel; prepares appropriate statement for unpaid cash and returns corresponding sums according to established procedures; maintains records of transactions.

May prepare paysheet and handle petty cash.

OCCUPATIONAL PROFILE

DPT: 464; ETD: 3; SVP: 4;
TEMP: P, J, T;
APT: G(C), N, P, Q, F;
INT: 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,c), 8(b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4, 5a.

4121.40 PAYROLL CLERK

Calculates wages and salaries according to approved rates and prepares or verifies payroll summary to ensure that employees' earnings are correctly recorded:

Examines time-cards, time-sheets or other attendance records to determine time worked by employees; calculates allowances and deductions according to approved rates and registers information on individual pay records; computes net pay, using calculator; prepares payroll summary and individual cheques or forwards figures to relevant personnel for calculation, posting and preparation of cheque; reviews paysheet and cheques if prepared by other worker to ensure that figures are correctly posted and that cheques are accurately prepared; distributes cheques to employees or forwards cheques to other designated persons for distribution; handles pay-related queries from employees.

May operate accounting machine to compute and record salaries and related information and prepare cheques.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;

TEMP: R, P, T;

APT: G(C), N, Q, K, F;

INT: 7;

PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3b, 4, 5a

4121.45 BILLING CLERK/Invoice Clerk

Prepares bills or invoices to indicate amounts due to establishment:

Examines records such as delivery books and shipping or job sheets or communicates with customers to determine goods or services to be charged to customer and verify advance payments or credits; prepares bills and/or invoices, listing quantity, description and cost of goods or services; calculates amounts due on basis of unit prices or established rates, using calculating machine; checks records periodically to determine status of bills and prepares statements to inform customers of overdue amounts; prepares bills, invoices or statements for mailing to or collection by customers.

May post data from bills and invoices to accounting records, file bills and invoices, communicate with clients to query non-payment, and maintain records of payments.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;

TEMP: R, J, T;

APT: G(C), N, Q, K, F;

INT: 7;

PD: 1a(S), 4(b,c,f), 5a, 7(a,c), 8(a,b,c);

EC: 1(a,i,k,n);

PH: 2a, 3b, 4, 5a.

4122 STATISTICAL AND FINANCE CLERKS

Workers in this unit group compile and compute statistical and financial data or perform other clerical tasks relating to transactions of financial establishments.

4122.15 PENSIONS CLERK

Assists with administration of pension plans in trust or insurance company:

Monitors amount of pension contributions submitted by client companies to ensure correctness; prepares cash-flow statements to identify surplus funds for investment; maintains accounts of non-computerised pension plans; calculates disbursements and makes payments to beneficiaries; maintains records of savings plan withdrawals and disburses funds as required; ensures correct maintenance of pension payroll information on computer; invests funds as instructed by superior, monitors income from investments and maintains records; liaises with contributory companies to obtain actuarial valuation reports required for submission to relevant government department; compiles data for preparation of financial reports.

May be designated according to level of responsibility; for example,

SENIOR PENSIONS CLERK

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), N, Q;

INT: 7;

PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n);

PH: 2a, 3b, 4, 5a.

**4122.20 MORTGAGE SECURITIES CLERK/
Securities Clerk**

Provides clerical support for administration of mortgage loans:

Ensures safe filing of security documents; handles routine correspondence relating to mortgage accounts; reminds clients of rates and taxes due on properties; prepares and obtains signatures on documents for mortgage releases; prepares and forwards remittance reports to account for investment funds in trust company; maintains records and prepares reports on accounts opened and closed.

May communicate with insurance companies to verify status of policies used as security, prepare interest statements for clients, identify loans in arrears and send out standard letters of query.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
 TEMP: J, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4(b,D), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 1a, 2a, 4.

4122.25 LOANS CLERK

Assists with company's loans operations by performing any combination of the following duties:

Provides information to prospective clients on loan procedures and rates offered by company and security documents required; arranges appointments for interviews; prepares and submits loan applications and proposals to relevant officer or committee for credit approval; processes loan payments; supplies customers with information on payments made and balance outstanding; follows up overdue loan repayments; calculates interest on loans if necessary; checks and corrects material rejected by computers; compiles clients' loan accounts and prepares returns relating to department.

May interview clients, verify validity of information and documents supplied, ensure renewal of insurance policies, process applications for banking-machine cards, and mail quota of loan solicitations.

May be designated according to area of employment; for example,

CONSUMER CREDIT CLERK
 DISCOUNT CLERK

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: P, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4(b,D), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 4.

4122.30 SHARE-REGISTRATION CLERK

Conducts routine processing and record keeping of client companies' stocks and shares portfolio:

Attends to stockholders' requests for revalidating or re-

placing dividend cheques or replacing lost stock certificates; obtains customers' signatures on indemnity and declaration forms; certifies validity of stock transfers and completes forms to effect amendment of company records on computer; mails dividend cheques and annual general reports to stockholders; reconciles company accounts as dividend cheques are cashed; handles correspondence and prepares quarterly reports on company's behalf; calculates costs and bills customers; maintains mail-despatch and stationery records.

May arrange for advertisements concerning lost certificates.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: P, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4(b,D), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 3b, 4.

4122.35 TERM-DEPOSIT CLERK

Prepares documents and maintains records relating to term deposits placed with financial institution:

Provides information to clients on procedures and term-deposit rates offered by establishment; prepares deposit certificates, cheques and payment vouchers, obtains authorised signatures and issues documents to clients; calculates interest on deposits; renews deposits or disburses funds on maturity according to arrangements made; processes early withdrawal of term deposits; compiles and maintains client records; prepares certificates of balance and statements of accounts at clients' request; prepares bookkeeping entries relating to term deposit maturity and interest.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: P, J, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4(b,D), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 4.

4122.40 STATISTICAL CLERK/Statistical Assistant

Compiles and tabulates statistics for use in statistical studies:

Examines source materials such as production and opera-

tional records and revenue reports to obtain data; checks information to verify consistency and completeness; collates and tabulates data in prescribed form; calculates totals, percentages and averages, using calculators, mathematical formulae and other work aids, or forwards data for electronic processing as required; compiles periodic statistical reports for analysis by senior personnel; maintains statistical records.

May verify accuracy of data in source material, code statistics prior to electronic data processing and check output, and calculate cost of producing goods or services.

May be designated according to area of employment; for example,
PETROLEUM ENGINEERING ASSISTANT, if engaged in compiling, tabulating and illustrating statistics related to oil and gas production and development, determining adherence to regulations regarding position and distance between wells, researching proposed programmes, checking and illustrating location of new or proposed oil wells on maps, and processing applications for duty-free importation of equipment for industry.

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 3; **SVP:** 2;

TEMP: R, J, T;

APT: G(C), N, Q;

INT: 7;

PD: 1a(S), 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,j,n);

PH: 2a, 3b, 4.

4122.45 STOCKBROKER'S CLERK

Prepares and processes documents and maintains records relating to purchase, sale and transfer of stocks and shares on behalf of clients:

Provides general information to client on procedures for buying or selling shares, prices of stock and their trading status and market developments; takes orders to buy or sell, registers receipt of share certificates and prepares and forwards order forms to Stockbroker; lists securities required for purchase and sale for use by relevant personnel at stock exchange; prepares contract note to confirm purchase or sale and advise client of cost or proceeds; completes and processes transfer forms for certification by stock exchange; submits applications to request issue of share certificates in client's name; communicates with client to advise of transaction, settlement date and certificate issue; makes and receives payment in settlement for shares bought and sold; prepares and forwards settlement control notes to stock exchange to inform exchange of

completed transactions; maintains individual clients' accounts and general records of financial transactions.

May arrange for nominal transfers and purchase of bonds, and type and file documents.

May be designated according to area of specialisation; for example,

SETTLEMENT CLERK

TRANSFER CLERK

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 3; **SVP:** 2;

TEMP: R, J, T;

APT: G(C), N, Q;

INT: 7;

PD: 1a(S), 4(b,c,d), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,n);

PH: 2a, 3b, 4, 5a.

4122.50 BANK CLERK

Transacts business with customers and handles documentation relating to various bank services by performing any combination of the following duties:

Opens and closes chequing, current and savings accounts and fixed deposits and handles correspondence pertaining to these accounts; updates passbooks and prepares certificates of balance and statements of accounts; despatches bank statements and new cheque books to customers; sells drafts, transfers, money orders and travellers cheques, ensuring compliance with foreign exchange regulations; informs Central Bank of purchases and sale of foreign currency to ensure cover; processes incoming salaries and payments and standing orders; prepares documents and maintains records relating to trade papers and letters of credit; sends bills for collection to other local banks and provides principals and others with up-to-date reports; prepares or checks entries relating to incoming and outgoing mail and telegraphic transfers and balances vouchers; rents safety deposit boxes to customers and admits accredited persons to vault; handles customer queries; sets up and clears automatic banking machines; maintains daily records related to bank services; assists with monthly balances of general ledger accounts

May process utility bills.

May be designated according to area of specialisation; for example,

AUTOMATIC BANKING MACHINE CLERK

FOREIGN EXCHANGE CLERK

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;

TEMP: P, J, T;

APT: G(C), N, Q;

INT: 7;

PD: 1a(L), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,j,n);

PH: 4.

4122.55 INSURANCE CLERK

Carries out clerical functions related to insurance policy transactions by performing any combination of the following duties:

Checks application files to verify proper completion of data and inclusion of required documents; date-stamps and affixes policy number to applications; opens file and enters data on computer; extracts risk-related information from medical and occupational records and prepares work-sheets; stamps folder to indicate need for re-insurance where applicable and submits folder to **Insurance Underwriter**; examines applications on completion of underwriting exercise to determine recommendations and prepares memoranda for notification of **Insurance Agent**; re-checks and submits approved applications to relevant department for issue of policy; prepares policies for distribution to clients and lists of approved policies for respective agencies; submits policy documents to revenue authorities for stamping and despatches policies to agencies; completes re-insurance forms, verifying premium quotations with reference to specified tables and submits applications to re-insurance establishments; prepares accounting documents to be used in purchase of foreign exchange; checks claim forms and contacts claimant to obtain supporting documentation if applicable; examines policy records and other pertinent documents to determine validity of claim and seeks legal, medical or other professional opinion in problem cases; compiles claim file, incorporating relevant documentation, and submits file to superior for appraisal; computes settlements and prepares vouchers for payment of cheques on instructions from superior; maintains and updates policy records manually and electronically.

May be designated according to area of specialisation; for example,

CLAIMS CLERK

RE-INSURANCE CLERK

UNDERWRITING CLERK

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;

TEMP: R, J, T;

APT: G(C), N, Q, F;

INT: 7;

PD: 1a(S), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3b, 4, 5a.

413 MATERIAL-RECORDING AND TRANSPORT CLERKS

Workers in this minor group record the receipt, storage, weighing and issuing of finished goods or materials; dispatch, receive, store, issue and weigh materials; prepare orders for materials required for production processes; calculate quantities needed and draw up production schedules.

4131 STOCK CLERKS

Workers in this unit group maintain records of goods received, ordered and despatched, take inventory and report to superior on stock levels.

4131.05 STOREKEEPER

Coordinates storekeeping activities of industrial, commercial or government organisation by performing any combination of the following duties:

Ensures proper documentation, storage and safety of incoming merchandise; maintains inventory of merchandise, supplies, tools and equipment; advises personnel on use of equipment and tools from stores; approves stock replenishment orders and ensures maintenance of optimal stock levels; liaises with suppliers regarding technical aspects of orders and to expedite receipt of goods; replies to queries on orders; ensures receipt of goods in proper condition; liaises with other departmental personnel to expedite repairs to tools and equipment from stock and ensure maintenance of sufficient quantity of spares for overhaul and repair work; submits recommendations to superior on matters such as stores procedures and regulations, disposal and replacement of obsolete stock and acquisition of new items; prepares departmental budget estimates and performs other assigned supervisory and administrative duties; develops and conducts training programmes for stores personnel; prepares and maintains records or supervises preparation of same.

May coordinate freight traffic and customs clearance for imported stock and preparation of documents for items to be exported.

May be designated according to area of work or level of responsibility; for example,
STOREKEEPER I/II/III/IV
STORES SUPERVISOR

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
 TEMP: P, J;
 APT: G(T), N, Q;
 INT: 7;
 PD: 1(a[L],b,c), 2a, 3(a,c), 4(b,f), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,b,i,m,n), 5a, 6e, 7(a,b,c);
 PH: 3b.

4131.15 STOCK DESPATCHER

Prepares documents to despatch goods to various destinations;

Checks storage area to ascertain availability of space and packaging materials for products and maintains related records; makes arrangements for return of damaged containers to suppliers; ensures availability of fork-lift trucks and/or cranes where applicable, for moving products; consults records to ascertain type, quantity and destination of products to be despatched; communicates with loading personnel on number of packages to be loaded onto transporting vehicles and monitors loading operations; checks loaded goods to ensure good condition, specified quantities and despatch to correct destination; prepares delivery notes to accompany goods; refers damaged packages to appropriate department; prepares and maintains attendance records of subordinate labouring personnel; ensures good housekeeping in despatch area.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
 TEMP: R, J;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(L), 4f, 5a, 6a, 7(a,d), 8(a,b,c);
 EC: 1(a,b,i,j,m,n), 5a;
 PH: 3b.

4131.20 STORES CLERK/Warehouse Clerk

Performs clerical and other relevant tasks relating to storage and movement of items in stores department:

Prepares stock requisitions and orders; receives stock entering warehouse, verifies entries against orders and notes discrepancies; assigns location to stock, records location and advises Storeroom Attendant accordingly; receives requisitions for items in storage, directs removal by Storeroom Attendant, ensuring that correct items are selected, and maintains records; takes inventory of stock in warehouse; posts issues, receipts and balances in stock ledger and updates ledger periodically by comparing data with inventory; prepares stock statistics, using summarised information from ledger, and performs other related cle-

rical duties; weighs, measures and repackages items from bulk if required; manages small storeroom if at senior level.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: P, J;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1(a[L],b,c,d,e), 2a, 3(a,c,e), 4(b,c,e), 5a, 6a, 7(a,b,c,e,g), 8(a,b,c);
 EC: 1(a,b,h,i,m,n), 6e, 7(a,d,i);
 PH: 2a.

4131.25 STOCK CLERK

Maintains records to monitor stock levels and ensure availability of items to meet customer demand:

Takes inventory periodically to determine items in stock; compiles stock records, indicating quantity and value of stock according to inventory figures and sales and receipt records; supplies stock balance figures periodically to relevant personnel in company and notifies them of low stock situations to facilitate replenishment; ensures preparation and despatch of purchase orders to suppliers; examines computer printouts on production and movements of stock where applicable and compares stock levels recorded during stock-taking with computer information, to ensure consistency; investigates and makes adjustments to account for large discrepancies, upon approval from superior; assists with compilation of stock records at book-closing time; records delivery and sales figures for products handled by company and enters relevant information on computer filing system; correlates stock-taking figures with sales figures; examines customer orders to determine items needed and liaises with supervisory personnel to issue production requisitions for filling of orders; records number of items to be distributed and prepares relevant documentation; compiles and balances production figures; compiles delivery statistics periodically.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 3; SVP: 2;
 TEMP: R, J;
 APT: G(C), Q;
 INT: 7;
 PD: 1(a[L],b,c), 3a, 4(b,d), 5a, 6a, 7(a,g), 8(a,b,g);
 EC: 1(a,i,n);
 PH: 2a, 3b, 4.

4131.30 STEEL TALLYMAN-WEIGHER

Verifies number, condition and weight of steel rolling mill products:

Activates conveyor chain to transfer steel products to weigh-pockets and selects correct number of pieces required for bundling; examines compacted steel coils and corrects or notes problems such as protruding rings and overlarge coils; checks weight of bundles and coils to verify conformance with given tolerances; communicates with cutting personnel to inform of incorrectly cut pieces and synchronise working speeds of cutting and bundling sections; prepares coil identification tags, using embossing equipment, and affixes tags to coils; reports on status of weighing equipment; records number, weight, and status of steel products and discrepancies.

May clean work area and equipment and assist with maintenance of equipment.

OCCUPATIONAL PROFILE

DPT: 567; ETD: 3; SVP: 1;

TEMP: R, J, T;

APT: G(C), P, Q, M;

INT: 6;

PD: 1(a(L),d,e) 3(a,e), 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,k,m,n), 2a, 5a, 6(a,f,h);

PH: 3b.

4131.35 SUGAR-CANE WEIGHER

Weighs cut sugar-cane for processing at mill:

Ensures that loaded tasker-trailer is positioned on scale and that scale needle is properly balanced before weighing; examines tare board of scale house to ensure that weight of truck and trailer container meet with specifications; instructs driver to correct weight of container if necessary; inserts cane ticket into weighing slot on scale and presses button to record gross weight of tasker and trailer; subtracts tare weight of tasker-trailer from gross weight to obtain net weight of cane; records ticket number of Sugar-Cane Farmer, weight of cane and other data to be submitted for payment of Sugar-Cane Farmers; forwards information to traffic and engineering department.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 2; SVP: 1;

TEMP: R, J, T;

APT: G(C), Q;

INT: 7;

PD: 1a(L), 4(b,d), 5a, 6a, 7a, 8(a,c);

EC: 1(a,k,n), 5a, 7d;

PH: 3b.

4131.40 SUGAR WEIGHER

Checks weight of bagged refined sugar and adjusts scale to ensure conformity with prescribed weight:

Observes scale on packaging machine to ensure that correct quantity of sugar is bagged; collects and weighs samples of bagged sugar periodically, using table scale; records weight of samples and time of weighing; puts aside underweight packages for collection and reprocessing; signals Packaging Machine Operator, Food Products to stop machine and adjusts scale of packaging machine if weights are unsatisfactory; returns to observation post and repeats monitoring procedure until end of shift.

OCCUPATIONAL PROFILE

DPT: 565; ETD: 2; SVP: 1;

TEMP: R, J, T;

APT: G(C), N, Q;

INT: 6;

PD: 1a(L), 2a, 3e, 4(b,f), 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,k,n), 5a;

PH: 2a, 3b.

4132 PRODUCTION CLERKS

Workers in this unit group compute quantities of materials required for production, prepare and/or monitor operating schedules and ensure timely delivery of materials.

4132.05 SUPERVISOR, TRAFFIC DEPARTMENT, RADIO STATION

Coordinates schedules for radio programmes and commercials and supervises subordinate staff in department:

Indicates times and names of programmes and commercials on master control sheets; enters information regarding commencement and termination of contracts on daily log and master control sheet; checks log for typographical errors; maintains record of typed commercials to be broadcast; checks agency schedules to ascertain planned changes in broadcasting times of commercials; maintains list of omitted commercials and programmes for future compensation to client and liaises with sales department to make appropriate arrangements; conveys taped commercials to Technical Operator, Radio Station for use in broadcasting; liaises with programming, sales and accounting departments to obtain information on available advertising time and supplies information to sales personnel.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 3;

TEMP: J;

APT: G(T), Q;

INT: 7;

PD: 1a(L), 4(b,d), 5a, 6a, 7(a,e), 8(a,b,e);

EC: 1(a,i,n);

PH: 3b, 4.

4132.10 PRODUCTION CLERK/Works Clerk

Prepares documents relevant to manufacturing activities:

Prepares job orders, using data from production schedules indicating product to be manufactured or packaged and raw materials required; registers and issues job orders prepared by other workers; completes raw material requisition forms; monitors progress of jobs; reviews job order forms returned from shop floor to ensure inclusion of relevant information; records actual quantities of product produced and packaged and computes raw material used in production; updates stock register or completes form to inform warehouse of unused raw material; answers queries relating to raw materials and job orders; maintains record of raw material usage and machine efficiency; calculates time spent on job orders to assist with costing.

May prepare documents relating to import of raw material and verify receipt of material.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
TEMP: J;
APT: G(C), N, Q;
INT: 7;
PD: 1a(S,L), 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4.

4132.15 EXPEDITER

Processes purchase orders to effect timely and complete delivery of materials required by organisation:

Receives purchase request from user department and submits document to Buyer for confirmation of order; checks purchase orders and/or computer listings for delivery dates of materials ordered; schedules date for follow-up with suppliers and contacts suppliers and/or freight forwarders by telephone, facsimile machine or other means, to confirm order and to arrange for prompt delivery of goods; informs Buyer and user department of order status and changes in delivery date, prices and specifications; monitors shipment of materials, collaborating with personnel attached to internal customs department and/or government agency to ensure proper documentation of invoices and bills of lading, receipt of import licences and adherence to shipping instructions; liaises with warehouse personnel to obtain information on damaged, missing and/or substandard goods; retrieves relevant report from computer system and/or consults user department to acquire supplementary information to answer technical and delivery queries; updates and records information such as prices, delivery and expiry dates and prepares supplier evaluation and materials reports.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
TEMP: R, P, J;
APT: G(C), Q, F;
INT: 7;
PD: 1a(S), 4(b,c,d), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 7(a,f);
PH: 3b.

4132.20 CONTROL CLERK, ELECTRONIC DATA PROCESSING

Controls workflow of data-entry department to ensure efficiency and conformity with standards:

Maintains daily work log, selects jobs for processing in order of priority and advises Computer Operator on job status; monitors progress of job to ensure attainment of required standards; verifies accuracy of input and output documents prior to and after processing; examines, records and distributes computer print-outs to appropriate department; sorts, records and files documents as specified; reconciles ledger accounts by sorting, listing and matching actual and estimated costs; liaises with user departments regarding queries.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
TEMP: R, J, T;
APT: G(C), V, N, Q;
INT: 7;
PD: 1(a[L],b,c), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,k,n);
PH: 2a, 3b.

4132.25 TRAFFIC CLERK, RADIO STATION

Checks and/or enters broadcasting data in transmission and other recording documents and performs related clerical duties:

Types daily programme log sheets from master control sheet and prepares current commercial files for use by Technical Operators, Radio Station and Radio Announcers; compiles daily transmission book, enters extra items into logs and checks logs and transmission books for errors; conveys taped advertisements to studios for use by technical operating personnel; assists superior in execution of duties; maintains daily record of programmes to be broadcast from studios or outside and carries out assigned clerical activities.

May be designated according to level of responsibility; for example,

TRAFFIC CLERK, RADIO STATION I/II

OCCUPATIONAL PROFILE

DPT: 364; **ETD:** 3; **SVP:** 1;
TEMP: R, J;
APT: G(C), Q, F, M;
INT: 7;
PD: 1a(S,L), 4(a,b,c), 5a, 6a, 7(a,c), 8(a,c);
EC: 1(a,i,m,n);
PH: 3b, 4.

4133 TRANSPORT CLERKS

Workers in this unit group coordinate and keep records on operational aspects of passenger and freight transport.

4133.03 SUPERVISOR, RAILWAY TRANSPORT

Supervises railway transport workers and despatch and maintenance of railway rolling stock:

Ensures that each locomotive has full crew; organises distribution of empty railway wagons to various stations, and transport and haulage of loaded wagons to factory, stations or other designated areas; liaises with road transport and factory personnel to determine overall haulage capacity and ensure regular supply of cane to mill; records information pertaining to derailment, indicating factors such as time of incident and completion of repairs; informs relevant authority or senior personnel of any resultant delay in transportation, and resumption time of service; visits signal positions or contacts by telephone or radio to ensure that Signalmen, Railway are on duty; maintains records of factors such as employees' attendance, quantity of cane loaded and available for grinding and number of wagons needed for haulage.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 8;
TEMP: D, J;
APT: G(T), Q;
INT: 7;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(c,k,m,n), 5a, 7(c,h);
PH: 2a(P), 3b.

4133.05 DISBURSEMENT SUPERVISOR, PETROLEUM INDUSTRY

Supervises preparation of disbursement and other charges for services rendered to or incurred by marine division of organisation:

Reviews reports on operation of vessels, extracts data, verifies rates and charges and supervises preparation of estimates and invoices for submission to finance department or superiors for approval; consults with accounting personnel to ensure settlement of accounts and assists with collection through written or verbal communication

with customers; supervises hose-testing operations for clients, in accordance with contractual agreements; handles correspondence and liaises with external personnel to exchange information; maintains financial records, prepares work permit contract agreements, material request documents and statistical and other reports for filing or submission to relevant department or authority; supervises subordinate staff and performs related administrative and personnel duties.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 8;
TEMP: D, P, J, T;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S,L), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,b,i,n);
PH: 3b.

4133.07 FLIGHT SUPERVISOR

Supervises and coordinates activities of workers engaged in handling movement of passengers and baggage at airport by performing any combination of the following duties:

Prepares work roster, assigning duties to subordinate staff; monitors operations and performance of Passenger Service Agents, Airline to ensure effective and expeditious movement of passengers and baggage, and suggests solutions to problems as necessary; liaises with relevant personnel to ascertain that incoming cargo is on board flight, provide information on perishable items and relay other pertinent information; ensures availability of staff for departments, serviceability of equipment and vehicles, correct loading, fuelling and cleaning of aircraft and adequacy of catering supplies on board aircraft; consults airline personnel, airport authorities and other supervisory personnel on major problems; briefs Pilot, Aircraft and senior Flight Attendant on seating accommodation of crew and special passengers and number of passengers boarding; gives permission for passengers to board aircraft; corresponds with foreign and local head stations by telephone or facsimile machine to relay messages on flight schedule; attends to major passenger complaints; organises new reservation bookings for passengers and aircrew on delayed flight; checks cash report and cash received at passenger counter and prepares night deposit slips to accompany deposits; enters flight information in log book.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: V, D, J;
APT: G(T), V, Q;

INT: 7;
 PD: 1a(L), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(c,k,m,n), 2a, 4a, 5a, 7a;
 PH: —.

4133.09 BUS STATION SUPERVISOR

Supervises operational and clerical staff attached to bus station and performs related personnel functions:

Prepares rostering sheets for operational staff, making adjustments to ensure that staffing requirements are met; examines availability sheets submitted by garage personnel to determine number of vehicles distributed on daily basis; completes summary sheets incorporating data such as vehicle registration numbers and bus route destinations, for submission to managerial personnel; monitors operation of services through subordinate supervisory personnel and institutes remedial action where necessary; compiles personnel record sheets, assisted by clerical staff, indicating types of leave requested and granted, and submits records for processing; records or ratifies data on time-cards of traffic and clerical personnel to ensure compliance with regulations and for submission to payroll department; liaises with garage personnel to ensure that vehicle repair needs are met.

May be designated according to level of responsibility; for example,

BUS STATION SUPERVISOR I/II

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
 TEMP: D, P, J;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,m,n), 7h;
 PH: 4.

4133.15 CREW SCHEDULING ASSISTANT, AIRLINE

Prepares and services schedules to ensure assignment of adequate crews to commercial and training flights:

Prepares daily crew list for operating flight and forwards list to taxi service, flight despatch department and Cashiers, Customer Service; advises outstations to ensure availability of transport and accommodation for crews and facilitate preparation of aircraft movement sheets and crew allowances; advises crew members of revised flying times and postpones crew pick-up in event of delays to minimise operating costs and inconvenience to crews; advises families of flight crews of expected sig-

nificant delays; arranges transportation for crews for emergency and ditching activities according to company standards.

May be designated according to level of responsibility; for example,

CREW SCHEDULING ASSISTANT, AIRLINE I/II

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 5;
 TEMP: P, J;
 APT: G(T), V, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
 EC: 1(a,k,m,n);
 PH: 4.

4133.20 AIRLINE REVENUE CONTROLLER

Controls flight bookings and provides related information to assist in marketing of aircraft space:

Handles incoming teletype messages; enters and updates flight information on computerised system and clears unwanted messages; cancels bookings of passengers failing to re-confirm to provide selling space; despatches information to outstations and interliners, detailing status of bookings and availability of space on flights; assists with re-allocation of passengers due to withdrawal of airline services or similar situations; enters and amends interline status messages for availability at airline offices; prepares, amends and despatches catering instructions daily; compiles and despatches appropriate pre-boarding information to respective stations; compiles information and releases adequate space to selling stations and places board-point control indicators on respective flights; positions flight-boarding indicators prior to departures; reconciles flights to correct inventory and adjust seats and flying class according to fare type; compiles statistics on flying loads over given periods; carries out system performance tests and forwards results to appropriate department.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 4;
 TEMP: J, T;
 APT: G(T), V, N, Q, K;
 INT: 7;
 PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,j,m,n);
 PH: 4.

4133.25 FLIGHT OPERATIONS OFFICER

Monitors flights to assist with resolving problems and produces flight plans giving optimum routes for aircraft:

Maintains *flight guard* to assist with resolving problems affecting safety and punctuality of aircraft and passenger comfort; ensures that cockpit crews are informed of weather conditions and potential hazards; produces flight plans to indicate best routes for aircraft and obtains air traffic clearances for plans; disseminates information regarding status of flight operation and scheduled daily operations to relevant departments and stations and receives information in return; prepares and distributes schedule reports indicating delays, for use at daily management briefing sessions; consults with **Pilots, Aircraft** to compile fuel requirement vouchers to determine fuel intakes consistent with economy of operations and safety of aircraft; obtains positions on parking apron for departing and arriving aircraft and advises concerned personnel accordingly; records telephone calls and significant occurrences during shift in flight-despatch log book.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 4;
 TEMP: P, J, T;
 APT: G(C), V, N, P, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
 EC: 1(a,b,k,m,n);
 PH: 4.

4133.30 CUSTOMS CLERK

Prepares and obtains approval for documents and expedites import and export of goods:

Examines documents such as invoices and bills of lading to determine types of goods entering or leaving country; determines items for which special import licences must be obtained; ascertains dutiable items by consulting customs tariff classification; calculates costs such as duty and purchase tax relating to imports and freight, handling charges and insurance relating to exports; prepares customs entries, exchange control forms, shipping bills and other required documents for import or export of goods; visits government agencies to submit documents for approval and follows up matters until approval is obtained; pays import duty where applicable; visits ports of entry to clear goods; pays rental due on stored goods, requests location of goods by port personnel and presents goods and supporting documents to **Customs Officer** for examination of goods and verification of documents; inspects goods to ensure correspondence with documents and ascertain damage or short supply, informs relevant authorities of findings and obtains appropriate documentation; arranges for transport of goods between port and receiving establishment.

May assist with location of goods in warehouses, keep

tally of goods being unpacked from containers at private locations and prepare insurance claims.

May be designated according to level of responsibility; for example,

CUSTOMS CLERK, GRADE 1/1/1/11

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 4;
 TEMP: V, P, J, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1(a[L],b,c,d,e), 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(c,i,j,n), 6(b,e,h), 7(c,d);
 PH: 3b.

4133.35 BOARDING CLERK/Boarding Representative

Prepares and submits documents and liaises with appropriate persons or departments to facilitate entering and clearing of vessels and to meet needs of ship and crew:

Informs relevant government departments in writing of estimated time of arrival of vessel; boards ship or aircraft to obtain arrival particulars, collect and verify cargo-related documents and ascertain needs of ship and crew; prepares and submits documents such as arrival report, manifests, crew list and health declaration, required by customs, immigration and port officials to enable vessel to enter country, berth, and discharge and load cargo; provides advice and assistance with regard to obtaining fuel, water, supplies or repairs for ship; liaises with relevant persons or establishments to arrange for meeting crew requirements such as medical attention and consular documents; monitors progress of cargo discharge and loading by radio-telephone and in person; prepares and submits documents to relevant authorities to obtain clearance for vessel to depart; prepares outward manifest specifying particulars of outgoing cargo; boards vessel to hand over cargo-related and other documents and record departure particulars.

May relay information on progress of work or movement of vessel to ship's owners or next port of call and submit payment to port authority for use of port facilities.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
 TEMP: P, S, J;
 APT: G(C), Q, E;
 INT: 7;
 PD: 1a(L), 2(a,b), 4(b,d), 5a, 6a, 7(a,d,h), 8(a,b,c), 9;
 EC: 1(c,i,j,k,n), 4a, 6(b,h);
 PH: —.

labels to or writes data on storage media, to indicate content and date of use or ensures proper labelling by users, by referring to supplied schedule or consulting other workers to verify information; assigns control numbers according to system used by establishment; transfers tapes to scratch pool for re-use after specified time lapse; monitors stock of storage media and informs relevant person when stocks are low; reviews collection periodically to ensure proper storage; maintains records of file names, control or serial numbers and storage locations.

May maintain record of materials issued to users and requisition, store and control stationery and other supplies for electronic data processing.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;

TEMP: J;

APT: G(C), P, Q;

INT: 7;

PD: 1a(S), 2a, 3(a,e), 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,n);

PH: 1a(P), 2a, 3b, 4.

4141.30 MAIL CLERK/Registry Clerk

Receives and despatches office mail and correspondence and maintains appropriate records and files:

Receives, date-stamps and records incoming mail in suitable registers; reads correspondence to ascertain subject matter and places in appropriate files; minutes and cross-references correspondence where necessary, and routes files to officer concerned; opens new correspondence file if required; checks outgoing mail for enclosures, references and addresses on envelopes, seals, date-stamps and affixes postage stamps on envelopes or operates franking machine; records details in stamp-book and despatch register; despatches outgoing correspondence for delivery by mail or by hand; ensures proper tagging and securing of outgoing mailbags; follows up queries regarding non-receipt of mail; places copies of outgoing correspondence in appropriate files; maintains filing system and records concerning movement of files.

May prepare invoice orders for postage stamps, collect incoming mail from and deliver outgoing mail to transport vehicle.

OCCUPATIONAL PROFILE

DPT: 567; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(C), Q;

INT: 7;

PD: 1a(S,L), 3(a,c), 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3b, 4.

4141.35 FILM DISTRIBUTION OFFICER

Catalogues and distributes films in film library and performs other related duties:

Prepares, maintains and distributes catalogue of available films, giving information such as film content, date of receipt and number of reels; sends catalogue update to regular users; prepares cataloguing cards for films in stock; shows catalogues to potential borrowers and assists with selection of films; records names and addresses of borrowers, lending duration and other pertinent information; requests completion of exhibitor's report by borrowers and files completed forms for inclusion of data in annual report; sends notifications or makes telephone reminders to borrowers regarding overdue films; informs superior of delinquent borrowers; inspects proposed venues for film showings to assess suitability with respect to factors such as size, location of electrical outlets and voltage supply; attends film showings as instructed by superior, notes audience reactions and provides personal comments; prepares films for despatch to missions abroad and completes required forms and invoices; handles correspondence and maintains records.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 1;

TEMP: P, J;

APT: G(C), V, P, Q, M;

INT: 7;

PD: 1a(S,L), 3a, 4(a,b,f), 5a, 6(a,b), 7(a,c,g,h), 8(a,b,c);

EC: 1(a,i,j,n), 5a;

PH: 3b, 4.

4141.40 FILM AND VIDEOTAPE LIBRARIAN, TELEVISION STATION

Organises systematic collection of films and videotapes and ensures efficient system of retrieval:

Records films and videotape cassettes received in index filing systems; views tapes and classifies and catalogues according to content and purpose; maintains records of tapes received, stored, issued and returned and retrieves as required; assists in selection of material for transmission according to programme schedules where applicable; contacts film distributors regarding procurement of tapes or films; supplies information to and receives advice from Programme Controller, Television Station regarding tapes and films for despatch, prepares invoice and checks to ensure correct packaging; ensures

adequate preparation for incoming and outgoing shipment of tapes and films; supervises activities of subordinate staff.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 1;
 TEMP: P, J;
 APT: G(C), V, P, Q, K, M;
 INT: 7;
 PD: 1(a[L],b,c), 3a, 4(b,e,f), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b, 4.

4141.45 REGISTRAR OF BIRTHS AND DEATHS

Compiles registration records of births and deaths and issues registration certificates:

Examines documents presented by persons seeking registration of births or deaths; interviews persons to obtain additional information such as age of or relationship to person to be registered; records data in registration book and assigns number to each entry; signs and issues registration certificates; submits quarterly returns and monthly statistical reports of births and deaths to Registrar General; notifies staff at Registrar General's department or district office of late registrations of births and visits these offices to complete registration certificates for late applicants.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;
 TEMP: R, P;
 APT: G(C), Q;
 INT: 7;
 PD: 1a(S), 3a, 4(b,f), 5a, 6a, 7a, 8c;
 EC: 1(a,i,n);
 PH: 2a(P), 4, 5a.

4141.50 TIMEKEEPER

Maintains records of workers' arrival and departure times and performs related clerical duties:

Checks time-clock daily and makes adjustments where necessary; monitors clocking of time-cards to ensure adherence to procedures and collects cards after workers clock in; makes field checks to verify workers' attendance; compares day-work sheets with cards and balances hours; computes total time worked and enters time on cards; prepares daily, weekly and overtime work sheets; performs related clerical duties to ensure that time-keeping records are maintained.

May pay workers, assist them in completion of required

compensation and claim forms, and maintain records of material and equipment on site and time lost due to breakdown of machinery, weather problems and other relevant factors.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;
 TEMP: R, P, J, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S,L), 4f, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,k,n), 5a;
 PH: 3b, 4.

4141.55 VAULT ATTENDANT/Vault Custodian

Stores documents and other items in vault for safekeeping:

Checks items received for storage to ensure accordance with documentation and signs receipts; labels items, using appropriate alphabetical, numerical or chronological coding system and files documents in suitable location in vault; retrieves items on request; maintains records on movement of items into and out of vault and follows up on items due for return; prepares items for transportation to vaults located at other offices; provides information to audit personnel regarding records and delayed replacement of items; maintains books, documents and other items in good condition and sends damaged items for re-copying or binding where applicable; opens and closes vault; performs supervisory and administrative duties, such as reviewing and making recommendations on filing system and obtaining permission to clear vault of expired items, if at senior level.

May be designated according to level of responsibility; for example,

VAULT ATTENDANT I/II

OCCUPATIONAL PROFILE

DPT: 587; ETD: 2; SVP: 3;
 TEMP: R;
 APT: G(C), P, Q;
 INT: 7;
 PD: 1(a[L,M],b,c), 2(a,b), 4(a,b,e,f), 5a, 6a, 7(a,b,c,g), 8(a,b,c);
 EC: 1(a,i,l,n), 7(b,c,j);
 PH: 2a(P), 3b.

4141.60 WATCH OFFICER

Monitors movements and keeps records of ships in harbour:

Maintains watch over and records movement of vessels awaiting clearance in harbour and draws attention of

Immigration Officer to unusual occurrences; keeps records of action taken in response to information received; records data, such as name and cargo of vessels, in log book; receives and records bills for overtime claims on private firms from **Immigration Officers** and despatches bills and other documents to immigration department and shipping agents; attends to security and depositing of service fees collected after normal working hours; maintains telephone register and collects and deposits monies received for private calls; operates radio set to communicate with other boarding stations; performs cleaning duties at boarding station; assists in filing documents.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(C), Q;
INT: 7;
PD: 1a(S), 3a, 4(b,d), 5(a,b), 6(a,b), 7(a,b,h), 8(a,b,g);
EC: 1(a,k,j,n);
PH: 3b.

4141.65 OFFICE-MACHINE OPERATOR

Operates office machines to reproduce documents or other materials:

Loads machines such as copying, duplicating and addressing machines with forms, copying paper or envelopes; positions or inserts stencil, master copy or address plate in machine and adjusts as necessary; sets machine to produce required number of copies; starts machine and observes operation, adjusting controls if necessary; collates, binds, files and stacks documents, and retrieves when required; operates embossing machine to emboss information onto addressing-machine plates, and on to scanning machine to produce stencils electronically; maintains files of stencils or address plates; assists in care and maintenance of machines.

May be designated according to area of specialisation; for example,

ADDRESSING-MACHINE OPERATOR
DUPLICATING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: R, SI;
APT: G(C), P, F, M;
INT: 5;
PD: 1a(L), 3a, 4(a,b,c), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 5a, 6(e,f) 7(a,c,d);
PH: 2a, 3b, 4.

4141.70 LIBRARY ATTENDANT

Carries out routine clerical and related functions to assist library staff by performing any combination of the following duties:

Checks condition of incoming and outgoing films, books and other material; cleans and repairs record jackets and affixes protective material to covers to preserve documents and enhance their appearance; locates, files, stacks and shelves materials and maintains tidiness in library; types or writes book spine labels and attaches pockets, date slips and catalogue numbers; extracts and mounts clippings and articles on backing sheets for display or use in information files; maintains records and keeps register of discarded books; ensures observance of library rules by users.

May operate duplicating and photostat machines.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
TEMP: R, SI;
APT: G(C), Q, M;
INT: 7;
PD: 1(a[L],b,c,d), 2a, 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b,g);
EC: 1(a,i,n), 7c;
PH: 2a, 3b.

4142 MAIL CARRIERS AND SORTING CLERKS

Workers in this unit group sort and deliver mail to private houses and business organisations, maintain records and perform other duties to ensure efficient postal operations.

4142.05 POSTMAN INSPECTOR

Supervises processing and delivery of mail within assigned district:

Coordinates activities of workers to ensure prompt processing and safe delivery of mail; ensures availability of staff to provide continuous service; rotates staff, makes arrangements for leave replacements and issues identification badges to temporary workers; ensures tidy appearance of Mail Carriers and checks bicycles for roadworthiness; certifies departure and arrival times of delivery staff, ensures delivery of mail and obtaining of receipts where necessary, and investigates non-delivery of mail; makes on-the-spot checks of staff in the field and investigates public complaints regarding delivery service; prepares and certifies claims for bicycle allowances and duty records for temporary staff; keeps record of change-of-address notices and prepares redirection cards; prepares and maintains other related records and registers.

May be designated according to level of responsibility; for example,
POSTMAN INSPECTOR I/II

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 2; **SVP:** 7;
TEMP: J;
APT: G(C), P, Q;
INT: 7;
PD: 1a(S,L), 4(b,f), 5a, 6a, 7a, 8(a,b,g);
EC: 1(a,b,i,n);
PH: 3b, 4.

4142.15 POSTAL SORTER AND DESPATCHER

Handles and processes mail and related documentation at general, parcel or district post office by performing any combination of the following duties:

Sorts mail for local and international despatch and street delivery; prepares mail for surface, air or sea despatch; delivers and receives mail despatches at ports of entry; stamps bulk-posted items, using franking machine and cancels postage stamps affixed to mail; prepares and circulates parcel-post notification cards and reminder notices and records delivery dates and related information; determines fees due on parcels at time of delivery and endorses cards accordingly; prepares documents for transfer of parcels to customs bond; stacks parcels in lockers and retrieves when required; opens parcels for inspection by customs or health officials and re-wraps parcels after inspection; delivers bulk mail over counter to consignee; distributes registered items and parcel post notices to Mail Carriers and collects signed delivery slips or receipts; examines mail pouches, reads remarks on undelivered items and informs superior of irregularities; maintains stock of surcharge stamps and affixes appropriate value on unpaid or underpaid items; hands over undeliverable items to appropriate section.

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 2; **SVP:** 6;
TEMP: P, J;
APT: G(C), Q, M;
INT: 7;
PD: 1(a[L,M],b), 3(a,e), 4(a,b,g,e,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n), 7c;
PH: 2a, 3b.

4142.20 MAIL CARRIER

Delivers mail to houses and business establishments within assigned area:

Collects mail for assigned area and sorts according to

streets and building numbers; delivers mail to addresses as indicated; obtains signatures on receipts for registered items and parcel-post notices and returns receipts to post office; affixes remarks on undelivered items and re-directs mail as advised.

May use bicycle in performance of duties, clear post-boxes and collect money for surcharged items.

OCCUPATIONAL PROFILE

DPT: 587; **ETD:** 2; **SVP:** 0;
TEMP: R;
APT: G(C);
INT: 7;
PD: 1(a[L,M],c), 2a, 3e, 4(a,b,c,e,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,b,i,l,n), 6b, 7(c,h);
PH: 2a, 3b.

4143 CODING, PROOF-READING AND RELATED CLERKS

Workers in this unit group verify and correct proofs and perform other miscellaneous clerical duties.

4143.15 PROOF-READER

Reads proofs of typeset material to ensure accuracy of printed jobs:

Examines job order or plan of finished page to determine job specifications; follows proof while Copy Holder reads aloud from original copy or reads and compares articles with original copy to detect grammatical or typographical errors and libellous statements; marks errors in proof, using standard symbols and coloured pencils, and indicates mistakes in original copy; returns proofs and original copy to composing section for corrections; revises entire job and gives approval for printing.

OCCUPATIONAL PROFILE

DPT: 667; **ETD:** 3; **SVP:** 2;
TEMP: R, J, T;
APT: G(C), V, P, Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7(a,g), 8g;
EC: 1(a,i,j,k,m,n);
PH: 2a, 3b, 4, 5a.

4143.20 COPY HOLDER

Reads copy to assist with correction of typescripts or proofs of typeset material:

Assists Proof Reader by reading original copy aloud,

calling out punctuation marks and spelling unusual words and proper names; brings composing instructions in copy to notice of Proof Reader.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 3; SVP: 0;
 TEMP: R, SI;
 APT: G(C), Q;
 INT: 7;
 PD: 1a(S), 4b, 5(a,b), 6a, 7(a,e), 8g;
 EC: 1(a,i,j,k,m,n);
 PH: 2a, 4, 5a.

4143.25 REVISOR, TELEGRAPH OFFICE

Performs proof-reading and related clerical duties in telegraph office:

Collects copies of transmitted and received telegrams from various work-stations, checks for errors, omissions and misroutings and issues messages for service action; compiles, bundles and files checked material in accordance with prescribed procedures and retrieves material if required.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(C), Q;
 INT: 7;
 PD: 1a(S,L), 4(b,f), 5a, 6a, 7(a,e), 8(a,b,e);
 EC: 1(a,k,n);
 PH: 3b, 4, 5a.

415 OTHER OFFICE CLERKS

Workers in this minor group perform a variety of clerical duties such as maintaining personnel records; receiving, routing and dispatching correspondence, searching public records and carrying out specialised tasks in connection with legal and insurance matters.

4151 LEGAL CLERKS

Workers in this unit group locate, prepare, process and serve legal documents and provide other support services relating to legal actions.

4151.15 INDICTMENT CLERK

Carries out specialised clerical duties in connection with documentation on committal proceedings received from Magistrates' Court:

Examines documents and exhibits tendered in evidence and committal warrants to ensure that documents are

valid and that appropriate court procedures have taken place; records committals in appropriate register; maintains file of copies and submits copies to superior for vetting; checks indictment forms for typographical errors and submits forms to legal superior for signature; files indictments with Supreme Court, and compiles list of cases for High Court hearings for submission to Supreme Court and other legal personnel; prepares appeal files, statistical returns regarding appeals and monthly status reports on individual cases and handles queries; prepares documents concerning stay of proceedings, discontinuance of matters, and judges' warrants for signature by appropriate authority.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 6;
 TEMP: J, T;
 APT: G(C), V, Q;
 INT: 7;
 PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,e);
 EC: 1(a,i,n);
 PH: 3b.

4151.20 TITLE CLERK

Searches public records to determine legal condition of property titles:

Receives written requests for title searches; pays stipulated fees required for searches at relevant government departments; examines records such as property registers, deeds, judgements, mapbooks and revenue records to determine ownership and legal restrictions and verify legal description of properties; copies or summarises recorded documents pertaining to property titles; prepares report outlining result of search to provide title history of properties; consults with Attorney-At-Law or Conveyancing Clerk on special or intricate titles.

May be designated according to level of responsibility; for example,
 TITLE CLERK I/II

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
 TEMP: R, J;
 APT: G(C), V, Q;
 INT: 7;
 PD: 1(a[L],b,c), 3e, 4(b,c,f), 5a, 6a, 7(a,e,g), 8(a,b,g);
 EC: 1(a,i,n), 7(c,j);
 PH: 2a, 3b.

4151.25 COURT CLERK/Litigation Clerk

Prepares and processes documents and provides other support services relating to litigation:

Drafts court documents such as summonses, court orders and affidavits under guidance of professional superior; files and serves documents in courts, and on opposing parties; liaises with registry personnel to expedite obtaining of documents; accompanies deponents to Commissioner of Affidavits to witness taking of oaths; requisitions petty cash and procures stamps as required for filing and registering documents; compiles and maintains records of cases, receiving and entering correspondence and other documents in relevant files; compiles court lists for use by other staff; compiles briefs for Attorneys-at-Law; attends court as witness to present documents; performs supervisory and administrative duties, such as overseeing preparation and maintenance of court documents and records, examining documents served on department to ensure adherence to procedure and format, recording statements from defendants and witnesses and providing information used to obtain authorisation to pay claimants, if at senior level.

May type court documents and correspondence.

May be designated according to level of responsibility; for example,
COURT CLERK I/II/III

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
TEMP: J, T;
APT: G(C), V, Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 3b, 4.

4151.30 PROBATE CLERK

Compiles, prepares and processes documents relating to probate of wills and administration of estates:

Liaises with clients to ascertain nature of case and advise on documents needed to substantiate applications for probate of wills or letters of administration; makes enquiries to trace beneficiaries of wills and those entitled to share in estates of deceased intestate; determines assets and liabilities of estates from documents supplied by clients or from correspondence with establishments with which deceased transacted business; collates information relating to assets and liabilities and prepares inventories of estate, using standard system of classification; drafts documents relating to applications for probate or letters of administration; arranges for signing and witnessing of affidavits, paying of estate duty and filing of documents at registry; monitors cases until probate is granted; ar-

ranges for transfer or distribution of assets to beneficiaries; calculates legal and other costs to clients; maintains records of cases.

May type documents and correspondence relating to cases and visit government establishments to pay estate duty, lodge applications and collect documents.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
TEMP: J, T;
APT: G(T), V, N, Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 1a, 2a, 4, 5a.

4151.35 COURT BAILIFF

Serves legal documents and performs various related duties in accordance with court orders:

Liaises with superior to determine work to be performed; escorts members of jury to and from deliberation room and ensures absence of contact with non-members; searches male prisoners prior to entry into court; escorts witnesses from witness room to court; serves court documents such as writs, orders, notices, summonses, caveats and petitions and executes warrants; levies on goods, property and sea-vessels; conducts auction of goods levied upon; prepares and maintains records.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 2; SVP: 4;
TEMP: P, S, J;
APT: G(C), Q;
INT: 4;
PD: 1(a[L],b,c,d,e), 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,n), 6b, 7h;
PH: 3b.

4152 BUSINESS SERVICE CLERKS

Workers in this unit group perform a variety of clerical duties in business enterprises, including accepting advertisement orders, assisting with auction sales and renting commodities

4152.05 NEWSPAPER ADVERTISING SUPERVISOR

Supervises clerical section of newspaper advertising department:

Supervises subordinate staff in department; accepts telephone, agency and cash advertisement orders and prepares bills for cash payments; prepares newspaper plan

allotting advertisement pages according to type or clients' requests; sends plan to editorial and production departments, indicating placement of advertisements in newspaper; notifies relevant departments of changes in plans; prepares related records; handles queries relating to advertisements.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 4;
TEMP: P, J;
APT: G(T), V, P, Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a, 4.

4152.15 NEWSPAPER ADVERTISING CLERK

Assists in preparation and publishing of newspaper advertisements by performing any combination of the following clerical duties:

Handles or prepares orders for advertisements and attends to clients ordering advertisements; processes advertising contracts; plans layout of advertisements and drafts layouts to scale on newspaper *dummy*; submits layout to editorial department and places page numbers on advertisements; prepares daily advertisement schedule; prepares advertisements for computer entry and forwards defective copy to appropriate personnel for corrections; despatches advertising copy and artwork for processing; maintains records and handles queries; checks advertising lineage of rival publications for comparison purposes and prepares periodic reports detailing related information.

May be designated according to area of work; for example,

CLASSIFIED CLERK, NEWSPAPER
LINEAGE CLERK, NEWSPAPER
TRAFFIC CLERK, NEWSPAPER
VALIDATION CLERK, NEWSPAPER

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;
TEMP: P, J, T;
APT: G(C), V, N, Q;
INT: 7;
PD: 1a(S,L), 4(a,b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 2a, 3b, 4, 5a.

4152.20 AUCTION CLERK/Auction Assistant

Arranges and tags articles prior to auction sale, receives payments and maintains records:

Receives incoming merchandise and arranges according to similarity; assigns identification numbers to articles and maintains records; monitors crowd to prevent pilferage of items; records final bid of Auctioneer, receives payment from highest bidder and obtains necessary information; prepares items for dispatch if necessary; compares records with those of Auctioneer to ensure consistency.

May notify prospective buyers and vendors of auction sales.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;
TEMP: P, J;
APT: G(C), N, P, Q;
INT: 7;
PD: 1(a[L],b,c), 3a, 4(b,f), 5a, 6(a,b), 7(a,b,e,g), 8(a,b,c);
EC: 1(a,b,i,j,n), 7h;
PH: 3b.

4152.25 RENTAL CLERK

Rents commodities to individuals and/or business organisations:

Presents items such as tapes, television sets, tools and vehicles to customers, suggests selection and demonstrates items as required; explains rental procedures and rates, prepares bills and rental agreements and receives payment; ascertains condition of item prior to rental; receives returned items and examines them for damage; calculates and collects outstanding rental charges on return of goods; handles customers' complaints; prepares reports.

May arrange delivery of items to customers.

OCCUPATIONAL PROFILE

DPT: 467; ETD: 3; SVP: 1;
TEMP: P, J;
APT: G(C), V, N, P, Q;
INT: 8;
PD: 1(a[L],b,c), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,b,i,n);
PH: 3b, 4.

4159 OTHER OFFICE CLERKS NOT ELSEWHERE CLASSIFIED

Workers in this unit group perform a variety of clerical tasks other than those assigned to workers in the preceding unit groups.

4159.15 PERSONNEL CLERK/Personnel Assistant

Screens job applicants, processes applications and compiles and maintains personnel records:

Screens job applicants in designated fields, obtaining information relating to education, training and work experience, and observing physical and personal qualities to determine suitability of applicants for consideration by senior officer; registers receipt of job applications and checks references submitted by applicants; completes standard introductory letters for new employees and refers latter to place of employment; informs payroll department of new staff to be added to payroll; compiles, maintains and ensures confidentiality of personnel records; locates and supplies information to employees or authorised persons; examines records and prepares list of workers eligible for leave, increment or retirement; forwards list to relevant parties for action; issues documents such as leave and assessment forms, time-cards and attendance registers; processes leave applications; compiles reports relating to employees' attendance and performance, consulting appropriate records; liaises with payroll section to ensure correct preparation of paysheets; identifies, investigates and resolves discrepancies to enable smooth flow of payroll processing; issues insurance enrolment and claim forms, and ensures correct form completion and submission of supporting documents; processes claims on employees' behalf and distributes settlement cheques; compiles records of claims.

May administer and score tests, issue identification cards and employment policy booklets, assist with wage calculations and assist with organisation of social events.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 4;
 TEMP: P, J;
 APT: G(C), V, Q;
 INT: 7;
 PD: 1a(S,L), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c),
 8(a,b,c);
 EC: 1(a,i,n);
 PH: 4.

4159.20 OFFICE CLERK

Performs a variety of clerical tasks requiring knowledge of office systems and procedures:

Registers incoming and outgoing correspondence and sorts and files material in accordance with established procedure; locates and retrieves material from files when required, keeps records of material removed and traces missing files; receives and prepares material for submission to senior officers; prepares time-sheets, paysheets, vouchers and requisitions; posts entries in journals, vote books and ledgers and performs other simple and routine

accounting duties; receives, records and issues cheques; prepares drafts of routine correspondence and other material as directed by senior officer; takes inventory of stock, furniture and other equipment; performs routine counter work at offices and institutions and assists the public; prepares licences, certificates and other documents for issue to the public; operates standard office equipment such as mimeograph and photocopying machine; collates reports and documents; supervises subordinate staff, if occupying senior position; makes arrangements for effecting repairs to equipment.

May be designated according to level of responsibility and area of specialisation; for example,

CLERK I/II/III
 FILING CLERK

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;
 TEMP: V, J;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1(a[S,L],b,c), 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 1a, 2a, 3b, 4.

4159.25 CIRCULATION CLERK/

Subscription Clerk

Maintains records related to distribution of newspapers to subscribers, carriers and/or dealers:

Checks records to ascertain number of newspapers required for daily distribution and prepares delivery orders; examines delivery notes to verify amounts delivered; receives payment from Newspaper Distribution Agents and issues receipts; calculates weekly sales and compiles periodic reports; creates and maintains subscriber files; prepares and despatches receipts for mail-order subscriptions; sends notices to solicit renewal of expiring subscriptions; receives complaints from subscribers and prepares and forwards notices to relevant department for action; notifies accounts department of start or termination of subscriptions; prepares and maintains records of transactions manually or on computer

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;
 TEMP: P, J;
 APT: G(C), N, Q, K, F;
 INT: 7;
 PD: 1a(S), 4(b,c,f), 5a, 6a, 7a, 8c;
 EC: 1(a,i,n);
 PH: 1a, 2a, 3b, 4, 5a.

4159.30 FILM BOOKER, CINEMA

Maintains records of cinema film bookings and participates in marketing of films:

Participates in screening of films to determine market potential; prepares applications for submission to censorship board and communicates with board members to obtain bookings for censoring; collaborates with Film Distribution Agency Manager to develop marketing strategy for promotion of films; explains terms and conditions of film rental and records bookings; reviews periodic statements submitted by storeroom personnel to determine condition of films; effects replacement of damaged films and charges cinema operator as necessary; prepares and maintains catalogue of films available, detailing number of reels per film, condition of films and other relevant information.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;
TEMP: P, J;
APT: G(C), Q;
INT: 7;
PD: 1a(S), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4, 5a

4159.35 SEARCH CLERK

Searches records to locate information requested by members of the public or government department:

Examines requests for birth, marriage and death certificates, applications for late birth registration and copies of deeds of sale to ascertain information sought; searches records in Registrar General's department to locate required information and documents; notes location of information on request forms; photocopies documents and completes standard data cards with required information; interviews members of public to elicit further details or more accurate information.

May be designated according to level of responsibility; for example,

SEARCH CLERK I/II/III

OCCUPATIONAL PROFILE

DPT: 567; ETD: 3; SVP: 1;
TEMP: R, P;
APT: G(C), Q;
INT: 7;
PD: 1(a[L],b,c,e), 2a, 3(a,c,e), 4(a,b,c,f), 6a, 7(a,e), 8(a,b,c);
EC: 1(a,k,n), 7(c,j);
PH: 2a(P), 3b.

4159.40 ELECTORAL REGISTRATION CLERK

Assists with registration of electors and processes registration documents in district or central electoral office:

Determines nature of action required by member of public and examines supporting documents such as affidavits, passports and certificates of naturalisation; supplies information and assists public on registration matters; operates camera for purposes of photographing registrants; codes information for replacement of identification cards, cancellations and changes of name and address; ensures proper completion of registration forms prepared by others; processes or assists in processing changes and deletions in registrations; handles routine correspondence between central and district offices and supplies information for replies to other correspondence; prepares identification cards for lamination; files registration record cards; maintains filing system and unit registers of electors; maintains register of cancelled and invalid registrations and periodically prepares lists for circulation to district offices; reconciles electoral lists with unit registers; compiles simple statistical data for reports.

May be designated according to area of employment and level of responsibility; for example,

REGISTRATION CLERK I/II/III

REGISTRATION RECORD CLERK I/II/III

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 0;
TEMP: P, J, T;
APT: G(C), V, Q, M;
INT: 7;
PD: 1(a[L],b,c,d,e), 4(b,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,n);
PH: 2a, 3b, 4, 5a.

4159.45 POLL CLERK *

Serves at polling station during elections:

Identifies elector's name on list; requests proof of identification and examines identification card submitted; completes poll-cards for electors without problems and directs elector to give poll-card and identification card to Presiding Officer; directs persons without identification cards to appropriate line; marks consecutive number on poll-card and enters number on revised list of electors opposite name of elector; assists in maintaining consecutive numbering of ballot papers; assists in packaging of documents at close of poll.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 0;

TEMP: P, S, J;
 APT: G(C), Q;
 INT: 7;
 PD: 1a(S), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,j,n);
 PH: 4.

*Recruited only when election is to be conducted

4159.50 GEODETIC COMPUTER

Makes computations from land-surveying data:

Makes computations from data taken by field-surveying staff, using standard formulae, charts, scales and graphs to determine latitude, longitude, height, angles, areas and other information for identification of sites or for map-making purposes; checks computations submitted by private Land Surveyors to determine accuracy using their field data or notes; records computed data on prescribed forms and charts and maintains related filing system.

OCCUPATIONAL PROFILE

DPT: 487; ETD: 3; SVP: 0;
 TEMP: R, J, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4(c,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 4, 5a.

42 CUSTOMER SERVICE CLERKS

421 CASHIERS, TELLERS AND RELATED CLERKS

Workers in this minor group handle cash on behalf of organisations and their customers and maintain records of these financial transactions; issue receipts or tickets; conduct counter services such as transfer or banking of money and payment of fees; receive and pay off bets on the results of sporting events; lend money to customers on pledge or bond, issue pawn tickets and record loans; prepare bills and collect outstanding debts.

4211 CASHIERS AND TICKET ISSUERS

Workers in this unit group receive money as payment for goods and services, prepare cheques, issue receipts or tickets to clients, maintain records of transactions and perform other simple cash-handling operations within an establishment

4211.15 OFFICE CASHIER

Receives and disburses cash on behalf of establishment and maintains records of transactions:

Receives cash from customers, employees or members of public, verifies purpose and acceptability of payment and issues receipts for amounts received; pays out cash against cheques or payment vouchers after verifying validity of identification documents or signature of authorising agent; disburses petty cash for incidental office expenditure on basis of authorised vouchers, maintains records and balances petty cash fund periodically; verifies cash balances held by Customer Service Cashiers and provides them with change and supplies; sorts and records information from receipts, invoices, cheques and vouchers and completes daily report of transactions; prepares cash and cheques for bank deposit and completes deposit slips; compiles collection, disbursement and bank reconciliation records.

May deposit cash at bank or revenue office, maintain payment record cards and prepare paysheets and pay envelopes for weekly paid or casual workers.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), N, Q, F;
 INT: 7;
 PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c,g), 8c;
 EC: 1(a,i,j,n);
 PH: 2a, 3b, 4, 5a.

4211.20 CUSTOMER SERVICE CASHIER

Receives cash in payment for goods or services at retail and other business establishments:

Examines items tendered by customer or bills prepared by Sales Clerk or ascertains customer requirements to determine price of goods or services; operates cash register to record and calculate total cost of items and informs customer of total; receives and verifies payment, issues receipt and gives change where necessary; balances cash takings with machine totals or duplicate bills at end of day or shift to account for all cash received.

May record payment of bills by stamping originals and stacking duplicates, maintain records of cheque, credit card and charge account payments, deposit cash above specified limit with accounts department, complete balance sheet or sales record, pack goods for customers and perform duties of SALES CLERK.

OCCUPATIONAL PROFILE

DPT: 464; ETD: 2; SVP: 1;
 TEMP: R, P, T;
 APT: G(C), Q, F;
 INT: 7;
 PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,g);
 EC: 1(a,i,j,k,n);
 PH: 2a, 3b, 4, 5a.

4211.25 BOX-OFFICE CASHIER/Booking-Office Cashier

Sells tickets for admission to cinema, theatre, carnival shows and other events:

Ascertains number and type of tickets required by customer; issues tickets, receives payment and gives change where necessary; answers queries on prices, showtimes and seating arrangements; verifies stock of tickets before and after sale to calculate number of tickets sold and compare figures with cash in hand; secures cash and tickets before forwarding them to designated person.

May complete box-office report to record ticket sales and calculate entertainment tax or distributor's share.

May be designated according to duties performed; for example,

BOOKING CLERK, if engaged in advance sale of tickets and/or assisting customers with selection of seats.

OCCUPATIONAL PROFILE

DPT: 467; ETD: 2; SVP: 0;
 TEMP: R, P, T;
 APT: G(C), Q, F;
 INT: 7;
 PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,g), 8g;
 EC: 1(a,i,j,n);
 PH: 2a, 4, 5a.

4212 TELLERS AND OTHER COUNTER CLERKS

Workers in this unit group provide counter services to members of the public in financial and postal establishments.

4212.15 POSTAL OFFICER

Serves members of the public at stamp and registration wicket of post office:

Advises customers on postal services and provides items such as postage stamps, money orders and air letter forms on request; registers mail and prepares receipts for despatch; receives and checks incoming and outgoing registered mail and forwards to appropriate personnel for distribution; prepares notification of items to be collected

for despatch to customers and delivers items upon presentation of notification; encashes postal and money orders and government cheques; despatches postage stamps to postal agencies; collects payment for rental of private postal boxes or bags; determines reasons for undeliverable mail after specified period and reroutes undelivered mail to appropriate department or to sender; prepares accounts and maintains reports and records; manages small post office, if at senior level.

May be designated according to level of responsibility; for example,

POSTAL OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 5;
 TEMP: P, J, T;
 APT: G(C), V, N, Q;
 INT: 7;
 PD: 1(a[L],b,c), 4(a,b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b, 4.

4212.20 BANK TELLER

Receives and disburses money and maintains records of transactions in commercial bank:

Orders, counts and lays out daily cash supply or checks balance if taking over fund; receives cash and cheques for deposits or loan payments, verifies amounts and examines cheques for endorsement; pays out currency against cheques, withdrawal slips or other instruments after verifying signature, authorisation and customer balance; records savings deposits and withdrawals in customer's passbooks and ensures that totals in books balance with ledger cards or computer readout; maintains daily record of all debit and credit transactions, balances records against cash holdings and prepares statement; ensures that cash in excess of authorised limit is promptly secured in designated area; prepares cash for payrolls as requested by customer; answers customer enquiries and directs customers to relevant officer or department where necessary.

May record new and closed accounts, compute or check service charges and various types of interest, prepare daily Central Bank and foreign purchases returns, accept payment for utility bills, and operate computer terminal to check balances and register transactions.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: R, P, S, T;
 APT: G(C), N, Q, F;

INT: 7;
 PD: 1a(L), 4(a,b,c,d,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n);
 PH: —

4212.25 POSTAL ASSISTANT

Conducts business at counter of district post office and maintains related records:

Sells postage stamps and air-letter forms, weighs letters and parcels on scale and computes mailing and registration costs according to weight and destination; registers letters and parcels, receives payment and issues receipts; clears letter boxes and sorts and bundles mail for despatch; sorts and delivers poste restante mail over counter; maintains records of registered mail and parcel post and forwards outgoing registered mail and parcel notification slips to Mail Carriers for delivery; answers queries relating to postal regulations or procedures; puts up postal and other notices for attention of public; maintains records of transactions and balances stamp stock and related cash daily.

OCCUPATIONAL PROFILE

DPT: 467; ETD: 2; SVP: 2;
 TEMP: P, J;
 APT: G(C), Q, F;
 INT: 7;
 PD: 1(a[S,L],b,c), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b, 4.

4212.30 COUNTER CLERK, FINANCIAL INSTITUTIONS

Provides direct assistance to customers and performs related clerical duties in financial institutions:

Determines type of service required by customer and directs customer to relevant department and/or personnel as necessary; accepts application form and membership fee from new customers and issues receipts; operates computer to enter and retrieve relevant data; prepares documents such as premium and policy or financial statements and income tax certificates; registers policy assignments for mortgage purposes and examines assignment release forms from financial institutions or government departments; checks, obtains copies of, and files essential documents; calculates surrender or loan value of policies or shares and processes dividend and loan applications; handles queries and requests; prepares cheques for delivery to customers or their representatives; examines customer's identification and obtains customer's signature prior to delivery of cheque; updates records periodically.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: P, J;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(L), 3a, 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 3b.

4212.35 POSTAL AGENT

Operates agency on contract to provide limited postal service to public:

Liaises with post office personnel to receive postal supplies; sells postage stamps; weighs letters to calculate postage; registers letters and issues receipts; clears post-box; despatches mail to designated post office; receives, sorts and holds mail for members of public and delivers mail over counter on request; maintains cash and stock records.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 2; SVP: 5;
 TEMP: P, J, T;
 APT: G(C), Q;
 INT: 7;
 PD: 1a(L), 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n);
 PH: 4.

4213 BET BOOKMAKERS AND RELATED WORKERS

Workers in this unit group conduct card games and accept and pay off bets in gambling establishments.

4213.15 MARKER, BETTING ESTABLISHMENT

Sorts customer tickets in betting establishments and calculates cash payments:

Listens to announcements or observes monitor to obtain results of races; records placements, odds and other pertinent information; sorts and separates winning tickets from others; computes cash accruing to individual winning tickets; compiles list of winning tickets and submits list to Office Cashier for payment.

OCCUPATIONAL PROFILE

DPT: 467; ETD: 3; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), N, Q;
 INT: 7;
 PD: 1a(S), 4f, 5a, 6a, 7a, 8c;
 EC: 1(a,i,n);
 PH: 2a, 3b.

4213.20 GAMBLING TABLE OPERATOR/Casa
Controls card-game and collects taxes on bets in gambling establishment:

Tables new pack of cards, opens pack and visually examines cards to determine suitability for game; removes joker and shuffles pack to mix cards; deals packs or delegates player to do so to commence game; verifies and marks bets with chalk on game table, collects taxes and allows game to proceed; stops and starts game as necessary to accommodate new bets or to give ruling on any dispute during game.

OCCUPATIONAL PROFILE

DPT: 467; ETD: 2; SVP: 3;

TEMP: R;

APT: G(C), N, F;

INT: 9;

PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,c,e,g), 8(a,c);

EC: 1(a,j,k,n);

PH: ---,

4214 PAWNBROKERS AND MONEY LENDERS

Workers in this unit group lend money to customers on deposit of articles.

4214.15 PAWNBROKER

Assesses value of personal items and lends money to customers:

Consults with customers to determine needs and receive items to be pawned; examines items such as precious metals, jewellery and coins to determine their condition and tests and weighs items to determine pawn value; lends money to customer accordingly, issues pawn tickets and records loans; bags and tags articles for storage; computes interest and receives repayment of loan on redemption of pledges; sells unredeemed items after specified time.

May notify customers of overdue redemption and refer jewellery and precious stones to **JEWELLERY APPRAISER** for determination of pawn value.

OCCUPATIONAL PROFILE

DPT: 377; ETD: 3; SVP: 2;

TEMP: P, J;

APT: G(C), N, P, Q, C;

INT: 7;

PD: 1a(L), 3a, 4(b,c,d,f), 5a, 6a, 7(a,c,g), 8(a,c);

EC: 1(a,i,n), 6e, 7(a,e);

PH: 3b, 4, 5a.

4215 BILL, DEBT AND RELATED CASH COLLECTORS

Workers in this unit group collect bills and repossess unpaid-for items on behalf of companies.

4215.15 DEBT COLLECTOR/Bill Collector

Visits customers to collect payments on employer's behalf:

Obtains list of customers with due or overdue payments; telephones or visits customers at given addresses; traces new addresses by questioning neighbours or inquiring at post office; delivers invoices or notices of overdue payments; provides explanations and shows documents where necessary to justify amounts; collects payment and issues receipts or ascertains reason for non-payment; prepares reports on visits, results, hours worked and travelling expenses.

OCCUPATIONAL PROFILE

DPT: 557; ETD: 2; SVP: 4;

TEMP: P, S, J;

APT: G(C), V, Q;

INT: 7;

PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,j,n), 6b;

PH: 1a, 2a.

4215.20 REPOSSESSOR-BAILIFF

Locates debtors, solicits payments and removes merchandise in cases of non-payment of account:

Obtains customers' names and addresses, description of merchandise and outstanding balances on accounts; locates debtors, explains reason for visit and requests payment of outstanding balances; examines receipts tendered to verify payments and records particulars; collects and records payment; examines merchandise in cases of non-payment to ensure correspondence with descriptions or serial numbers obtained from customer records and removes merchandise with assistance of **Vehicle Loaders**; drives vehicles being repossessed or arranges for removal by wrecker; returns merchandise to creditor's premises; completes report and obtains authorised signature to register return of merchandise; serves writ on customer where legal action is being undertaken.

May drive truck to transport repossessed merchandise.

OCCUPATIONAL PROFILE

DPT: 567; ETD: 2; SVP: 4;

TEMP: P, S;

APT: G(C), P, Q, E;

INT: 7;
 PD: 1(a[L,VH],b,c,d,e), 2a, 3(a,e), 4(b,e,f), 5a, 6a,
 7(a,d,e,g,h), 8(a,b,c);
 EC: 1(c,i,j,m,n), 6b;
 PH: 2a, 3b.

422 CLIENT INFORMATION CLERKS AND TELEPHONE OPERATORS

Workers in this minor group are involved in activities such as receiving people, providing information and making travel arrangements in offices, hotels, travel agencies, airports and other establishments and transmitting and receiving messages by operating telecommunications equipment.

4221 TRAVEL CLERKS

Workers in this unit group provide travel information, arrange reservations, assist passengers at airport and perform other duties related to passenger travel.

4221.15 LOST-AND-FOUND OFFICER, AIR TRANSPORT

Ensures provision of prompt and efficient customer service pertaining to lost or damaged baggage:

Liaises with relevant personnel in baggage handling and/or lost-and-found departments at international airports, or accesses data from computer network to obtain information on lost, found or damaged baggage and cargo; updates computer records on items for use by personnel at foreign airports or ensures data entry; provides similar information to airport personnel not served by computer network; ensures that located items are accurately checked and stored; collaborates with personnel in customer relations department and insurance companies on matters related to customers' claims; communicates with handling personnel at overseas airports to ascertain quantity of stock and condition of cargo-holding containers and ensures despatch of containers to specified destinations; arranges for repair or replacement of damaged cargo containers, prepares invoices and submits to relevant handling agency for reimbursement; notifies customers of resolved complaints and returns articles to owners; prepares departmental status reports.

May prepare invoices to reimburse passengers for lost or damaged articles.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 5;
 TEMP: P, J;
 APT: G(C), V, N, K, Q;

INT: 7;
 PD: 1a(S,L), 4(b,D), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 4.

4221.20 PASSENGER SERVICE AGENT, AIRLINE/Customer Service Agent, Airline/ Airline Clerk

Assists passengers at airport, performs other related duties and compiles records:

Checks documents of departing passengers at counter, takes flight coupons, assigns seats, weighs and tags baggage, supplies immigration cards and boarding passes, sells tickets and collects payment or excess baggage charges as required; collects and checks passenger documents at departure gate to prevent boarding of unauthorised passengers; obtains clearance for flight take-off from relevant departments, meets incoming flights and collects flight documents to obtain clearance for passengers to land; provides personalised services to special categories of passengers such as unaccompanied children, sick persons and deportees; prepares passenger manifest and ticket sales report, and forwards reports and flight coupons to respective central office; compiles data on passenger, cargo and fuel requirements and prepares load sheet indicating manner of loading according to aircraft safety specifications and fuel orders; sends and receives messages relating to flight movement and loading, using teleprinter; updates flight movement boards, communicates with relevant staff to advise them of flight changes and makes public flight announcements; prepares reports on baggage problems and attempts to trace lost baggage; ensures availability of stock and stationery and performs office duties such as typing letters and memoranda; maintains records on cargo or aircraft movement for statistical purposes.

May escort passengers to arrival hall, complete flight documents for incoming flights and record and secure unclaimed baggage.

May be designated according to area of specialisation; for example, OPERATIONS AGENT, AIRLINE, if engaged in compiling and transmitting loading instructions and other flight movement data.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
 TEMP: V, P, J, T;
 APT: G(C), V, N, Q, F;
 INT: 7;
 PD: 1a(L), 2a, 3e, 4(a,b,c,d), 5(a,b), 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,f,i,j,m,n);
PH: 4.

4221.25 RESERVATIONS CLERK, AIRLINE/ Travel Reservations Assistant

Makes and confirms travel reservations, issues tickets and provides information to passengers and travel agencies:

Answers queries on fares, routes, schedules, services and other matters, referring to timetables, manuals and tariff books as necessary; verifies availability of space by consulting records; operates computer terminal to arrange and register reservations, noting special service requests; telephones passengers and travel agencies to advise on changes in schedule and arrange new reservations; calculates fares, issues tickets and miscellaneous charge orders, and processes incoming and outgoing prepaid tickets; collects payments, prepares and balances daily sales report and prepares cash for banking or forwards it to accounts department; refunds amounts on unused tickets; calculates and forwards travel tax to relevant government department; maintains records.

May prepare and forward passenger lists to airport, inform other staff of changes and prepare voice recordings of schedule announcements.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
TEMP: P, J;
APT: G(C), V, N, Q, F;
INT: 7;
PD: 1a(S,L), 4(b,c,d), 5(a,b), 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,i,n);
PH: 4.

4222 RECEPTIONISTS AND INFORMATION CLERKS

Workers in this unit group greet customers, clients and guests at office or establishment, direct or escort them to appropriate person or venue and provide information on request

4222.15 FRONT DESK CLERK, HOTEL

Registers hotel guests and assists in ensuring their comfort by performing any combination of the following duties:

Receives and registers incoming guests, assigns rooms to them and issues keys; deposits valuables in hotel safe or assigns safety deposit boxes to guests; sorts and delivers incoming mail or messages to guests; answers queries on hotel rates and services, local entertainment, shopping and places of interest; receives and issues keys as guests

leave and enter hotel; resolves routine complaints, communicating with relevant department as necessary; prepares and maintains individual accounts for guests, recording room and other charges; computes bill, accepts payment from departing guests and receives keys; makes and confirms advance room bookings; maintains records and prepares guest lists and occupancy reports; despatches and receives reservation and other information, using teleprinter.

May book guests for sight-seeing tours, distribute literature, secure left luggage, cash cheques, change foreign currency and record maintenance and housekeeping problems.

May be designated according to area of responsibility; for example,

RECEPTIONIST, HOTEL
RESERVATIONS CLERK, HOTEL

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
TEMP: V, P, T;
APT: G(C), V, N, Q;
INT: 7;
PD: 1a(L), 3e, 4(a,b,c,d), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,k,n);
PH: 4.

4222.20 INFORMATION ASSISTANT, AIR TRANSPORT

Provides information to users of airport:

Obtains information relative to flight arrivals and departures from airlines; operates computer to update electronic flight information board; provides information on flight schedules, terminal facilities and other matters to travellers and members of the public; conducts tours of airport facilities for groups, on request.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 2;
TEMP: P;
APT: G(C), Q;
INT: 7;
PD: 1a(S), 4(b,c), 5(a,b), 6a, 7a, 8(b,c);
EC: 1(a,k,n);
PH: 4.

4222.25 RECEPTIONIST, MEDICAL AND HEALTH SERVICES

Receives patients, makes appointments and maintains records:

Schedules patients' appointments with health professional, maintains appointment book, completes appointment cards and notifies patients of changes in appointments; receives patients, obtains name and locates records; forwards records to health professional and directs or escorts patients to appropriate room according to appointment or order of arrival; collects fees and issues receipts; prepares correspondence and patients' record cards and maintains filing system; answers inquiries from persons visiting office or calling on telephone.

May administer simple tests and treatments, prepare patients for examination, clean and sterilise instruments, order office and medical supplies and perform house-keeping duties.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 0;
TEMP: P, T;
APT: G(C), V, Q;
INT: 7;
PD: 1a(S,I), 3a, 4(b,c,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,k,n);
PH: 3b, 4.

4222.30 RECEPTIONIST

Receives callers at establishments, ascertains needs and assists accordingly:

Obtains name of caller entering establishment, ascertains nature of business and records information as required; announces visitors and directs or ushers them to relevant person or department; answers enquiries, supplies general information on establishment and refers callers to appropriate person or department for further assistance; makes, receives and transfers calls and relays messages, using telephone or telephone switchboard; maintains records of frequently-used telephone numbers and calls made.

May arrange appointments, receive and hold incoming mail and perform duties of CLERK-TYPIST.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 0;
TEMP: R, P;
APT: G(C), V, Q;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 4, 5a.

4222.35 TOURISM RECEPTIONIST

Provides information and assistance to visitors at tourist information centres at ports of entry into country:

Boards visiting ships to extend welcome to crew members and provide information and material as required; meets special passengers and assists with arrangements to facilitate inter-island connections; assists visitors at tourist information centres; sells stamps, maps and magazines, provides information on places of interest and answers inquiries; processes telegrams for passengers, using teleprinter; arranges transport for visitors on request; operates telephone switchboard.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 0;
TEMP: P, J, T;
APT: G(C), V, N, Q;
INT: 7;
PD: 1a(L), 2(a,b), 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m);
PH: —.

4222.40 TELEPHONE INFORMATION ASSISTANT

Provides information to telephone callers on advertised sources of goods and services:

Answers telephone calls relating to requests for information on sources of goods and services; clarifies callers' information requirements if necessary; operates computer to locate information from advertisers' files and supplies callers with available information; notes requests for which there is no information and informs superior; reviews computer files periodically to become familiar with products and services provided by new advertisers.

OCCUPATIONAL PROFILE

DPT: 564; ETD: 2; SVP: 0;
TEMP: P, J;
APT: G(C), V, Q, K;
INT: 7;
PD: 1a(S), 4(b,c,f), 5a, 6a, 7(a,c), 8c;
EC: 1(a,k,n);
PH: 5a.

4223 TELEPHONE SWITCHBOARD OPERATORS

Workers in this unit group operate telephone switchboards to receive and relay calls and provide information

4223.10 TELEPHONE OPERATOR

Operates telephone switchboard or computer to relay incoming, outgoing and/or inter-office calls:

Observes lighted code on switchboard or reads information on computer screen to determine nature of call and

presses corresponding key to connect with caller; ascertains caller's needs and presses appropriate key to transmit call, put caller on hold and/or provide directory assistance if necessary; enters relevant information on keyboard or keeps manual record of numbers frequently called and long distance calls made, noting date, time, source and nature of call.

May supply general information to callers and take messages for office staff.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 2; SVP: 0;

TEMP: R, P;

APT: G(C), V, K, F;

INT: 7, 9;

PD: 1a(S), 4(b,c), 5b, 6(a,b), 7(a,c,g), 8c;

EC: 1(a,i,k,n);

PH: 4, 5.

43 OTHER CLERKS AND RELATED WORKERS

430 OTHER CLERKS AND RELATED WORKERS

Workers in this minor group perform miscellaneous clerical tasks not elsewhere classified such as registration or recording of information obtained from clients or customers.

4300 OTHER CLERKS AND RELATED WORKERS

Workers in this unit group perform clerical and related duties which have not been assigned to workers in the preceding groups.

4300.05 STATISTICAL SURVEY OFFICER

Plans, directs and coordinates work of subordinate staff engaged in conduct of surveys and censuses:

Assists superior in planning, organising and directing field operations for censuses and surveys; participates in design and preparation of data-collection instruments and selection and training of Survey Interviewers; orders and distributes maps to field staff to assist in locating designated areas; conducts field verification checks to ascertain accuracy of information collected and to identify survey boundaries; supervises subordinate staff and provides technical advice as required; communicates with personnel from commercial and other establishments to collect data for use in computation of national income, balance of payments and employment,

wages and retail price indices; performs personnel functions and prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: P, J;

APT: G(T), V, Q;

INT: 7;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,n), 7h;

PH: 3b.

4300.15 FIELD INVESTIGATOR

Conducts investigative work relating to control of sexually transmitted diseases:

Delivers lectures on sexually transmitted diseases to schools, industrial and business establishments, factories and community groups; locates and questions individuals suspected of exposure to sexually transmitted diseases and advises on attendance at clinics for treatment to prevent further spread; interviews affected persons to obtain information on others who may have been exposed; counsels families regarding problems related to sexually transmitted diseases; compiles reports on activities and findings for submission to superior; maintains records of persons suffering from sexually transmitted diseases; organises lectures for medical and health professionals and students, trains subordinates and performs related administrative duties if at senior level.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 3;

TEMP: D, P, I, S, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n), 6b;

PH: —.

4300.20 SURVEY INTERVIEWER

Interviews members of the public to collect data for statistical purposes and/or public opinion polls by performing any combination of the following duties:

Obtains information on assignments such as location, establishment or specific names and addresses where data will be sought; lists names and addresses of selected establishments and households on record sheets; reviews maps to identify assigned areas; visits assigned area and interviews individuals to obtain data on demographic, market, business and other factors; examines written re-

cords to supplement interview data and records information on questionnaires; submits data collected and reports on field activities to superior.

May be designated according to level of responsibility and area of employment; for example,

FIELD INTERVIEWER

SURVEY INTERVIEWER I/II/III

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 1;

TEMP: P, J;

APT: G(C), V, Q;

INT: 7;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,n), 6b, 7h;

PH: —.

4300.25 INSTRUCTOR'S AIDE, AIR TRAFFIC SERVICES

Assists teaching staff attached to civil aviation training centre in conduct of training sessions and performs related clerical duties:

Draws or reproduces diagrams on stencil, prepares transparencies and tends duplicating machine to produce required materials; types instructional materials, examination papers, correspondence, reports and other printed matter, including amendments to training manuals; operates audio-visual and electronic equipment such as projectors and audio- and videotape recorders during training sessions; assists Air Traffic Services Instructors in demonstration of practical aspects of air traffic control procedures in simulated environment by guiding battery-operated miniature aircraft.

May handle filing for administrative and teaching staff and supervise students writing special examinations.

OCCUPATIONAL PROFILE

DPT: 584; ETD: 2; SVP: 2;

TEMP: R, T;

APT: G(C), P, Q, K, F, M;

INT: 7;

PD: 1(a[L],b,c,d,e), 3a, 4(a,b,c,f), 5a, 6(a,b),
7(a,c,f,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b.

MAJOR GROUP 5
Service Workers
and Shop Sales Workers

51 PERSONAL SERVICE WORKERS

511 TRAVEL ATTENDANTS AND GUIDES

Workers in this minor group are involved in activities such as issuing tickets and ensuring the safety and comfort of passengers on transport vehicles; escort travellers during sight-seeing tours and describe points of interest.

5111 FLIGHT ATTENDANTS AND TRAVEL STEWARDS

Workers in this unit group ensure the comfort and safety of passengers on board aircraft and ships by providing meals and other services.

5111.05 FLIGHT PURSER

Supervises in-flight activities of aircraft cabin personnel to ensure safety and comfort of passengers:

Ascertains flight information details such as crew allocations and passengers requiring special treatment; assigns Flight Attendants to specific positions on aircraft and briefs them regarding passengers' particular needs; consults with other crew members, examines written reports and performs visual checks to ensure presence and good condition of emergency and other equipment, facilities and supplies on board and relays information to traffic, engineering or catering staff; assists crew members in preparation of aircraft cabin for passengers prior to boarding and in serving and assisting passengers during flight; ensures that doors are secured and that aircraft is prepared for take-off and relays information to Aircraft Captain; monitors work of Flight Attendants and assists in performance of duties to ensure maintenance of desired standards; checks and completes official documents such as immigration and customs declaration forms and passenger manifests; checks bar and sales takings at end of flight; prepares report on problems related to performance of cabin equipment and passenger-handling and catering matters.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: V, D, P, S, J;

APT: G(C), V, Q, M;

INT: 9;

PD: 1(a[L],b,c,d), 2(a,b), 3(a,c,e), 4(a,b,f), 5(a,b), 6(a,b), 7a, 8(a,b,c);

EC: 1(a,g,h,k,m,n), 4a, 5(a,b), 6(b,c), 7a;

PH: ---

5111.07 SHIP'S CHIEF STEWARD

Supervises and coordinates activities of crew members

engaged in housekeeping and food service on board vessel:

Plans weekly menu for crew and passenger meals and refreshments; takes inventory of food and beverage supplies, expendable items and sundry stores, and requisitions goods for replenishment of stock; checks condition of equipment, utensils and linen periodically and orders replacement items; receives, checks and issues stores and ensures that storage and cold-room facilities are secured; maintains records of stores received, distributed, sold and damaged for submission to relevant authorities; keeps accounts of daily transactions; ensures that food preparation and service standards are maintained and handles complaints; trains dining-room staff; supervises workers engaged in housekeeping, meal preparation and serving activities; deals with personnel problems and recommends disciplinary action if necessary; completes performance record sheets for subordinate staff.

May prepare meals for crew in absence of other staff.

OCCUPATIONAL PROFILE

DPT: 337; ETD: 2; SVP: 6;

TEMP: P, J;

APT: G(C), N, Q;

INT: 7, 9;

PD: 1(a[L],b,c), 2(a,b), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,n);

PH: 3b.

5111.15 FLIGHT ATTENDANT

Renders personalised cabin service to aircraft passengers to ensure their welfare, comfort and safety:

Checks and examines emergency and catering equipment and supplies and toilet facilities, prior to departure, to ensure adequate service, and reports to Flight Purser; greets passengers boarding aircraft, assists them in locating seats and provides other services as required; makes visual checks to ascertain number of passengers on board and to ensure that aisles are free from obstruction, hand luggage is properly stored, no-smoking signs are being observed, seat belts are fastened and that chairs and tables are in an upright position for take-off and landing; demonstrates use of emergency equipment such as oxygen masks and life jackets and indicates location of emergency exits; heats meal packages, prepares drink trolleys and serves food and beverages to passengers; disposes of used supplies and foodstuffs, replaces trays and trolleys and ensures that cabin is cleared; conducts bar and duty-free sales and distributes headphones on request to passengers for entertainment during flight; collects payment, balances accounts and secures cash

received for deposit at home base; attends to passengers experiencing discomfort and those with special needs such as ill persons, infants and unaccompanied minors; handles emergencies on board aircraft, administering first aid and other essential treatment to those requiring assistance; distributes relevant immigration and customs documents to passengers and assists with completion of forms as required; makes periodic checks of toilet facilities to ensure maintenance of sanitary condition.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 3; SVP: 2;
 TEMP: V, P, S, J;
 APT: G(C), V, N, Q, M;
 INT: 9;
 PD: 1(a[L,M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e,f),
 5(a,b), 6(a,b), 7(a,h), 8(a,b,c);
 EC: 1(a,g,h,i,j,k,m,n), 4a, 5(a,b), 6(b,i);
 PH: ---

5111.20 SHIP'S STEWARD

Provides table service for crew members, attends to officers' quarters and provides refreshment service for ship's passengers by performing any combination of the following duties:

Conveys meals for ship's crew from galley to assigned area of service; sets tables and serves meals to ship's officers and other crew members; clears tables and washes, dries and stores cutlery, china and cooking utensils; cleans pantry and mess hall; keeps officers' cabins clean and tidy; scrubs bathroom facilities and polishes walls and floors; changes bed-linen and makes beds; maintains adequate stock levels in bar and cafeteria aboard ship in liaison with Ship's Chief Steward; cleans and polishes glassware for use in bar; prepares and stores food items and serves snacks and beverages to passengers; keeps bar and cafeteria counters and sinks in clean and tidy condition and mops floor.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 2;
 TEMP: P, J;
 APT: G(R), M;
 INT: 9;
 PD: 1(a[M],b,c), 2(a,b), 3(a,e), 4(a,b), 5a, 6a, 7a,
 8(a,b,c);
 EC: 1(a,h,i,j,n), 4a;
 PH: 3b.

5112 TRANSPORT CONDUCTORS

Workers in this unit group collect fares, issue tickets and regulate passenger movement on public transport vehicles.

5112.15 BUS CONDUCTOR

Sells tickets, checks passes and ensures safety and comfort of bus passengers:

Examines interior of bus for cleanliness and ensures adequate passenger facilities; completes report on defects as required; signs and collects appropriate route way-bill and tickets; enters opening numbers of tickets on way-bill; collects tickets or fares from passengers or checks bus passes; observes boarding and alighting of passengers and assists children and disabled persons to ensure their safety; notifies Bus Driver to close exit door; checks number of passengers standing and sitting to ensure compliance with traffic statutory requirements; informs commuters about destination and other relevant matters; directs Bus Driver in making turns in difficult traffic situations; contacts on-coming bus during breakdowns and transfers passengers; collects lost articles and submits them to security department or returns them to passenger if adequate identification is provided; records number of tickets sold at each fare stage; tallies way-bill on completion of journey to ensure correspondence with fares collected; submits cash collected from fares to Customer Service, Cashier and obtains receipt as evidence of payment.

May prepare accident report for traffic department on occurrence of serious accidents and obtain witnesses as required.

May perform duties of BUS DRIVER and be designated accordingly; for example,
 BUS DRIVER-CONDUCTOR

OCCUPATIONAL PROFILE

DPT: 467; ETD: 2; SVP: 1;
 TEMP: R, P, T;
 APT: G(R), N, Q;
 INT: 7;
 PD: 1a(L), 4(b,f), 5a, 6a, 7a, 8(a,b,e);
 EC: 1(a,k,m,n);
 PH: 3b.

5113 TOUR GUIDES

Workers in this unit group transport or accompany visitors on sightseeing or educational tours, provide information on points of interest and look after visitors' safety and comfort.

5113.15 BOAT OPERATOR-TOUR GUIDE

Transports customers on conducted tours to reef or through swamp to observe wildlife and vegetation:

Communicates with individuals and agencies to plan

tours; organises tours to suit customers' interest, such as bird watching and wildlife observation; collects fees where applicable; gives brief talk on type of tour to be taken and marine, animal and plant life to be seen; positions boat alongside jetty and helps customers to embark; guides boat out to sea and to reef or slowly through swamp, stopping frequently to allow visitors to observe animal and plant life and give information on various species and answer questions; distributes snorkel and rubber shoes to customers for use on reef and gives instructions on use of snorkelling equipment; attends to customers at sea, rendering first aid when necessary; returns to mooring site and helps visitors to disembark; cleans boat and makes minor repairs to engine; ensures that first aid and emergency equipment are in order.

May prepare written material on wildlife forms and habits for distribution to customers and organise fishing trips.

May be designated according to area of employment; for example,

REEF BOAT OPERATOR
SWAMP BOAT OPERATOR

OCCUPATIONAL PROFILE

DPT: 663; ETD: 3; SVP: 4;
TEMP: P, J;
APT: G(C), V, M, E;
INT: 9;
PD: 1(a[M],h), 2b, 3a, 4(a,b,e), 5(a,b), 6(a,b),
7(a,b,c,e,g), 8(a,b,e);
EC: 1(b,h,i,n), 4a, 5a, 7h;
PH: ---

5113.20 INDUSTRIAL TOUR GUIDE

Escorts visitors through industrial establishment and provides information on organisation:

Welcomes arriving visitors and provides initial information on history, culture and mission of organisation, using charts and slides and showing product samples; issues protective wear to visitors as needed and ensures that visitors conform to regulations concerning safety, hygiene and good conduct; guides visitors along specified route and explains features of interest such as manufacturing processes and equipment peculiar to establishment; answers questions and supplies additional information or literature.

May present register for visitors' signatures and comments and prepare reports on tours.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 3; SVP: 2;

TEMP: P, J;
APT: G(C), V, P, Q;
INT: 9;
PD: 1a(L), 3e, 4(b,f), 5(a,b), 6a, 7(a,e,g), 8(a,b);
EC: 1(a,i,n), 5a, 6b, 7c;
PH: ---

5113.25 TOUR GUIDE, SIGHTSEEING

Guides visitors to desired destination and provides related information:

Meets or awaits visitors and/or ascertains their proposed destination; helps visitors to secure luggage and in planning and organising itinerary if required; accompanies clients to, from and around places of interest and entertainment and to shopping and business engagements and awaits them at various stop-off points; points out interesting sights during tours and provides background information.

May perform duties of TAXI DRIVER.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 4;
TEMP: P, J;
APT: G(C), V, E;
INT: 9;
PD: 1a(L), 4b, 5(a,b), 6a, 7a, 8(a,b,e);
EC: 1(a,b,i,j,n);
PH: ---

512 HOUSEKEEPING AND RESTAURANT SERVICE WORKERS

Workers in this minor group organise, supervise and carry out housekeeping functions in enterprises, institutions and private households, and on board ships; supervise and perform various kinds of work related to the preparation and cooking of meals and the serving of food and beverages.

5121 HOUSE STEWARDS AND HOUSEKEEPERS

Workers in this unit group organise, supervise and perform housekeeping duties in hotels, institutions and private households.

5121.15 EXECUTIVE HOUSEKEEPER/ House Manager

Directs and supervises housekeeping operations at hotel to ensure maintenance of clean and attractive surroundings:

Examines information on room status and prepares lists

of rooms to be checked and/or cleaned by **Chambermaids**; reviews reports and worksheets submitted by housekeeping staff and inspects rooms and hotel exterior, walls, corridors and staircases, to ensure that they are kept clean, and ensures adherence to standards of establishment, verifying or detecting whether furnishings, fixtures and equipment are missing, damaged or malfunctioning; notifies janitorial and/or maintenance personnel to effect cleaning or repairs, reports losses to relevant department and initiates requests for replacement of items; checks guest laundry requisitions and inspects laundered items; orders and issues supplies of linen and towels for use in rooms to **Chambermaids**; replaces and re-stocks guest information folders; secures lost and found items; examines evaluation forms completed by patrons and makes arrangements for implementation of suggestions where desirable, in consultation with superior; initiates and organises schemes and special services to promote guest satisfaction; supervises housekeeping, maintenance and laundry personnel; prepares work schedules and assigns work to subordinate staff; meets with **Chambermaids** to discuss personal appearance, cleaning procedures and hygienic practices; handles staff complaints and takes disciplinary action as required; examines staff time-cards and submits salary recommendations to accounting personnel; prepares estimates of expenditure and controls budgetary allocations; completes and approves purchase voucher forms; prepares and submits departmental reports to superior.

May arrange for maintenance of hotel and environs to ensure observance of aesthetic values.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: D, P, J;
APT: G(C), P, Q;
INT: 7;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,c,d,e,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b, 4.

5121.20 HEAD BUTLER

Supervises and coordinates activities of male household personnel attached to President's residence:

Consults with President or President's Private Secretary to prepare for official functions; ensures that table accessories are in appropriate condition; takes inventory of bar supplies and orders stock, checks stock on arrival and delivers bills to President's Private Secretary; organises table service for official functions at primary or secondary residence, liaising with Aide-de-Camp to obtain additional personnel if required; checks cleanliness of enter-

tainment area prior to function and ensures proper arrangement and setting of tables and readiness of food and drinks for serving; assists with table and bar service when necessary; supervises subordinate personnel engaged in pantry cleaning, table service and valet duties; trains subordinate staff to perform required duties; prepares work schedules for subordinate staff; monitors staff punctuality and absenteeism, discussing problems with individuals and/or referring matter to superior; checks staff uniforms and orders replacements; arranges for or takes President's clothing to be laundered and inspects laundered items; receives reports from subordinate staff on condition of household items, inspects items to determine replacement and repair needs and contacts maintenance personnel as required.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 6;
TEMP: D, P, J;
APT: G(C), V, N, Q;
INT: 9;
PD: 1(a(L),b,c), 3a, 4(a,b,d), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,i,j,m,n);
PH: 3b.

5121.25 MATRON, YOUTH CAMP

Supervises housekeeping activities at youth camp and attends to needs of inmates:

Inspects dormitories, classrooms and camp compound to ensure maintenance of tidy and sanitary conditions and discusses corrective actions required with superior, housekeeping personnel and trainees; accompanies environmental health personnel to locations on camp and arranges for access to specific areas when necessary; provides first aid care to trainees with minor illnesses and wounds and arranges for treatment by medical personnel in more serious cases; collaborates with kitchen staff to plan menus for ill trainees; follows up observations made by teaching staff on possible ailments hindering class performance of trainees; assists with general disciplining of trainees and refers matters to superior when necessary; offers guidance to trainees on personal hygiene, health and general matters; submits list of medical and maintenance supplies needed to superior or storeroom personnel; keeps records of matters such as administration of medication to trainees and submits oral and written reports on duties performed to superior.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 2; SVP: 3;
TEMP: P, J;
APT: G(C), V, Q, M;
INT: 10;

PD: 1(a[L],b), 3a, 4(b,c,d), 5a, 6a, 7(a,b,e), 8(a,b,c);
EC: 1(a,b,i,n);
PH: 3b.

5121.30 BUTLER

Performs household and personal services at employer's residence, under supervision of superior:

Receives and announces guests; answers telephone and delivers messages; sets tables for daily use and special functions; serves meals to household members and guests; mixes and serves beverages during meals and on request; inspects employer's clothing before they are worn and aired, presses and lays out clothing for wear; cleans and polishes shoes.

OCCUPATIONAL PROFILE

DPT: 674; **ETD:** 2; **SVP:** 1;
TEMP: J;
APT: G(R), M;
INT: 9;
PD: 1(a[L],b,c), 3a, 4(a,b,e), 5a, 6a, 7(a,b,c,d), 8(a,b,c);
EC: 1(a,i,m,n), 7d;
PH: 3b.

5122 COOKS

Workers in this unit group supervise and coordinate kitchen activities or prepare and cook foodstuffs in hotels and restaurants, private households and other establishments.

5122.05 CHEF

Directs and coordinates activities of kitchen staff and prepares special dishes:

Plans and prepares menus, ensuring guest appeal, attractive presentation and nutritive value of meals, and supplies recipes if necessary; instructs and supervises subordinate Chefs and Cooks in preparation, presentation and portioning of food to ensure adherence to quality and quantity standards and trains them in application of new or different techniques; inspects kitchen areas to ensure maintenance of cleanliness, safety and hygiene standards; tastes samples of food being prepared; prepares special and/or complex dishes and serves to guests if required; requisitions supplies and equipment from stores or retailers and checks delivered goods and supplies to ensure desired quality; attends meetings with other departmental heads to discuss plans and problems; liaises with Food and Beverage Manager on matters relating to departmental operations, requirements, budgets, menus and special events; prepares and implements departmental

budget; prepares staff rosters and/or checks rosters prepared by subordinate supervisory personnel; maintains discipline and harmonious relations in department, recommends promotions and commendations and institutes disciplinary action; maintains records and writes required reports.

May coordinate and supervise activities of workers engaged in performing catering duties in private household and prepare food-cost estimates for functions.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: V, D, P, I, J;
APT: G(T), Q, M, C;
INT: 5;
PD: 1(a[L],b), 3a, 4(b,f), 5a, 6a, 7(a,c,d,e,g), 8(a,b,c), 10, 11;
EC: 1(a,i,j,k,m,n), 2a, 4a, 6(a,b,i), 7(h,c);
PH: 2a, 3b, 4.

5122.07 FOOD SERVICE SUPERVISOR/ Kitchen Supervisor

Organises and supervises activities in institutional kitchen:

Conducts inventory of foodstuffs, cleaning materials, supplies and equipment and requisitions items for replenishment of stock; checks quality and quantity of food supplies received and stores and issues supplies to subordinate and other staff; plans menus or interprets those prepared by Dietitian and makes adjustments to ensure adherence to budgetary allocations; supervises meal preparation and portioning to ensure maintenance of approved standards and assists catering staff when necessary; prepares rosters and work schedules and supervises subordinate staff attached to department; ensures that building interiors, equipment and supplies are kept in clean and sanitary condition; maintains records.

May prepare estimates, projections and costing sheets.

May be designated according to level of responsibility; for example,

FOOD SERVICE SUPERVISOR I/II

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 2; **SVP:** 6;
TEMP: P, J;
APT: G(C), N, Q;
INT: 7;
PD: 1a(L), 4(a,b,c,d,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a.

5122.15 CATERER

Prepares, cooks and serves meals for parties, luncheons and similar events held in private homes and other establishments:

Meets with clients and prospective clients to discuss menus, costs, table decorations and other details pertinent to catering for event; purchases and orders supplies; performs duties of Cook and/or supervises preparation and cooking of food; places prepared and cooked food items in containers to be collected by client or delivered to client's premises; sets tables and serves food to guests at event; cleans cooking utensils, work and storage areas and removes supplies from client's premises; maintains records.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: D, P, J;

APT: G(T), V, N, P, K, F, M;

INT: 9;

PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,n) 2a, 4a, 6i;

PH: 3b.

5122.20 FOOD DEMONSTRATOR

Demonstrates preparation of foodstuffs for special interest groups:

Prepares nutritional charts, plans menus and compiles shopping lists preparatory to lecture sessions; lectures to community groups and persons attending health centres and clinics on topics such as food purchase and preparation, nutrition and budgeting, and demonstrates proper methods of food preparation; counsels patients with nutrition-related diseases such as diabetes, hypertension and malnutrition; assists superior in monitoring growth of children and babies attending clinics and in collection of other relevant data.

May be designated according to level of responsibility; for example,
SENIOR FOOD DEMONSTRATOR

OCCUPATIONAL PROFILE

DPT: 224; ETD: 3; SVP: 1;

TEMP: P, J;

APT: G(C), V, M;

INT: 10;

PD: 1a(L), 4(a,b,c), 5(a,b), 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n), 2a, 4a, 6i, 7b;

PH: ---.

5122.25 COOK

Prepares and cooks meals in hotels, restaurants, private households and other establishments:

Examines planned menu and calculates food quantities in accordance with number of persons to be served; prepares, chops and seasons foodstuffs or directs Kitchen Assistant in preparation of food; regulates temperatures of ovens, grills and other cooking equipment; cooks food, following specified recipes and employing culinary knowledge; carves meat if required; apportions and arranges food in serving dishes and garnishes dishes if required.

May plan menu, serve meals and perform duties of KITCHEN ASSISTANT.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 2; SVP: 3;

TEMP: J, T;

APT: G(C), P, K, F, M, C;

INT: 5;

PD: 1(a[L,M],b,c), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,d,e,g), 8(a,b), 10, 11;

EC: 1(a,b,i,j,k,n), 2a, 4a, 6(a,i), 7b;

PH: 2a, 3b.

5122.30 FAST-FOOD COOK

Prepares food products according to approved procedures for customers at fast-food outlets:

Receives orders and cooks or heats partially prepared ingredients to fill orders; prepares sauces, following memorised procedures, to enhance dishes; assembles food to fill orders and packs orders in take-away containers; monitors products used and advises superior when supplies need replenishing; keeps food-preparation area, equipment and utensils, clean and sanitary.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 2; SVP: 2;

TEMP: J;

APT: G(R), M, C;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,k,n), 2a, 4a, 6i, 7b;

PH: 3b.

5123 WAITERS AND BARTENDERS

Workers in this unit group serve food, beverages and alcoholic drinks in hotels, restaurants and other establishments.

**5123.05 DINING-ROOM SUPERVISOR/
Restaurant Supervisor**

Supervises and coordinates activities of workers engaged

in preparing and serving meals at hotel restaurant by performing any combination of the following duties:

Takes daily inventory of bar supplies and completes stock order form; receives goods and ensures that quantities tally with amounts ordered; plans work schedules, assigns duties to bar and table staff and monitors their performance; checks tables to ensure appropriate setting for meal to be served; scrutinises appearance of dining-room staff to ensure adherence to standards of establishment; greets and seats patrons and introduces them to assigned Waiter; observes food presentation and table service; assists serving staff in performance of duties when necessary; handles staff and guest complaints and reports problems to relevant personnel; checks furniture and equipment and inspects facilities to ensure guest satisfaction and refers replacement and repair needs to maintenance personnel; liaises with management personnel to discuss matters such as arrangements for special functions and personnel problems; plans training programmes for subordinate staff and conducts training sessions; participates in general staff meetings to discuss and evaluate service operations; collects and tallies daily takings and secures monies if required

May be designated according to level of responsibility; for example,

MAITRE D'HOTEL

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: V, P, J;

APT: G(T), V, N, Q;

INT: 7;

PD: 1(a[L],b,c), 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,k,m,n), 7b;

PH: ---

5123.15 FAST-FOOD ATTENDANT

Serves customer at counter of fast-food outlet:

Takes order from customer, records order on bill, manually or using cash register, and passes orders to kitchen for filling, or packs order in take-away containers or bags; checks packed order against register receipt; serves drinks, using drink-dispensing machine; maintains supply of paper products, condiments and utensils at counter and packing area, handles customers' complaints or refers serious complaints to supervisor; keeps counter, lobby and rest-rooms clean and tidy

OCCUPATIONAL PROFILE

DPT: 577; ETD: 2; SVP: 2;

TEMP: R, P;

APT: G(R), M;

INT: 8;

PD: 1(a[L],c), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,k,n), 6i, 7b;

PH: 3b.

5123.20 WAITER

Serves food and beverages to patrons in restaurant or other dining area:

Sets tables with clean linen, cutlery, glassware, condiment holders and other supplies; collects crockery and places in warmer where applicable; fills water glasses before and during meal; receives meal order from superior or presents menu card, suggests dishes and takes order from patrons; memorises details or completes order form and relays order to bar or kitchen; fetches and sets out plates from crockery warmer prior to serving meal; collects and serves food and beverages to patrons; observes assigned tables to anticipate and attend to patrons' needs; prepares bill and conveys payment to Cashier, Customer Service, returning change to guests as necessary; refers complaints to superior; clears and resets tables on departure of patrons.

May greet patrons and direct them to tables, and serve drinks from bar if requested.

May be designated according to level of responsibility; for example,

HEAD WAITER, if engaged in supervising activities of dining-room staff.

OCCUPATIONAL PROFILE

DPT: 377; ETD: 2; SVP: 1;

TEMP: R, P, J;

APT: G(C), N, Q, K, M, E;

INT: 9;

PD: 1(a[M],b,c,d), 4(a,b,e,f), 5a, 6a, 7(a,c,d,e,g),

8(a,b), 9;

EC: 1(a,k,n), 2a;

PH: 3b.

5123.25 BARTENDER

Mixes and serves drinks to patrons of licensed bar or restaurant:

Takes inventory of bar stocks and requisitions necessary supplies; examines drink order slip prepared by Waiter or greets customer and takes order; recommends choice of wines or other drinks; measures and mixes ingredients such as liquor, fruit juice, soda and water to prepare cocktails and other drinks, using shakers, blenders and other bar utensils; pours mixed drink into glass and

garnishes with fruit if required; serves drinks, issues bills, collects payment and provides change when necessary; washes, polishes and arranges glassware; cleans and wipes counter and other surface areas and mops floor; maintains cleanliness of storeroom where applicable.

OCCUPATIONAL PROFILE

DPT: 474; ETD: 2; SVP: 1;
 TEMP: R, P, J;
 APT: G(R), K, M;
 INT: 9;
 PD: 1(a[L],b), 3a, 4(a,b,e,f), 5a, 6a, 7(a,c,d,e,g),
 8(a,b);
 EC: 1(a,k,n), 4a;
 PH: 3b.

5123.30 ICE-CREAM PARLOUR ATTENDANT

Prepares and/or serves ice-cream dishes and other dairy products in ice-cream parlour:

Determines customer's preferences or assists in selection of dish and takes customer's order; scoops ice-cream from container and places it in cone or cup or operates machine to prepare or dispense ice-cream, yogurt or milk-shake; adds toppings such as fruits or nuts; prepares ice-cream dishes such as banana splits, sundaes and frappes, using memorised formulae; completes order form for use by Cashier, Customer Service; keeps topping-bar filled and replenishes supplies of cones, dishes, cups, cutlery and napkins; removes ice-cream from freezer for dispensing; washes dishes and cleans machines and freezer; maintains counter and surroundings in clean and tidy condition; checks stock and tallies sales.

May perform duties of CASHIER, CUSTOMER SERVICE.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;
 TEMP: P, J;
 APT: G(R), Q, K;
 INT: 8;
 PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,m,n);
 PH: 3b.

513 PERSONAL CARE WORKERS

Workers in this minor group take care of children and other persons either at home or in institutions.

5131 CHILD-CARE WORKERS

Workers in this unit group take care of children and oversee their daily activities

5131.15 FOSTER MOTHER

Rears children in own home as family members, under supervision of Adoption Board:

Provides children with secure home environment; baths, cleans and dresses young children; prepares meals and beverages and feeds infants; trains and instructs children in good personal and health habits, self-expression and basic social etiquette; regulates and supervises children's rest and recreational periods and oversees snack, meal and sleeping times; plans entertainment for children's enjoyment and accompanies children on outings such as walks, drives, picnics and visits to places of interest; mends and launders children's clothing; administers medication for minor ailments and seeks medical assistance in cases of emergency; arranges for children to be immunised and receive routine medical attention; informs relevant authorities of children's repeated illness or in case of accident; comforts and disciplines children as necessary; ensures that children receive required education, religious instruction and/or spiritual guidance.

OCCUPATIONAL PROFILE

DPT: 637; ETD: 2; SVP: 2;
 TEMP: V, P, I, J;
 APT: G(C), V, M;
 INT: 10, 11;
 PD: 1(a[L],b,c), 3(a,c), 4(a,b,c,d,f), 5a, 6a, 7a,
 8(a,b,c);
 EC: 1(a,b,i,j,n), 4a;
 PH: 1a, 2a, 3b

5131.20 NURSERY ASSISTANT/Nursery Aide

Cares for children at nursery by performing any combination of the following duties:

Receives infant or child from parent; prepares meals, snacks and beverages and mixes and heats infant formulae when necessary; feeds, baths and cleans children and changes diapers and other items of clothing when necessary; trains children in basic social, personal and self-help skills such as dressing and feeding; supervises and disciplines children at play and during rest, meal and recreational periods and participates occasionally in play sessions; comforts children when necessary; informs parent or superior of apparent symptoms of illness; takes child to health clinic or to General Medical Practitioner in cases of emergency; organises parties, games and other forms of entertainment on special occasions; cleans and tidies cribs and beds and changes linen when necessary.

May clean cupboards and sweep and mop floors.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 2;
 TEMP: P, I, J;
 APT: G(C), K;
 INT: 9;
 PD: 1(a[L,M],b,c), 3(a,b,c), 4(a,b,e), 5a, 6(a,b),
 7(a,e), 8(a,b,c);
 EC: 1(a,b,i,j,n), 4a;
 PH: 3b.

5132 INSTITUTION-BASED PERSONAL CARE WORKERS

Workers in this unit group assist medical, dental, nursing and other health personnel in provision of patient care.

5132.15 DENTAL ASSISTANT

Assists professional staff in providing dental care and treatment to patients:

Prepares clinic for treatment by cleaning and sterilising dental instruments and work area; lubricates drills and ensures that carts are filled with distilled water; arranges instruments, material and medication on trays; directs patient to treatment room, according to time of appointment, making exceptions for urgent cases; assists Dentist by passing instruments and mixing amalgam or other materials for filling cavities, cleaning teeth and taking impressions for crowns, bridges and other dental work; advises patient on after-care of teeth and tissue according to treatment given; checks work returned from laboratory such as dentures, crowns and bridges and notifies patient or informs Dentist of receipt; updates appointment book and prepares and maintains records.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 3;
 TEMP: V, P;
 APT: G(C), Q, K, F;
 INT: 10;
 PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n), 4a, 6(d,e), 7(b,d);
 PH: 3b.

5132.20 OCCUPATIONAL THERAPY AIDE

Assists in carrying out occupational therapy programmes to rehabilitate patients in hospitals and similar establishments:

Assists in transporting patients to and from therapy unit; assists with instruction of patients in art and craft skills and use of hand and power tools and office and other equipment; prepares work materials and supplies and assists with equipment assembly and maintenance; reports on patients' activities and progress to superior.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 3;
 TEMP: P, J;
 APT: G(C), F, M;
 INT: 10;
 PD: 1(a[L,M],b,c,d), 3(a,c), 4(b,e,f), 5a, 6a, 7a,
 8(a,b,c);
 EC: 1(a,b,i,n), 6f;
 PH: 3b.

5132.25 DENTAL HYGIENIST

Cleans teeth and surrounding tissues and gives personal advice on care of teeth and mouth:

Examines referral slip to determine type of treatment required; cleans, scrapes and polishes teeth, using rotary brush and cleaning compound, dental floss, mirror, explorer and scaler and dental drill attachments; applies dental prophylactics as necessary; advises patient on measures for improving oral and dental health.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 2; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), K, F, M;
 INT: 10;
 PD: 1(a[L],h), 4(b,c,e), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n), 4a, 6d, 7(c,d);
 PH: 3b.

5132.30 NURSING ASSISTANT

Assists professional nursing staff in providing nursing care to patients in hospitals, nursing homes or similar institutions:

Assists with admission of patients to health care institutions; takes and records patients' temperature, pulse, respiration rate and blood pressure, using instruments and equipment such as thermometers, stethoscopes and sphygmomanometers; weighs patient as required and obtains other vital information by interviewing patients or persons accompanying patient; administers simple tests and treatments such as urine tests and wound dressings, on instructions from superior; bathes and grooms patients and attends to their other personal needs; prepares breakfast, juices and other nutrients, serves meals, ensures that patients eat and feeds them if necessary; records food and fluid intake; meets regularly with senior nursing personnel to obtain advice on patient care; observes patients carefully, notes changes in physical or social behaviour and reports observations to superior to facilitate diagnosis and treatment; participates in group therapy sessions with patients in mental institutions to assist in rehabilita-

tion process; accompanies patients to clinics and treatment centres; assists in routine housekeeping of assigned unit.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;

TEMP: P, J, T;

APT: G(C), P, Q, K, M;

INT: 10;

PD: 1(a[L],b,c,d,e), 3(a,c), 4(b,c,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,k,m,n), 4a, 6d, 7(b,d);

PH: 3b.

5132.35 GERIATRIC ASSISTANT

Cares for the aged in private institutions:

Baths, sponges and dresses patient; shaves patient and trims and combs patient's hair as required; cuts nails, administers foot bath and applies lubricants to patient's skin; attends to patient's oral hygiene; serves meals or feeds patient; helps patient to move around, using wheelchair where needed; turns and moves bed-ridden patients at regular intervals to avoid formation of bedsores and other complications; takes patients to bed for rest; converses with patient and offers encouragement and consolation when required; tells or reads stories for entertainment purposes; monitors patient's condition to detect symptoms of illness, discomfort or anxiety and summons medical personnel when necessary; administers medication as prescribed; checks records kept by nursing personnel, where applicable, to determine patient's condition, and follows specified instructions; keeps patient's quarters in clean and tidy condition; changes bed linen, folds and stores clothing and linen and tidies cupboards.

May launder patient's clothing and linen, prepare meals and accompany patient on walks.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 3;

TEMP: P, J;

APT: G(C), K, M;

INT: 9;

PD: 1(a[L],b,d), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,n), 4a, 6c, 7d;

PH: 3b.

5132.40 ORTHOPAEDIC ORDERLY

Applies cast to and removes cast from various parts of human frame to prevent or correct deformities or to repair injuries:

Receives and reads job request from Orthopaedic Sur-

geon or other medical personnel; interprets request to determine body part requiring treatment and procedure needed; assists Hospital Attendant or orthopaedic staff in moving patient to required position on table, chair or bed according to body-part to be treated; washes and cleans area to be treated; spreads protective material on work surface; measures body-part from upper to lower end, applies cast padding such as foam or soft band around body-part and secures padding with gauze or crepe bandage; refers patient to relevant medical personnel if swelling occurs; applies cast to bandaged area and allows casting to dry; removes cast from human frame by using electric cast cutter and plaster spreaders, in preparation for surgery, re correction of alignment or upon completion of treatment; applies tourniquet to patient's limb in preparation for surgery and notes time of application.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 2;

TEMP: R, P, J;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b), 3a, 4(b,d,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,m,n), 4a, 7c;

PH: 2a, 3b.

5132.45 AMBULANCE ATTENDANT

Attends to patients on ambulance or at accident scene, using knowledge of first aid:

Responds to ambulance and emergency calls; assists with lifting of patients onto wheelchairs and stretchers and into and out of ambulance; monitors condition of patients and administers first-aid if required; communicates with despatch office staff by radio-telephone; records information relating to patients such as personal data, symptoms, injuries and first aid administered; obtains signature of person receiving patient at destination; performs stand-by duty at public events; assists with rescue work at accident or disaster scenes; cleans ambulance.

May check and keep records of medical supplies and equipment in ambulance.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;

TEMP: P, S, J;

APT: G(C), P, Q, M, E;

INT: 10;

PD: 1(a[H,VH],b,c,d,e), 2a, 3(a,b,c), 4(a,b,c,e,f), 5a, 6a, 7(a,g,h), 8(a,b,c,d);

EC: 1(a,b,f,i,j,k,m,n), 5a, 6(b,d,h), 7(a,d);

PH: 3b.

5132.50 NURSE'S AIDE

Assists professional nursing staff in routine activities relating to care of patients in institutions such as hospitals and nursing homes:

Performs general housekeeping duties such as sorting and preparing soiled linen for laundry, making beds and cleaning sinks and utensils on wards of hospitals, nursing homes and similar institutions; baths and shaves patients, combs hair and attends to their other personal needs; serves meals and feeds patients or assists them in feeding; accompanies patients to treatment centres such as X-ray and occupational therapy departments and clinics; runs errands such as collecting laboratory reports and supplies from storage department if employed in large hospital; assists in other routine matters relating to operation of unit and refers problems to senior personnel.

May be assigned to care for individual patient according to special abilities and discretion of superior.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 1;

TEMP: R, SI, P;

APT: G(R), K, M;

INT: 10;

PD: 1(a[L],b,c,d,e), 3(a,e), 4(a,b), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,k,m,n), 4a, 6d, 7d;

PH: 3b.

**5132.55 HOSPITAL ATTENDANT/Medical
Centre Attendant**

Performs routine tasks to assist professional staff in care and treatment of patients at hospital or medical centre:

Lifts patient with assistance from colleague and places patient on bed, stretcher, wheelchair or trolley as required; transports patients to and from ward and other treatment areas such as operating theatre and X-ray unit; trims patients' hair, shaves them and assists in applying and removing plaster of Paris casts and braces when required; conveys food, medicine, hospital supplies and equipment to appropriate areas in hospital as directed; cleans and mops wards, operating theatres and other areas of hospital, using specialised cleaning agents and equipment; transports corpses to mortuary.

May be designated according to level of responsibility; for example,

HOSPITAL ATTENDANT I/II/III

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;

TEMP: P;

APT: G(R), M;

INT: 10;

PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,b,k,m,n), 6d, 7(b,c,d);

PH: 3b.

5132.60 DIETETIC ASSISTANT

Distributes and collects patients' menus and meal trays, cleans pantries and assists superior with food demonstrations, in accordance with stipulated food-handling and sanitation guidelines:

Distributes nourishment to patients during daytime and delivers meal trays and "late" trays as directed by Dietetic Technician; collects trays from patients after meal or nourishment service; assists with distribution and collection of patients' menus, as requested by Dietetic Technician; cleans and tidies pantry; assists with preparation for and cleaning after food demonstrations; performs other related duties.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, SI, P;

APT: G(R), M;

INT: 9, 10;

PD: 1(a[L],b,c), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,m,n), 4a, 7d;

PH: 3b.

**5133 HOME-BASED PERSONAL CARE
WORKERS**

Workers in this unit group provide personal care to individuals at their own homes.

5133.15 BABY-SITTER

Attends to children in private home during absence of parent by performing any combination of the following duties:

Observes children at play, monitors their activities and/or entertains them by reading to or playing games with them; puts infants to bed and comforts them when necessary; prepares or heats snacks, meals or infant formulae and feeds or serves to children; sterilises bottles and other containers used for feeding infants; cleans, bathes and dresses children or assists them in self-washing and dressing; accompanies children on walks and other outings; keeps children's quarters clean and tidy.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 0;

TEMP: P, J;
 APT: G(R);
 INT: 9;
 PD: 1(a[L,M],b,c), 3a, 4(a,b), 5a, 6(a,b), 7a, 8(a,b,c,d);
 EC: 1(a,b,i,j,n), 4a;
 PH: 2a, 3b.

514 OTHER PERSONAL SERVICE WORKERS

Workers in this minor group cut and dress hair, apply cosmetics and make-up and perform related tasks to improve the appearance of individuals; provide companionship and attend to employers' personal needs; embalm human bodies to retard or arrest the process of decay; make arrangements for funerals.

5141 HAIRDRESSERS, BARBERS, AESTHETICIANS AND RELATED WORKERS

Workers in this unit group perform various personal services such as cutting, styling and treating hair and applying cosmetics and make-up to assist individuals in improving their appearance.

5141.15 AESTHETICIAN

Provides beauty and skin-care services to clients:

Consults with client and observes client's skin, using magnifying lamp to analyse skin texture and detect disorders; explains nature of skin problems to client and recommends corrective treatment; cleans client's face with creams and lotions and mixes and applies facial scrub, using brush and hand-massage or brushing machine; carries out steam and ozone treatments to open pores and destroy bacteria; extracts pimples, applying pressure with fingers and using tissue paper, cotton wool or vacuum press; treats disorders such as acne and dry, oily and sensitive skin conditions, applying appropriate skin-care products and utilising ultra-violet machine and disencruster where necessary; massages face manually, using suitable oils prior to application of facial mask; brushes on facial mask and removes with wet sponges at end of specified period; applies astringent and moisturising solution to complete facial routine; removes unwanted hair, using tweezers, hot wax treatment or electrolysis or removal methods; bleaches facial hair if requested; performs duties of MANICURIST-PEDICURIST, MASSEUR and MAKE-UP-ARTIST excluding duties related to stage make-up; provides advice on proper dietary and cosmetic habits and recommends specific treatment and/or products to be used to achieve desired effect

May market cosmetics and beauty products and visit client to provide make-up services.

OCCUPATIONAL PROFILE

DPT: 374; ETD: 3; SVP: 4;
 TEMP: P, J;
 APT: G(C), K, F, M, C;
 INT: 1, 9;
 PD: 1a(L), 3a, 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,j,n), 4a;
 PH: 3b.

5141.20 ELECTROLOGIST

Removes unwanted hair from client's skin by electrolysis:

Consults with client to be informed of problematic or sensitive skin types and area to be treated; discusses types of hair growth with client, using chart, and explains procedure to be followed for removal of hair; examines unwanted hair and selects epilator probe to suit size of hair follicle and texture of hair; adjusts timing and intensity controls on epilator to regulate amount of electricity passing through equipment and ensure client's comfort; swabs skin with alcohol to sterilise area to be treated; turns on magnifying lamp in preparation for treatment and activates epilator; inserts probe into hair follicle to destroy growth cells; withdraws probe and pulls hair from follicle, using tweezers; repeats treatment as required on subsequent occasions to completely destroy growth cells; informs client of post-treatment skin care and/or provides appropriate literature; maintains records of clients' case histories; cleans and sterilises equipment and tools; changes linen and cleans work area.

OCCUPATIONAL PROFILE

DPT: 371; ETD: 3; SVP: 3;
 TEMP: P, S, J, T;
 APT: G(C), P, K, F, M;
 INT: 9;
 PD: 1a(S), 3a, 4(b,c,e,f), 5a, 6a, 7(a,c), 8c;
 EC: 1(a,i,n), 6g;
 PH: 2a, 3b, 4.

5141.25 HAIRDRESSER/Hair Stylist

Conditions and styles client's hair:

Checks client's hair texture by feeling it, using hair tester unit or performing patch tests to determine scalp and hair condition and suitability for processing; drapes protective covering around client's neck and shoulders; shampoos and conditions hair, using specialised preparations best suited to hair type; treats dandruff and other simple scalp conditions and carries out steam cap and hot oil treatments and scalp massages to maintain health of hair;

applies solutions and creams to curl, relax, straighten, dye, tint, frost, streak and perm hair; sets hair, using curling rods, setting lotion and other applications or curls hair, using curling tongs; directs client to sit under hair dryer and monitors hair-drying time, where applicable; styles hair, using comb, brush, clips, curling tongs or blow dryer; trims, cuts, braids and weaves hair; washes, sets and styles wigs and arranges hair pieces; advises client on suitable hair style and proper maintenance of hair.

May maintain records of clients' case histories, sell hair preparations, wigs and hair adornments and visit clients to style hair on request.

OCCUPATIONAL PROFILE

DPT: 374; ETD: 2; SVP: 4;
 TEMP: P, J;
 APT: G(C), P, K, F, M, C;
 INT: 1, 9;
 PD: 1a(L), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b);
 EC: 1(a,i,j,n), 2a, 4a, 6(e,i), 7b;
 PH: 2a, 3b.

5141.30 BARBER

Cuts and trims client's hair and provides other barbering services:

Adjusts barber's chair to appropriate height to facilitate cutting of client's hair; examines client's head to determine condition of hair and scalp; drapes protective covering around client's neck and shoulders preparatory to hair cutting; determines client's preferred style or selects style to enhance client's appearance; combs, cuts and trims hair according to selected style, using comb, scissors and/or electric clippers; observes hairstyle at intervals using mirror to ensure even shape; mixes soap solution and fills foam dispenser where applicable; applies shaving cream, foam or liquified soap, using shaving brush; shaves client's face, trims and shapes beard and moustache and areas at back of neck and around ears, using razor and scissors; applies wet alum to cuts to stop bleeding; brushes loose hair-ends from skin, using brush and powder; removes protective covering and brushes client's clothing; washes combs and brushes with soap and antiseptic solution; cleans tools, dips into sterilising solution and stores in sterilising cabinet; cleans work area and sweeps and mops floor.

May spray hairline with prepared lotion to sterilise area.

OCCUPATIONAL PROFILE

DPT: 374; ETD: 2; SVP: 2;
 TEMP: R, P, J;

APT: G(C), P, K, F, M;
 INT: 9;
 PD: 1a(L), 3a, 4(a,b,c), 5a, 6a, 7(a,c), 8(a,b);
 EC: 1(a,i,j,n), 4a;
 PH: 2a, 3b.

5141.35 MAKE-UP ARTIST

Applies make-up to client's face to enhance personal appearance or create illusion:

Holds discussions with client prior to start of make-up routine to be informed of problematic or sensitive skin type and provides advice on methods of skin care and/or diet; prepares skin to receive make-up by cleansing, toning and moisturising; applies make-up to face, using appropriate tools and selecting colours to complement individual skin tone and/or clothing; removes excess or unwanted hair from eyebrows and face, using tweezer; consults with stage and media production personnel or **Clothes Designer** and examines illustrations, costume or clothing to determine type of look to be projected at event; selects appropriate material and tools and transports to venue; paints and colours faces to depict character to be portrayed; prepares props such as rubber, latex and hair pieces by cutting them to size, and trimming and combing hair pieces; attaches props to face or head, using glue; applies cosmetic paints where applicable to create special effects.

May conduct demonstrations and training sessions on request.

OCCUPATIONAL PROFILE

DPT: 274; ETD: 2; SVP: 2;
 TEMP: P, J;
 APT: G(C), S, P, K, F, M, C;
 INT: 1, 9;
 PD: 1a(L), 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b);
 EC: 1(a,i,j,n), 4a;
 PH: 2a, 3b.

5141.40 HAIRDRESSING SALON ATTENDANT

Provides supportive services at hairdressing salon:

Greets client, checks name against appointment records and makes enquiries regarding specific hair needs; places protective garment or covering over client prior to hair treatment or cutting; applies hair conditioner and treats hair for problem conditions as directed; shampoos and rinses client's hair preparatory to cutting; sets hair according to prescribed hairstyle, using hair curlers, setting lotion and other applications; covers ears with ear-muffs to protect from heat and directs client to sit under dryer;

monitors hair-drying time and checks and adjusts dryer to ensure client's comfort; removes hair curlers from hair at end of specified drying time and feels hair to check dryness and determine readiness for styling; dusts excess hair from skin and garment, using powder and brush at end of hair treatment; replenishes supplies of towels, solutions and protective capes and garments at start of day and during hairdressing routines; connects and disconnects electrical tools such as curling irons and blow-dryers at beginning and end of day; maintains records of appointments and chemical treatment administered to clients; cleans sinks and work stations, using detergent and antiseptic solution; washes and sterilises combs and brushes; sweeps floor of excess hair.

May supply or serve refreshments to clients and wash towels.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 2;

TEMP: SI, P;

APT: G(C), K, F, M;

INT: 9;

PD: 1a(L), 3(a,e), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,i,j,n), 2a, 4a, 6d, 7b;

PH: 2a, 3(a,b).

5141.45 MANICURIST-PEDICURIST

Cleans and grooms hands, nails and feet to improve appearance:

Checks condition of hands and feet and discusses required treatment with client; trims, files and buffs nails into shape, using file, emery board and buffer; applies cuticle massage cream to nail cuticles to condition nails; soaks nails in antiseptic solution; applies cuticle remover to soften cuticles and loosen dead tissue; pushes back cuticles and removes excess from around nail, using clippers; trims toe-nails and removes corns and dead skin from feet; cleans nails with nail brush and scrubs hands and feet; applies lotion to feet, hands and lower arms and administers massage; polishes nails or affixes sculptured or artificial nails to fingers if desired; advises client on suitable precautions and treatment to preserve nails; cleans and sterilises equipment after use.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 1;

TEMP: R, P;

APT: G(C), P, K, F, M, C;

INT: 9;

PD: 1(a[S],b), 3c, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,n), 6d;

PH: 3b.

5141.50 ANIMAL AESTHETICIAN

Grooms animals to improve their appearance and prepare them for competitions:

Baths animal; operates blow-dryer or places animal in cage dryer; clips animal's nails, plucks unwanted hair, and dusts plucked areas with anti-bacterial powder; combs and brushes animal's coat; operates scissors and clippers to give animal precision cut appropriate to breed; applies insecticides to eliminate parasites; makes recommendations to owners regarding care of pets and keeps related records.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 1;

TEMP: P, S, J;

APT: G(C), S, P, K, F, M;

INT: 3;

PD: 1(a[M],b,c,e), 3(a,c), 4(a,b,e,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 4a, 6(b,d), 7(b,d);

PH: 3b.

5143 EMBALMERS AND RELATED WORKERS

Workers in this unit group perform various duties related to the preservation of corpses and the retardation of the process of decay and prepare corpses for interment.

5143.15 EMBALMER

Treats corpses with embalming fluid to retard process of decay and prepare them for interment:

Washes body with appropriate disinfecting agent; shapes eyes, mouth and nose as necessary and patches injured portions of body or takes other corrective action to improve or restore external appearance; plugs orifices to prevent leakages; makes incisions on specified parts of body, inserts aspirator and connects to waste disposal system to drain fluids from body; pumps embalming fluid into body and drains off excess; sutures incisions when embalming process is completed; dresses body and applies cosmetics; places body in casket with assistance from Funeral Home Attendant; cleans and disinfects tools, equipment and work area when work is completed.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 5; SVP: 6*;

TEMP: R, J;

APT: G(T), M;

INT: 5;

PD: 1(a[M,H],b), 3(a,c), 4(b,c,e), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,m,n), 4a, 6(d,e), 7(b,d);

PH: 2a, 3b.

5143.20 CREMATORIUM CHAPEL ATTENDANT

Guides and directs mourners at crematorium:

Prepares waiting room for funeral ceremony; directs funeral cortege to chapel, waiting room and other parts of crematorium, ensuring conformity with appropriate codes of conduct; receives and scrutinises death certificate and other documents to identify corpse; assists **Funeral Home Attendant** to place casket on trolley; operates tape recorder to play religious music during funeral service; informs **Cremator Operator** to prepare cremator when funeral service or other proceedings are at final stages; controls movement of mourners wishing to view cremation; attaches plaque to appropriate niche on columbarium in preparation for placement of ash; guides and directs visitors during tour of crematorium; provides general information about crematorium to members of the public.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;
TEMP: R, P, J;
APT: G(R), Q, M;
INT: 7;
PD: 1(a[L,H],b,d,e), 4(b,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,b,i,m,n);
PH: 3b.

5149 OTHER PERSONAL SERVICE WORKERS

Workers in this unit group perform other personal services which are not performed by workers in the preceding unit groups.

5149.15 IMAGE CONSULTANT/Colour Analyst/Colour Consultant

Analyses client's colouring and bodyline to determine specific colours and clothing to be used for enhancement of natural beauty:

Fits cape to client, covers tinted or dyed hair and removes coloured accessories preparatory to colour analysis procedures; drapes fabrics of varying colours across client's shoulders to determine specific colours and shades suited to client and records degree of suitability; advises client on specific tones within range of suitable colours to be used in choice of apparel, accessories, make-up and hair colour; obtains personal data from client and checks manual to identify body, face and personality types; takes and records body measurement of client; analyses bodyline; prepares colour chart and silhouette; supplies swatches in recommended colours to assist client in selecting fabric, style, accessories and make-up to complement client's personal characteristics and create fashionable wardrobe; participates in workshops and conven-

tions to update knowledge and techniques; periodically reviews and updates silhouette and personal colour chart; lectures to interested groups on topics related to colour analysis.

OCCUPATIONAL PROFILE

DPT: 277; ETD: 3; SVP: 1;
TEMP: P, I, J;
APT: G(C), V, P, C;
INT: 9;
PD: 1a(L), 4(a,b,f), 5a, 6a, 7(a,e,g), 8(a,b);
EC: 1(a,i,n);
PH: 2a.

515 ASTROLOGERS, FORTUNE TELLERS AND RELATED WORKERS

Workers in this minor group make forecasts of future events for particular clients or the general public, basing predictions on the position of stars and planets at specified times, on characteristics of the clients' palms or samples of playing cards drawn at random, or other factors.

5151 ASTROLOGERS AND RELATED WORKERS

Workers in this unit group interpret horoscope and other charts and advise clients on possible courses of action and the timing of such action.

5151.15 ASTROLOGER

Analyses significance of stellar and planetary positions on horoscope and advises client accordingly:

Obtains relevant personal data from client to conduct astrological reading; charts horoscope, using astronomical almanacs, or retrieves astrological charts from computer system; studies and interprets natal, compatibility and other astrological charts; indicates mood of client, propitious dates and other details predicted as suitable for pursuit of specific objectives; advises client on probability of success or failure in specified courses of action on basis of astrological predictions

OCCUPATIONAL PROFILE

DPT: 207; ETD: 5; SVP: 5*;
TEMP: P, I, J;
APT: G(T), V, P, Q;
INT: 9;
PD: 1a(S), 3a, 4(b,c), 5a, 6a, 7a, 8g;
EC: 1(a,i,n);
PH: 2a, 4, 5a.

52 PROTECTIVE SERVICES WORKERS**521 PROTECTIVE SERVICES WORKERS**

Workers in this minor group protect individuals and property against hazards and enforce law and order.

5211 FIRE-FIGHTERS

Workers in this group eliminate and prevent destructive fires and perform related administrative duties.

5211.05 DIVISIONAL FIRE OFFICER

Administers and directs fire-fighting and prevention activities within specific geographical division:

Tours assigned area to identify fire-fighting needs, examining potential fire hazards, high risk areas, and locations of hydrants and alternative sources of water supply; develops fire-fighting methods and procedures to suit specific area within framework of departmental policies; conducts meetings with subordinate supervisory personnel within division to receive and collate reports and advise on new equipment, methods and procedures; visits fire stations, monitors personnel and inspects equipment and records to ensure efficiency and adherence to fire service rules and regulations; attends major fires in high-risk areas, takes command of fire-fighting crews and requests assistance from adjacent fire divisions as necessary; serves on boards and committees to deal with matters such as discipline, promotion, selection and training of recruits and promotional activities for fire safety and prevention; submits reports on divisional matters to superior.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 8;

TEMP: D, P, J;

APT: G(T), P, M;

INT: 4, 11;

PD: 1a(L), 2a, 3a, 4f, 5(a,b), 6a, 7(a,h), 8(a,b,e);

EC: 1(c,i,j,k,m,n), 6(a,d,i,j), 7(a,d,e,h);

PH: 3b.

5211.07 FIRE OFFICER

Supervises subordinate personnel at fire station on assigned shift:

Inspects station compound, mechanical equipment and tool-kits and oversees minor repairs, cleaning and routine maintenance; takes charge of operations at scene of fires and performs fire-fighting activities as required; initiates and participates in fire and tactical drills to foster and maintain efficiency in activities; supervises placement and removal of emergency lights and markers on airport

runway; performs topographical surveys of assigned area to provide adequate fire-fighting service; visits institutions, schools and factories to advise on fire prevention and safety facilities; keeps records, checks inventories and ensures that activities conform to established rules and regulations.

May be designated according to level of responsibility; for example,

FIRE SUB-STATION OFFICER

FIRE STATION OFFICER

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 5;

TEMP: D, P, S, J;

APT: G(C), V, P, Q, M;

INT: 4;

PD: 1(a[L,H],b,c,e), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5(a,b), 6(a,b), 7(a,d,g,h), 8(a,b,c);

EC: 1(c,f,j,k,m,n), 2a, 4a, 5a, 6(a,b,c,d,h,i), 7(a,b,d,e,f,h);

PH: 3b.

5211.10 FIRE-FIGHTER/Fireman

Assists in controlling and extinguishing fires to protect life and property by performing any combination of the following duties:

Responds to fire-alarm and climbs onto fire-vehicle for transportation to location of fire; withdraws water-hose from vehicle and prepares for operation by coupling fixtures and attaching them to fire-hydrants, fire-tender and/or auxiliary pump; operates auxiliary pumps on tender to boost water-pressure; directs jets of water manually from the ground or climbs turntable ladder to better vantage point; erects and climbs ladders to facilitate entry and/or evacuation from upper levels of burning building; rescues persons trapped by fire, using axes, bolt-cutters and flame-cutting equipment to gain access to critical areas; administers artificial respiration to victims overcome by heat and smoke, using respirator, and arranges for further medical treatment; performs assigned duties relevant to maintenance of fire vehicles, equipment, accommodation quarters and fire station compound; checks fire hydrants to determine water-pressure and consistency of flow and replaces worn spindle-heads and washers as necessary; performs sentry duty at entrance to fire station on rotational basis; participates in drills and ceremonial parades; installs and removes emergency lights and markers on airport runways; operates telephone switchboard and wireless sets at station to communicate with emergency vehicles and other fire stations; assists public in emergencies such as flooding, hurricanes or industrial accidents.

May participate in salvage work after fires and perform duties of **AMBULANCE ATTENDANT**, **AMBULANCE DRIVER** or **FIRE-APPLIANCE DRIVER**.

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 3; **SVP:** 2;
TEMP: P, S, J;
APT: G(C), P, M;
INT: 4;
PD: 1(a[M,H],b,c,e), 2(a,b), 3(a,c,d,e), 4(a,b,e), 5a, 6a, 7(a,d,g,h), 8(a,b,c);
EC: 1(c,f,k,m,n), 2a, 4a, 5a, 6(a,b,c,d,h,i,j), 7(a,b,d,e,f,h);
PH: 3b

5212 POLICE OFFICERS

Workers in this unit group maintain law and order on a national basis and perform related administrative duties.

5212.05 POLICE INSPECTOR

Supervises operations at police stations in assigned area to ensure conformity with established departmental policies and procedures:

Observes activities and confers with personnel from business establishments and other organisations to assess adequacy of protection and service offered to public in area; reviews subordinates' diaries and reports and records findings; visits scenes of serious crimes to conduct inquiries or direct investigations; advises on charges to be laid in prosecution of civil and criminal offences; prepares briefs and prosecutes cases in Magistrates' Court; lectures to trainees at police training school in laws of evidence, court procedures, criminal law and general police duties; instructs personnel in fingerprint identification, specialist photography and weapon training; performs related duties to ensure enforcement of law and order.

May be designated according to area of specialisation; for example,
POLICE INSPECTOR, ADMINISTRATION
POLICE INSPECTOR, CRIMINAL INVESTIGATION DEPARTMENT
POLICE INSPECTOR, TRAFFIC BRANCH

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 8;
TEMP: D, P, I, S, J;
APT: G(T), V, Q, M;
INT: 4, 11;
PD: 1a(L), 3a, 4(b,e,f), 5(a,b), 6a, 7(a,b,e,g,h), 8(a,b,c);
EC: 1(c,k,m,n), 6b, 7(h);
PH: ---

5212.07 POLICE SERGEANT

Directs and supervises activities of subordinates at police station or on special duties:

Receives general directives from superior; prepares roster for performance of routine police duties such as foot and mobile patrols, traffic control and station desk duties; directs subordinates in investigation of crimes and reviews reports to ascertain whether evidence justifies prosecution; investigates serious and complex crimes and prepares detailed report of findings for submission to superiors; assists in training of recruits by conducting drills, demonstrating care and handling of firearms and lecturing on topics related to police duties; prosecutes cases in Magistrate's Court or gives expert evidence in special cases; supervises procurement and storage of supplies at station; schedules police transport and ensures proper use and maintenance of vehicles and telecommunications equipment; visits establishments requiring operating licences to ensure conformity with relevant laws and regulations; supervises subordinates on special assignments such as crowd control, escort duty and security manoeuvres; supervises subordinate clerical and accounting staff.

May be designated according to area of specialisation; for example,
POLICE SERGEANT, ADMINISTRATION
POLICE SERGEANT, CRIMINAL INVESTIGATION DEPARTMENT
POLICE SERGEANT, SPECIAL BRANCH
POLICE SERGEANT, TRAFFIC

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 7;
TEMP: D, P, I, S, J;
APT: G(T), V, Q, M;
INT: 4;
PD: 1a(L), 3a, 4(a,b,e,f), 5(a,b), 6(a,b), 7(a,b,c,e,g,h), 8(a,b,c), 9, 10;
EC: 1(c,h,k,m,n), 4a, 5a, 6(b,c,h,j), 7(a,b,c,h,i);
PH: ---

5212.10 POLICE OFFICER

Assists with maintenance of public law and order by performing any combination of the following duties:

Receives instructions from superior; patrols assigned area on foot, on horseback or in police vehicle to check security and enforce law; investigates crimes, interviewing suspects and witnesses to gather evidence, and compiles report; serves summonses and executes warrants as directed; escorts prisoners to and from prison and courts and attends court hearings to enforce security or render

evidence based on investigations; controls traffic at busy intersections to facilitate smooth flow; attends drills and lectures given by superiors to upgrade technical skills; records and classifies fingerprints of prisoners and members of the public requiring police clearance; records statements from members of public in station diary and checks and records documents presented; operates radio communication equipment at station to receive and convey messages between stations and patrol units; writes daily duty reports in personal diary and performs routine clerical functions; assists in training police dogs and horses and utilises them in various aspects of police work; preserves order in precincts of courts, at public gallery and at other events; makes inquiries into matters pertaining to prohibited immigrants, missing persons, abandoned or abused children and renders initial assistance to persons found ill or injured; performs duties of **AUTO-MOBILE MECHANIC** and **MOTOR LAUNCH MECHANIC** if assigned to service, repair and maintain police motor vehicles and launches.

May play musical instrument as member of Police Band.

May be designated according to level of responsibility and/or area of specialisation; for example,

FINGERPRINT EXPERT
POLICE BANDSMAN
POLICE CONSTABLE
POLICE CORPORAL

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 3; **SVP:** 2;
TEMP: P, I, S, J;
APT: G(C), P, Q, K, M;
INT: 4;
PD: 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5(a,b), 6(a,b), 7(a,b,c,e,g,h), 8(a,b,c), 9, 10;
EC: 1(c,f,h,k,m,n), 4a, 5a, 6(b,h,j), 7(b,c,d,h,i);
PH: 3b.

5213 PRISON OFFICERS

Workers in this unit group maintain discipline among inmates of corrective institutions and perform related administrative duties

5213.05 PRISON SUPERVISOR

Directs and supervises activities of subordinate staff engaged in guarding and rehabilitation of inmates:

Plans and schedules duties for subordinates on assigned shift; makes inspection tours of prison compound to review work practices, ensuring alertness and diligence in performance of duties; investigates disturbances, complaints and/or infringements of prison rules and regula-

tions, deals with irregularities as necessary or refers cases to senior personnel for consideration; prepares daily reports on mental and physical condition of inmates in assigned section; supervises transfer of prisoners to court, hospital or outside work locations; keeps custody of keys, arms and ammunition and ensures adequate overall security; oversees discharge of prisoners to verify accuracy of accumulated pay and return of personal effects; supervises clerical staff in performance of duties.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 7;
TEMP: D, P, S, J;
APT: G(T), Q;
INT: 4, 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,e,h), 8(a,b,c);
EC: 1(a,b,k,m,n), 6b;
PH: 3b.

5213.10 PRISON OFFICER

Maintains order and security at correctional institution according to established rules and procedures:

Searches arriving prisoners to confiscate prohibited articles and collect valuables for safe-keeping; issues prison uniform and escorts prisoner to cell; patrols assigned section of grounds and buildings to prevent escape of prisoners and maintain order and discipline; instructs and supervises inmates during work assignments to ensure conformance with practices; observes inmates and visitors to ensure that prisoners do not receive prohibited articles; instructs inmates in particular trade or craft to assist in their rehabilitation; escorts inmates in transit between prison and court or on outside work assignments to prevent escape and maintain discipline; stands guard at gates to control and record movement of persons, vehicles and articles in and out of prison compound.

May be designated according to level of responsibility; for example,

PRISON OFFICER I/II

OCCUPATIONAL PROFILE

DPT: 667; **ETD:** 3; **SVP:** 2;
TEMP: R, P, S, J;
APT: G(C), P, M;
INT: 4, 10;
PD: 1(a[L,M],b,c), 3(a,e), 4(b,f), 5(a,b), 6(a,b), 7(a,b,e,h), 8(a,b,c);
EC: 1(c,k,m,n), 6b, 7h;
PH: 3b.

5214 ESTATE CONSTABLES

Workers in this unit group assist with the maintenance of

law and order in particular public or private institutions or organisations.

5214.10 ESTATE CONSTABLE

Maintains order and ensures security in assigned area by performing any combination of the following duties:

Performs duties of **SECURITY GUARD**; serves as armed escort to officers transporting cash and valuable documents; arrests or assists in arrest of persons contravening the law and attends court to give evidence; collaborates with members of regular protective or regulatory services to maximise protection against illegal activities in assigned area.

OCCUPATIONAL PROFILE

DPT: 667; **ETD:** 3; **SVP:** 2;

TEMP: P, S, J;

APT: G(C), P, K, M;

INT: 4;

PD: 1a(L), 3(a,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,b,e,g,h), 8(a,b,c);

EC: 1(c,h,k,m,n), 6b, 7(h,i);

PH: 3b.

5214.15 SERGEANT-AT-ARMS/ Marshal of the Chamber

Ensures that security and other regulations of the parliament chamber are observed:

Liaises with superior to receive instructions and exchange information; bears mace to signify commencement and termination of parliamentary sittings; conveys messages between members of parliament and other persons in chamber; removes individuals on request of presiding officers; receives, escorts and/or directs visitors to presiding officers; conducts tours of parliament chamber; supervises and coordinates activities of manipulative staff; helps presiding officers to don robes; maintains and secures mace; prepares reports and maintains records.

OCCUPATIONAL PROFILE

DPT: 637; **ETD:** 3; **SVP:** 2;

TEMP: P, J;

APT: G(C), Q, M;

INT: 4;

PD: 1(a[L],c), 3e, 4(a,b,f), 5(a,b), 6(a,b), 7(a,e), 8(a,b,c);

EC: 1(a,i,j,n);

PH: ---.

5219 OTHER PROTECTIVE SERVICE WORKERS *Workers in this unit group perform duties related to pro-*

tection of individuals, animals or the environment which have not been assigned to workers in the preceding unit groups.

5219.15 PRIVATE INVESTIGATOR

Conducts private investigations for individuals, institutions or business enterprises:

Reviews case with client and discusses details and costs; contacts law-enforcement agencies, employers and other sources to obtain information about matter or person under investigation; conducts surveillance of individual or property, using binoculars or camera; seeks cooperation of persons who could be helpful and elicits information; prepares report of investigation for clients; reports criminal information to police and testifies in court as required.

OCCUPATIONAL PROFILE

DPT: 267; **ETD:** 3; **SVP:** 4;

TEMP: P, I, S, J;

APT: G(C), V, P, Q, K;

INT: 4;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(c,i,j), 6b;

PH: 3b.

5219.17 HOUSE DETECTIVE/Store Detective

Protects property of business establishment by detecting and preventing theft, fraud, vandalism and other dishonest activities:

Reviews establishment's policies and regulations to determine requirements and identify deviations; patrols premises such as retail stores, shopping complexes, hotels or amusement centres, and/or stands at strategic points to observe actions of employees and patrons; monitors activities of suspicious individuals, notifies responsible employees of presence of known offenders and warns or ejects trouble-makers; cautions patrons to minimise opportunities for theft; inspects lobbies, corridors and rest-rooms periodically to detect fire hazards, unsafe conditions and missing or inoperative safety equipment and notifies relevant personnel for corrective action; conducts investigations of suspected crimes, on own initiative or on employer's request, apprehends culprits, summons police to file formal complaint and testifies in court as witness; assists management personnel in emergency situations and obtains medical assistance for persons falling ill or victims of accidents; prepares reports of investigations.

May make arrests if so authorised.

OCCUPATIONAL PROFILE

DPT: 267; ETD: 3; SVP: 4;
 TEMP: P, J;
 APT: G(C), V, P, Q, M;
 INT: 4;
 PD: 1a(L), 3(a,c), 4(b,f), 5a, 6(a,b), 7(a,b,e,h),
 8(a,b,c);
 EC: 1(a,b,i,j,m,n), 6b;
 PH: 3b.

5219.19 LIFEGUARD

Monitors activities of persons within designated swimming area to prevent accidents, and renders assistance as necessary:

Erects signboards, flags and buoys to warn swimmers of unsafe areas; patrols beach or swimming pool to ensure observation of warnings and safety regulations; sits in observation tower to monitor activities of swimmers; rescues individuals in danger of drowning by swimming to assist them or by using equipment such as rope, floats or marine craft; administers artificial respiration and/or other forms of first aid as necessary and arranges for transportation of patient to medical institution; inspects facilities to ensure functioning of equipment and fixtures; prepares report on activities of shift, including information on frequency of use of beach or pool facilities.

May give instructions on swimming and water safety to patrons and provide information on tides, currents and wind velocity.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 4;
 TEMP: P, S, J;
 APT: G(C), M, E;
 INT: 4, 10;
 PD: 1(a[L,M],b,c,d,e,f,h), 2a, 3e, 4(a,b,e,f), 5(a,b),
 6(a,b), 7(a,b,e,g), 8(a,b,c), 9;
 EC: 1(b,e,f,i,m,n), 4a, 6(b,d), 7(c,h);
 PH: 3b.

5219.21 INSPECTOR, ANIMAL WELFARE

Performs a variety of duties relating to care, protection and treatment of animals on behalf of animal welfare organisation:

Inspects handling and housing of animals at establishments such as abattoirs, security kennels and entry ports; attends race meetings, circuses and other events to ensure proper accommodation and treatment of animals in accordance with law and organisation's regulations; provides advice on care, protection and treatment of animals on request of members of the public; responds to calls for

assistance or complaints of cruelty to animals; renders assistance on site by administering first aid or freeing trapped animals; transports animals to shelter for care and treatment where necessary; maintains records of calls for assistance and reports of cruelty; assists Veterinarians in clinics and surgery by restraining, innoculating and anaesthetising animals and performing related duties; arranges for emergency treatment of animals by Veterinarians where required; cares for animals at shelter by feeding and watering them and attending to sick animals; destroys unwanted animals by administering lethal injection; performs tasks relating to work of animal welfare organisation such as collecting medical and office supplies and assisting with education, training and fund-raising programmes; cleans office and sprays premises to prevent insect infestation.

May bath, groom and exercise animals.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 1;
 TEMP: V, J;
 APT: G(C), P, F, M;
 INT: 3;
 PD: 1(a[M],b,c,d,e,h), 2(a,b), 3(a,c,d,e),
 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,d,e,g,h), 8(a,b,c),
 10;
 EC: 1(c,i,j,m,n), 4a, 6(b,d,e), 7(a,b);
 PH: 2a, 3b.

5219.23 HEALTH-CONTROL OFFICER

Conducts investigations to determine prevalence of disease-transmitting pests and supervises subordinate staff engaged in pest eradication:

Liaises with members of public and conducts field investigations to locate breeding places of disease-carrying pests such as bats, mosquitoes and rats; surveys areas and sketches maps outlining properties; instructs subordinates to set traps for catching pests and identifies species on basis of sample collection; collects samples of water for testing for presence of larvae and/or to determine effectiveness of operations; supervises spraying of insecticides and reports results of spraying to Entomologist; examines seacraft and aircraft to determine presence of vectors, disinfests vessels, keeps records of vectors and prepares reports; prepares duty roster for and supervises subordinate staff to ensure efficient performance of duties; assists medical personnel in taking of specimens and distribution of treatment for various types of communicable diseases; patrols and inspects areas to ascertain sanitary conditions and prevent littering; collects stool and blood samples from individuals, conveys same to laboratory for testing and advises persons on treatment

required; assists in administering of treatment, under supervision of trained medical personnel; counsels members of public on procedures to prevent occurrence and spread of diseases.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 2; SVP: 4;
TEMP: P, J;
APT: G(C), P, Q;
INT: 4;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,e,g), 8(a,b,c);
EC: 1(a,i,m,n), 6d, 7(c,d);
PH: 3b.

5219.25 REEF-PATROL OFFICER

Patrols reef to prevent unauthorised fishing and removal of items from area:

Operates outboard motor-boats to patrol reef; checks and inspects boats operating in vicinity of reef to ensure that flora and fauna and other items are not removed; apprehends offenders and prepares reports of irregularities found on reef; attends court and gives evidence in respect of charges preferred against individuals; maintains and services outboard motor-boat and keeps records.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 4;
TEMP: P, S, J;
APT: G(C), P, Q, M, E;
INT: 4;
PD: 1(a[L],h), 3a, 4(a,b,f), 5(a,b), 6(a,b),
7(a,b,d,e,g,h), 8(a,b,c);
EC: 1(b,i,j,k,n), 4a, 6(b,f), 7(a,h);
PH: 3b.

5219.27 POSTAL GUARD

Guards mail in transit to and from post offices to prevent theft or damage:

Reads mail-bag labels to determine destination and compares labels with despatch entries; places bags in post-office van in specific order based on established van route; signs mail-despatch book and boards van with Post Office Driver; delivers mail to post offices and postal agencies along route and collects loose mail for delivery to general post office; records receipts and deliveries of mail in appropriate book; assists in guarding large quantities of sorted mail stored at post offices or at ports of entry; secures damaged postal bags containing mail, under supervision of senior personnel; enforces postal regulations, dealing with trespassers and maintaining vigilance during duty hours; supervises subordinates, if at senior level.

May be designated according to level of responsibility; for example,
POSTAL GUARD I/II

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 2;
TEMP: J;
APT: G(C), P, Q, M;
INT: 4;
PD: 1(a[M],b,c), 3(a,c), 4(a,b,e,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(c,k,m,n), 6b, 7h;
PH: 3b.

5219.29 GAME WARDEN

Enforces game laws to ensure preservation of indigenous species:

Patrols forests, state lands, forest reserves and wildlife sanctuaries on foot or in vehicle or boat; examines hunting and gun licences to verify validity and authenticity; inspects Hunters' catch for breach of wildlife regulations, issues caution certificate to first offenders and prefers charges against persistent violators; attends magistrate's court to give evidence against charged persons; acts as scout for biological research team, observes wildlife behaviour and habitat, searches for endangered species and assists with collection of wildlife data; inspects recreational sites to ensure compliance with laws and regulations; visits Wildlife Farmers to offer advice and investigate game violations; attends meeting of hunters' associations and wildlife interest groups to disseminate information, receive reports and promote better public relations; performs routine maintenance of outboard engines.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 1;
TEMP: P, J;
APT: G(C), M, C;
INT: 3, 4;
PD: 1(a[M,H],b,c,d,e,f,h), 2(a,b), 3(a,b,c,e),
4(a,b,d,e,f), 5a, 6(a,b), 7(a,b,e,f,g,h), 8(a,b,c),
9, 10;
EC: 1(a,b,i,j,k,l,m,n), 4a, 6(a,b), 7(b,c,d,g,h);
PH: 3b.

5219.31 DOG HANDLER

Handles dog during security patrol activities by performing any combination of the following duties:

Obtains work instructions from superior officer; trains dog regularly to ensure proper response for various commands, using simulated situations; patrols compound accompanied by dog to prevent criminal activity; ob-

serves unusual circumstances such as broken entrances and reports to superior officer; unleashes dog and issues commands for desired action as necessary; evaluates dog's performance while on duty and determines additional training needs; feeds, examines, grooms and baths dog to maintain proper health; cleans kennels periodically; inspects and cleans dog's equipment.

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 2; **SVP:** 1;
TEMP: J;
APT: G(R), M;
INT: 3, 4;
PD: 1a(M), 3(b,c), 4(b,d,e), 5(a,b), 6(a,b), 7(a,e,h), 8(a,b,c), 9, 10;
EC: 1(c,k,m,n), 6b, 7d;
PH: 3b.

5219.33 CUSTOMS AND EXCISE GUARD

Performs security duties at assigned customs locations to detect and prevent illegal movement of goods and personnel:

Patrols assigned customs area of harbour, airport or other location to detect and prevent smuggling or other illegal activity; guards goods and cargo in custody of customs and excise division to prevent unauthorised removal or disposal; directs passengers and crew to customs area and ensures that they present themselves for interrogation and baggage examination; prevents unauthorised persons from boarding or disembarking from vessel or aircraft; directs passengers and crew to customs area; participates in searches of boats operating in harbour and of aircraft to identify and confiscate prohibited or uncustomed goods; checks vehicles leaving customs area to prevent goods being removed illegally or without payment of necessary customs and excise charges; accompanies goods being transported under legal custody of division and tallies goods and cargo received or delivered; drives motor vehicle to transport Customs and Excise Officers to and from work stations and performs routine maintenance on vehicles; supervises or assists in supervising work of subordinates, serves as Coxswain on customs launch; directs and supervises docking, overhauling and repairing of launches; deputises for Customs and Excise Officer in performance of routine customs duties; checks receipts and loading and discharging of goods and cargo under control of division, if at senior level.

May inspect baggage and parcels brought ashore by visitors or ships' crews and detain same for appropriate action by Customs and Excise Officers.

May be designated according to level of responsibility; for example,

CUSTOMS AND EXCISE GUARD I/II

OCCUPATIONAL PROFILE

DPT: 667; **ETD:** 2; **SVP:** 1;
TEMP: P, J;
APT: G(C), P, Q;
INT: 4;
PD: 1a(L), 2a, 3a, 4(a,b,e,f), 5a, 6a, 7(a,b,e,g,h), 8(a,b,c);
EC: 1(c,k,m,n), 4a, 6(b,e,h), 7(c,d,h);
PH: 3b.

5219.35 ENVIRONMENTAL SANITATION PATROLLER/Litter Warden

Enforces litter laws:

Liaises with superior to receive instructions and discuss work assignments; patrols assigned areas, monitoring condition of alleys, low-traffic areas and premises and issuing clean-up order as necessary to ensure compliance with litter laws; issues tickets to litter-law offenders, gives warning or prefers charges; consults with licensing authority personnel to obtain information on vehicle drivers contravening the litter act; investigates complaints made by members of the public about littering; serves notices and summonses and lays evidence in court as required; prepares reports and maintains records.

May advise and educate members of the public on illegal dumping and littering of public places.

OCCUPATIONAL PROFILE

DPT: 667; **ETD:** 2; **SVP:** 1;
TEMP: P, J;
APT: G(R);
INT: 4;
PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b);
EC: 1(c,i,m,n), 7(b,d,h);
PH: 3b.

5219.37 SECURITY GUARD

Assists with maintenance of order and security in assigned area by performing any combination of the following duties:

Receives assignments from superior or acts in accordance with standing instructions; controls entry and movement of visitors to buildings, institutions and installations to guard against theft, vandalism and unauthorised entry; patrols assigned area, stands at strategic point or monitors electronic security equipment to observe movement of persons and vehicles in compound; conducts

checks on and/or searches vehicles to prevent illegal removal of items; directs traffic and controls crowds in places where queuing is necessary; reports irregularities to superior.

May perform duties of ESTATE CONSTABLE if precepted.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 1;
 TEMP: S, J;
 APT: G(C), P, M;
 INT: 4;
 PD: 1a(L), 3(a,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,b,e,g,h), 8(a,b,c,d);
 EC: 1(c,b,k,m,n), 6b, 7(c,h,i);
 PH: 3b.

5219.39 PLANT QUARANTINE GUARD

Patrols ports of entry to enforce plant quarantine ordinance:

Monitors passengers to detect attempts to land with prohibited plants, fruit, vegetables and related items; collects and destroys such items; inspects aeroplanes and passenger ships alongside wharf to prevent departure of passengers with prohibited items; keeps watch on in-transit vessels anchored outside harbour to prevent illicit import and export of prohibited material; fumigates plants and related material in fumigation chamber; accompanies plants and fruit being conveyed for examination by Agricultural Assistants; takes information from persons applying for plant quarantine permits and performs related clerical and other assigned duties.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;
 TEMP: P, J;
 APT: G(C), P, Q, C;
 INT: 4;
 PD: 1a(L), 3a, 4(a,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(c,k,m,n), 5a, 6(a,e), 7(b,h,i);
 PH: 3b, 4.

5219.41 PATROLMAN

Patrols state lands in assigned areas to prevent squatting:

Patrols assigned state lands to prevent use for agriculture or other purposes or erection of unauthorised structures; investigates and reports on unauthorised structures or land use; serves quit notices on squatters and assists in demolition work.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;

TEMP: P, J;
 APT: G(R);
 INT: 4;
 PD: 1(a[M],d,e,f), 2a, 4(a,b,e,f), 5a, 6a, 7(a,b,e), 8(a,b,c);
 EC: 1(b,i,m,n), 4a, 6b, 7(c,d,h);
 PH: 3b.

53 SALESPERSONS, DEMONSTRATOR AND MODELS

531 SHOP SALESPERSONS AND DEMONSTRATORS

Workers in this minor group sell and demonstrate goods in wholesale or retail establishments, solicit orders and perform related selling tasks.

5310 SHOP SALESPERSONS AND DEMONSTRATORS

Workers in this unit group supervise and coordinate the activities of workers engaged in selling goods, encourage the sale of products through promotions, demonstrations, displays and sample give-aways and sell goods to customers in wholesale and retail establishments.

5310.01 MERCHANDISING SUPERVISOR

Develops and implements sales promotion programmes to encourage sales within retail establishments:

Develops sales promotion programmes such as advertising, price-reductions and sample distribution, working within budget allocated for consumer deals; determines outlets where promotional activity will take place or directs efforts at pre-selected outlets; communicates with stores or other outlets to inform them of programme, request permission and/or discuss conditions; determines factors such as proportion of discount to be given by distributor and retailer and shelf space required for display of products; supervises and coordinates promotional activities; evaluates and reports on effectiveness of programmes; supervises work of Merchandisers and Sampling Representatives; develops route sheets, trains sales personnel in display of goods and reviews daily reports.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: D, P, I, J;
 APT: G(T), V, N, S, Q;
 INT: 7, 8;
 PD: 1(a[L],b,c,d), 2a, 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,i,n), 7(c,h);
PH: 3b.

5310.03 SALES SUPERVISOR, WHOLESALE TRADE

Supervises and coordinates activities of workers engaged in field sales of wholesale goods:

Performs duties of **SUPERVISOR**; allocates sales territories to **Sales Representatives** and **Van Salespersons**; ensures regular visits to sales outlets and proper record-keeping by field staff; accompanies **Sales Representatives** periodically to ensure effective sales presentation; encourages attractive display of goods by customers; meets with sales force as necessary to explain company policy, impart product information, discuss difficulties and successes and stimulate sales efforts; informs **Sales and Marketing Manager** of problems and suggestions arising in connection with work and advises on engagement, transfer, discharge and promotion of subordinate staff; maintains contact with large-account holders; prepares returns and reports on sales activities for submission to superior.

May supervise in-house sale of goods and develop and implement sales-promotion programmes.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, I, J;
APT: G(T), V, N, Q, E;
INT: 7, 8;
PD: 1a(L), 4(b,f), 5a, 6a, 7(a,b,d,e,g), 8(a,b,c);
EC: 1(a,i,m,n), 7(a,c,h);
PH: 4.

5310.05 SALES SUPERVISOR, RETAIL TRADE

Supervises and coordinates activities of workers engaged in selling goods, filling shelves and displaying merchandise:

Performs duties similar to those of **Supervisor**; orders goods or merchandise and prepares retail price list, using invoice orders or wholesale bills; plans shelf arrangements, displays and signs; inspects shelves and bays periodically to ensure that goods are properly priced, shelved and displayed and that store is maintained in clean and tidy manner; handles customers' complaints; exchanges faulty items and despatches returned products to wholesale establishments.

May be designated according to area of responsibility; for example,

BACK-STORE SUPERVISOR, if engaged in ensuring

that goods are properly packaged and stored, and checking stock periodically to avoid over- or under-stocking.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(C), P, Q;
INT: 7, 8;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,i,m,n);
PH: 3b.

5310.07 SALES DEMONSTRATION SUPERVISOR

Plans and implements programme of demonstrations to encourage sale of products:

Plans dates and venues of demonstrations and amounts of products to be given as samples at each outlet; prepares demonstration schedules and forwards same to relevant sales personnel to ensure availability of adequate stocks at specified outlets; communicates with outlet staff to arrange for demonstrations; contacts **Sales Demonstrators** to inform them of upcoming assignments; arranges training sessions to impart knowledge of product being sampled and train new staff in demonstration techniques; arranges for purchase of equipment and uniforms; requisitions product supplies and equipment for use in department; supervises **Sales Demonstrators** and other department personnel; visits retail establishments to monitor demonstrations.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: D, P, J;
APT: G(T), V, P, Q;
INT: 7;
PD: 1a(S,L), 3(a,c), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,j,n);
PH: 4.

5310.15 OPTICAL SALES CLERK

Sells eye-wear to customers and performs related clerical duties:

Performs duties similar to those of **Sales Clerk**; assists in writing up prescriptions and repair jobs; maintains records of jobs despatched to and from laboratory; schedules appointments for eye examinations, in consultation with **Optometrist**; assists customers in selecting suitable spectacle frames, considering prescription and individual's facial features; consults with **Dispensing Optician** when unsure of suggested frames or tints; instructs contact-lens wearers in use and care of lens; tidies dispensing area.

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 3; **SVP:** 2;
TEMP: P, J;
APT: G(C), P, Q;
INT: 8;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n);
PH: 3b.

5310.20 MERCHANDISER

Ensures attractive display and adequate stock of company's products in retail establishments to encourage sales:

Visits assigned retail establishments which sell company's products; liaises with store personnel on product matters; views product display to verify attractiveness, accessibility and correct pricing; ascertains customer interest in special promotion items and ensures that adequate stock levels are maintained at retail establishment; obtains stock from back-store where permitted; stacks items on shelves, displaying product information and price; prices items in some establishments, referring to supplied price list and government schedule; positions advertising material such as posters and shelf labels; places defective and damaged items in back-store; reports on stock levels and amount of product displayed.

May obtain sales order and convey same to employer.

OCCUPATIONAL PROFILE

DPT: 367; **ETD:** 3; **SVP:** 1;
TEMP: R, J;
APT: G(C), S, P, Q, M;
INT: 8;
PD: 1(a[L,M],b,c,d), 2a, 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,i,n), 7c;
PH: 3b.

**5310.25 SALES DEMONSTRATOR/
 Sampling Representative**

Distributes free samples and demonstrates use of products in retail and other establishments:

Visits supermarkets, stores, nursing homes and other establishments or attends social gatherings such as sports meetings or special demonstration parties to create awareness and encourage sale of products; arranges product display on stand; prepares food items for sampling; attracts customers' attention and invites customers to sample food items or personal-care products; explains product features, demonstrates preparation and use to customers, answers queries and gives away free samples; prepares daily report on activities

May sell promotional items from display stand.

OCCUPATIONAL PROFILE

DPT: 657; **ETD:** 3; **SVP:** 0;
TEMP: R, P, I, J;
APT: G(C), V, P, Q, M;
INT: 8;
PD: 1(a[L],b), 3(a,c), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c), 10, 11;
EC: 1(a,i,n);
PH: ---.

**5310.30 BEAUTY CONSULTANT/Make-up
 Demonstrator**

Advises client on selection of cosmetics for personal use and demonstrates application:

Arranges skin-care and make-up products and other supplies on display counter; offers advice to customers on matters of personal hygiene, skin care and personal appearance; distributes beauty guides; analyses client's skin type and recommends suitable products; fits protective cape and head-band on customer prior to demonstration; demonstrates techniques such as cleansing, toning and moisturising of skin and application of facial and eye make-up; completes skin-care and colour charts for individual clients and for record-keeping; liaises with Sales Representative to obtain additional stock when necessary; attends meetings with managerial and supervisory personnel to discuss problems and matters of mutual concern; keeps showcase in clean and tidy condition.

May lecture to interested groups on beauty concerns and perform duties of SALES REPRESENTATIVE

OCCUPATIONAL PROFILE

DPT: 277; **ETD:** 2; **SVP:** 1;
TEMP: P, J;
APT: G(C), P, F, M, C;
INT: 9;
PD: 1a(L), 4(a,b,c,f), 5a, 6a, 7(a,g), 8(a,c);
EC: 1(a,i,m,n), 4a, 7b;
PH: ---.

5310.35 SALES CLERK

Assists customers and arranges and maintains display of merchandise in wholesale or retail sales establishment:

Liaises with customers to provide information on prices, quality, performance and use of articles on sale and to receive orders; directs customers to location of articles sought, fitting rooms and Customer Service Cashier; obtains articles for customers from display, storeroom or warehouse; prepares bill or invoices for items purchased;

requests stock from warehouse or storeroom to replenish displays and fill orders; unpacks and arranges items on display shelves and cabinets and maintains appearance of displays; affixes price tags or stickers to articles; prepares inventories and records for submission to superior.

May demonstrate operation of equipment, receive payment for articles purchased and wrap or pack merchandise.

OCCUPATIONAL PROFILE

DPT: 467; ETD: 2; SVP: 0;

TEMP: P, J;

APT: G(C), P, Q, K;

INT: 8;

PD: 1(a[L],b,c), 2a, 3(a,c,e), 4(a,b,c,d), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,j,k,n);

PH: —

532 FASHION AND OTHER MODELS

Workers in this minor group wear and display clothing or other items for sale in showrooms and other places in order to demonstrate style and other characteristics or pose as models for artistic creation or for advertisements.

5320 FASHION AND OTHER MODELS

Workers in this unit group wear and display clothing and other items at public or private showings or pose as models for purposes of photography, sculpture, painting or advertising

5320.15 FASHION MODEL

Models garments to demonstrate designs and materials to prospective buyers:

Selects appropriate sizes of garments such as dresses, jackets and swim-suits; decides on suitable accessories such as hat, shoes and jewellery, to complete ensemble

for each item on show; applies make-up and styles hair as necessary; dresses and models garment before Clothes Designers, Buyers and/or general public, walking, posing and turning to demonstrate characteristics of style and material to best advantage; emphasises uniqueness of design and adaptability to various occasions by removing or adding detachable segments of garment.

OCCUPATIONAL PROFILE

DPT: 647; ETD: 3; SVP: 3;

TEMP: I, J;

APT: G(C), P, E;

INT: 12;

PD: 1a(L), 2a, 3(a,c,e), 4(b,c), 5a, 6a, 7(a,b,c,g), 8(a,b,c), 9;

EC: 1(a,i,j,m,n), 6a;

PH: 3b.

5320.20 MODEL, ART AND PHOTOGRAPHY

Poses as subject for painting, photograph or sculpture according to requirements:

Discusses assignment requirements with Sculptor, Artist, or Photographer; studies required poses, considering choice of garments, facial make-up, hair styling and accessories necessary to achieve desired mood; prepares mentally and physically for posing sessions, dresses in appropriate garments, applies facial make-up and styles hair as agreed; assumes body position and facial expression as directed and maintains for specified time; resumes pose after rest periods until session is complete.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 3; SVP: 1;

TEMP: R, SI, F;

APT: G(C);

INT: 9, 12;

PD: 1a(L), 3(a,c,e), 4b, 5a, 6a, 7(a,g), 8(a,b,c), 9;

EC: 1(c,i,j,n), 7h;

PH: 3b.

MAJOR GROUP 6
Skilled Agricultural
and Fishery Workers

61 FARMERS**611 SKILLED AGRICULTURAL AND ANIMAL HUSBANDRY WORKERS**

Workers in this minor group perform a variety of tasks in growing field and market garden crops, cultivating trees, shrubs and flowers and related agricultural work.

6111 FIELD CROP AND VEGETABLE GROWERS

Workers in this unit group perform duties such as planting, maintaining and harvesting field and vegetable crops and managing of farming enterprises.

6111.15 FIELD CROP FARMER

Operates farm to produce field crops for marketing:

Performs duties of CROP FARMER to direct activities relating to planting, cultivating, harvesting and processing field crops such as tobacco, vegetables, sugar-cane and rice; prepares nurseries and propagates seedlings where applicable.

May be designated according to area of specialisation; for example,

RICE FARMER
TOBACCO FARMER
SUGAR-CANE FARMER
VEGETABLE FARMER

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 5;
TEMP: D, J;
APT: G(T), N, P, Q, M;
INT: 3;
PD: 1a(L,M), 3(a,e), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(g,i,m,n), 4a, 7(d,h);
PH: 2a, 3b.

6111.20 FIELD CROP FARM WORKER

Assists in operation of field-crop farm by performing any combination of the following duties:

Prepares land for cultivation by operating mechanical equipment, digging or cleaning drains, making banks and brush-cutting and weeding assigned area; plants seedlings or cuttings or broadcasts seeds in fields and covers them with thin layer of soil; treats soil and plants with chemicals to eradicate pests and weeds and encourage plant growth; weeds and moulds plants, using garden tools; erects supports such as stakes and trellises to keep produce off soil; activates irrigation system or waters plants, using watering can; inspects crops to determine

maturity and harvests crops manually or mechanically; sorts, grades and packs produce for sale or processing as required; loads and unloads produce and farm supplies at warehouse and/or market place; maintains farm equipment.

May be designated according to area of specialisation; for example,

RICE CROP FARM WORKER
SUGAR-CANE CROP FARM WORKER
VEGETABLE CROP FARM WORKER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), M;
INT: 3;
PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,b,i,n), 4(a,b), 6(a,b,e), 7(a,b,c,d,e,h);
PH: 2a, 3(a,b).

6111.25 TOBACCO FARM WORKER

Assists in cultivation and harvesting of tobacco crop by performing any combination of the following duties:

Performs duties of FIELD CROP FARM WORKER to plant and cultivate tobacco; harvests tobacco leaves by periodically removing matured leaves from stalk of tree until end of crop; ties leaves with twine and sticks or stacks leaves on conveyor of automatic machine for stringing; stacks strung leaves in furnace for curing; removes cured leaves from furnace after stipulated time; examines cured leaves visually and grades and stacks them according to condition; maintains furnace by replacing worn racks and gas lines, using hand tools

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), M;
INT: 3;
PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,e), 4b, 5a, 6a, 7a, 8(a,b);
EC: 1(a,b,f,i,n), 2a, 4(a,b), 6(a,b,d,i), 7(a,b,c,d,f,h);
PH: 2a, 3(a,b).

6112 TREE AND SHRUB CROP GROWERS

Workers in this unit group perform duties such as planting, maintaining and harvesting tree and shrub crops and managing of farming enterprises.

6112.10 TREE CROP GROWER

Operates estate to produce tree crops for marketing:

Performs duties of **CROP FARMER** to direct activities relating to planting, cultivating, harvesting and processing crops such as cocoa, coffee, citrus and coconuts.

May be designated according to area of specialisation; for example,

CITRUS GROWER
COCOA GROWER
COCONUT GROWER
COFFEE GROWER

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 5;

TEMP: D, J;

APT: G(T), N, P, Q, M;

INT: 3;

PD: 1a(L,M), 3(a,e), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,g);

EC: 1(c,i,m,n), 4a, 7(d,h);

PH: 2a, 3b.

6112.15 TREE AND SHRUB CROP FARM WORKER/Estate Worker

Assists in operation of tree- and shrub-crop farm by performing any combination of the following duties:

Prepares land by digging holes and drains as required; plants tree and shrub crops such as cocoa, coffee, coconut, citrus, and other plants to provide windbreak and shade, and/or short-term food crop; cutlasses or sprays areas around and between trees to control weeds, and mulches around trees; mixes and applies appropriate chemicals manually or with mist-blower to fertilise trees and control diseases or insect pests; prunes and suckers trees to direct growth and yield; reaps crop, cracks pods and nuts and removes beans and/or kernels where appropriate; bags and transports crops to sales outlet or processing plant, using vehicular or animal transport where applicable; loads dryer with kernels and unloads dryer on completion of drying process; places cocoa beans in fermentary and turns beans at specified intervals; cleans beans by removing foreign matter; dries and polishes cocoa and coffee beans; bags, weighs and loads processed produce into truck or container for shipment; maintains fields by cleaning drains, attending to hedges, and pruning or removing trees; maintains farm structures and agricultural equipment and machinery.

May hull coffee beans, using mechanical huller, and grade cocoa and coffee beans, using grading machine.

May be designated according to area of specialisation; for example,

FARM WORKER, CITRUS ESTATE
FARM WORKER, COCOA ESTATE

FARM WORKER, COCONUT ESTATE
FARM WORKER, COFFEE ESTATE

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), K, F, M;

INT: 3;

PD: 1(a[M,H],b,c), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(c,i,n), 2a, 4(a,b), 6(b,e,f,h,i), 7(b,c,d,e,g,h);

PH: 2b, 3(a,b).

6113 GARDENERS, HORTICULTURAL WORKERS AND NURSERY GROWERS

Workers in this unit group maintain grounds and gardens, cultivate horticultural and food-crop plants in outdoor or nursery setting and perform related duties.

6113.05 GROUND SUPERINTENDENT

Supervises and coordinates activities of workers engaged in constructing and maintaining recreational grounds:

Plans and reviews work programme to improve and maintain turf, cricket pitch, cycle track and playing condition of grounds; determines work priorities and directs workers engaged in maintenance and improvement work; tours grounds to ascertain progress of work and condition of course; inspects turf and playing field to determine required height of cut, frequency of mowing and need for supplemental irrigation; selects and purchases trees, shrubs, fertilisers, garden equipment and other supplies; reviews and keeps time records on subordinates.

May hire and discharge workers and prepare itemised budget annually for submission to authorities of facility.

May be designated according to area of specialisation; for example,

GOLF-COURSE SUPERINTENDENT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, J;

APT: G(T), N, Q;

INT: 3;

PD: 1a(S,L), 4(a,b,d), 5a, 6a, 7(a,b,e), 8(a,b,c);

EC: 1(c,i,n), 4(a,c), 7(c,d,h);

PH: 2a, 3b.

6113.15 NURSERY WORKER

Grafts and cultivates horticultural and food-crop plants in nursery:

Tends stock plants in field by cleaning, weeding, removing unwanted offshoots, watering and spraying to ensure adequate supply of cuttings; examines plants visually to verify proper growth of *scions* for use in nursery; fills nursery bag or box with soil, fertiliser, peat moss and/or sand; sows seed or inserts cuttings from stock plant into bag or box and places in nursery; cuts scion from tree, using budding knife; selects stock plant and trims leaves to accommodate bud; inserts bud cut from scion into slot along outer layer of stock plant; secures bud with tape or plastic wrap to prevent penetration of water.

May be designated according to area of specialisation; for example,

BUDDER

PROPAGATOR

SPRAYER

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), F, M;

INT: 3;

PD: 1(a[L,M],b,c), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 6b, 7d;

PH: 2a, 3b.

6113.20 GREEN-KEEPER/Greenman

Maintains grounds of golf-course by performing any combination of the following duties:

Operates motorised equipment where applicable to till, cultivate and grade new turf areas, apply prescribed amounts of lime, fertilizer, insecticide and fungicide and mow rough and fairway areas at designated cut; mows turf on green and tee areas and treats turf with soil and additives to prepare surfaces for putting; removes weeds, using hand tools or chemicals; connects hose and sprinkler systems at designated points on course to irrigate turf; ploughs and rakes grounds to prepare new green, grades edges, cleans sand traps and repairs roadbeds, using rake, shovel and other hand tools; plants, trims and sprays trees and shrubs as necessary; oils and lubricates machinery and attachments and performs other routine maintenance tasks.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(R), M;

INT: 3;

PD: 1(a[M,H,VH],b,c,d,e,f,h), 3(a,c,e), 4(a,b), 5a, 6a, 7(a,e), 8(a,b,c), 9;

EC: 1(a,b,i,l,n), 4(a,b), 6f, 7(c,d,h);

PH: 2a, 3(a,b).

6113.25 GARDENER/Groundsman

Maintains public and private gardens and grounds, and cultivates flowering plants and vegetables by performing any combination of the following duties:

Cuts grass in gardens, parks, playing fields, or other large areas, using motorised or manual lawnmower; prepares and maintains cricket pitches; marks out playing field to identify playing zones; edges lawns and flower beds, using edging tools; prunes and shapes trees and shrubs and trims hedges, using clippers and shears; loosens soil around plants and weeds beds to promote growth and enhance appearance; rakes and sweeps leaves and other debris from lawns, drains, paths and driveways; sprays vegetation with fungicide, insecticide and herbicide; fertilises plants, trees, shrubs and flowering plants; waters outdoor or indoor plants, using watering can, sprinkler or garden hose; collects and disposes of garden waste; maintains garden tools and equipment.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(C), K, M;

INT: 3;

PD: 1(a[M],b,c,d,e,h), 3(a,c,e), 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(b,i,n), 4a, 6(e,f), 7(a,c,d,e,h);

PH: 1a, 2b, 3(a,b).

6114 MIXED-CROP GROWERS

Workers in this unit group operate farms to produce a variety of tree and vegetable crops.

6114.10 MIXED-CROP FARMER

Operates farm to produce a variety of tree, field and vegetable crops for marketing:

Determines type, quantity and ratio of crops to be grown; performs duties of CROP FARMER to direct activities relating to planting, cultivating, harvesting and processing of crops.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 5;

TEMP: D, J;

APT: G(T), N, P, Q, M;

INT: 3;

PD: 1a(L,M), 3(a,e), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(c,i,m,n), 4a, 7d;

PH: 2a, 3b.

such as mastitis; observes performance of machine and reaction of animal during milking and records milk production on record card; transfers milk to storage tank manually or by operating pump of automatic milker; fumigates, washes and cleans pens and holding areas, using chemicals, brooms and shovels; repairs fences, gates and pens to maintain them in acceptable condition; plants, cultivates and harvests feed and supplements and maintains pasture by fertilising it and removing unwanted vegetation; performs marketing duties such as weighing animals and herding them onto trucks.

May operate auxiliary farm machinery.

May be designated according to area of specialisation; for example,

DAIRY FARM WORKER

PIG FARM WORKER

SHEEP AND GOAT FARM WORKER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 3;

PD: 1(a[L,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,d,e), 5a, 6(a,b), 7a, 8(a,b);

EC: 1(b,i,j,n), 4a, 6(b,d,e), 7(a,b,c,d,e,h);

PH: 1a, 2a, 3(a,b).

6122 POULTRY PRODUCERS

Workers in this unit group are engaged in activities to produce poultry and poultry products for marketing.

6122.15 POULTRY FARMER

Operates farm to raise poultry for meat and eggs:

Determines broiler and egg production according to contract or market demand and farm capacity; purchases or requisitions purchase of chicks, feed, medication, farm supplies and equipment; selects breeding stock and monitors fertility; installs and maintains feeding, watering, heating and lighting systems; supervises or performs other farming operations such as preparing pens to receive poultry, vaccinating poultry, collecting, cleaning, grading and packing eggs, culling flock, repairing farm buildings and equipment, and maintaining grounds; plans and monitors feeding and lighting schedules to control poultry growth, development and laying; observes feed and water intake and physical condition of birds for indications of disease; arranges with processors or wholesalers and hatcheries for sale of produce or sells produce directly to individual customers; hires and supervises em-

ployees; maintains and analyses production and accounting records to plan future production.

May transport chickens and eggs to sales outlets.

May be designated according to area of specialisation; for example,

POULTRY FARMER, BROILER PRODUCTION

POULTRY FARMER, EGG PRODUCTION

OCCUPATIONAL PROFILE

DPT: 134; ETD: 2; SVP: 5;

TEMP: V, D, P;

APT: G(T), N, K, M;

INT: 3, 7;

PD: 1(a[L,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7(a,g,h), 8(a,b,c);

EC: 1(a,b,i,j,m,n), 4a, 6e, 7(a,b,c,d,e);

PH: 1a, 2a, 3b, 4.

6122.20 POULTRY FARM WORKER

Assists with operation of poultry farm by performing any combination of the following duties:

Cleans and disinfects poultry pens, cages, and equipment; spreads and turns litter on floor to ensure absorbency capacity; assists in installation of feeding, watering, heating and lighting systems and laying boxes; removes chicks from shipping trays and places in poultry pens or cages; cleans and fills feeders and water containers; adjusts feeders and waterers; vaccinates poultry by placing medication in drinking water or by injection; transfers poultry to other pens or cages for laying; removes sick or dead birds from flock; cleans nest boxes, places nesting material in same and replenishes supplies of material as necessary; collects eggs from boxes or cages; cleans and grades eggs by hand, or by using cleaning and grading machine; packs eggs in cartons and boxes; repairs pens and equipment, using hand tools; maintains premises by sweeping, hosing, spraying and cutlassing or burning grass; records daily intake of feed, water and medication and daily mortality of poultry.

May drive and maintain tractor to transport chicks, eggs, feed, equipment and other supplies.

May be designated according to area of employment; for example,

LAYING-HOUSE POULTRY WORKER

PULLET-HOUSE WORKER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), K, M;
 INT: 3;
 PD: 1(a[L,H],b,c,e), 3(a,c,e), 4(b,c,f), 5a, 6a, 7a,
 8(a,b);
 EC: 1(b,i,n), 4a, 6e, 7(a,b,c,d,e);
 PH: 1a, 2b, 3(a,b).

6122.25 POULTRY HATCHERY WORKER/ Hatchery Attendant

Assists with operation of poultry hatchery by performing any combination of the following duties:

Places eggs in incubator trays, identifying and setting aside cracked and dirty eggs and ensuring that eggs are right side up; inserts trays in trolleys and wheels trolleys into incubators; places eggs in hatching trays and trolleys after specified period and wheels trolleys into hatchers; removes trolleys from hatchers after specified period; transfers hatched chicks to boxes, in required number; vaccinates chicks, using injecting machine; trims and sears beaks of chicks to prevent injury, using debeaking machine; sanitises and disinfects chick boxes, hatchery equipment and general work area; disposes of unhatched eggs and shells.

May be designated according to area of specialisation; for example,
 POULTRY DEBEAKER
 POULTRY VACCINATOR

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: SI;
 APT: G(R), P, K, F, M;
 INT: 3, 6;
 PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,c,d), 5a, 6a,
 7(a,c,g), 8(a,b);
 EC: 1(a,i,m,n), 4a, 6e, 7(a,b,c,d,e);
 PH: 1a, 2b, 3(a,b).

6123 APLARISTS

Workers in this unit group are engaged in rearing bees, maintaining holdings and selling bee products.

6123.15 BEEKEEPER/Apiarist

Rears bees to produce honey and other bee products:

Builds or assembles beehives and hivestands, using hand tools; prepares and inserts honeycomb frames; purchases and/or forms starter colonies of bees and introduces bees into hives; calms bees in hive, using smoker, to gain access; inspects hives for pests and diseases, for signs of swarming, to verify presence and laying of queen bee and to monitor rate of honey production; removes pests and

treats diseased hives; destroys superfluous queen bee cells to prevent swarming; inserts beekeeping accessory equipment such as queen excluder, hive divider and honey-feeder as needed for proper colony management; inserts additional frames and adds honey-boxes as production increases; removes full frames from hive, uncaps honeycombs, extracts honey, using centrifugal extractor, and places honey in settling tanks; bottles honey for retail or forwards honey in bulk to wholesale distributor; maintains and repairs hives, apiary tools and equipment; maintains compound of apiary; keeps records relevant to planning of future honey production.

May collect royal jelly, pollen and beeswax, from hives, rear queen bees and starter colonies for sale, and construct fencing and artificial shade for apiary, maintain and service government apiaries and provide practical assistance in extension work, removal and destruction of hazardous swarms and in research programmes

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: S, J;
 APT: G(C), K, M;
 INT: 3;
 PD: 1(a[L,M],b,c), 3(a,c,e), 4(b,c,f), 5a, 6a, 7(a,g),
 8(a,b,e);
 EC: 1(a,b,i), 6b, 7a;
 PH: 1a, 2a, 3(a,b).

6124 MIXED ANIMAL PRODUCERS

Workers in this unit group are engaged in managing holdings and producing a variety of animals for direct sale or for production of animal commodities.

6124.15 FARMER, MIXED ANIMAL HUSBANDRY

Manages farm to breed, raise and/or tend livestock, poultry and insects for marketing purposes:

Determines specific combination and quantity of stock to be accommodated on farm; purchases supplies and equipment and ensures availability of adequate facilities to carry out farm operations; hires and trains Livestock Workers; plans, coordinates and supervises work schedules and other related activities to produce maximum yield on farm; detects and treats illness and injury in livestock and ensures treatment by Veterinarian when necessary; selects and breeds animals or arranges for artificial insemination to obtain desired characteristics in offspring; attends to animals during birth of offspring to minimise injury and provide after-care services; establishes and supervises maintenance of grazing pastures; performs duties of FARM WORKER, MIXED ANI-

MAL HUSBANDRY; arranges for marketing of animals and supplies, and provides transportation for same; maintains records of costs and operations.

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 3; **SVP:** 2;

TEMP: V, D, J;

APT: G(T), N, Q, M;

INT: 3, 7;

PD: 1(a[M],b,c), 3(a,c), 4(a,b,c,d,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(c,i,j,m,n), 4a, 5a, 6(a,b,d), 7(b,d,h);

PH: 2a, 3b.

6129 OTHER ANIMAL PRODUCERS AND RELATED WORKERS

Workers in this unit group train animals, supervise the care of animals at the zoo and perform other tasks related to animal production which are not performed by workers in the preceding unit groups.

6129.15 RACEHORSE TRAINER

Prepares horses for racing competitions by following plans adapted to peculiarities of each horse:

Studies records of horses' past performances, observes horses during exercises and plans and coordinates training schedules based on peculiarities of horses; conditions horses for competitive racing by directing exercising and training to attainment of top physical condition; familiarises horses with tackle, starting devices and race-track environment to minimise race-day problems; times horses during trials to determine readiness for official races; instructs Jockey on handling techniques for specific horses; supervises other personnel who feed and care for horses; fits saddle and tackle on horses on race day; prepares monthly report on horses, for submission to racing authority.

OCCUPATIONAL PROFILE

DPT: 224; **ETD:** 3; **SVP:** 4;

TEMP: D, J;

APT: G(T), M;

INT: 3;

PD: 1(a[L,M],b), 3c, 4(a,b,f), 5(a,b), 6a, 7(a,b,g), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 6(a,b), 7(b,c,d,h);

PH: 3b.

6129.20 DOG TRAINER

Trains dogs to respond to owners' commands:

Evaluates dogs to determine physical fitness, temperament and ability, and devises most appropriate training

method; prepares dogs for training by developing confidence in handler and familiarising dog with training restrictions; trains dogs to perform required action in response to command or signal, using conditioning procedures and approved training or handling equipment; evaluates dogs' competence in order to determine additional training needs; instructs dog owners and handlers in animal husbandry, including care, maintenance and handling of animals; administers first aid to animals in emergency situations; maintains training equipment to ensure their serviceability.

OCCUPATIONAL PROFILE

DPT: 224; **ETD:** 2; **SVP:** 3;

TEMP: D, J;

APT: G(T), M;

INT: 3;

PD: 1(a[L,M],b,c,e), 3(a,c), 4(b,c,e), 5(a,b), 6(a,b), 7(a,c), 8(a,b,d);

EC: 1(a,b,i,j,m,n), 6(b,d), 7(b,d);

PH: —.

6129.25 ANIMAL CARETAKER

Attends to animals, birds and fishes in captivity by performing any combination of the following duties:

Prepares food for animals, birds and fishes, in accordance with dietetic instructions; collects and transports fruit, seeds and other food items to quarters, using containers, buckets or wheelbarrows; feeds, waters and grooms animals; cleans cages, enclosures and surrounding areas, using hoses, brushes, shovels and other tools; transfers animals from one enclosure to another as required; observes appearance and behaviour of animals to detect illness or injury, treats minor ailments and reports serious conditions to superior; removes and disposes of dead animals; breeds and slaughters animals for feeding to zoo animals; collects animal specimens in the field for feeding, display or research purposes; assists with trapping and packaging of animals for export; inspects cages and locks and carries out minor repairs; prepares and maintains exhibits for public viewing and responds to visitors' queries.

May be designated according to area of work and level of responsibility; for example,

ANIMAL ATTENDANT if engaged in assisting medical personnel in care and treatment of animals in quarantine; **PET-SHOP ATTENDANT** if engaged in caring for and selling animals, birds and fishes in commercial establishment; **ZOOKEEPER** if engaged in caring for animals, birds and fishes in zoo.

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 2; **SVP:** 2;

TEMP: V, J;
 APT: G(C), F, M, E;
 INT: 3, 5;
 PD: 1(a[L,M],b,c,d,e,f), 2(a,b), 3(a,b,c,d),
 4(a,b,c,d,e,f), 5(a,b), 6(a,b), 7(a,d,e,g), 8(a,b,d);
 EC: 1(c,i,k,m,n), 7(a,b,c,d);
 PH: 3b.

6129.30 RACEHORSE EXERCISER

Exercises and conditions horses for competition racing:

Rides horse during workout and training races, following specific instructions of training personnel; informs training personnel of horses' temperament, peculiarities and physical condition during exercises.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, S, J;
 APT: G(R), M;
 INT: 3;
 PD: 1(a[M],b,c,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a,
 7(a,b,e,g), 8(a,b,c), 9;
 EC: 1(b,i,m,n), 4a, 6(a,b), 7(b,c,d,h);
 PH: 3b.

6129.35 POUND-KEEPER

Impounds captured stray dogs:

Accompanies Canine Control Worker on assignments; examines captured dogs for signs of disease and destroys diseased dogs, using humane methods; ensures that impounded dogs are fed and watered during confinement period; maintains records of dogs, noting physical characteristics and location, date and time of capture; keeps destruction and disposal records of unclaimed dogs; prepares and submits monthly report of activities; requisitions supplies and assists in maintenance of facilities and premises of pound.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;
 TEMP: S, J;
 APT: G(R), Q, M;
 INT: 4;
 PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,e,f), 5a, 6a, 7(a,b),
 8(a,b,c);
 EC: 1(c,i,m,n), 4a, 5a, 6(b,d), 7(a,b,d,e,h);
 PH: 3b.

6129.40 STABLEMAN/Groom

Attends to horses on farm or in paddock by performing any combination of the following duties:

Prepares feed supplements for horses according to instructions and feeds and waters horses daily; grooms animals to improve their physical appearance by washing, brushing and trimming coat; attends to minor cuts and bruises and reports serious injury and illness to employer; observes mare for signs of oestrus, leads mare to teasing board and leaves it there for serving by stallion when appropriate indicators are present; observes mating routine and gives necessary assistance; assists with birth of offspring as required; pastures horses or prepares them for daily exercise by attaching saddle and other trappings; cleans horses' equipment and stalls.

May be designated according to level of responsibility or area of specialisation; for example,

HEAD LAD

MARE GROOM

SENIOR GROOM

STALLION GROOM

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G, (R), M;
 INT: 3;
 PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(a,b,d,e), 5a, 6a,
 7a, 8(a,b);
 EC: 1(c,i,j,n); 4a, 6(a,b,d), 7(b,c,d);
 PH: 2a, 3(a,b).

613 CROP AND ANIMAL PRODUCERS

Workers in this minor group plan and carry out the necessary operations for mixed farming involving raising of crops and rearing of animals.

6130 CROP AND ANIMAL PRODUCERS

Workers in this unit group cultivate a variety of agricultural products, rear animals for sale or for producing animal products, and manage their holdings.

6130.05 FARM SUPERVISOR

Supervises and coordinates activities of workers engaged in raising of crops, rearing of livestock and related work:

Confers with owner or manager of establishment to obtain guidelines on work programme; issues instructions to and supervises workers engaged in activities such as cultivating, irrigating and harvesting crops and caring for livestock; directs weed- and pest-control spraying operations; visits fields and holdings to monitor work performance, appraises conditions and checks workers' output to ensure conformity with accepted practices;

communicates with owner, manager or other supervisor on work and personnel requirements and problems; trains new workers in performance of duties; compiles records relating to work accomplishments, individual worker performance and sale of farm products; responds to emergencies on farm and coordinates activities to deal with same.

May hire and pay workers and perform duties of **FARM FOREMAN**.

May be designated according to area of specialisation and level of responsibility; for example,

CROP FARM SUPERVISOR

FLAGGING SUPERVISOR

LIVESTOCK SUPERVISOR

SENIOR FARM SUPERVISOR

SUPERVISOR, AGRICULTURAL SERVICES

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 5*;

TEMP: V, J;

APT: G(T), Q;

INT: 3;

PD: 1a(L), 3a, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,n), 5a, 6a, 7(b,c,d,h);

PH: 2a, 3b.

6130.07 FARM FOREMAN

Supervises gangs of workers engaged in activities on agricultural holding:

Receives instructions from superior on tasks to be performed by gangs and issues instructions to gang workers; monitors activities to ensure that work is properly done; examines field or animals and measures work performed, using rod or tape; inspects livestock to ensure proper tending by subordinates; records workers' names, tasks completed and working time, for submission to superior.

May perform duties of workers supervised.

May be designated according to level of responsibility or area of specialisation; for example,

CULTIVATION FOREMAN

FLAGGING FOREMAN

LIVESTOCK FOREMAN

OCCUPATIONAL PROFILE

DPT: 637; ETD: 2; SVP: 3;

TEMP: J;

APT: G(C), Q;

INT: 3;

PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,f), 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(b,i,j,n), 4a, 6(a,b), 7(c,d,h);

PH: 2a, 3b.

6130.15 FARMER, MIXED FARMING

Operates farm to raise crops and livestock:

Appraises market and weather conditions, and size and location of farm to determine kind and amount of crops to be cultivated and livestock to be raised; selects and purchases planting material, livestock feeds, chemicals, machinery, equipment and other supplies; directs and supervises or performs farming operations such as preparing land, cultivating and harvesting crops, and breeding and raising livestock; markets produce or livestock; arranges for maintenance of machinery, equipment and farm buildings; hires, trains and discharges workers and meets with worker representatives where necessary to settle grievances; maintains production, financial and other records.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 5;

TEMP: D, J;

APT: G(C), N, M;

INT: 3;

PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,b,g), 8(a,b,c,d);

EC: 1(c,i,j,n), 4a, 6(a,b,d,e), 7(a,b,c,d,e,h);

PH: 1a, 2a, 3b.

6130.20 FARM WORKER, MIXED FARMING

Assists in cultivation and harvesting of crops and in rearing of animals by performing any combination of the following duties:

Performs duties of **LIVESTOCK FARM WORKER** to rear animals and those of **VEGETABLE FARM WORKER** to cultivate and harvest crops.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 3;

PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(a,b,c,d,e), 6(a,b), 7a, 8(a,b);

EC: 1(a,b,i,j,n), 4a, 6(b,d,e), 7(a,b,c,d,e,h);

PH: 1a, 2a, 3(a,b).

6130.25 SCHOOL-FARM ATTENDANT

Cares for crops and livestock on school farm and demonstrates related techniques to students:

Unlocks and secures farm buildings at beginning and end of day; tends livestock and cleans and scrubs pens; cultivates, collects and stores grass for animal feed; tends vegetable crops and fruit plants in nursery garden by watering, mulching and applying fertilisers, pesticides and other chemical solutions when necessary; demonstrates farm-related skills to students as directed by superior, such as digging of drains, making of seed-boxes, operation of agricultural tools and equipment and applying chemical preparations; supervises students in operation of equipment; distributes chemicals, under instructions from superior; issues tools to students and receives and examines same after use; cleans and lubricates agricultural tools prior to storage if necessary; maintains inventory of stock, checks supplies and recommends replenishment when necessary; reports mishaps and irregularities to security personnel or superior; handles limited production sales; keeps buildings, drains and surrounding areas in clean and sanitary condition.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
TEMP: J;
APT: G(R), Q, M;
INT: 3;
PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,b,i,m,n), 4a, 6(a,e,f), 7(b,c,d,e,h);
PH: 1a, 2a, 3b.

614 FORESTRY AND RELATED WORKERS
Workers in this minor group supervise and perform tasks in the cultivation, conservation and exploitation of forests.

6141 FORESTRY WORKERS AND LOGGERS
Workers in this unit group perform duties related to the cultivation, conservation and commercial exploitation of forests.

6141.05 FOREST PLANTATION OVERSEER
Supervises gangs of workers engaged in planting, tending and clearing forest plantations or performing logging operations:

Receives instructions from superior indicating task to be performed by gang; issues instructions to gang workers for completion of tasks; monitors activities to ensure that work is properly done and checks completed work by measuring area cleared or counting number of felled, planted or tended trees; records workers' names and tasks completed for submission to superior; responds to emergency calls and supervises suppression of forest fires.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 2;
TEMP: P, J;
APT: G(C), N, Q;
INT: 3;
PD: 1a(L,M), 3c, 4(b,f), 5a, 6a, 7(a,b), 8(a,b,c), 9;
EC: 1(b,i,j,n), 4(a,b), 6(a,b,i), 7(c,d,h);
PH: 2a, 3b.

6141.15 FOREST RANGER

Conducts sale of forest produce and patrols forest plantations and natural forested areas to ensure conformity to conservation regulations:

Visits forested plantations and natural forest to examine, measure and stamp timber and approve sales; prepares forms for issuance of licences permitting cutting and removal of forest products from state lands; visits saw-mills to inspect stock, examine records and query breaches of regulations; patrols forest reserve to inspect boundaries, assist with investigation of encroachments and ensure conformity to regulations; assists in suppressing forest fires; oversees activities at recreational facilities to ensure proper maintenance and conformity to conservation regulations.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(C), Q, M;
INT: 3;
PD: 1(a[M],b), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,l,n), 4(a,b), 6(a,b), 7(c,d,h);
PH: 2a, 3b.

6141.20 FORESTRY WORKER

Plants, cultivates and tends forest plantation by performing any combination of the following duties:

Receives instructions from superior regarding tasks to be performed; carries plants from transport vehicle to plantation site; measures distances to determine location for planting each tree, digs holes according to specifications, inserts plant and refills hole with displaced soil; brush-cuts weed around growing plants and thins and tends plants as necessary to encourage proper growth; replaces damaged and dead plants to ensure maximum utilisation of land; cuts survey lines and fire traces through plantations and forested areas and clears land boundaries for identification purposes; responds to emergency calls and assists with suppression of forest fires.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 0;
TEMP: R, SI;
APT: G(R), M;
INT: 3;
PD: 1(a[M],b,c,d,e), 2a, 3(a,c,e), 4(a,b,c), 5a, 6a, 7a, 8(a,b), 9;
EC: 1(b,i,j,n), 4(a,b), 6(a,b,i), 7(c,d,h);
PH: 1a, 2a, 3(a,b)

6142 CHARCOAL BURNERS

Workers in this unit group construct coal-pits and ignite lumber to make charcoal.

6142.10 CHARCOAL BURNER

Constructs coal-pit, ignites lumber and performs related duties to make charcoal:

Fells trees, using cutlass or power-saw, or selects lengths of lumber rejects from sawmill; measures and cuts lumber to specified lengths and chops small pieces of wood for use as filler; selects suitable location for coal-pit and digs hole of specified size; arranges posts to form grid over hole and hauls logs onto grid using lever; constructs coal-pit by stacking logs in pile and inserting filler to block spaces; moulds pit by packing soil or sawdust around base; cuts and erects wooden pickets at specified distance from base of pit and props pickets; fills enclosure between log pile and pickets with soil or sawdust and covers top of pit with grass and soil or sawdust mixture to insulate wood pile; makes hole at base of pit and starts fire to burn wood; observes fire to ensure that logs have ignited and re-stuffs hole to seal off pit; monitors coal-burning process, filling in spaces created by burning wood with soil and grass mixture to ensure maintenance of air-tight condition; observes and tests pit to determine readiness of coal; removes limited amount of coal at intervals, using *devil*, until completion of process; pours water on coals to cool them and shovels coal into bags for sale or transport to depot.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 2;
TEMP: R, J;
APT: G(R), M;
INT: 3;
PD: 1(a[H],b,c,d,e), 2a, 3(a,c,e), 4(a,b,e), 7(a,b,d,e,h), 8(a,b);
EC: 1(b,i,j,l), 2a, 4a, 6(d,i), 7(c,d,h);
PH: 2a, 3(a,b)

615 FISHERY WORKERS, HUNTERS AND TRAPPERS

Workers in this minor group catch fish, hunt and trap animals and perform related tasks.

6151 AQUATIC-LIFE CULTIVATION WORKERS

Workers in this unit group breed and raise fish and cultivate other forms of aquatic life for sale.

6151.10 FISH FARMER/Fish Breeder/Fish Hatchery Operator

Breeds, raises and sells fish for consumption or display:

Prepares aquaculture facilities such as concrete tanks, excavated earthen ponds or glass aquariums to be used as breeding, nursery and growing areas; regulates water conditions to suit fish by aging water or adding suitable chemicals and fertiliser; places aquatic plants, tiles or other material for deposit of eggs; stocks facilities with fry or fingerlings or with selected brood stock; monitors spawning and separates eggs or young from brood stock; observes growth and transfers fish to other facilities to provide more adequate space and fresh water; provides supplemental food according to stages of growth, adding medication to prevent disease; culls poor quality specimens; places fish in holding ponds and aquariums for display and sale; sells fish on premises or at other outlet; purchases supplies and equipment; installs and maintains artificial aeration and filtration systems; maintains ponds and aquariums by draining and cleaning them and fallows earthen ponds; destroys predators such as alligators in outdoor ponds; maintains records.

May collect wild spawn and hatch them under controlled conditions.

OCCUPATIONAL PROFILE

DPT: 264; **ETD:** 2; **SVP:** 3;
TEMP: R, J;
APT: G(C), P, K, M;
INT: 3;
PD: 1(a[L,M],b,c,e,f), 3(a,c,e), 4(a,b,c,d), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,b,i,l,n), 4a, 6(a,b,c), 7(d,h);
PH: 2a, 3b.

6152 INLAND AND COASTAL WATERS FISHERY WORKERS

Workers in this unit group catch and collect fish and other aquatic life in inland or coastal waters and swamps.

6152.15 FILLET NET FISHERMAN/Net Fisherman

Catches fish as member of fishing crew on board boat, using fillet net:

Loads equipment and supplies such as net, engine, gasoline, oil and life-jackets onto boat preparatory to going to sea; steers boat to fishing grounds, releases net manually and attaches lanterns simultaneously at special points for safety and identification purposes; tests net periodically to determine weight of catch; hauls net into boat and empties catch into storage containers; off-loads, sorts and sells catch on shore or at fishing depot; performs minor boat maintenance such as painting and caulking of leaks; assembles and repairs fishing nets, using hand tools.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;

TEMP: R, S, J;

APT: G(C), S, P, K, M;

INT: 3, 5;

PD: 1(a[H,VH],b,c,e,f,h), 2b, 3(a,c), 4(a,b,e), 5a, 6a, 7(a,b,d,e,g,h), 8(a,b,c), 9;

EC: 1(b,i,j,m,n), 4a, 6(a,b,k), 7(d,h);

PH: 3b.

6152.20 SEINE FISHERMAN

Catches fish as member of fishing crew, using seine:

Observes sea from land to determine presence and movement of school of fish; loads seine onto fishing boat and drags boat into water; ties one end of seine to stake on land or leaves it with crew members on shore; rows or drives boat out to sea, releasing seine around school of fish; takes other end of seine to land; pulls seine to shore; off-loads, sorts and/or stows catch; sells catch on shore, along roadside or at market; performs minor repairs to boat and seine.

May blow conch shell to attract customers.

May be designated according to area of specialisation and/or level of responsibility; for example,

BOATMAN

CORKMAN

LEADMAN

OARMAN

ROPEMAN

SHOREMAN

SKIPPER, FISHING BOAT

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(C), S, P, K, M;

INT: 3, 5;

PD: 1(a[H,VH],b,c,d,e,f,h), 2b, 3(a,c), 4(a,b,e), 5a, 6a, 7(a,b,d,e), 8(a,b,c), 9;

EC: 1(b,i,m,n) 4a, 6b, 7(d,h);

PH: 3b.

6152.25 FISH POT FISHERMAN

Catches fish and lobster, using pots:

Constructs fish pots, using wire, nails, bamboo, shears, hammer and pliers; steers boat to fishing area, using knowledge of current, tides and fishing ground; anchors boat; checks landmarks and flow of current visually to set and facilitate easy retrieval of pots; lowers pots to sea bed; raises pots out of sea, using lines and hooks; removes fish or lobster from pots and stows them in ice containers; offloads, sorts and sells catch on shore; performs minor repairs such as painting boat and corking leaks.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(C), S, P, K, M;

INT: 3, 5;

PD: 1(a[M,H],b,c,e,h), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,b,d,e,g,h), 8(a,b,c);

EC: 1(b,i,j,m,n), 4a, 6(a,b,c), 7(d,h);

PH: 3b.

6152.30 LINE FISHERMAN

Catches fish for commercial purposes, using lines, hooks and bait:

Loads equipment and supplies such as lantern, bailer, club, torchlight, foodstuff and life jackets manually onto fishing boat, preparatory to trip; catches bait, using cast net, or purchases bait; lays out line and attaches hooks and other fittings; steers boat to fishing ground, baits hooks, throws line into water and adjusts depth depending on feeding pattern of fish sought; trolls line or anchors boat and holds line to catch fish; hauls line onto boat deck; raises fish into boat with gaff; stuns fish with club before removing it from hook; stows catch in ice box; offloads, sorts and sells fish on shore or at depot; performs minor equipment repair such as replacing hooks, caulking leaks and painting boat.

May be designated according to area of specialisation; for example,

LIVE BAIT FISHERMAN

TROLLING FISHERMAN

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(C), S, P, K, M;
 INT: 3, 5;
 PD: 1(a[H,VH],b,c,e,f,h), 2b, 3(a,c), 4(a,b,c,e), 5a, 6a, 7(a,b,d,e,g,h), 8(a,b,c);
 EC: 1(b,i,j,m,n), 4a, 6(a,b,k), 7(d,h);
 PH: 3b.

6152.35 UNDERWATER FISHERMAN

Dives underwater to catch fish for commercial purposes:

Checks aqualung gauges visually to ascertain pressure in air tanks; loads tanks and other supplies and equipment such as gaff, oil, snorkels, gas and foodstuff onto fishing boat; steers boat to fishing area, using knowledge of currents and tides, and utilising landmarks as guides; anchors boat, dons scuba-diving equipment, protective gloves and goggles, and dives off boat to appropriate depth; operates harpoon gun to spear fish and octopuses, collects conchs from seabed, pries lobsters from hiding-places and puts catch in bag; checks air in tanks periodically during dive to ensure adequate supply; sells items caught to individuals and business places or in market-place.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
 TEMP: R, S, J;
 APT: G(C), P, K, M, E;
 INT: 3, 5;
 PD: 1(a[M],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,b,d,e,g), 8(a,b), 9;
 EC: 1(b,e,i,l,m,n), 4a, 6b, 7(d,h);
 PH: 3b.

6152.40 CRAB CATCHER

Catches crabs from swamps, beaches and rivers by performing any combination of the following duties:

Snatches running crabs manually, spears them with grass knife and stores them in bag; locates crab holes, inserts wire and hooks and withdraws crabs from hole; sets home-made traps near mouth of crab-hole, leaves traps overnight, inspects traps and removes catch accordingly; catches crabs in river, using baited line, lifts and scoops up catch with net, and bags catch where necessary; washes crabs to remove mud by holding them under running water or by shaking bag in water; secures crabs and ties them into bunches for sale to public or Market Vendors; maintains safety gear and work aids where applicable.

May operate boat to navigate swamp or river.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M, E;
 INT: 3;
 PD: 1(a[M],b,c), 2b, 3(a,b,c,d,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b,c,d), 9;
 EC: 1(b,i,j,l,n), 4(a,b), 6(a,b,d), 7(b,d,g);
 PH: 2a, 3b.

6152.45 OYSTER GATHERER

Gathers oysters from swamp at low tide:

Enters swamp at low tide by boat or on foot and gains access to mangrove bank; locates oysters attached to mangrove roots, cuts off relevant part of root, prises oysters off with knife and places them in bucket or bag; moves to other mangrove banks as necessary; washes oysters in preparation for sale; maintains safety gear, work aids, boat and engine as applicable.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M, E;
 INT: 3;
 PD: 1(a[M],b,c), 2b, 3(a,b,c,d,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b,c);
 EC: 1(b,i,j,l,m,n), 4(a,e), 7(b,d,g);
 PH: 2a, 3(a,b).

6153 DEEP-SEA FISHERY WORKERS

Workers in this unit group catch fish and other aquatic life as members of crew aboard trawlers and assist with routine maintenance of vessels.

6153.15 DECKHAND FISHERMAN

Operates fishing gear on board trawler at sea to haul in fish and shrimp:

Stands watch aboard trawler to alert Trawler Captain of sightings such as other vessels, lights and buoys; manipulates fishing gear on board vessel to release nets for catching fish and shrimp; retrieves and removes catch from nets and sorts, washes and stows catch as necessary; off-loads catch and other related items in port; assists in maintaining vessel and related fishing gear by performing tasks such as chipping and painting deck and superstructure, repairing nets and splicing ropes and cables to ensure trawler's sea-worthiness.

May operate echo-sounder to determine depth of sea floor.

May be designated according to area of specialisation; for example,

COOK-FISHERMAN, if also engaged in preparing and cooking meals and keeping account of kitchen stores and equipment.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 4;

TEMP: R, S, T;

APT: G(C), S, P, K, M;

INT: 3, 5;

PD: 1(a[M],b,c,h), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,b,d,e,h), 8(a,b);

EC: 1(c,f,h,i,j,m,n), 4a, 5(a,b), 6(a,b,f), 7(d,h);

PH: 3b.

6154 HUNTERS

Workers in this unit group catch, kill and prepare animals for sale of meat and other products or sell trapped live animals for breeding purposes.

6154.10 HUNTER

Hunts and traps wild animals, for sale:

Selects time and location of hunt, according to characteristics of animal being sought; determines food, equipment and other requirements for hunt and capture of animals; inspects equipment and ensures readiness of hunting dogs; hunts animals as member of team or individually, employing one or more of the following methods; attracts animals by calling them or constructs scaffold in tree and awaits animal; pursues animal by tracking it with dogs or by following its trail; smokes or digs animal out of hiding as required; catches animals by means of baited traps, removes captured prey and resets or relocates traps; kills, skins and guts game; maintains and repairs hunting and trapping equipment; attends to hunting dogs.

May use or sell game as breeding stock, train dogs for hunting and construct traps.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: J;

APT: G(C), M, E;

INT: 3;

PD: 1(a[L,M],b,c), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b,c,d), 9, 10;

EC: 1(b,f,i,l,m,n), 4(a,b), 6(a,b,d,i,j), 7(c,d,g,i);

PH: 3(a,b).

MAJOR GROUP 7
Craft and Related Workers

71 EXTRACTION AND BUILDING TRADES WORKERS

711 MINERS AND BLASTERS, STONE CUTTERS AND CARVERS

Workers in this minor group extract material from underground or surface mines or quarries.

7110 SUPERVISORS, MINERS, BLASTERS, STONE CUTTERS AND CARVERS

Workers in this unit group supervise personnel engaged in extracting stone from quarries, charging and setting off explosives and cutting and shaping stone for building and other purposes.

7110.15 SUPERVISOR-FOREPERSON, QUARRYING

Supervises quarry operations to ensure production of aggregate in compliance with work orders:

Collaborates with quarry owner to plan work programmes and discuss other related matters; studies property maps to determine legal limits of quarrying operations; studies blast patterns to determine borehole areas for blasting and marks out pattern on ground; supervises excavation, drilling, blasting and crushing activities; designates areas for dumping of excavated material; monitors quality of rock produced by quarrying to ensure suitability for crushing and processing; makes periodic inspection of plant and equipment to ensure proper functioning and supervises repair activities on quarrying equipment; requisitions supplies and spares for quarry equipment and machinery; ensures that quarry operations are in compliance with safety regulations; trains workers in various aspects of quarrying operations and provides technical advice.

May perform functions of **BLASTER** and **DRILLING MACHINE OPERATOR, QUARRYING** when required, prepare work status reports and draft estimates of expenditure for quarrying operations

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 6;
TEMP: D, P, J;
APT: G(C), V, N, Q;
INT: 5;
PD: 1a(L,M), 4b, 5a, 6a, 7a, 8(a,b);
EC: 1(a,b,f,i,n), 6d, 7(c,d,h);
PH: 3b.

7112 SHOT FIRERS AND BLASTERS

Workers in this unit group charge and set off explosives to dislodge stone from work-face of quarry and determine levels of oil and water in oil wells

7112.15 BLASTER

Positions and detonates explosives to dislodge rock from work-face of quarry:

Studies rock formation to determine optimum approach to matters such as layout, spacing and stemming of boreholes and ascertains mass of material to be blasted; marks pattern and spacing of holes on rock face for reference by **Drilling Machine Operator, Quarrying**; calculates amount of explosives required for blasting; obtains requisitions from quarry owner for required quantity of explosives; inspects proposed blasting area to ensure that rock face and sides are cleared; removes wooden plugs from boreholes to insert charge; laces detonating cord in holes and charges cavity with blasting cartridges; covers each charge with drill chips and particles of rock or sand, tamps hole and covers it to prevent force of blast from escaping; connects detonating cord from each hole to obtain multiple blasting effect; attaches delay connectors and safety fuse to regulate blasting pattern and ensure safety of workers while clearing proposed blasting area; signals workers to evacuate area and ignites safety-switch cord to commence blasting.

May communicate with police department to obtain escort for collection of explosives, transport explosives from government storage department to quarry site, record relevant blasting information and perform functions of **DRILLING MACHINE OPERATOR, QUARRYING**.

OCCUPATIONAL PROFILE

DPT: 367; ETD: 2; SVP: 4;
TEMP: R, S, J;
APT: G(C), N, Q, M;
INT: 5;
PD: 1(a[M],b,c), 2a, 3(a,b,c), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b,c);
EC: 1(a,b,f,i,m,n), 5(a,b), 6(b,d,i,j), 7(c,d);
PH: 3b.

7112.20 OIL-WELL TESTING OPERATOR

Operates seismic gun and dynamometer to determine level of oil or water in wells, and check pumping efficiency of well:

Attaches seismic gun to well-head, places cartridge into trigger section and attaches trigger section and echo-meter microphone to gun; opens casing-head valve to

allow shot to enter well and produce reading on echometer; monitors graph recorded by echometer and measures distances on graph, using calipers and rule to calculate depth of oil or water in well; installs dynamometer on well polish rods and manipulates it to allow weight of pumping unit to rest on it; activates dynamometer to determine pumping efficiency of well; removes dynamometer from polish rods and completes report sheet, detailing relevant information.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 6;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1(a(L),b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,m,n), 4a, 5a, 6(a,b,f,h), 7(d,f,h);

PH: 3b

7113 STONE SPLITTERS, CUTTERS AND CARVERS

Workers in this unit group break, cut, shape and finish stones for building, ornamental, monumental and other purposes.

7113.15 MARBLE ENGRAVER

Engraves marble for plaques, tombstones and monuments:

Discusses work requirements with customer or superior and prepares sketches of lettering and designs according to specifications; drafts lettering and design on cleaned marble surface, using instruments such as rule, compasses, squares and templates; selects chisels and mallet consistent with size and intricacy of proposed work and chips marble according to layout lines, exercising care to avoid scratching of marble surface; smooths cut areas, using chisel, and removes dust particles to prepare surface for painting; selects stencil brush and paint as specified and applies paint to highlight engraved work; cleans surface, using paint solvent to ensure that outlines are neatly finished; polishes and buffs marble with soft cloth.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), P, F, M;

INT: 1, 5;

PD: 1(a(L,M),b,c), 3a, 4(a,b,d,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,n), 6(b,d,e), 7(a,b,c);

PH: 2a, 3b, 4.

712 BUILDING FRAME AND RELATED TRADES WORKERS

Workers in this minor group erect and repair building and other structures, lay bricks and stones; erect reinforced concrete frameworks; apply lath and plaster in buildings.

7120 SUPERVISORS, BUILDING FRAME AND RELATED TRADES WORKERS

Workers in this unit group supervise personnel engaged in various types of building trades such as construction, installation and finishing of buildings, structures and surfaces.

7120.10 SUPERVISOR-FOREPERSON, BUILDING TRADES/Site Foreperson

Supervises and coordinates activities of workers engaged in operations related to building trades by performing any combination of the following duties:

Reads drawings and specifications and liaises with Construction Supervisor to discuss manpower, material and equipment requirements; requisitions tools and materials as required; maintains records; assigns duties to workers; directs and controls work at various stages, monitors workers' performance and provides technical advice and assistance to ensure adherence to specifications and building codes; ensures correct and efficient usage of materials and equipment; examines completed work; attends to workers' complaints, enforces safety regulations and assists in recruitment and training of new workers.

May tally subordinates' hours of work and submit progress reports to appropriate authority.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 6;

TEMP: D, P, J;

APT: G(C), N, S, P;

INT: 5;

PD: 1a(L), 2(a,b), 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(c,i,m,n), 4a, 6(a,b,d), 7(c,d,h);

PH: 3b.

7121 BRICKLAYERS AND MASONS

Workers in this unit group construct and repair foundations, walls, pavements and other structures of block, stone, brick and similar materials.

7121.10 MASON

Lays building blocks in mortar to construct and repair walls, foundations and other structures:

Measures areas for door and window openings, lintels, columns and beams, following profiles erected by **Construction Carpenter-Joiner**; cuts blocks or stones to required size, using hand and power tools such as trowel, chipping hammer, cold chisel and block-cutting machine; mixes and spreads mortar on site, lays and positions bricks, blocks or stones, and removes excess mortar, using trowel; finishes joints by *pointing*; checks alignment, using plumbline or spirit-level; applies initial coat of mortar, using trowel, and levels and smooths mortar, using battens and float to obtain uniform thickness; applies mortar to finish surfaces, using hand tools such as trowel and brush and/or materials such as broken tiles and blocks or aggregate to produce desired texture; plumbs and straightens corners and angles and wall and ceiling surfaces; smooths corners and angles, using angle float; levels and smooths surfaces of poured concrete floors, columns and other structures, using hand and power tools.

May specialise in plastering, brick-laying or stone masonry and perform duties of **TERRAZZO WORKER** or **TILE SETTER**.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;
TEMP: J, T;
APT: G(C), S, K, M;
INT: 5;
PD: 1(a[M],b,c,d,f), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);
EC: 1(c,f,i,n), 4a, 6(b,h), 7(c,d,h);
PH: 2a, 3(a,b).

7121.25 REFRACTORY RELINER

Prepares and installs refractory material in ladles, furnaces, tundishes and other high-temperature vessels and equipment:

Receives instructions from superior on nature of task to be performed; inspects vessels, such as tundishes and ladles, and equipment, such as slide-gate, and requisitions refractory material accordingly; prepares vessels for relining by removing spent material, using jack-hammer and pry-bar; examines area requiring bricks, lays out work and determines type of blocks required; inspects required refractory material and instructs subordinate to prepare material for use; performs duties of **MASON** to reline vessels or related components with refractory material, according to specifications; identifies material or equipment problems and reports to superior; ensures removal of equipment and material from work-site on completion of job.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 5;
TEMP: J;
APT: G(C), S, M;
INT: 6;
PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);
EC: 1(a,k,m,n), 2a, 5(a,b), 6(a,b,d,h,i), 7(c,d,f);
PH: 3b.

7122 REINFORCED CONCRETE WORKERS AND FINISHERS

Workers in this unit group erect reinforced concrete structures and grind and polish concrete and terrazzo surfaces.

7122.15 TERRAZZO WORKER

Lays terrazzo surfaces on floors and other surfaces:

Consults with customer to determine design and colour of terrazzo required; measures area of surface to be covered and prepares estimate; procures necessary materials such as metal and marble chips, sand, cement and pigment; divides floor area into bays according to design and colour selection, using measuring tape, line and spirit-level; cuts metal or plastic dividing strips to required length, using hacksaw; instructs **Terrazzo Mixer** in preparation of mortar and terrazzo mix; lays mortar base and positions metal or plastic strips in mortar, following level and direction of line; raises surface with mortar as necessary to accommodate terrazzo mix; fills bays with prepared terrazzo mix and spreads, levels and smooths mix, using trowel, straight-edge, spirit-level and float; scatters marble chips over laid surface and moves steel roller over surface to compress chips; allows surface to dry for specified time.

May perform duties of **TERRAZZO-GRINDING MACHINE OPERATOR**.

OCCUPATIONAL PROFILE

DPT: 661; ETD: 2; SVP: 4;
TEMP: R, ;
APT: G(C), K, M;
INT: 1, 5;
PD: 1(a[M],b,c,d,e), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,d,g), 8(a,b);
EC: 1(a,i,m,n), 4a, 6a, 7(c,d);
PH: 2a, 3b.

7122.20 PRECAST/PRE-STRESSED CONCRETE WORKER

Positions steel cables and conventional reinforcement in beds for production of concrete structural parts:

Receives instructions from supervisory personnel on type of member to be constructed and number, size and location of reinforcement; cleans and sprays appropriate bed with oil mixture to prevent concrete from sticking to metal; inserts end plates in bed to divide members; places spiral wire, pulls pre-stressing cables and positions them along bed, according to specifications; attaches anchor chucks to end of cables to lock cables in place; stretches cables to desired tension, using hydraulic jack, and fixes reinforcement by tying wires to cables; closes locks at side of bed; signals **Concrete Mixer Operator** to pour high-strength pre-mixed concrete onto bed; distributes concrete, using shovel, and levels it, using vibrating machine and levelling screed; sprays concrete to seal it after finishing of surface by **Mason**.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(C), M;

INT: 6;

PD: 1(a[H],b,g,d,e), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,m,n), 5a, 6h, 7(c,h);

PH: 3b.

7122.25 STEEL BENDER AND FIXER/

Steel-Bar Bender and Binder

Cuts, bends and ties concrete reinforcement steel rods and wire mesh to specifications and fixes them in appropriate positions:

Receives instructions from **Supervisor-Foreperson**, **Building Trades** and/or reads plans to determine steel-bending and wire-mesh specifications; selects size of reinforcement steel or wire mesh; measures, cuts and bends steel and wire mesh according to specifications, using hand tools and machines; ties rods or mesh with wire to form reinforcement sections; positions and secures prepared steel reinforcement sections or wire mesh on formwork or other surface areas; examines installation to ensure conformity with specifications and makes adjustments as necessary to facilitate pouring of concrete.

May assist in pouring concrete and shaping structure

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), S, P, F, M;

INT: 5;

PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,f,i,m,n), 5a, 7(c,h);

PH: 3b.

7123 CARPENTERS AND JOINERS

Workers in this unit group construct and repair various types of wooden structures, fixtures and fittings.

7123.10 CARPENTER-JOINER, CONSTRUCTION

Constructs, erects and installs wooden profiles, formwork, structures and fixtures:

Consults supervisory personnel and/or reads drawings to obtain information on location and dimensions of proposed structure; calculates quantity of material required for given job and provides cost estimate where necessary; identifies and/or selects lumber, tools and other building materials; prepares site layout according to plan, using batter boards, stakes and chalkline; prepares and dresses lumber by measuring, cutting and planing to required specifications, using variety of hand and power tools and machinery such as tape, saws, try-square and planer; prepares formwork for concrete and installs profiles for brickwork; constructs and erects structures such as floors, roofs, scaffolding, partitions, ceilings and stairs, using prepared lumber; dismantles profiles, formwork and scaffolding; installs internal building fixtures such as cupboards and lintels; carries out general repairs to woodwork in buildings and other wooden structures; sharpens tools and cleans tools and machinery.

May assist in erection of steel beams and columns.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 3; SVP: 5;

TEMP: R, J, T;

APT: G(C), S, P, K, F, M;

INT: 5;

PD: 1(a[M],b,c,d,e,h), 2(a,b), 3(a,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c,d) 8(a,b);

EC: 1(g,f,i,m,n), 5a, 6(a,b,d), 7(c,d,h);

PH: 3(a,b).

7123.15 STAGE SET AND PROPERTY MAKER

Makes and assembles properties and sets for television, film and theatrical productions:

Studies sketches and verbal instructions from **Theatrical Set Designer** to determine materials and equipment required; performs duties of **CARPENTER-JOINER, CONSTRUCTION** to assemble props on location, according to specifications; sets up and tests moving or functioning parts of set to ensure desired performance; smooths rough edges using plane and sandpaper, and cleans and paints properties.

May direct **Stage and Property Hands** to arrange and shift props as necessary.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 2; SVP: 5;
 TEMP: J, T;
 APT: G(C), S, P, K, F, M;
 INT: 5;
 PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c,d), 8(a,b);
 EC: 1(a,i,j,m,n), 5a, 6(b,d), 7(c,d);
 PH: 2a, 3(a,b).

7123.20 SHIPWRIGHT/Ship's Carpenter

Makes and repairs wooden parts and fittings for sailing vessels:

Performs duties of **CARPENTER-JOINER, CONSTRUCTION** to build or repair wooden structural parts and fittings for vessels, and support systems such as cradles, wedges, blocks and rails used in docking operations; positions and secures structures on dock or platform; erects temporary wooden structure to accommodate repairs to ships; caulks ships by inserting cotton and pitch in seams to prevent entry of water into vessel; bolts metal fittings, plates and bulkheads to wooden parts of ship.

May perform duties of **WOODEN-BOAT BUILDER**.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), S, P, K, F, M;
 INT: 5;
 PD: 1(a[M],b,c,d,e,h), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d), 8(a,b);
 EC: 1(a,b,h,i,n), 4a, 5a, 6a, 7(c,d);
 PH: 3b.

7123.25 WOODEN-BOAT BUILDER

Constructs and repairs small wooden craft such as sailboats, fishing boats and pirogues:

Takes orders from customers and records specifications to prepare plans and make templates; makes calculations and selects required timber; cuts and shapes keel, using adze to form foundation of structure; measures, cuts and shapes bow piece and stern board, and nails to keel; shapes and fits *knee* to reinforce stern board and keel; measures and cuts boards to make sidings; prepares and positions ribs, fastening them with nails; nails sidings to bow piece, ribs and stern board to form body of boat; prepares and installs seats, engine-mount and other wooden

fittings; smooths rough edges with file and scraper to prepare boat for caulking and painting; calculates costs and bills customer.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 4;
 TEMP: R, J, T;
 APT: G(C), N, S, P, M;
 INT: 5;
 PD: 1(a[H],b,c), 3(a,c), 4(a,b,c,d,e), 5a, 6a, 7(a,c,d), 8(a,b);
 EC: 1(a,b,i,m,n), 6b, 7(c,d);
 PH: 2a, 3b.

7129 OTHER BUILDING FRAME AND RELATED TRADES WORKERS

Workers in this unit group are involved in activities related to construction, general maintenance and demolition of building frames, which have not been assigned to workers in the preceding unit groups.

7129.15 BUILDING MAINTENANCE WORKER

Repairs structures and maintains appearance of buildings:

Receives instructions from superior, verbally or from work-book entries; examines problems or defects in building to establish priorities and decide on repair methods; selects tools and materials from store-room or arranges for acquisition of same; attends to minor plumbing problems such as leaky faucets and clogged drain-pipes, using tools such as wrenches, pliers and plunger; repairs or replaces defective electrical fittings such as light-bulbs, fuses and door-bells; repairs woodwork by patching or replacing items such as doors, windows, wooden floors, stairways and eave-boards, using hand or power tools; mixes and applies mortar to patch holes and cracks in masonry; applies filler, paints or varnish to restore worn areas.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), P, K, M;
 INT: 5;
 PD: 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b,c);
 EC: 1(c,h,i,m,n), 4a, 5a, 6b, 7(a,c,d);
 PH: 2a, 3b.

7129.20 SCAFFOLDER/Metal-Scaffolding Erector

Erects metal scaffolding at work sites to facilitate building construction, renovation, cleaning and/or painting operations:

Liaises with Construction Supervisor to obtain specifications for required scaffolding; discusses quantity and sizes of metal pieces required to erect scaffolding and arranges for transport from storage to construction site; advises helper on erection procedure and on areas requiring special attention; positions wooden or metal base-plates according to length of horizontal pieces of scaffolding, erects vertical pieces on base-plates, fastens clamps to horizontal members for support and locks clamps into position by tightening nuts with spanners; builds scaffolding to required height and length using rope and pulley to raise pieces to work area; erects guard-rails and ladders to protect and assist workers operating above ground; alters structure to facilitate operations as work progresses; dismantles scaffolding on completion of job and stacks pieces for removal from work site.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;
 TEMP: R, J;
 APT: G(R), P, M, E;
 INT: 5;
 PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b), 9;
 EC: 1(a,b,f,h,i,m,n), 5a, 6(b,h), 7(c,d,h);
 PH: 3b.

7129.25 DEMOLITION WORKER

Demolishes buildings, using heavy machinery and hand tools:

Examines structure to determine optimum method and equipment needed for demolition of building and desirable location for falling debris; erects scaffolding, ladders and work platforms to facilitate work taking place above ground; loosens and removes electrical and plumbing fittings, doors and windows and plate-glass, using tools such as hammer, screwdriver, crowbar and pickaxe, and safeguards reusable materials to minimise damage; demolishes masonry, using sledge-hammer, chisel and pneumatic equipment; positions and operates winch-truck or tractor to knock down walls and deposit debris in specified area; directs labouring crew to break up large concrete sections, collect and stack reusable material such as lumber, fittings and reinforcing steel, and perform other related routine tasks.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(R), P, K, M;
 INT: 5;
 PD: 1a([H],b,c,d,e,h), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b), 9;

EC: 1(c,f,i,h,m,n), 5a, 6(b,g,h), 7(c,d,h);
 PH: 3b.

7129.30 PANEL FABRICATOR

Assembles and installs insulation panels to build storage, office, and other facilities:

Reads drawings to determine specifications and location of panelling; prepares site for panels, using caulking compound and sealant; anchors tracks to floor, using rivet gun and plugs; cuts panel to required height and size, using electric shears; positions panel and attaches outside moulding; applies sealant to moisture-proof panel, opens grooves with knife, clamps panels together and secures moulding, using mallet.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), S, P, K, M;
 INT: 5;
 PD: 1(a[M],b,c,d), 2a, 3(a,b,c,e), 4(a,b), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(a,b,i,n), 3a, 5a, 6b, 7(c,d);
 PH: 2a, 3b.

713 BUILDING FINISHERS AND RELATED TRADES WORKERS

Workers in this minor group fit roofs; apply insulating materials to buildings, boilers, pipes and refrigeration and air-conditioning equipment; fit and set glass in buildings and vehicles; assemble, fit, install and repair plumbing fixtures, pipes and pipeline systems; install and service electrical wiring systems in homes, industrial plants and other establishments, and in ships, motor vehicles and aircraft; make, erect, fit and repair flooring, fixtures and panelling.

7130 SUPERVISORS, BUILDING FINISHERS AND RELATED TRADES WORKERS

Workers in this unit group supervise craftsmen engaged in activities related to finishing of buildings.

7130.15 SUPERVISOR-FOREPERSON, PLUMBING AND PIPE-FITTING

Supervises and coordinates activities of workers engaged in assembly, installation and repair of pipes, fittings and fixtures for water, gas, oil or waste disposal:

Interprets plans and specifications to determine material and manpower requirements; requisitions materials and equipment and arranges for transport to work site; plans

and lays out work and assigns duties to subordinates; monitors and directs work in progress, providing technical advice as necessary to ensure adherence to standards and specifications; checks problems relative to laying, testing, dismantling, maintenance and repair, of pipes, fittings and fixtures, makes decisions on replacement of parts and instructs subordinates accordingly; attends to workers' complaints to maintain good relationships and assists in recruitment and training of new workers; maintains personnel and job records and tallies hours of work for calculation of wages.

May be designated according to area of specialisation; for example,
SUPERVISOR, PIPELINES AND RIG-BUILDING
TRUNK PIPELINE FOREMAN

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, P, T;

APT: G(C), N, S, P;

INT: 5;

PD: 1a(L), 2(a,b), 3(a,c,e), 4(a,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(c,b,i,n), 5a, 6(a,b), 7(c,d,h);

PH: 3b.

7131 ROOFERS

Workers in this unit group are engaged in covering roof structures and auxiliary fixtures, using materials such as metal, clay, asphalt and thatch.

7131.15 ROOFER, MASTIC GALVANISED TILES

Installs mastic galvanised tile roofing strips over existing roofs and on roof frameworks of new structures:

Measures roof area to verify that edges are square; nails battens onto existing roof, rafters or close boarding; measures and marks nailing points on battens for securing of mastic tiles; lays tiles on battens and nails them into place, using mastic-coated nails; trims tiles, using guillotine to fit exact dimensions of roof; installs ridge capping as necessary; repairs damaged tiles and seals nail points, using mastic compound.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 6;

TEMP: R;

APT: G(C), M;

INT: 5;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,d,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,f,i,m), 5a, 6(b,e), 7(b,c,h);

PH: 2a, 3b.

7131.20 ROOFER, CONCRETE AND CLAY TILES

Installs concrete or clay tiles on roofs:

Measures roof area and rafters to determine spacing of battens; checks alignment of rafters, rolls on underfelt and nails it to rafters, allowing sagging between rafters to allow water to run off; cuts and joins battens and nails to rafters or close boarding; installs aluminium clips to bat-proof eaves; attaches tiles to clips and nails them to battens; nails cement strip onto last rafter of gable to weather-proof roof; mixes coloured cement to fill area between gable and strip; installs ridge capping and beds in mortar; marks tiles and cuts them at required angle, using power saw, to fit slant of hip roofs, and installs hip cappings; measures length of roof valleys, cuts aluminium sheeting to fit area, installs sheeting by nailing it to battens and fills valleys with coloured cement.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), M;

INT: 5;

PD: 1(a[M],b,c), 2(a,b), 3(a,b,d,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,f,i,m), 5a, 6(b,e,f,h), 7(c,d,h);

PH: 3b.

7131.25 ROOFER, ASPHALT SHINGLES

Installs asphalt shingles on roof structure to provide waterproof covering:

Examines drawings and visits site to measure roof and determine required materials; liaises with Carpenter to ensure appropriate preparation of roof structure; applies underlay on roof and secures it in position with nails and bituminous adhesive; aligns first row of shingle material with edge of roof and fastens material with flat-head nails; lays and overlaps successive rows of shingles to cover roof area using straight-edge or chalk line as guide, and nails shingles to roof structure; cuts and shapes pieces of roofing material to fit contours and intersecting roof surfaces; directs and helps subordinates to waterproof seams by applying bituminous compound to overlapping joints.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), P, M, E;

INT: 5;
 PD: 1(a[M],b,c), 2(a,b), 3(a,b,c), 4(a,b,e), 5a, 6a,
 7(a,d), 8(a,b);
 EC: 1(b,f,i,m,n), 5a, 6b, 7(b,c,d,h);
 PH: 2a, 3b.

7131.30 ROOFER, METAL SHEETING

Installs metal sheeting and flashings on roof structures:

Measures rafters and marks off spacing for battens and position of fasteners; positions and fastens battens or close boarding onto rafters; lifts pre-cut galvanised or cladding sheets onto roof, by hand or using rope and positions and secures them with nails or screws; attaches covering strips to ridges and affixes ridge capping and other flashings as necessary; fastens side flashings onto fascia board and attaches them to sheeting at ends of roof; bat-proofs eaves of structure, using polystyrene or wood.

May construct partition or walls, using galvanised or cladding sheets.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(C), P, M;
 INT: 5;
 PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,b,c,e), 4(a,b,e), 5a,
 6a, 7(a,g), 8(a,b);
 EC: 1(b,f,i,m,n), 2a, 5a, 6b, 7(c,d,h);
 PH: 3(a,b).

7131.35 INSTALLER, SUSPENDED CEILINGS

Installs suspended ceilings onto ceiling framework or under existing ceiling, using hand and power tools:

Reads drawings of ceiling area; measures and marks proposed height of ceiling on walls and positions for bearers according to size of tiles or panels to be used; fastens wires to ceiling frame or existing ceiling to support main bearers and pulls line to ensure that main bearers run parallel to side walls; cuts, fits and fastens intermediate pieces to complete ceiling framework, using hacksaw and staple gun; ensures that framework is level and square, using spirit-level; slides acoustic tiles or panels into position to cover ceiling area, cutting them to fit corners as necessary; attaches clips to hold panels in place.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: J, T;
 APT: G(C), M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 2a, 3e, 4(a,b), 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5a, 6(f,g), 7(c,d,i);
 PH: 1a, 2a, 3(a,b).

7131.40 ROOF THATCHER

Attaches palm-leaf thatch to rafters and battens of structures:

Cuts, presses and dries individual palm leaves for use in thatching; attaches overlapping dried leaves to rafters, battens and centre pole of structure and secures leaves with wire or prepared vines; repairs and maintains thatched roof as necessary.

May erect supporting wooden structure according to client's specifications.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(C), M;
 INT: 5;
 PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,e), 4(a,b,c), 5a, 6a,
 7a, 8(a,b);
 EC: 1(b,i,n), 7h;
 PH: 2a, 3b.

7132 INSULATORS AND WATERPROOFERS

Workers in this unit group are engaged in insulating buildings, pools, boilers and refrigeration and air conditioning equipment.

7132.15 BUILDING INSULATOR

Sets up and operates equipment to apply insulating material to structures to prevent or reduce passage of heat, fire or sound:

Receives instructions from superior on work to be performed; assembles machines, accessories and insulating material and loads them onto vehicle for transportation to work site; changes hoses on water pump and machine, according to height of structure to be insulated; attaches gun to hoses and secures it with clip; deposits material into receptacle of machine according to type of insulation to be done; adjusts gauges to regulate flow of water and material; sprays sample of material into container and weighs it to determine density or feels material to determine consistency; applies material to beams, pipes, metal sheet and other surfaces, allows it to dry for specified time and repeats application as required; signals to assistant to move machine or regulate flow of materials; cleans and maintains equipment and work area.

May erect ladder or scaffold to gain access to elevated areas.

OCCUPATIONAL PROFILE**DPT:** 662; **ETD:** 3; **SVP:** 3;**TEMP:** J;**APT:** G(C), P, M;**INT:** 5;**PD:** 1(a[M],b,c), 2(a,b), 3(a,e), 4(a,b,d,e), 5a, 6a, 7a, 8(a,b);**EC:** 1(c,f,i,k,m,n), 4a, 5(a,b), 6(b,d,i), 7c;**PH:** 3b.**7132.20 BOILER AND PIPE INSULATOR**

Insulates surfaces of boilers, pipes and other plant equipment to prevent heat transfer:

Examines job request form and/or obtains instructions from superior to determine insulation specifications; examines items to be insulated, such as boilers, pipes, ducts and processing vessels, to ascertain quantity and type of insulation required; requisitions insulating material such as cork, felt, polyurethane and cladding as specified; prepares surface for treatment by cleaning it, using steel brush and air blower; attaches support material such as wire netting around items to be insulated and secures netting with tie wires, using hand tools; prepares insulating material for use where required; applies coats or layers of insulating material manually or by spraying over wire support, and subsequently between strips of canvas or sacking soaked in insulating cement to achieve required thickness; screws or spot-welds studs onto large flat surfaces to support insulation and smooths surface of final layer, using trowel; instructs and directs subordinates in performance of related tasks

OCCUPATIONAL PROFILE**DPT:** 664; **ETD:** 2; **SVP:** 2;**TEMP:** R, J;**APT:** G(C), P, M;**INT:** 5;**PD:** 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);**EC:** 1(a,f,h,m,n), 6(a,b,d), 7(c,d);**PH:** 2a, 3b.**7132.25 REFRIGERATION AND AIR-CONDITIONING EQUIPMENT INSULATOR**

Applies insulating material to refrigeration and air-conditioning equipment to prevent heat absorption and condensation:

Liaises with superior to obtain specifications of required insulation; examines items to decide on method and materials for insulation; requisitions materials such as asbestos, fibre-glass, polyurethane and cork; trims and

shapes insulating sheets and blocks to fit and cover components of refrigeration and air conditioning equipment such as condensers, expansion chambers and ducts; insulates gas piping of refrigeration and air-conditioning systems with moulded cork or asbestos forms, fastens forms in position with wire and wire netting, using shears, snips and pliers, and covers wire with strips of canvas or sacking soaked in asbestos cement; fabricates detachable insulation for valves and other fittings from asbestos cloth, using electric sewing-machine; insulates sheet metal ducting with foil-covered fibre-glass and installs it according to specifications; affixes flexible connections onto branch ducts to feed cool air to desired areas; installs damper controls to regulate flow of air to branch ducts; seals joints, using sealing compound and duct tape; directs and supervises subordinates in performance of related routine tasks.

OCCUPATIONAL PROFILE**DPT:** 664; **ETD:** 2; **SVP:** 2;**TEMP:** J, T;**APT:** G(C), P, K, M;**INT:** 5;**PD:** 1(a[M],b,c,d,e), 2(a,b), 3(a,b,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);**EC:** 1(a,h,i,m,n), 5a, 6(a,d), 7(c,d);**PH:** 2a, 3b.**7132.30 MASTIC ASPHALT SPREADER**

Applies mastic asphalt to vertical and horizontal surfaces of buildings and storage tanks for waterproofing purposes:

Prepares vertical surfaces for treatment by attaching heavy gauge wire mesh to ensure adhesion of asphalt; applies layer of light-weight concrete to grade horizontal surface, and covers concrete with isolating membrane, such as paperfelt, to allow relative movement between concrete surface and mastic asphalt; spreads uniform layers of molten mastic asphalt over small segments of surfaces, using wooden float and battens, until entire area is waterproofed; cuts groove on perimeter of adjacent vertical surface at specified height above horizontal surface for bedding upper edge of mastic asphalt; applies layers of mastic asphalt to seal corners, using angle trowel; covers upper edge of mastic asphalt in groove with concrete mortar to secure it in position and complete waterproofing process; covers asphalt-coated roof with coat of reflective paint or light-coloured stone chips to reduce degeneration of asphalt by ultra-violet light.

OCCUPATIONAL PROFILE**DPT:** 684; **ETD:** 2; **SVP:** 2;**TEMP:** R;**APT:** G(C), M;

INT: 5;
 PD: 1(a[M],b,c), 2(a,b), 3(a,b,c,e), 4(a,b), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(c,f,h,i,m,n), 2a, 4a, 6(b,i), 7(a,b,d,h);
 PH: 1a, 2a, 3b.

7133 GLAZIERS

Workers in this unit group assemble and install pre-cut glass, mirrors and related material on buildings and vehicles.

7133.15 VEHICLE GLAZIER

Prepares and installs glass panels in motor vehicles:

Examines vehicle to determine specifications for installation of glass, and availability of pre-cut glass panels; cuts flat safety glass for windows or windscreens according to specified pattern, using glass cutter, and smooths cut edges by manipulating glass manually against rotating abrasive belt; prepares panel seating by removing dirt and rust and filling holes and cracks with filling compound; applies weather stripping along edges of glass and fits glass into window frame; installs pre-cut curved or tempered glass in windows or windshields by applying adhesive compound to edge of glass and inserting it into rubber channelling of windshield or window frame; applies moisture-proofing compound to seal glass in frame and prevent leaks and rattles.

May adjust or replace parts of window-raising mechanism and repair leaks in windshields and side panels.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;
 TEMP: R, SI, T;
 APT: G(C), P, M;
 INT: 5;
 PD: 1(a[L],M],d,e), 3(a,c,e), 4(a,b,d,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,h,i,m,n), 5a, 6a, 7(c,d);
 PH: 2a, 3(a,b).

7133.20 GLASS INSTALLER

Installs pre-cut glass, mirrors or similar materials in doors, windows and other parts of buildings by performing any combination of the following duties:

Positions mirror or glass on stipulated parts of building and marks off points for anchorage or layout, using plumb-bob, spirit level, straight-edge and marking instrument; drills holes in wall surface and inserts plugs; attaches rubber mastic to back of mirror or glass and screws them onto surface; measures window openings to verify dimensions and checks that openings are square and level, using tape or straight-edge; drills holes in

walls, screws aluminium frames to walls and ensures that frames are straight and level; places beading strip in frame of shop front window and glass on beading strip; fixes vinyl strips around side of frame and applies sealant to weather-proof windows; screws mullion into opening for louvre windows and places centre louvre frame on mullion for large openings; places glass or wood in blades of frame and ensures that glass or wood is secure and that windows close properly; assembles awning windows, positions them in opening and screws them to wall; couples glass sheets for picture windows, places glass in frame, applies sealant on inside of frame and attaches beading strips; lays top and bottom tracks for prefabricated sliding glass doors; measures distance between tracks to verify that doors can fit into space; places doors on tracks, ensuring their alignment; bolts metal hinges, handles and locks onto doors; fixes hook strip on wall to prevent doors from sliding too far and puts stoppers on doors to prevent them from rolling off tracks.

May install windows by placing glass in frame and applying putty, and cut glass to size if necessary.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R, I;
 APT: G(C), F, M;
 INT: 5;
 PD: 1(a[M],b,c,d), 2(a,b), 3(a,c,e), 4(a,b,c), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,m,n), 5a, 6(b,c);
 PH: 1a, 2a, 3b.

7133.25 PLATE GLASS INSTALLER/Glazier

Assembles and installs plate glass windows on buildings:

Reads building drawings to determine window specifications; measures opening and assembles window-frame by screwing brackets together; positions frame and bolts or screws it to wall; ensures that frame is plumb and level, using plumb-bob and spirit-level; cuts glass to required size and places it in frame, using suction cup; places beading strip on glass, attaches rubber moulding and applies sealant to waterproof window.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R, I;
 APT: G(C), P, M;
 INT: 5;
 PD: 1(a[M],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(b,f,i,m,n), 5a, 6b, 7b;
 PH: 2a, 3b.

7134 PLUMBERS AND PIPE FITTERS

Workers in this unit group assemble, install maintain and repair plumbing fixtures, pipes and pipeline systems

7134.15 PIPELINE FITTER, OILFIELD

Installs and replaces oilfield pipelines:

Monitors pipelines in oil-gathering stations and other areas to check for leaks; disconnects and replaces faulty lengths of pipe, using wrenches and chain tongs; replaces packing on valves and glands to prevent leaks; changes threaded or flanged joints on leaking pipelines; installs pipe to attach *christmas tree* to well head, and connect flowline from christmas tree to oil-gathering stations; runs new industrial water pipelines as necessary, selecting appropriate joints, valves, unions and collars.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 6;

TEMP: R, T;

APT: G(C), M;

INT: 5;

PD: 1(a[M],b,c,d,e), 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(b,i,m,n), 4a, 6(a,b), 7(c,d,e,f,h);

PH: 2a, 3b.

7134.20 PIPE FITTER

Installs, maintains and repairs pipeline systems to conduct steam, oil, water, gas and chemicals:

Examines plans and specifications and consults with **Building Contractor** or customer to ascertain location of supply lines; bores passage holes through walls, using manual or electric drilling tools; measures installation area on wall, using measuring tape, noting angles and bends; cuts and bends required lengths of metal or plastic pipes, using pipe-cutting and bending tools; threads ends, using stock and die, where indicated; cleans threads, using cloth or steel wool, and applies sealing tape or flux; joins pipe, using T joints, elbows or collars; seals and secures joints by heating them with blowtorch, tightening them with wrench or by using adhesive; positions pipes and secures them with clamps and brackets or covers them with earth; installs lock-off valves and connects piping to supply tank; tests system for leaks by pumping air or liquids under pressure; locates and repairs leaks; services and repairs pipes and fittings by soldering, replacing defective parts and/or tightening loose joints.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 4;

TEMP: R, J, T;

APT: G(C), P, M;

INT: 5;

PD: 1(a[L,M],b,d,e), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(c,h,i,m,n), 6(a,b,g), 7(a,b,c,d,e,f,h);

PH: 2a, 3(a,b).

7134.25 PLUMBER

Assembles, installs and maintains pipes, fixtures and fittings for water distribution and waste disposal:

Reads drawings and specifications to determine type of pipe required and location of service and waste lines; calculates quantity of plumbing materials needed for installation; verifies position of pipes, types of fixtures and location of main water supply line; marks positions for underground pipes, passage holes and fixtures for walls and floors, using rule, spirit-level and plumb-bob; measures pipe with tape or rule and marks cutting or bending line; cuts and threads pipe, using hacksaws or pipe cutters and pipe-threading tools; bends pipe to required angle, using pipe-bending machine or blowlamp; joins steel, plastic, lead and copper pipe, using fittings, couplings, elbows, seal tape, yarn, cement, solder or hot lead; lays underground pipes, ensuring proper inclination and coverage; cuts holes and channels through walls and floors to accommodate pipes, using hand and power tools; assembles and installs pipes, fixtures and fittings, and positions, secures and seals them, using screws, brackets and hangers; installs waste disposal system, water pumps and storage tanks; connects service lines and control valves to main water supply, and waste lines from water closets to drains and sewage disposal system; turns on main supply, opens valves, checks for leaks and conducts repairs as required; maintains and repairs plumbing systems by locating defects, replacing broken pipes and fixtures, soldering or caulking pipes to repair leaks and clearing choked waste-pipes and traps.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;

TEMP: R, T;

APT: G(C), S, F, M;

INT: 5;

PD: 1(a[H],b,c,d,e), 2a, 3(a,b,c,e), 4(a,b,c,d,e), 5a, 6a, 7a, 8(a,b);

EC: 1(c,f,h,i,m,n), 4(a,b), 5a, 6(b,d,f,g,i), 7(b,c,d,h,i);

PH: 1a, 2a, 3b.

7134.30 SEWER MAINTENANCE PLUMBER

Maintains and repairs municipal sewer systems and clears choked domestic sewer lines:

Inspects sewer lines to detect leaks, obstructions or other signs of malfunctioning and records findings; repair

breaks in lines by replacing damaged pipe sections and sealing joints, using plumbing tools and caulking compound or cement; angles mirror in relation to sunlight or flashlight to locate debris in very long lines; clears clogged lines of debris, using pipe rodding machine, and cleans pipes by flushing them with water to remove scales and grime; excavates area around sunken lines and restores lines to normal gradient; raises and repairs or replaces damaged or sunken manhole covers and repaves area prior to replacing covers; paints tarnished covers; makes house calls to clear choked lines and replace broken fittings.

May build retaining walls around sewer lines.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;
TEMP: R, J;
APT: G(C), F, M;
INT: 5;
PD: 1(a[M],b,c), 3(a,b,c,d), 4(a,b,c,e), 5a, 6a, 7(a,b), 8(a,b);
EC: 1(a,b,d,h,i,n), 4a, 6(d,e), 7(a,b,c,d,e,f);
PH: 1a, 2a, 3b.

7134.35 GAS APPLIANCE INSTALLER/ Gas Pipe fitter

Installs gas pipes, appliances and fittings in buildings:

Performs duties of PIPE FITTER, but specialises in installing gas-pipes, appliances and fittings; assembles regulating device and mounts it on wall, using bracket and screws; connects pipes from regulator to appliance and to source of gas supply; advises customer on safety.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 4;
TEMP: R, J, T;
APT: G(C), P, F, M;
INT: 5;
PD: 1a[L,M],b,d,e), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);
EC: 1(c,h,i,m,n), 6(a,b,e), 7(a,b,c,d,e,f,h);
PH: 2a, 3b.

7134.40 DREDGE-PIPE LAYER

Lays and secures marine pipes to channel excavated material from dredging location to dyke or other deposit point:

Works as member of crew performing any combination of the following duties; attaches pipe to exhaust channel of dredger and couples pipe, using flanges or other fittings and appropriate tools to channel slush to dyke and/or other desired location; cleans clogged cutter head

of dredge-boom, using rod; assists in building dykes and laying sandbags and sumps for trapping silt; shortens and extends cables on anchor of dredger as required.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), M;
INT: 5;
PD: 1(a[M,H],b,c,d), 2(a,b), 3(a,c,e), 4(b,c,e), 5a, 6a, 7a, 8(a,b);
EC: 1(b,k,m,n), 4a, 6(a,b), 7(d,h);
PH: 3b.

7134.45 WATER SYSTEM INVESTIGATOR

Monitors operation of water transmission and distribution systems to ensure proper functioning:

Monitors water lines, reservoirs and drains to detect inadequacies, leakages, blockages and malfunctions; reviews reports and maps and drawings of installations to assist in location of faults; investigates and addresses customers' complaints and disruptions in water supply and refers matters to superior as necessary; plans and directs work of maintenance crew; ensures that pumps, valves, gauges and meters are properly maintained; prepares requests for major repairs and maintenance of pipelines and fitting, for submission to superior; draws sketches of existing transmission and distribution systems and additions and alterations to same, and submits sketches to design department for preparation of maps; prepares reports for superior, giving details of disruptions, customers' complaints and need for new installations; maintains and updates records of transmission and distribution systems; attends meetings and makes presentations as required.

OCCUPATIONAL PROFILE

DPT: 637; ETD: 2; SVP: 1;
TEMP: D, J;
APT: G(C), S, P, Q;
INT: 5;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,b,d), 8(a,b,c);
EC: 1(a,b,i,m,n), 6a, 7(c,h);
PH: 3b.

7134.50 PIPE LAYER/Drain Layer

Lays pipes made of cast iron, concrete, plastic or other material for use as sewers, drains and oil or water mains:

Grades and smooths trench-bed after excavation by Excavator Operator and verifies depth, using measuring tape; cuts plastic, concrete or cast-iron pipes to required lengths, using sheet saw, hammer and chisel, or pipe

cutter; cleans pipe ends to remove dust or other foreign matter, using cloth or steel brush; prepares pipes for joining by applying soap solution and inserting rubber gasket, yarn coated with grease, or solvent cement to bell or filler end according to specifications; lifts pipe and lowers it manually into trench, or places chain tongs around ends, applying sling to mid-section and attaching it to digging end of excavator; guides pipe into trench, ensuring proper alignment of bell and filler ends; locks joints by manipulating lever on chain tongs and applying pressure at tail-end of filler pipe, using crow bar or with assistance from **Excavator Operator**; connects T-joints to main crossing or other terminals such as fire hydrants; seals joints, using mortar where indicated; secures pipes in position, using saddles, packs earth around pipes to cover them, using shovels, spades and tampers.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(C), M;
 INT: 5;
 PD: 1(a[H],b,c,d), 3(a,c), 4(a,b,d,e), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(b,h,i,m,n), 4a, 5a, 6(a,b), 7(c,d);
 PH: 1a, 2a, 3(a,b)

7135 BUILDING AND RELATED ELECTRICIANS
Workers in this unit group install, maintain and repair electrical equipment and wiring systems in homes, theatres, studios, industrial plants and ships.

7135.15 BUILDING ELECTRICIAN/ Electrical Wireman

Installs electric wiring and switch systems in buildings, in accordance with electrical codes:

Liaises with supervisory personnel and/or reads drawings to determine wiring specifications; bends metal conduit, using *hickey*, or shapes synthetic material manually to suit contour of supporting structure; cuts conduit, using hacksaw, and affixes assembly to walls and ceiling with clamps, or installs it within brick work by chipping out access; draws electrical wires through conduit, using fish-wire, or fastens wires directly onto structure with clips or staple gun; positions and installs distribution panel, circuit breakers, junction-boxes, switches and electrical outlets according to specifications; secures earth-wire for protection against lightning and connects all wires, using pliers, wire-stripper and screwdriver; installs electrical meter-base and necessary cables to facilitate connection to electricity supply; completes form requesting inspection of work by appropriate authority.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;
 TEMP: R, T;
 APT: G(C), N, S, P, F, K, M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b);
 EC: 1(a,b,h,i,m,n), 6(b,g), 7(c,d,i);
 PH: 2a, 3b.

7135.20 POWER-HOUSE ELECTRICIAN

Installs, tests, repairs and maintains electrical equipment associated with power generation:

Reviews sketches and circuit diagrams to determine method and procedure for installation of equipment such as motors, pumps, transformers and switchgear, using hand tools and test instruments; tests defective equipment to ascertain location and cause of malfunction, using testing apparatus such as ammeter and voltmeter; notifies **Power-Station Engineer** of need to shut down generating unit for repairs and estimates down-time; performs continuity tests on switchboards, relays and recording equipment, referring to wiring diagrams to trace connection of wires and cables; ensures that insulation, soldering and connectors are intact; cleans and services generator bearings, electrical pump motors and oil-filled circuit breakers and transformers; follows accepted codes of practice; prepares report on condition of equipment and corrective action taken.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;
 TEMP: J, T;
 APT: G(C), S, P, K, F, M;
 INT: 5;
 PD: 1(a[L,M],b,c), 2a, 3(a,c,e), 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
 EC: 1(a,b,f,h,k,m,n), 2a, 5a, 6(b,f,g);
 PH: 2a, 3b.

7135.25 INDUSTRIAL ELECTRICIAN

Carries out electrical repair, maintenance and installations on industrial plant and equipment:

Inspects defective electrical equipment such as motors, switchgear and alarm system visually and conducts tests, using equipment such as ammeter, test lamp and voltmeter to determine location and nature of malfunction; dismantles apparatus, using hand tools, and requisitions spares from stores department; repairs and/or replaces defective components and cleans housing and components if required; replaces burnt-out electrical wiring; tests equipment and/or system to ensure proper function-

ing; prepares work report; installs electrical components of new equipment and makes modifications as necessary.

May perform duties of **INDUSTRIAL MECHANIC**.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(C), N, S, P, K, F, M;

INT: 5;

PD: 1(a[L]b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,b,f,i,k,n), 5a, 6(f,g,h), 7d;

PH: 3b.

7135.30 LIGHT BOARD OPERATOR

Installs and operates lighting equipment to illuminate artistes and set during live performances:

Liaises with production personnel and studies lighting plot to determine requirements; sets up lighting supports such as wall brackets, overhead cables and scaffolding; installs spotlights, floodlights and incandescent lamps as specified in lighting plot; performs tasks similar to those of **ELECTRICIAN**, to install wiring and connect lamps to light board and power source; operates control board during performance to switch on, dim, brighten and manipulate lights according to cue sheet; modifies power supply, existing equipment and fixtures to suit specific needs; tests and maintains equipment to ensure proper functioning; replaces burnt-out fuses and lamps, examines wires and repairs insulation if necessary; verifies that equipment is switched off after show; directs and supervises assistants in setting up of equipment; reports on damages and other matters as required.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(C), P, F, C;

INT: 5;

PD: 1(a[L,M]b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g,h), 8(a,b,e);

EC: 1(a,f,i,j,m,n), 5a, 6(b,g), 7(c,d);

PH: 3b.

7136 FLOOR LAYERS AND TILE SETTERS

Workers in this unit group install and repair parquet flooring, lay carpets and set tiles to cover walls and floors.

7136.15 TILE SETTER

Sets tiles on floors and walls according to specifications:

Examines plans and liaises with customer or **Supervisor- Foreperson, Building Trades** to obtain specifications, and type and style of tiles required, and calculates quantity needed for laying on floors and walls; designs pattern for applying tiles or follows pattern indicated in specifications; soaks tiles in water if necessary to prepare them for setting, applies plaster to wall or floor and screeds it to form level base for tiles, using trowel, spirit-level and straight rule, or spreads suitable adhesive to previously rendered and dried floor or wall; sets tiles in position according to approved pattern, starting from centre line and moving towards corners and edges; taps tiles with trowel or wood block to align rows and ensure bonding and verifies accuracy, using spirit-level, carpenter's square and straight rule; cuts tile as required to complete corners and edges, using trowel and hammer or tile cutter; fills joints with cement grout or suitable filler and cleans tiles, removing surplus grout and dirt; directs and supervises helper in performance of related tasks.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 5;

TEMP: R, J;

APT: G(C), S, P, K, M;

INT: 5;

PD: 1(a[M]b,c,e), 3(a,b,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,d,g), 8(a,b);

EC: 1(c,h,i,n), 6(b,e), 7(a,b,c,d);

PH: 2a, 3b.

7136.20 PARQUET FLOOR LAYER

Lays parquet tiles on floors:

Lays tiles on concrete floors by aligning and gluing them to floor; cuts edges to fit dimensions, using power saw; sands tiles, using sanding machine, and applies putty to seal tiles; applies sealant to floor with brush; resands floor and applies coats of varnish to finish floor.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;

TEMP: R, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[M]b,c,d,e), 3(a,b,e), 4(a,b,c,d,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,i,n), 5a, 6b, 7(c,d);

PH: 1a, 2a, 3(a,b).

7136.25 CARPET LAYER

Installs carpets in buildings:

Measures and marks off wall or floor area to be covered; marks and cuts carpeting to appropriate size if necessary;

installs underlay if specified and lays out carpeting to cover area, ensuring minimum material wastage; ensures alignment of patterned carpeting material; cuts material to fit around areas such as doors and stairs and trims edges, using knife or shears; fastens sections of carpet together with adhesives and seaming iron; secures carpet in position on perimeter of room, using tack strips, adhesives, staples, seaming tapes and rubber or metal nosing; repairs damaged carpets by inserting matching piece of material in affected area.

May remove creases in carpets, using knee-kicker.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,c,d,e), 2a, 3(a,b,c,d,e), 4(a,b,d), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,m,n), 6e, 7(a,c);

PH: 1a, 2a, 3(a,b).

7139 OTHER BUILDING FINISHERS AND RELATED TRADES WORKERS

Workers in this unit group install metal awnings and window fittings on buildings.

7139.15 INSTALLER, METAL AWNINGS

Installs awnings on houses and commercial buildings:

Liaises with client to determine type, colour combination, height and angle of awning required; assembles scaffolding and climbs scaffolding or ladder to measure and mark site for installation of awning on wall of building, using measuring tape, spirit-level and marker; drills holes in wall to accommodate header for awnings and secures header in position, using wall plugs, screws and screwdriver; lifts assembled awning to required height with aid of helper, and connects male and female headers to install awning; drills holes in walls, attaches supporting brackets and connects supporting arms to bracket and to sides of awning; checks for accuracy of position, using spirit-level and adjusts arms if necessary.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 3;

TEMP: R, T;

APT: G(R), P, M, E;

INT: 5;

PD: 1(a[M]b,c,d), 2(a,b), 3(a,e), 4(a,b,c,e,f), 5a, 6a, 7(a,e), 8(a,b);

EC: 1(b,f,i,m), 5a, 6b, 7(c,h);

PH: 3b

7139.20 INSTALLER, WINDOW COVERINGS AND FITTINGS

Installs draperies, blinds and appropriate fittings in homes, offices and public buildings:

Takes and submits measurements of area to be furnished to client or superior for computation of costs; receives job order and instructions from superior, after eliciting client's approval of quotation; selects hand and power tools to carry out installations; assembles window coverings and fittings such as vertical blinds, pulley system and rods according to specifications, adjusting materials to dimensions of window as required; marks installation positions on designated area and drills required holes, using electric drill; smooths drapery when necessary, using steam iron; mounts and installs rods and other fittings, drapes, and vertical blinds, using appropriate hand tools; collaborates with superior and client to resolve problems encountered during installation; obtains client's signature attesting to satisfactory completion of work.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(R), N, S, P, K, M;

INT: 5;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,f,i,m,n), 5a, 6g, 7c;

PH: 2a(P), 3b.

714 PAINTERS, STRUCTURAL CLEANERS AND RELATED WORKERS

Workers in this minor group prepare structural surfaces for painting and apply decorative and protective coatings to buildings, ships, motor vehicles and articles of wood, metal, and other materials (except glass and ceramic products).

7140 SUPERVISORS IN PAINTING, STRUCTURAL CLEANING AND RELATED AREAS

Workers in this unit group supervise other workers engaged in painting, structural cleaning and related work.

7140.10 SUPERVISOR, PAINTERS, STRUCTURAL CLEANERS AND RELATED WORKERS

Supervises and coordinates activities of workers engaged in painting, structural cleaning and related work:

Performs duties of SUPERVISOR; requisitions tools and materials for painting and cleaning; inspects work in

progress and on completion and instructs workers on correction of defects; ensures that job meets with customers' requirements or set standards; checks equipment periodically and reports malfunctions to maintenance personnel; maintains records and prepares reports.

May prepare estimates.

May be designated according to area of employment; for example,

PAINT-SHOP SUPERVISOR

SPRAY-PAINTING SUPERVISOR

SUPERVISOR, SAND AND WATER BLASTING

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 4;

TEMP: D, J;

APT: G(C), P, Q, C;

INT: 5;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,n), 6(d,h), 7(a,b);

PH: 3b.

7141 PAINTERS AND RELATED WORKERS

Workers in this unit group prepare surfaces of buildings and other structures and apply protective and decorative coats of paint.

7141.15 STRUCTURAL STEEL PAINTER

Applies paint or other protective coating to structural steel surfaces:

Rigs up scaffolding, cradles, ladder and other equipment to gain access to areas to be painted, such as construction formwork and ship hulls; prepares surface for coating by removing scale, rust, old paint or other foreign substances, using hand or power-cleaning tools, or by performing duties of SANDBLASTER; applies paint or other coating, using spraying unit, brush, roller, mitten and/or sponge as necessary; prepares stencils and brushes or sprays letters and/or other symbols on coating as necessary.

May be designated according to area of specialisation; for example,

SHIPYARD PAINTER.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), M, C;

INT: 5;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,b,d,g), 8(a,b);

EC: 1(a,b,f,h,i,j,m,n), 5(a,b), 6(a,b,d), 7(a,b,c,d);

PH: 3b.

7141.20 BUILDING PAINTER/House Painter

Applies paint, varnish, stain or lacquer to decorate and protect interior and exterior surfaces of buildings:

Consults with client or superior to determine painting specifications; removes old paint from walls and surfaces, using paint-removing compound, scraper and/or blow torch as necessary; smooths surfaces, using sandpaper, sanding stone or wire-brush; removes concrete and paint dust with damp cloth or hand broom; fills holes and crevices and smooths surface by applying plaster or putty; erects scaffolding and/or ladder to gain access to elevated areas; selects premixed paints or mixes various colours to obtain required shade; dilutes paint or other coating with water, thinner or other solvents to obtain required consistency; applies primer and/or coating, using paint brushes or rollers, and repeats process as necessary; creates special effects such as stippling, using special roller, brush or sponge; cleans brushes and rollers with solvents.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 2;

TEMP: J;

APT: G(R), P, M, C;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(g,f,i,n), 4a, 6(a,b,d,e), 7(a,b,c,d,h);

PH: 2(a,b), 3(a,b).

7142 LACQUERERS AND SPRAY PAINTERS

Workers in this unit group apply protective and decorative finishes to surfaces of automobiles, buildings, appliances and other manufactured articles, using spray-painting equipment.

7142.15 SPRAY PAINTER

Operates spray-painting equipment to apply protective and/or decorative finish to surfaces by performing any combination of the following duties:

Cleans and smooths surface preparatory to coating if required, by wire brushing and rubbing with sandpaper, emery or other abrasives, or washing it with cleaning compound; masks areas not requiring coating; selects and mixes coating liquid such as paint, lacquer or primer to produce desired consistency and colour; pours coating liquid into spray-gun cup and connects spray gun or nozzle to air-hose, using hand tools; dons protective gear such as respirator and coverall; starts compressor, regu-

lates pressure and adjusts nozzle according to finish required, type of material in use and area to be painted; activates exhaust fan and/or water curtain to draw fumes from spray chamber; manoeuvres spray gun and directs spray onto surface to apply coat; positions and climbs ladder or portable scaffold to paint inaccessible areas, using brush; cleans spray-painting equipment and tidies work area.

May set temperature and activate oven to bake painted surfaces.

May be designated according to area of specialisation; for example,

AUTOMOBILE PAINTER

SPRAY PAINTER, BUILDING

SPRAY PAINTER, ELECTRICAL ENCLOSURES

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(R), P, M, C;

INT: 5;

PD: 1(a[L],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,b,i,m,n), 4a, 5a, 6(a,d,e,h), 7(a,b,c,d,e);

PH: 2a, 3b.

7143 STRUCTURAL CLEANERS

Workers in this unit group clean metal or stone structures by sandblasting or waterblasting surfaces, using high-pressure equipment.

7143.15 SANDBLASTER

Operates sandblasting equipment to remove surface impurities from stone, masonry and metal structures:

Selects nozzle, hose and abrasive materials such as grit or sand, according to surface to be sandblasted; dons protective clothing to prevent inhalation of particles and other injuries; positions nozzle at optimal angle and distance from object according to type of surface, nature of impurity and finish required; directs blast from nozzle onto affected area and manoeuvres it over surface until desired finish is achieved; signals to Sandblaster Assistant to regulate pressure and flow of abrasive and switch off compressor as necessary; inspects finished area visually to ensure that process is complete

May spray metal with corrosion-resistant compound.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: S, J;

APT: G(R), P, M;

INT: 5;

PD: 1(a[H],b,c,d), 2(a,b), 3a, 4(b,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(b,f,i,m,n), 5(a,b), 6(b,d,f), 7(c,d,h);

PH: 3b.

7143.20 WATER-BLASTER/Hydroblaster

Operates water-blasting equipment to clean structures in a range of industries:

Selects gun, nozzle, lance or other water-blasting accessory and regulates water pressure and nozzle aperture according to structure to be cleaned or cleared, carrying out diverse cleaning operations such as clearing ship bottoms, choked furnaces, clearing blocked pipes and lines; positions nozzle or lance at optimum angle and distance from surface and manoeuvres it over or within structure until desired finish or clearance is achieved; presses and releases gun trigger to start and stop flow of water or signals to co-worker to regulate, start and stop water pressure and flow at pump; clears work area of debris after completion of job.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: S, J;

APT: G(R), P, M;

INT: 5;

PD: 1(a[H],b,c,d), 2(a,b), 3(a,e), 4(b,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(b,f,i,m,n), 4a, 5(a,b), 6(a,b,f), 7(d,h);

PH: 3b.

72 METAL AND MACHINERY TRADE WORKERS

721 METAL CUTTERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL METAL PREPARERS AND RELATED WORKERS

Workers in this minor group make moulds and cores for casting metal; form and cut metal parts, using flame, electric-arc or other sources of heat; make and repair articles and parts of articles of cold-sheet metal; shape girders and plates to form structures or structural frame works, rig cables, wires and ropes for lifting, hauling and other purposes, and splice cables or carry out similar work under water.

**7210 SUPERVISORS, METAL TRADES WORKERS
(EXCEPT BLACKSMITHS, TOOLMAKERS
AND RELATED WORKERS)**

Workers in this unit group supervise subordinates engaged in occupations such as metal core- and mould-making, structural metal preparation and erection, and metal working and welding.

**7210.15 SUPERVISOR-FOREPERSON,
METAL-MOULDING AND CORE-
MAKING**

Supervises and coordinates activities of workers engaged in making moulds and cores and casting metal products:

Performs duties similar to those of **PRODUCTION SUPERVISOR**, specialising in area of metal-moulding and core-making; monitors workers' performance by periodically inspecting moulds and completed metal castings during production to ensure adherence to standards and compliance with safety practices; oversees delivery of product to ensure customer satisfaction.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, J;

APT: G(T), P, Q;

INT: 6;

PD: 1(a[L],b), 3(a,c), 4(b,e,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 2a, 5a, 6(b,d,e,i), 7(a,b,c,d,e,f);

PH: 2a(P), 3b.

**7210.20 SUPERVISOR-FOREPERSON,
STRUCTURAL METAL
PREPARATION AND ERECTION**

Supervises and coordinates activities of workers engaged in preparation and erection of prefabricated metal structural framework for buildings, bridges and other works:

Examines plans and specifications to determine quantity and type of material, equipment and manpower required; visits construction site to examine foundation and verify distances, levels and alignment of metal base plates, using spirit-level, measuring tape and theodolite; liaises with crane operator to advise on hoisting and placement of steel beams, columns and related structural parts; assigns duties to relevant workers; monitors work in progress to ensure adherence to specifications and standards, providing technical advice and assistance as necessary; maintains good worker-management relationships and assists in recruitment and training of new workers; tallies hours of work for calculation of wages.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 6;

TEMP: D, P, J;

APT: G(T), N, S, P;

INT: 5;

PD: 1a(L), 2(a,b), 3(a,e), 4(b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,b,f,m,n), 5a, 6(a,b,h), 7(c,d,h);

PH: 3b.

**7210.25 SUPERVISOR-FOREPERSON,
SHEET-METAL WORKING**

Supervises and coordinates activities of workers engaged in making or repairing a variety of sheet-metal articles:

Liaises with customer or consults work order to determine job specifications; verifies availability of materials and equipment, determines sequence of operations and assigns duties to subordinate workers; monitors work in progress and provides technical advice to ensure adherence to job specifications, standards and safety regulations; arranges for repair or replacement of defective equipment and examines and grades work to maintain consistent quality, using rule, square and templates; maintains personnel and production records, tallies hours of work for calculation of wages and assists in recruitment and training of new workers.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 4;

TEMP: D, P, J;

APT: G(C), N, S, P;

INT: 5;

PD: 1a(L), 3(a,c), 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 5a, 7(c,d);

PH: 2a, 3b.

**7210.30 SUPERVISOR-FOREPERSON,
WELDING**

Supervises and coordinates activities of workers engaged in welding and fabrication of metal structures:

Liaises with customer or consults work order schedules to determine job specifications for structures to be welded, such as gates, grids and metal furniture; selects or requisitions appropriate materials from stock or supplier as necessary; plans sequence of operations, assigns duties to subordinate Welders, monitors work in progress and provides technical advice as necessary to ensure adherence to standards and specifications; enforces safety regulations, arranges for repair or replacement of defective equipment and examines and grades work, using rule, square and templates to ensure consistent quality;

maintains personnel and job records and assists in recruitment and training of new workers.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 4;
 TEMP: D, P, J;
 APT: G(C), N, P, M;
 INT: 6;
 PD: 1a(L), 3(a,c,e), 4(a,b,d,f), 5a, 6a, 7(a,c,d), 8(a,b,c);
 EC: 1(a,i,m,n), 5a, 6i, 7(c,d,h);
 PH: 2a, 3b.

7210.35 RIGGER FOREPERSON

Supervises and coordinates activities of workers engaged in installation and repair of rigging and weight-handling equipment:

Receives instructions from superior, visits work site and appraises rigging equipment required for job; requisitions and checks raw material such as cables and rope for construction of slings and other grappling devices; schedules tasks for Riggers, supervises operation and gives technical advice as necessary to ensure safe and efficient rigging and hoisting operations; inspects holding devices and rigging gear prior to use to ensure conformance with specifications; performs assigned administrative duties and prepares reports.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 5;
 TEMP: D, P, J;
 APT: G(C), P, M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(b,i,m,n), 6(b,h), 7(c,h);
 PH: 3b.

7211 METAL MOULDERS AND CORE-MAKERS
Workers in this unit group are involved in metal moulding and core-making and the manufacture of small parts for electrical batteries.

7211.15 FLOOR AND PIT MOULDER

Forms sand moulds and cores and pours molten metal into moulds to produce castings:

Prepares facing sand and bulk sand as required using appropriate ingredients; blends ingredients manually or with mixing machine; installs reinforcing steel in core box to stabilise core; adds sand mixture and packs same, using rammer; inverts core box to release core onto plate and bakes core in oven for specified time; positions drag half of pattern and moulding box and sprinkles facing

sand on pattern to ensure easy removal; shovels and rams bulk sand into drag, and scrapes off excess sand; turns bottom half over manually, positions cope half of pattern and moulding box onto drag and repeats operations to pack cope; lifts cope from drag and removes pattern; cuts sprues and runners into mould to facilitate pouring of molten metal and repairs damaged surfaces, using hand tools; positions specified core in drag; sprinkles graphite powder into sand mould cavity to ensure smooth finish of casting; punches vent holes in mould, using wire, to prevent gas entrapment during casting; reassembles flask and secures with metal clamps and weights; pours molten metal through sprue into mould cavity, using hand ladles or crucible moved by overhead crane; dismantles flask after required cooling time, removes casting and cleans, using sanding machine and hand tools such as steel brushes and scrapers; liaises with Furnace Operator to ensure adequate metal supply for casting.

May liaise with Wooden-Pattern Maker to ensure that pattern can be readily drawn from mould.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 4;
 TEMP: R, T;
 APT: G(C), P, M;
 INT: 6;
 PD: 1(a[M,H],b,c), 3(a,c,e), 4(a,b,d,e), 5a, 6a, 7(a,c,d), 8(a,b);
 EC: 1(a,i,m,n), 2a, 5a, 6(b,d,e,h,i,j), 7(a,b,c,d,e,f);
 PH: 2a(P), 3b.

7211.20 SMALL-PARTS MAKER, BATTERY MANUFACTURE

Casts small parts for battery construction:

Selects and sets mould according to specifications; loads lead into kettle and sets temperature controls to melt lead for casting; removes impurities from molten lead by pouring off or skimming with spoon; pours molten lead into mould and allows it to set for required time; removes parts from mould, separates and cleans components by removing excess metal with file or abrasive brush; stacks for further processing.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[H],b,c,d,e), 4(a,b,c), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n), 2a, 6(a,d,e,i), 7(a,b);
 PH: 3b.

7212 WELDERS AND FLAME CUTTERS

Workers in this unit group perform duties such as brazing, welding, soldering and cutting metal, using equipment such as welding and/or cutting torches and soldering irons.

7212.10 WELDER

Welds and cuts metal parts to fabricate or repair a variety of items and structures, using gas and/or electric welding equipment:

Examines work order and drawings or receives verbal instructions from superior to determine job specifications; positions and secures parts to be welded, using tools and work aids such as clamps, jigs and fixtures, and cleans area for welding if necessary, using wire brush; selects appropriate welding equipment such as gas torch, oxygen and acetylene tanks and hoses, or electric arc welding unit; fits accessories to equipment and connects hoses from gas tanks to torch or cables from arc-welding unit to work-piece and electrodes; adjusts controls to regulate pressure of oxygen and acetylene, or voltage and amperage on arc-welding unit; lights gas-welding torch and manipulates valves to achieve suitable flame; selects filler rod according to materials to be welded, dips rod in flux, holds torch at proper angle and guides it along joint, applying filler rod to molten area to form weld, or guides electrode at proper distance and speed along joint line to form weld; cleans and smooths welded area, using chipping hammer, wire brush and portable grinder, inspects weld visually and rectifies flaws; verifies accuracy by checking conformity with specifications.

May be designated according to area of specialisation; for example,

ARC WELDER
GAS WELDER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 5*;
TEMP: R, J, T;
APT: G(C), S, P, K, M;
INT: 5;
PD: 1(a[L,M]b,c), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(a,b,i,m,n), 2a, 5a, 6(b,c,g,i), 7(a,c,d,f);
PH: 2a, 3b

7212.15 BRAZER

Bonds metal parts together, using brazing alloy and gas torch, to repair or assemble items according to specifications:

Refers to layout specifications and work orders; aligns and clamps work-pieces together and cleans areas for brazing, using wire brush or by dipping into cleaning

solution; selects flux, torch tip and brazing-alloy rods according to type of metal and/or other specified data, installs torch tip and connects hoses from torch to tanks of oxygen, acetylene or natural gas; lights torch and adjusts gas mixture to achieve desired flame and applies flux to area of work-piece to be joined or dips brazing rod into flux to prevent oxidation of metal; guides and manipulates torch and rod along joint to heat it to brazing temperature, to melt alloy and to bond components together; builds up worn surface by melting rod over area to restore it to original dimensions; visually examines brazed work-piece to test for leaks and voids in seams, using water or compressed air, and corrects flaws as necessary; cleans and smooths brazed areas, using file or abrasive wheel; stacks finished items in designated area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 5;
TEMP: R, J, T;
APT: G(C), M;
INT: 5;
PD: 1(a[L]b,c), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c,g,h), 8(a,b);
EC: 1(a,i,n), 2a, 6(b,c,i), 7(a,d,f);
PH: 3b.

7212.20 LEAD BURNER

Fuses lead or lead alloy to fabricate or repair items, using blow torch, welding equipment and hand tools:

Determines job specification from drawings, job request forms and/or by measuring equipment; selects, lays out and cuts lead sheets or pipe as required, using hacksaw, shears or chipping knife; cleans work-piece and shapes according to specification, using hand tools such as rasp, file, scraper, hammer and mallet; positions equipment or material to be fused, using chain-block hoist if necessary; lights torch, adjusts flame and moves it along overlapping joints to melt lead and fuse parts, adding lead from rod as required; cleans and smooths fused joints, using rasp, scraper and file; fuses lead to other metals, using gas-welding equipment and flux; melts scrap lead in kettle or crucible to cast moulded parts or produce bars for storage; fabricates jigs and fixtures to facilitate welding and fusing operations.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 3; SVP: 4;
TEMP: R, J, T;
APT: G(C), S, P, K, M;
INT: 5;
PD: 1(a[L,M]b,c), 3(a,c), 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(c,i,m,n), 2a, 5a, 6(c,d,g,i), 7(a,b,d,g);
PH: 2a, 3b.

7212.25 CUTTING-TORCH OPERATOR/ Flame Cutter

Cuts and trims metal to prepare for further processing:

Connects cutting-torch hoses to oxygen and fuel gas cylinders or supply lines; opens torch valve and ignites torch with lighter; observes flame and adjusts flow of oxygen to obtain desired mixture, indicated by colour and size of flame; directs flame along cutting line on work-piece to heat work-piece to oxidising temperature; presses lever to release jet of oxygen to burn path through metal

May be designated according to area of employment; for example, BURNER, SCRAP METAL, if engaged in cutting over-size scrap metal to specific dimensions prior to further processing.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 4;
TEMP: R, J;
APT: G(C), M;
INT: 6;
PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,b,k,n), 2a, 5a, 6(b,c,h,i), 7(a,c,d,f,h);
PH: 3b.

7212.30 STRUCTURAL STEEL FABRICATOR

Cuts and fabricates metal on construction sites:

Reads drawings to determine type of work to be fabricated and required shape and dimensions; marks metal such as steel bars, beams, columns and plates and cuts them to specifications, using oxy-acetylene torch or power saw; bores holes to accommodate bolts, using power drill; fits pieces together to form specified sub-assemblies and liaises with Construction Foreman for coordination of fabrication and erection activities.

May assemble prefabricated work on site.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
TEMP: R, J, T;
APT: G(C), S, P, M;
INT: 5;
PD: 1(a[M],b,c), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(b,f,h,i,m,n), 5a, 6(b,i), 7(c,h);
PH: 2a, 3b.

7212.35 SOLDERER

Solders sheet-metal parts together to form a variety of items:

Receives components from Sheet Metal Workers, examines assembly diagram or sample item, if necessary, to verify whether parts are cut and shaped according to specifications; cleans areas to be soldered by rubbing with emery cloth or cleaning solution and files or grinds edges to obtain desired fit; heats soldering iron in flame of blow-torch or furnace or uses electrically heated iron, rubs tip of hot iron into cleaning compound to remove foreign matter and continues heating process to achieve required temperature; coats area to be joined with flux, using brush, applies hot soldering iron to transfer heat to area and feeds solder onto soldering iron to form bond; continues soldering operation along seams and corners to fabricate items such as dustbins and gutterings; cleans and smooths soldered areas, using file or electrically operated grinder, and stacks completed items in designated area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
TEMP: R, J, T;
APT: G(C), S, P, M;
INT: 5;
PD: 1(a[L,M],b,c), 3a, 4(a,b,d,e), 5a, 6a, 7(a,c,d), 8(a,b,c);
EC: 1(a,i,n), 2a, 6(b,d,e,i), 7a;
PH: 2(a,b), 3(a,b)

7212.40 SALVAGE WORKER, METALS

Sorts and grades metal scrap by performing any combination of the following duties:

Removes unusable material from scrap metal heap such as plastic, rubber, glass and other items; dismantles reusable parts from items such as engines and machines; sorts scrap manually according to type of metal; conducts acid and magnetic tests when necessary to determine type of metal or guides magnet over material to remove ferrous metal; cuts metal into specified sizes, using power shears and/or cutting torch, depending on type and thickness of metal; dumps or shovels sorted heaps into buckets for removal by crane

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), P, M;
INT: 5;
PD: 1(a[M,H],b,c,e,f), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(b,i,m,n), 5a, 6(b,f), 7(c,d,h);
PH: 3b.

7213 SHEET-METAL WORKERS

Workers in this unit group make, install and repair sheet metal articles and components.

**7213.10 SHEET-METAL WORKER/
Sheet-Metal Mechanic**

Fabricates, assembles and installs a variety of sheet-metal articles, using hand and machine tools:

Reads and interprets drawings and other specifications to determine fabrication requirements; consults with superior to obtain technical advice if required; selects and marks out sheet-metal stock such as stainless steel, galvanized iron and aluminium, using rulers, scribes and squares, templates and other measuring instruments; cuts material along guidelines, using hand or power shears and guillotines; sets up and operates machines and equipment such as brakes, punches, drill presses, lock-formers and riveters to bend, punch, straighten and join sheet-metal stock or shapes material, using anvils, hammers and other hand tools; assembles components and checks assembly to ensure conformity with specifications; installs panels and other components on aircraft and auto vehicles, and prefabricated articles such as air conditioning ducting and guttering on customers' premises; tests installations for defects and effects repairs if necessary; repairs damaged components; completes job sheets, indicating work performed.

May record job number, production time and charges, issue bills and receipts and collect payments relative to work performed.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), N, S, P, K, M;

INT: 5;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,b), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,b,f,h,i,m,n), 5a, 6(b,h),

PH: 2a, 3b.

**7213.15 ORNAMENTAL SHEET-METAL
WORKER**

Designs and produces ornamental metal items:

Liaises with client and/or Artist to discuss work requirements for production of ornamental metal item and prepares working drawings; purchases metal if necessary; cuts metal sheet according to specified dimensions, using hand tools; reproduces original drawings on surface of metal by tracing with sharp instrument, using carbon paper, or positions metal on appropriate base to ensure

that required impressions are made during hammering; chases form of object by hammering metal sheet to produce required shapes and impressions; joins individual pieces of metal to form entire piece by riveting or soldering; inspects work to ensure proper reproduction of design and continues hammering process if necessary; removes undesirable indentures on metal, using appropriate hand tools; treats metal with chemical solution to prevent tarnishing of surface; polishes and waxes metal surface to enhance and maintain physical appearance; prepares estimates of expenditure for work performed and sets selling price of item if required.

May prepare designs for ornamental metal work.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 4;

TEMP: P, J, T;

APT: G(C), P, K, M;

INT: 1, 5;

PD: 1(a[M],b,c), 3a, 4(b,c,e,f), 5a, 6a, 7a, 8(a,c);

EC: 1(a,i,n), 5a, 6e;

PH: 2a(P), 3b, 5a.

7213.20 TRAFFIC-SIGN MAKER

Makes traffic signs according to specifications, using hand and power tools:

Measures and marks aluminium sheeting according to size and shape of required sign, using drafting instruments such as rule, set squares and try squares; cuts sheeting to specified shape, using power saw, and smooths edges, using file and emery cloth; spreads reflective adhesive film on work-table, marks reverse side for cutting, using shaped workpiece as template, and cuts film with scissors or trimming knife; peels off protective backing from film to expose adhesive surface and covers aluminium plate, applying hand pressure to achieve firm bond; drafts and cuts out motifs such as letters, figures and arrows, on film of required colours; affixes motifs to complete traffic sign; places strips of coloured film around edges of sign to form border; removes completed sign from work-table to designated holding area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 0;

TEMP: J, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L,M],b,c), 3a, 4(a,b,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 5(a,b), 6(b,f);

PH: 2a, 3(a,b).

7213.25 AUTOMOBILE BODY STRAIGHTENER

Repairs and replaces body parts of automotive vehicles, using hand and power tools:

Examines vehicle visually to determine remedial work required; removes automotive trim, wheels, controls, engine and other mechanical parts manually, or by using hand and power tools such as spanners, screwdrivers, jacks and socket wrenches, to gain access to damaged areas; positions dolly block against dented area and hammers opposing surface to remove dents; shrinks beaten parts to obtain proper fit by heating them with blow-torch and cooling alternately with water; mixes and applies filler to damaged surfaces to remove depressions; removes damaged body parts such as fenders, panels and grills by unscrewing and unbolting and replaces same accordingly; manipulates jacks and pulling devices to straighten bent frames; files, sands and grinds repaired surfaces using power and hand tools preparatory to finishing; refits accessories and components according to specifications.

May prepare estimates, cut away damaged surfaces, using cutting torch, prepare and weld replacement sheet-metal stock in position, apply primer to surface and paint vehicle, using spray gun.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 4;
TEMP: J, T;
APT: G(C), P, K, M;
INT: 5;
PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c), 8(a,b);
EC: 1(a,h,i,j,m,n), 5(a,b), 6(b,c,d,e), 7(a,c,d);
PH: 2a, 3b.

7214 STRUCTURAL METAL PREPARERS AND ERECTORS

Workers in this unit group drill, cut and shape structural steel in workshops and assemble and erect the framework for buildings and other constructions and ship structures

7214.15 SHIP PLATER

Repairs or replaces and erects metal plates on vessel, using hand and power equipment:

Reads drawings to determine location, size, weight and volume of plate requiring repair; removes plate with assistance from crane operators and other labourers; takes measurements of plate and makes template of wood or metal; places template on metal sheet and/or marks off layout area on sheet, using ruler and technical drawing

instruments; rolls, shapes and cuts plate to specifications, using electric rollers, benders, cutters and other equipment; fits template onto new plate to verify conformance to specifications; sets up hoisting equipment to position new plate onto vessel, with assistance from crane operators; aligns and fits plate, using hydraulic jack, dog, wedges and other equipment, in preparation for final welding.

May repair industrial and construction equipment such as pipes and tanks.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 5;
TEMP: J, T;
APT: G(C), N, S, P, K, M;
INT: 5;
PD: 1(a[M],b,c,d,e,g), 2(a,b), 3(a,c,d,e), 4(b,e), 5a, 6(a,b), 7(a,c,d), 8(a,b,c);
EC: 1(c,f,k,m,n), 2a, 5(a,b), 6b, 7(c,d);
PH: 3b.

7214.20 AIR-CONDITIONING DUCT ERECTOR

Installs prefabricated ducting in premises to provide air-conditioning facilities:

Reads drawings to determine position of ductwork on building; measures and marks reference points to coincide with duct route; cuts openings in walls and ceilings to accommodate ducting, using hand and power tools; measures, cuts and installs insulating material around ductwork to prevent condensation, using measuring tape, shears and adhesive; cuts air-feeding vents as indicated in drawings, using shears and electric cutters; lifts and fastens duct sections into position, using metal fasteners and pulleys if necessary; installs hangers and brackets to support and secure duct, using hand and power tools; connects duct to air-conditioning plant, using hand tools; test-runs system to identify and remedy leaks and adjusts air supply by manipulating dampers and regulators if necessary; installs grills and diffusers onto ceiling to ensure proper circulation of air

May perform duties of SHEET-METAL WORKER to prepare ducting

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 4;
TEMP: R, J, T;
APT: G(C), S, P, K, M;
INT: 5;
PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b);

EC: 1(a,b,f,h,i,m,n), 5a, 6b, 7(c,d);
PH: 3b.

7214.25 STRUCTURAL STEEL ERECTOR

Bolts and secures structural steel works for buildings and other structures:

Receives verbal instructions from Construction Foreperson on location of steel units such as beams, plates and columns; signals crane operator to lift units and steadies units by holding ends or using rope and chain to guide units to required position; inserts fastenings and bolts and secures units in position, using spanner and wrenches; verifies alignment, using plumb-bob and spirit-level; liaises with Construction Foreperson for further verification of alignment, and adjusts bolts as necessary.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 4;
TEMP: R, J;
APT: G(C), K, F, M;
INT: 5;
PD: 1(a[M],d,e), 2(a,b), 3(a,c,d), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b), 9;
EC: 1(b,f,h,i,m), 5a, 6(b,f,h), 7(c,d,h);
PH: 3b.

7214.30 METAL FABRICATOR

Fabricates metal products and structures, using hand and machine tools and welding equipment:

Ascertains job requirements from drawings, sketches, models and/or instructions; selects, lays out and cuts material such as bars, flats, tubings and angle-iron, using lay-out tools and equipment, shearing machine, hacksaw and cutting torch; sets up and operates special jigs and fixtures such as rollers, benders and brakes to bend and shape metal components and verifies conformity with specifications; positions and clamps or tack-welds parts; performs duties similar to those of WELDER, to assemble items such as metal furniture, gates, grills, tanks and support structures.

May install fabricated items.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 3;
TEMP: R, J, T;
APT: G(C), S, P, K, M;
INT: 6;
PD: 1(a[M],b,c,h), 2(a,b), 3(a,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(a,f,h,i,m,n), 5a, 6(b,g,i), 7(a,c,d,e,f,h);
PH: 2a(P), 3b.

7215 RIGGERS AND CABLE SPLICERS

Workers in this unit group prepare hoisting tackle for moving large and heavy objects.

7215.10 RIGGER

Assembles and installs rigging to lift and move personnel, machinery and/or materials:

Examines load to be moved, estimates weight and selects slings, pulleys, cables and other lifting tackle according to weight and size of load; makes grappling devices, such as loops from wires and/or rope as necessary; climbs to work site where applicable; assembles appropriate rigging components by aligning and bolting parts into place with spanners and other hand tools; attaches rigging equipment to load and signals designated personnel on work site to move load; carries out repairs and maintenance work on rigging equipment.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;
TEMP: S, J, T;
APT: G(C), S, K, M, E;
INT: 5;
PD: 1(a[H],b,c,d,e,f), 2(a,b), 3(a,c,d,e), 4(a,b,c,e), 5a, 6a, 7(a,b), 8(a,b), 9;
EC: 1(a,b,f,h,i,m,n), 6(b,f,h), 7(c,d,h);
PH: 3b.

7215.15 RIGGER, TELECOMMUNICATIONS

Installs antennae and microwave systems on tower masts and building tops:

Performs duties of RIGGER to prepare rigging for hoisting antennae and other equipment; installs waveguides, supports and brackets, terminating connections as necessary; secures antennae to installation and orients them, using compass and map to ensure alignment as specified by Telecommunications Engineer for optimum signal reception and transmission; inspects tower masts periodically to check for deterioration in structure, base and support systems; checks cables and joints for leaks and carries out minor maintenance work on masts of antennae retard corrosion.

May operate specialised equipment to fill pressure feedlines on antennae with nitrogen gas, or inject air pressure into waveguide system to ensure free passage of signals, and install and maintain aircraft warning lights on tower.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 3;
TEMP: R, S, J, T;
APT: G(C), S, P, F, M, E;

INT: 5;
 PD: 1(a,f,h),b,c,d,e,f,g), 2(a,b), 3(a,c,d,e), 4(a,b,c,e),
 5a, 6a, 7(a,b,c,e,g), 8(a,b,c), 9;
 EC: 1(a,b,f,b,i,m,n), 4a, 6(a,b,e,g,k), 7h;
 PH: 3b.

7215.20 SHIPYARD RIGGER/Marine Rigger

Assembles rigging and attaches lifting gear to move machinery, equipment, structural parts or other heavy loads aboard ship, by performing any combination of the following duties:

Performs duties similar to those of RIGGER; installs beam-clamps, pad eyes, gallow frames and/or other supporting gadgets to infrastructure and reeves lines through rigging gear and on supporting structure as necessary; controls movement of load through narrow opening or in confined spaces, using jacks, pulley blocks, guide line and rollers; serves as crew member on workboat, prepares rigging for coupling cargo and bunkering hoses and attaches hoses to and disconnects them from tanker manifolds; attaches and handles lines to assist with ship-docking operations; changes defective lengths of rope, hose and anchor chain by splicing and/or bolting.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;
 TEMP: S;
 APT: G(C), S, K, M, E;
 INT: 5;
 PD: 1(a,f,h),b,c,d,e,f,h), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,e),
 5a, 6a, 7(a,d,e), 8(a,b), 9;
 EC: 1(a,b,h,i,j,m,n), 4a, 5a, 6(a,b,f,h), 7(c,d,h);
 PH: 3b.

7216 UNDERWATER WORKERS

Workers in this unit group inspect, install, repair and remove equipment and structures under water.

7216.05 DIVING SUPERVISOR

Controls and administers diving operations:

Assesses conditions of sea and plans underwater operations, referring to decompression and repetitive tables as necessary; trains Divers and ensures maintenance of records pertaining to their medical status; instructs and briefs Divers prior to diving activity; controls use of diving and underwater equipment such as diving tanks, weights and decompression lines and checks efficiency and accurate placing of same; maintains recompression/decompression facility at marine base, ensuring constant state of readiness; coordinates and assists in execution of

marine survey work and search and rescue missions; liaises with relevant personnel regarding inspection work and selects Divers to perform operations; supervises Divers in docking operations, and in activities such as removing underwater obstacles or pieces of equipment; maintains log; prepares detailed sketches of inspection and survey work where applicable and reports on diving activities for submission to superior.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 7;
 TEMP: D, P, J;
 APT: G(F), S, P, E;
 INT: 5;
 PD: 1(a,L,M),b,c,d,e), 2(a,b), 4(a,b,d), 5a, 6a,
 7(a,c,d), 8(a,b,c), 9;
 EC: 1(a,b,e,i,n), 4a, 6b;
 PH: ---.

7216.15 DIVER/Underwater Worker

Dives under water equipped with scuba gear or diving suit to inspect, repair, remove or install structures and equipment:

Descends into water, equipped with appropriate diving suit and gear for operation, and swims to work site; tugs signal line to communicate with team members on surface; repairs parts of boat below water line, caulking leaks, replacing rivets and bolts and removing barnacles from hull; lays, inspects and repairs pipelines, cables, sewers and rigging, using hand tools; places explosives for underwater demolition and instruments for tests or experiments; carries out searches for missing bodies and sunken objects and retrieves valuable items from submerged wrecks; attaches lines or chain to heavy objects in order to haul them out of water or conveys light objects to boat or shore; assists with docking operations by relaying position of vessel to Docking Master; maintains buoys and other navigational aids; removes underwater obstructions; attends lectures to enhance knowledge of first aid and safety precautions related to diving activities.

May operate photographic equipment under water.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;
 TEMP: S, J;
 APT: G(C), S, P, K, M, F, E;
 INT: 5;
 PD: 1a(M), 2a, 3(a,c,e), 4(b,c,e), 5a, 6a, 7(a,d,g),
 8(a,b), 9;
 EC: 1(a,b,e,i,k,l,m,n), 4a, 6(b,c,d,j), 7h;
 PH: 2a, 3b.

722 BLACKSMITHS, TOOLMAKERS AND RELATED WORKERS

Workers in this minor group hammer and forge metal by hand or machine, make tools, dies, patterns and other metal articles, using hand and machine tools; set up metal-cutting machine tools, operate machine tools and perform various metal-working tasks not performed by workers classified elsewhere.

7221 BLACKSMITHS, HAMMERSMITHS AND FORGING-PRESS WORKERS

Workers in this unit group bend, shape and forge metal stock to make and repair various kinds of metal articles, equipment parts and shoes for use on animals.

7221.15 BLACKSMITH

Makes and repairs a variety of items by forging metal:

Studies specifications from work orders and sketches or measures sample parts to determine job requirements; lights forge, adjusts flame and heats metal to required temperature; positions heated metal on anvil or other working surface, bends and shapes it according to requirements, using hand tools such as hammers, punches, drifts and setts; tempers and hardens item by heating them to specified temperature and quenching them in appropriate medium such as air, oil or water; checks accuracy of forging visually and by using measuring instruments such as calipers and steel rules; makes jigs and fixtures to assist in shaping and bending item within specifications; sharpens tools, using power grinder; places completed parts for collection and distribution to appropriate work area.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 6*;

TEMP: R, J, T;

APT: G(C), N, S, P, K, M;

INT: 5;

PD: 1(a[M],b,c), 3(a,c), 4(a,b,e), 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,m,n), 2a, 4b, 5a, 6(b,i), 7(d,i);

PH: 2a, 3b.

7221.20 FARRIER

Forges and/or fits metal horseshoes to horses' hooves to protect and preserve horses' feet:

Lifts horse's foot, examines hooves visually and removes worn or defective shoes; cleans and trims hooves, using knife, rasp and pincers, to assess their condition, detect sources of lameness such as corns, bladders and bruises, and prepare them for shoeing; removes foreign matter and applies medication such as iodine and poultice to treat discomfort; observes hoof or measures it with tape

to determine shoe size; selects and cuts metal stock, using sledge hammer and *cold sett* to make shoe; stokes and lights forge; heats metal to required temperature and bends and hammers metal on anvil, using hand tools such as ball-pein hammer, tongs, *hardie* and heel cutter, to shape metal to fit hoof; punches stud holes, forms side and toe clips by hammering, installs anti-skid and wear-resistant studs and widens nail holes; positions shoe against hoof for matching and reshapes shoe or trims hoof, as required; operates grinding machine to finish shoes and sharpen hand tools such as punches and setts; fits shoe to hoof and hammers it into place, using special nails; walks horse to ensure its comfort in new shoes; reports major hoof-related ailments to relevant personnel verbally for veterinary action; prepares and maintains record of horses shod; maintains related tools and equipment.

May design special shoes to remedy conformation defects, abnormalities in gait and diseased or injured conditions.

May be designated according to area of specialisation; for example, **HORSESHOER**, if engaged in shaping and fitting ready-made shoes to horses' hooves.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 3; SVP: 3;

TEMP: R, J, T;

APT: G(C), P, K, M;

INT: 3, 5;

PD: 1(a[M],b,c,e), 3(a,c,e), 4(a,b,d,e,f), 5(a,b), 6a, 7(a,c), 8(a,b);

EC: 1(a,b,i,n), 2a, 4b, 5a, 6(b,c,i), 7(a,c,d,h);

PH: 2a, 3b.

7222 TOOLMAKERS, METAL PATTERN MAKERS AND METAL MARKERS

Workers in this unit group make and repair locks, tools, dies, moulds, jigs and other metal devices.

7222.15 LOCKSMITH

Repairs, services and installs locks, makes keys and changes lock combinations according to specifications:

Refers to job card, holds discussions with customer, studies drawings, charts or manuals and/or examines faulty lock or combination to ascertain nature of problem; manipulates lockpick and turner in cylinder to open jammed lock or lock with missing key; dismantles lock, using hand tools such as screwdriver, hammer and vise grip, to identify defect; replaces worn parts such as spring and wafer or repairs parts by chiselling, filing or scraping to correct dimensions; inserts new or repaired tumbler

into lock to change combination and reassembles lock; tests lock and adjusts as necessary; installs locks; cuts new or duplicate key by filing or by using key-making machine to match wafer or tumbler; services locks by cleaning, oiling, greasing them, and/or spraying them with graphite powder; visits establishments to repair and service combination lock mechanisms, performing tasks such as changing wheel packs, realigning inner rings and adjusting combinations to obtain new number sequences; services security devices such as time locks by cleaning and lubricating them; records work performed on job card.

May repair night safe wallets and install locks on doors.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(C), K, F, M;

INT: 5;

PD: 1(a[L],b,c,d), 3(a,b,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,b,i,n), 5a, 6(b,f,h), 7(c,d);

PH: 3b, 4.

7222.30 TOOL, DIE AND MOULD MAKER

Makes, fits and tests metal-working tools, dies, moulds, jigs and fixtures according to specifications:

Performs duties of MACHINIST to cut, pierce, bend and shape components of tools, dies, moulds and similar devices; fits and assembles individual components to form composite device, using appropriate hand and machine tools and abrasive cloth; tests devices to ensure functional efficiency and makes adjustments as necessary; cleans and polishes manufactured device; maintains good housekeeping in work area.

May heat-treat machined parts to achieve specified metallurgical qualities.

OCCUPATIONAL PROFILE

DPT: 680; ETD: 3; SVP: 6;

TEMP: J, T;

APT: G(C), N, S, P, K, F, M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 3(a,c,e), 4(a,b,c,d,e), 5a, 6(a,b), 7(a,c,d,f), 8(a,b,c);

EC: 1(a,i,j,m,n), 5(a,b), 6(b,d,f,h), 7d;

PH: 2a(P), 3b.

7223 MACHINE-TOOL SETTER- OPERATORS

Workers in this unit group set up and operate a variety of metal-cutting machines to make and repair tools and components for machines and equipment.

7223.10 MACHINIST

Sets up and operates a variety of metal-working machines to make and repair precision parts, tools and/or equipment according to specifications:

Studies specifications, drawings and sample parts to plan sequence of operations; calculates dimensions and tolerances by measuring mating surfaces to prepare working sketches; lays out workpiece for machining by measuring it and marking and scribing dimensions and reference points on it at workbench or on surface plate, using tools such as calipers, micro-meters, vee-blocks and scribes; sets up machines such as lathes, milling machines, shapers, grinders and drill presses, adjusting speed and feed and installing cutting tool; positions and secures workpiece in holding devices such as chuck and collet; operates machines, observes operations, makes necessary adjustments and measures parts periodically during processing to ensure conformity with tolerances; finishes parts by filing, grinding and polishing them; measures completed parts with instruments and work aids, such as micrometers, height gauges and surface plates to verify dimensions; operates grinder to sharpen cutting tools such as drills, mills and scrapers; cleans machines and work area; troubleshoots machine malfunctions and effects minor repairs.

May requisition materials and tools from stores department, operate electric furnace to heat-treat machined workpieces, install manufactured and repaired parts and tools, maintain production records, consult with superior to clarify job related problems and assist trainees in performance of duties.

OCCUPATIONAL PROFILE

DPT: 280; ETD: 3; SVP: 6;

TEMP: J, T;

APT: G(C), N, S, P, K, F, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e,h), 3(a,c,e), 4(a,b,c,d,e), 5a, 6(a,b), 7(a,c,d,f), 8(a,b,c), 9;

EC: 1(a,i,m,n), 5(a,b), 6(b,f,g,h), 7(b,d);

PH: 3b.

7223.15 AUTOMOTIVE MACHINIST

Operates a variety of specialised machine tools and equipment to repair automotive components by performing any combination of the following duties:

Performs tasks similar to those of MACHINIST, specialising in repairing automotive components; refers to technical manuals and consults with superior to determine job specifications; manipulates magnetic-particle-inspection machine and dye-penetrant equipment to de-

tect cracks, flaws and fatigue in metal components such as cylinder heads and engines; repairs cracks by drilling holes and taper-tapping them; repairs crankshafts and camshafts by straightening, centreing, grinding, boring, polishing, deburring and chamfering them as necessary; levels surfaces on items, such as cylinder heads, engine blocks, brake drums, water pumps and flywheels; sets up and operates mechanical and electronic balancing machines to detect causes of vibrations in rotating parts; repairs brake equipment, machining and grinding friction surfaces on brake drums and fastening brake shoes by riveting or heat-bonding them; sets up and operates boring machine to repair cylinder bores and connecting rods; sets up and operates honing machine to produce required surface finishes on cylinders; repairs valves, valve guides and valve seats, using machines and equipment such as valve grinders, valve-seat grinders and reamers; expands pistons to usable tolerances by surface compression, using knurling equipment; assembles pistons and connecting rods, using press, special fixtures and heating equipment; repairs other mechanical components such as oil pumps, king pins and rocker arms by boring, honing or polishing them.

May pressure-test cylinder heads and engine block, using commercial tester or shop-made equipment to identify cracks.

OCCUPATIONAL PROFILE

DPT: 280; ETD: 3; SVP: 6;
TEMP: J, T;
APT: G(C), N, S, P, K, F, M;
INT: 5;
PD: 1(a[M],b,c,h) 3(a,c,e), 4(a,b,c,d,e), 5a, 6(a,b), 7(a,c,d), 8(a,b,c), 9;
EC: 1(a,i,m,n), 5(a,b), 6(b,f,i), 7d;
PH: 3b.

7223.20 METAL-WORKING MACHINE-SETTER

Sets up power presses to cut, notch, bend, punch and shape metal according to specifications:

Examines job card and studies drawings to determine product specifications; collects tools from toolroom and conveys to work area, using trolley or fork-lift truck; positions tools on press and secures them by bolting; sets up machine, adjusting controls, table, stops and guides, using hand tools, for production of required parts; installs sample work-piece on machine and operates press to produce test-piece; compares test-piece with prototype, using measuring instruments such as micrometers, calipers and gauges to verify setting, and makes necessary adjustments to machine; checks parts manufactured by

Press Operators, Metal periodically during production run to verify functional efficiency of tool.

May supervise workers engaged in machine operation.

OCCUPATIONAL PROFILE

DPT: 280; ETD: 3; SVP: 5;
TEMP: R, J, T;
APT: G(C), S, P, K, M;
INT: 6;
PD: 1(a[L],b,c,h), 3a, 4(a,b,e), 6a, 7(a,c), 8(a,b);
EC: 1(a,i,m,n), 5a, 6(b,f), 7d;
PH: 3(a,b).

7223.25 TURNER/Lathe Operator

Set up and operates engine lathe to make and repair metal components for machines and equipment according to specifications:

Performs tasks similar to those of MACHINIST but specialises in engine lathe operation; sets up and operates machine to make and repair metal components such as valve seats, bushings, pins and shafts by performing operations such as turning, boring, drilling, grinding and polishing.

May attach metal-spraying mechanism onto lathe-carriage to increase diameter of shaft and install machined part on machinery and equipment such as presses, pumps, boilers and compressors.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 3 SVP: 5;
TEMP: R, J, T;
APT: G(C), N, S, P, K, F, M;
INT: 6;
PD: 1(a[L,M],b,c,d,e,h), 3(a,c,e), 4(a,b,c,d,e), 5a, 6(a,b), 7(a,c,d,f), 8(a,b), 9;
EC: 1(a,i,j,m,n), 5(a,b), 6(b,f,h), 7(b,d);
PH: 3b.

7223.30 DIE AND MOULD SETTER

Installs die and/or mould on extruder or moulding machine and performs related routine servicing and repairs:

Examines work sheet to determine specifications such as size and type of die or mould required; assembles die or mould according to specifications, in preparation for installation on machine, using wrenches and other hand tools; transports mounted die or mould to machine manually or by using hoist and trolley; extract activates machine to residual material from chamber of machine; sets up machine to commence production by installing die or mould; test-runs machine, making adjustments for

satisfactory production; liaises with superior or Extruder Operator, Plastics on completion of setting-up operations and during production; dismantles and removes die or mould from respective machine for routine servicing and repairs.

OCCUPATIONAL PROFILE

DPT: 660; ETD: 3; SVP: 3;
 TEMP: R, T;
 APT: G(C), P, M;
 INT: 6;
 PD: 1(a[M,H],b,c,d,e,h), 3(c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,n), 2a, 6(b,d,e,i), 7b;
 PH: 2a, 3b.

7223.35 ELECTRIC-CABLE-MACHINE SETTER-OPERATOR

Sets up and operates machine to produce electric cables according to specifications:

Examines work order to determine type of operation to be conducted and construction details; selects dies and other auxiliary fixtures and installs them on machine; loads stock of raw material on machine, using hoist, fork-lift truck and/or handcart; threads stock through guides and dies of machine and onto take-up spool; selects, adjusts and/or changes gears according to specifications; inches machine and makes adjustments when necessary; starts machine to commence production; monitors operation and takes corrective action to rectify minor malfunctioning or production defects; stops machine to replenish supply of materials, repair breaks in cable or make adjustments; examines sample product periodically, using micrometer, to ensure conformance with specifications and identifies or marks defects; informs superior of major malfunctioning; records production data.

May be designated according to area of specialisation; for example,

ARMOURING-MACHINE OPERATOR
 LAY-UP MACHINE OPERATOR
 STRANDING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 680; ETD: 2; SVP: 3;
 TEMP: R, J;
 APT: G(C), P, M;
 INT: 6;
 PD: 1(a[L],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,j);
 EC: 1(a,i,n), 5a, 6(b,f), 7d;
 PH: 3b.

7223.40 NAIL-MAKING-MACHINE OPERATOR

Sets up and operates machines to shape and cut coiled wire to make nails to specified sizes:

Performs duties of WIRE DRAWER to reduce wire to required diameter; loads coil of drawn wire into basket; sets up nail-making machine, adjusting feeding mechanism, nail-pointing knives, wire-holding device and hammering head of machine, using tools such as vise grip, spanner and measuring tape; threads wire through straightening rollers and feeding mechanism; tightens roller bolts, using wrench to secure wire; turns flywheel to make sample nail, measures nail with wire gauge or micrometer to verify accuracy, inspects it for flaws such as chips and distortions, and makes necessary adjustments; starts machine and observes operations to ensure production of nails according to specifications; services and maintains machine by replacing worn or broken components and lubricating moving parts.

May transfer nails to rotating polishing bins, pack polished nails into boxes and weigh and staple boxes, and load them onto pallets.

OCCUPATIONAL PROFILE

DPT: 680; ETD: 2; SVP: 2;
 TEMP: J, T;
 APT: G(C), K, M;
 INT: 6;
 PD: 1(a[L,M],b,d,e), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b,c), 10;
 EC: 1(a,i,m,n), 5(a,b), 6(b,c,f,h), 7(c,d);
 PH: 2a, 3(a,b)

7223.45 METAL-FRAME MAKER, SUITCASES

Makes metal frames for suitcases, using any combination of the following methods:

Sets up cutting and bending machines to make suitcase frames according to specifications; cuts strips of aluminium to desired length and bends strips to required shape on frame-bending machine; joins ends, using riveting machine, and punches holes for attachment of hooks and handles; removes frames, positions them on shaping-machine and activates machine to make openings for locks; places rolls of aluminium strips in frame-forming machine, activates machine and feeds desired length through system to groove strips for attachment to edges of suitcase; adjusts machine for bending and bends strips to desired shape; makes adjustments to machines as required.

OCCUPATIONAL PROFILE**DPT:** 682; **ETD:** 2; **SVP:** 1;**TEMP:** R, J, T;**APT:** G(C), P, K, M;**INT:** 6;**PD:** 1(a[L],b,c), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);**EC:** 1(a,i,n), 5a, 6f, 7d;**PH:** 3b.**7224 METAL GRINDERS, POLISHERS AND TOOL SHARPENERS***Workers in this unit group grind and polish metal products and surfaces and sharpen tools.***7224.15 METAL-GRINDING-MACHINE OPERATOR**

Operates precision metal-grinding machine to grind metal tools and other metal workpieces to specifications:

Performs tasks similar to those of Machinist, but specialising in operating metal-grinding machine; studies drawings and specifications to determine dimensions, tolerances and required surface finish of tools and other work-pieces; calculates cutting speed and feed rate and selects holding devices and grinding wheel; sets up grinding machine by mounting wheels, using appropriate tools and adjusting feed rate and depth and length of cut; lifts, positions and secures workpiece onto machine; operates machine, manipulating feed controls, to grind workpiece to specifications.

OCCUPATIONAL PROFILE**DPT:** 282; **ETD:** 3; **SVP:** 6;**TEMP:** R, J, T;**APT:** G(C), N, S, P, K, M;**INT:** 5;**PD:** 1(a[L,M],b,c,h), 3(a,c), 4(a,b,c,d,e), 5a, 6(a,b), 7(a,c,d), 8(a,b), 9;**EC:** 1(a,i,n), 5(a,b), 6(b,f), 7d;**PH:** 3b.**7224.20 SAW SHARPENER/Saw Doctor**

Sharpens, repairs and sets sawmill blades, using various hand and machine tools, to ensure maximum cutting efficiency of blades:

Cleans saw blades, using cleaning agents and scrapers to remove foreign matter; cuts broken saw blade ends, using guillotine, and bevels blade by filing it manually or by lap-grinding it; clamps joint onto brazing fixture, applies silver solder and flux and positions heated brazing irons for joining blade; removes blade to work-bench for finish-filing and joint tensioning, and levels blade by hammering to eliminate irregularities on surface; straight-

ens or crowns saw back, using back gauge and stretcher rolls; positions saw blade on rolling machine and tensions blade by passing it through stretcher rolls to ensure stability on saw pulley and rigid cutting edge; determines angle and height of teeth, adjusts grinding wheel and grinds saw blade, using automatic saw sharpener to obtain desired shape of teeth; widens tooth-point, using *swaging tool*, to produce required side clearance, and operates side-dresser to trim tooth-point to uniform width; positions and clamps blade onto automatic saw sharpener, adjusts pitch, angle and depth of grinding wheel and lubricates blade to facilitate uniform sharpening and feeds blade through machine; starts machine to sharpen saw teeth, observes operation of machine and makes adjustments; shapes grinding wheel, using wheel dresser to maintain correct profile; repairs saw blades and other sawmill equipment, using welding and drilling procedures; applies stellite to tooth-points, using welding equipment, to decrease wear on cutting edge; performs routine maintenance functions, such as checking and adjusting pulley faces, sawdust deflectors, scrapers, lubricators and bolts, to ensure proper blade performance on sawmill.

May operate bandsaw, circular saw and gang saw, install blade on sawmill and shape and sharpen planer knives.

OCCUPATIONAL PROFILE**DPT:** 381; **ETD:** 2; **SVP:** 4;**TEMP:** J, T;**APT:** G(C), P, K, M;**INT:** 5; .**PD:** 1(a[M],b,c,d,e,h), 3(a,c,e), 4(a,b,c,d,e), 5a, 6(a,b,f), 7(a,c,g), 8(a,b);**EC:** 1(a,i,m,n), 5(a,b), 6(b,c,f,h,i), 7(a,c,d);**PH:** 2a, 3b.**7224.25 METAL GRINDER**

Grinds imperfections from fabricated metal components and structures to improve surface finish:

Clamps or holds workpiece, switches on pedestal grinder and feeds workpiece against wheel or clamps it in jig and manipulates portable disc-grinder to remove excess metal and burrs; examines finished surfaces visually and by touch to ensure conformity with manufacturer's standards; reconditions surface of grinding wheel, using dressing tool; replaces worn wheels and discs, using wrench.

May load completed parts on trolley and forward them to relevant section for further work.

OCCUPATIONAL PROFILE**DPT:** 684; **ETD:** 2; **SVP:** 0;

TEMP: R, I, T;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[L],b,c,d,h), 3(a,c), 4(b,d,e), 6a, 7(a,c), 8(a,b);
 EC: 1(a,b,i,k,n), 5(a,b), 6(b,c,d), 7c;
 PH: 2a, 3(a,b).

7224.30 BUFFING AND POLISHING MACHINE OPERATOR

Operates buffing and/or polishing machines to smooth and finish metal products such as furniture components, steel pans, seals and signs:

Installs buffing or polishing wheel onto machine, using wrenches; applies wax or other dressing to wheel; starts machine and holds item to be polished against rotating wheel to remove surface blemishes and enhance appearance; tags and stores polished components on racks for customer collection or further finishing; replaces, services and maintains equipment as necessary.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[L],b,c,d), 3a, 4(a,b,e), 5a, 6a, 7(a,c), 8(a,b), 9;
 EC: 1(a,i,n), 5a, 6(b,d,f), 7(c,d);
 PH: 2a, 3(a,b).

723 MACHINERY MECHANICS AND FITTERS

Workers in this minor group assemble, install, service and repair various types of machinery, metal products, engines and mechanical equipment.

7230 SUPERVISORS IN MACHINERY REPAIR AND FITTING

Workers in this unit group supervise other workers engaged in installing, fitting and maintaining machinery and mechanical equipment.

7230.10 SUPERVISOR, MACHINERY REPAIR AND FITTING

Supervises and coordinates activities of workers engaged in maintenance and repair of motor vehicles, aircraft, marine craft and other machinery and mechanical equipment:

Monitors performance of machinery and mechanical equipment to detect malfunctions or reads job sheets and fault reports to obtain details; plans and schedules repair

and maintenance operations and assigns duties to workers; monitors work in progress and tests machinery and equipment after work completion to verify efficient performance; provides technical guidance and assists in performing repairs as required; completes requisition forms to order replacement parts, materials and new equipment necessary for jobs; records type and amount of stock used; trains and supervises maintenance and repair personnel to enhance their job performance; ensures adherence to safety procedures and proper maintenance of tools, equipment and work areas; prepares work-evaluation reports; prepares progress reports on repair and maintenance work.

May maintain production time log and supervise stores section to ensure adequate stock levels and accurate stock-control records.

May be designated according to area of employment and level of responsibility; for example,
 EQUIPMENT SUPERINTENDENT
 PLANT FOREMAN
 SUPERVISOR, MOTOR VEHICLE MAINTENANCE
 AND REPAIR
 SUPERVISOR, AIRCRAFT MAINTENANCE

OCCUPATIONAL PROFILE

DPT: 134; ETD: 3; SVP: 6;
 TEMP: V, D, P, I, T;
 APT: G(T), P, Q, M;
 INT: 5, 6;
 PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,c,d,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,d,e,g), 8(a,b,c);
 EC: 1(a,b,h,k,m,n), 2a, 5(a,b), 6(a,b,e,f,g), 7(a,b,c,d,i);
 PH: 3b.

7231 MOTOR VEHICLE MECHANICS AND FITTERS

Workers in this unit group install, maintain and repair engines, related mechanical equipment, and accessories in motor vehicles.

7231.15 AUTOMOTIVE MECHANIC

Repairs and services motor vehicles such as cars, trucks, buses, tractors, backhoes and ploughs, according to manufacturers' specifications:

Reviews service reports and discusses problems with superior, and/or with customer; diagnoses problem by driving and/or operating equipment, examining it visually, referring to technical manuals, or using test instruments such as tachometers, engine analysers, flow meters and transmission testers; removes defective mechanical

assemblies such as engines, transmissions, gear boxes and differentials, using hand tools and work aids such as wrenches, hoists, chain-blocks and lifts; dismantles assemblies, cleans and inspects them visually and checks component parts with measuring instruments such as gauges, calipers and micrometers, to identify defects; repairs, replaces, re-assembles, adjusts and tests units before installing them on equipment; drives and/or operates repaired equipment to verify work performed; repairs, services and adjusts auxiliary equipment such as carburettors, fuel injectors, generators, distributors, starters, pumps, clutches and brakes, using related hand tools and test instruments.

May complete requisition forms to order replacement parts and prepare service reports, if employed in a production setting

May be designated according to area of specialisation; for example,

BUS AND TRUCK MECHANIC
CARBURETTOR MECHANIC
DIESEL ENGINE MECHANIC
TRANSMISSION MECHANIC

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;

TEMP: P, J, T;

APT: G(C), S, P, F, M, E;

INT: 5;

PD: 1(a[M,H],b,c,d,e,h), 3(a,c,e), 4(a,b,c,g,f), 5a, 6(a,b), 7(a,b,c,d,e,g), 8(a,b,c), 9;

EC: 1(a,h,i,m,n), 2a, 5a, 6(b,f,h), 7(a,d);

PH: 3b.

7231.20 WHEEL ALIGNER AND BALANCER

Aligns and balances wheels of motor vehicles, using test equipment and hand tools:

Liaises with customer to obtain information on alignment defects such as wheel wobble and uneven tyre wear; drives or directs positioning of vehicle onto wheel alignment rack and climbs into inspection pit under vehicle; checks steering rods, ball joints, ends and bushings by manually rocking steering wheel to observe excess movement, and recommends replacement of parts as required; fits electronic sensor or mounts magnetic gauge on wheel, takes camber and caster readings and adjusts wheels as necessary; sets and locks steering wheel in neutral position and checks toe-in readings on electronic wheel alignment machine or attaches clamps to wheel rims and checks toe-in on gauge; loosens steering-rod nut, using spanner, and adjusts wheels to correct position according to readings; tightens and locks nut; turns

steering wheel from side to side and takes final readings to verify accuracy of setting; drives or directs movement of vehicle off wheel-alignment rack; jacks up vehicle, removes wheels and places them individually on wheel-balancing machine or balances wheels on vehicle, using electric wheel-rotating machine; determines position of counterweights to balance wheels and fastens necessary weights to wheel rim, using hammer.

May replace steering rods, bushings and other parts if required.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[M,H],b,c,d,e), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,h,i,m,n), 2a, 6(a,b), 7(a,d);

PH: 3b.

7231.25 BICYCLE REPAIRER

Repairs and services bicycles:

Consults with customer and/or examines bicycle to ascertain nature of defects; disassembles bicycle to repair, adjust and replace defective parts or accessories; aligns wheels by tightening and loosening spokes, using spanner; cuts off projecting spoke ends, using pliers, file, hacksaw or grinding stone; straightens twisted cycle frame by striking it with sledge-hammer; applies heat at specified temperature to cracked or broken frame and removes damaged portion, using tongs or pliers; fabricates replacement frame-piece by cutting, grinding and sanding steel bar to size; fits and welds piece into required position, using blowlamp or arc-welding equipment; adjusts gears, cables and sprocket chain; mends tyre tubes, using patch to cover holes; replaces or repairs accessories such as saddle and lights; cleans and lubricates parts; paints bicycle frame on completion of repair, using spray-gun and/or brush

May repair tyre tubes and align spoked wheels of wheelchairs

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 3;

TEMP: J, T;

APT: G(C), P, F, M;

INT: 5;

PD: 1(a[L],b,c,e), 3(a,c), 4(a,b,c,d), 5a, 6a, 7(a,c,d), 8(a,b);

EC: 1(a,i,n), 2a, 4a, 6b, 7(a,d);

PH: 2a, 3(a,b)

7231.30 AUTOMOBILE ACCESSORIES INSTALLER

Installs automobile accessories, following manufacturer's instructions:

Liaises with customer or superior to obtain details of required installation; examines accessory package for manufacturer's instructions or utilises acquired knowledge to install accessories such as radios, antennae and speakers, clocks, fans, seat-belts, seat covers, mirrors, decorative lights and emblems; lays out and drills specified holes, using lay-out tools and electric drill; fits accessory to automobile, inserting clamps, screws, nuts and bolts; tightens as necessary, using pliers, screwdrivers, and wrenches; fits seat covers over cushions, secures covers by closing zippers and snap-fasteners or by attaching hooks to cushion frame; installs seat-belts by fastening them to anchor points according to manufacturers' instructions; installs automobile fans, clocks and decorative lights by performing tasks similar to those of **AUTOMOTIVE ELECTRICIAN**; operates accessory where applicable to test correctness of installation.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;

TEMP: J, T;

APT: G(C), P, K, F, M;

INT: 5;

PD: 1(a[L],d,e), 3(a,b,e), 4(a,b,c,d,e), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,h,i,m,n), 6(a,b);

PH: 2a, 3b.

7231.35 MUFFLER REPAIRER-INSTALLER

Repairs or replaces defective exhaust systems on motor vehicles, using welding equipment and hand tools:

Drives or directs positioning of vehicle onto repair ramp, listens to sound of exhaust to determine location and extent of defect; removes defective muffler, tailpipe, or exhaust pipe, using hacksaw or oxy-acetylene cutting torch, and removes rusted and worn-out sections; cuts replacement pieces from sheet metal, using torch, and welds pieces in position, using torch and filler rod; selects replacements parts according to model of vehicle or customer's specifications; clamps or tack-welds new parts in position, aligns muffler and tailpipe and bolts or welds hangers to frame of vehicle to secure exhaust system; changes rubber supports as necessary; starts engine, listens for sound representing leaks or knocks in exhaust components and rectifies faults as necessary; drives or directs movement of vehicle off repair ramp; bills customer for labour and replacement parts.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7a, 8(a,b);

EC: 1(a,h,i,m,n), 2a, 5a, 6(b,c,e,i), 7(a,d,e,h);

PH: 3b.

7232 AIRCRAFT MECHANICS AND FITTERS

Workers in this unit group fit, install, maintain and repair the engines, equipment and accessories of aircraft.

7232.15 HELICOPTER MECHANIC

Services and repairs helicopter engines and related components:

Liaises with **Helicopter Pilot** and inspects helicopters engaged in line flying to determine nature and location of defects; consults manufacturer's manual and civil aviation codes to determine specifications and normal operating requirements; repairs or replaces components such as propeller and tail assemblies, control cables, and fuel and oil tanks; examines engine for defects such as cracked cylinders, oil leaks, burnt-out valves and defective magnetos, using hand tools, gauges and specialised test equipment; lifts engine from housing, using hoist, examines parts for excessive wear or warping and repairs or replaces damaged components; checks and replaces brakes and landing gear, lubricates moving parts, washes engines, using chemicals, flushes crank case, replaces engine oil and performs other duties to maintain satisfactory operating condition of helicopter; completes report of defects and corrective measures taken; assists in ground movement of helicopters between hangar and manoeuvring area; positions helicopters in respective places for takeoff.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(C), S, P, K, F, C;

INT: 5;

PD: 1(a[M],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7(a,c,d,g), 8(a,b,c);

EC: 1(a,b,h,k,m,n), 5(a,b), 6(a,b,f,h), 7(a,c,d);

PH: 3b.

7232.20 AIRCRAFT FITTER

Manipulates hand and power tools to repair, fit and assemble aircraft components according to specifications:

Receives instructions from superior; refers to manuals, drawings and sketches to determine specifications of components; dismantles aircraft components, using hand tools and transfers components to workshop for replacement or reconditioning; selects, inspects and measures replacement parts, using precision instruments such as micrometers, depth gauges, verniers and calipers to ensure conformity with specifications; makes work-aids such as jigs and fixtures, utilising machining processes and/or welding operations; liaises with Machinist to prepare mating parts; drills, reams and taps holes to facilitate assembly of components; files, fits, aligns and bolts parts, using jigs and fixtures to assemble components such as control linkages, struts and actuators; assembles parts such as pivot pins, rollers and pulleys, applies lubricants manually or using hydraulic gun; installs studs, bushings, bearings and seals, using mechanical or hydraulic press; overhauls aircraft accessories such as cabin and compartment doors, chairs and control rods, in accordance with specifications.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(C), N, S, P, K, F, M;

INT: 5;

PD: 1(a[M],b,c,d,e,h), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,f,h,i,m,n), 5a, 6(b,f), 7(a,b,c,d);

PH: 2a, 3b.

7239 OTHER MACHINERY MECHANICS AND FITTERS

Workers in this unit group fit, install, maintain and repair a range of machinery and mechanical equipment including mobile machinery other than motor vehicles and aircraft.

7239.15 LINE MECHANIC, METAL CAN MANUFACTURE

Sets up, adjusts and repairs automatic and semi-automatic machines used in manufacture of metal cans and components, by performing one or more of the following duties:

Performs duties of MACHINERY MECHANIC to maintain and repair machinery; sets up metal presses and can-making machines to accommodate production of different sizes of can bodies and components; changes and aligns parts and adjusts settings, using gauges and hand tools; sets up, adjusts and cleans head of welding machine; installs solder rolls and adjusts thermostats to regulate temperature of molten solder in machines; sets up and adjusts automatic end lining machines to spray

rubber base sealing compound onto edges of can ends; changes searers on can-body-making machines and removes and replaces runway tracks on same; starts machines and observes operation to detect malfunctioning; checks quality of seams on finished can bodies and components; measures critical dimensions, using micrometers and calipers; monitors operation of machines to ensure continued generation of required products.

May operate metal-can-fabricating machines.

OCCUPATIONAL PROFILE

DPT: 380; ETD: 3; SVP: 6;

TEMP: J, T;

APT: G(T), P, K, F, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c,d), 8(a,b);

EC: 1(a,f,i,k,m,n), 2a, 5a, 6(b,f,g,h,i), 7(a,d);

PH: 3b.

7239.20 MOTOR LAUNCH MECHANIC

Conducts minor repairs and maintains launch engines and related equipment:

Inspects mechanical and electrical machinery and equipment such as engines, generators, winches, rudders, propellers and pumps to establish cause of breakdown or damage; dismantles and repairs engines and related equipment, using tools and instruments such as pulleys, micrometer, hydrometer and chain-block; reassembles, installs and operates equipment and checks performance to ensure conformity with specifications; performs maintenance functions such as cleaning, greasing and oiling moving parts, replacing worn components and checking oil and water levels; performs minor electrical repairs; maintains log of work performed and prepares reports.

May operate engine motor launch.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 6;

TEMP: J, T;

APT: G(T), P, Q, K, F, M;

INT: 5;

PD: 1(a[M,H],b,c,d,e), 3(a,c), 4(a,b,e,f), 5a, 6(a,b), 7(a,c), 8(a,b,c), 10;

EC: 1(a,h,i,k,m,n), 2a, 5a, 6(b,f), 7(a,d,i);

PH: 3b.

7239.25 MACHINERY MECHANIC/ Maintenance Technician

Installs, maintains and repairs machinery and equipment in industrial plant:

Reads manufacturer's blueprints and consults superior to determine installation procedures for new machinery and equipment; marks layout on floor and constructs foundation for machines and equipment from wood, cement or steel; assembles machines, sets and levels them in correct position and fastens them to foundation by bolting, welding or riveting; aligns machines and equipment, using tools such as gauges, verniers, micrometers, spirit-level and measuring tape; tests installed equipment and makes necessary adjustments to ensure efficient functioning; implements preventative maintenance programmes and/or responds to requests for machine adjustment and repair; diagnoses equipment malfunctions, using testing instruments and equipment, and makes appropriate adjustments; dismantles machinery as necessary to gain access to internal parts, using tools such as wrenches and screwdrivers; requests reconditioning of parts or performs duties of **MACHINERY FITTER** to make and recondition parts; replaces worn or damaged components; cleans, lubricates, tests, services and reassembles equipment according to manufacturer's specifications; oils and greases machinery and equipment as part of routine maintenance; completes maintenance or repair reports, recording information such as time taken on job and parts used.

May check functioning of production lines, provide technical advice on use and care of machinery, recommend changes and improvements in equipment and maintain inventory of spare parts.

May be designated according to area of specialisation or employment; for example,
COMPRESSOR MECHANIC
INDUSTRIAL MECHANIC
MILLWRIGHT
OILFIELD EQUIPMENT MECHANIC

OCCUPATIONAL PROFILE

DPT: 281; **ETD:** 3; **SVP:** 5;

TEMP: J, T;

APT: G(T), S, P, Q, K, F, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,d,f,g), 8(a,b,c);

EC: 1(a,b,f,h,i,k,m,n), 2a, 5(a,b), 6(a,b,d,e,f,g,h), 7(b,c,d,f);

PH: 3b.

7239.30 MACHINERY FITTER

Manipulates hand and power tools to fit, assemble and repair parts on industrial machines and equipment:

Examines drawings and work orders to obtain specifica-

tions for parts and plans sequence of operations accordingly; dismantles parts to detect defects, using hand tools such as wrenches, hammers, screw-drivers and pliers; measures dismantled or pre-fabricated parts to check accuracy of fit, using gauges, micrometers and calipers; repairs or reconditions parts or makes new parts as required by chiselling, filing, sanding or machining them, using hand tools or metal-working machines such as lathe and milling and shaping machines; locates and marks position of parts prior to assembly, using tape, square and plumb-bob; drills and taps holes with portable drill to facilitate mounting and fitting together of parts and components; verifies alignment and specified clearances of parts; lays out, positions, aligns, bolts, screws, rivets and/or welds prefabricated, reconditioned or repaired parts onto machines or equipment, using hand tools, power tools, hoists, welding equipment and/or arbor presses; oils, greases and effects minor repairs to mechanical parts such as fans, valve dampers, bearings and pumps; test-runs machines and equipment to observe operation of parts and verify repairs.

May perform duties of **MACHINERY MECHANIC**.

May be designated according to area of specialisation or employment; for example,

COMPRESSOR FITTER

FITTER-TURNER

GUIDE FITTER

PUMP FITTER

TURBINE FITTER

VALVE FITTER

OCCUPATIONAL PROFILE

DPT: 281; **ETD:** 3; **SVP:** 5;

TEMP: J, T;

APT: G(C), N, S, P, K, F, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,c,d), 8(a,b,c);

EC: 1(a,f,h,i,m,n), 2a, 4a, 5(a,b), 6(b,f,i), 7d;

PH: 3b.

7239.35 SCHOOL WORKSHOP ATTENDANT

Checks, maintains and services machines, tools and equipment, prepares materials and compiles records of supplies to facilitate scheduled workshop activities at educational institution:

Reads and/or interprets written and oral instructions of **Technical And Vocational Teachers** to determine requirements for scheduled workshop activities; prepares machines, equipment and materials and test-runs machines to ensure their readiness for operation; distributes

tools and instruments to students and teaching personnel for use during practical sessions and collects and secures same after use; cleans, lubricates, reconditions and makes minor adjustments to machinery, tools and equipment; assists with minor repair to machinery and reports major defects to superior; checks stock periodically and liaises with **Technical And Vocational Teachers** to prepare requisition forms for purchase of supplies; cleans and dusts appliances, utensils, work areas and storeroom; maintains inventory of stock purchased and issued and records of damaged, broken and missing items; participates in departmental meetings to discuss related problems.

May assist students in practical work.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 4;

TEMP: R, J, T;

APT: G(C), N, P, K, M;

INT: 5;

PD: 1(a[L],b,c,h), 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7a, 8(a,b,c), 9;

EC: 1(a,i,m,n), 5a, 6(b,f), 7c;

PH: 3b, 4.

7239.40 DENTAL EQUIPMENT REPAIRER

Repairs and services dental equipment:

Examines and conducts operational tests on dental equipment such as drills, compactors and water and saliva ejectors to determine nature of malfunction; disassembles defective devices, using hand tools; repairs and replaces bearings and seals, motors and other components; cleans choked water and air lines, replaces defective wiring and solders faulty electrical connections; carries out performance tests to ensure efficient operation of equipment and adjusts air and water pressure as necessary.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 5;

TEMP: J, T;

APT: G(C), P, F, M;

INT: 5;

PD: 1(a[L],b), 4(b,c,e), 5a, 6(a,b), 7(a,d), 8(a,b,c);

EC: 1(a,i,n), 5(a,b), 6g;

PH: 3b, 4

7239.45 RADIATOR REPAIRER

Repairs or replaces radiators of motor vehicles and industrial equipment, using testing equipment and hand tools:

Removes radiator from vehicle or equipment, using wren-

ches and screwdrivers and inspects it to make preliminary appraisal of general condition; pumps water or compressed air into radiator to test for leaks or obstructions such as rust or mineral deposits, cleans radiator core by flushing it with cleaning compound or by using metal rods to remove obstructions; solders leaks in core or tank, using soldering iron or oxy-acetylene torch; joints to melt solder and separate tanks from defective core; replaces and solders core if required, to upper and lower tanks; tests reassembled unit for leaks by blocking exits, submerging unit into water and feeding compressed air through unit; replaces radiator in vehicle or equipment, secures with studs and screws, using appropriate hand tools; connects hoses and fills radiator with water and coolant; starts and runs engine to verify reliability of work done.

May perform duties of **RADIATOR ASSEMBLER** to manufacture new core.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,h,i,m,n), 2a, 4a, 5a, 6(b,i), 7(a,d,e,h);

PH: 2a, 3b.

7239.50 LOOM FIXER

Sets up, adjusts and repairs looms:

Examines loom to determine adjustments or repairs needed; levels machine and aligns components such as shafts, bearings, gears and shuttles, using spirit-level and gauges; checks lubrication levels and reports inadequacy of supply to Oiler when necessary; starts loom, observes operation and consults **Weaver, Textiles** to determine need for further adjustments; adjusts filling mechanism and tension devices to correct faults, using hand tools; examines manufactured sample to ensure conformity with approved standards; performs routine maintenance and repair of machinery.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 2;

TEMP: J, T;

APT: G(R), P, K, M;

INT: 6;

PD: 1a(L), 4(a,b), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,i,m,n), 5a, 7d;

PH: 3b.

7239.55 OILER/Greaser

Oils and greases moving parts of industrial equipment, ships' engines and auxiliary equipment:

Examines machinery during periodic rounds and observes gauges to verify specified pressure and flow of lubricants; removes equipment guards to gain access to lubrication points; replenishes grease cups and oil reservoirs on machinery, according to specifications; applies oil or grease to engine and other machinery and mechanisms, using oil can or grease gun; turns valves to regulate flow of fuel, oil and air to equipment; observes levels of water supply, steam pressure and boiler temperature from gauge-readings, and makes necessary adjustments and additions; changes and cleans oil filters; cleans oil reservoirs and tanks as required; records work performed in log and reports malfunctions.

May perform other duties relating to area of employment such as cleaning engine-room, winch house pit and centrifuge and assisting with adjustment and repair of machinery.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 2;

TEMP: R, J, T;

APT: G(R), K, M;

INT: 5;

PD: 1(a[M],b,c), 2b, 3(a,c), 4(a,b,e,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,h,k,m,n), 2a, 4b, 5(a,b);

PH: 2a, 3b.

724 ELECTRICAL AND ELECTRONICS MECHANICS, FITTERS, INSTALLERS AND REPAIRERS

Workers in this minor group fit, assemble, install, maintain and repair electrical and electronic equipment such as electrical motors, generators, instruments, signal transmitters and receivers, domestic appliances, switchgear and control apparatus; install and service electrical power transmission cables, telephone and telegraph lines and related equipment.

7240 SUPERVISORS, ELECTRICAL AND ELECTRONICS MECHANICS, FITTERS, INSTALLERS AND REPAIRERS

Workers in this unit group supervise personnel engaged in installing and repairing electrical and electronic equipment and fittings

7240.15 SUPERVISOR-FOREPERSON, ELECTRICAL MACHINERY AND EQUIPMENT INSTALLATION, MAINTENANCE AND REPAIR

Supervises and coordinates activities of workers engaged in installation, testing, maintenance and repair of electrical equipment:

Performs duties of **PRODUCTION SUPERVISOR**; plans and schedules electrical plant maintenance and repairs and ensures that programmes are implemented safely, efficiently, and economically; inspects equipment periodically and recommends replacement or modifications; ensures adequacy of stock of electrical supplies; checks maintenance reports prepared by junior supervisors; liaises with engineering department on major electrical development projects.

OCCUPATIONAL PROFILE

DPT: 131; **ETD:** 5; **SVP:** 7*;

TEMP: V, J, T;

APT: G(T), N, Q, F, M;

INT: 5;

PD: 1a(L), 4(b,c) 5a, 6a, 7(a,c,g,h), 8(a,b,c);

EC: 1(c,k,m), 5a, 6(b,g), 7(a,b,f);

PH: 3b.

7240.20 ASSISTANT ENGINEER, TELEPHONE DISTRIBUTION-FRAME SECTION

Supervises personnel engaged in connecting telephone lines on main distribution frame in assigned district:

Monitors volume of service orders and ensures availability of staff in department for expeditious completion of work; assigns, coordinates, inspects and evaluates work performed by subordinates; despatches staff to perform duties at other exchanges and arranges for transportation; requisitions departmental tools and materials and keeps related records; prepares personnel and departmental reports and performs other administrative duties; maintains good working relations among staff and ensures adherence to administrative practices and technical standards.

OCCUPATIONAL PROFILE

DPT: 237; **ETD:** 3; **SVP:** 7;

TEMP: P, J;

APT: G(T), Q;

INT: 5;

PD: 1a(S,L), 4f, 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,i,n);

PH: 3b.

7240.25 LINE AND CABLE SUPERVISOR

Plans, directs and supervises activities of workers engaged in electrical line and cable installation, repairs and maintenance operations:

Plans methods of operation for routine activities at worksite and assigns duties to workers such as Linesmen and Cable Joiners; identifies equipment and materials needed for jobs, calculates required quantities and arranges for transportation from stores to worksite; monitors work in progress, providing technical assistance as necessary; performs or witnesses performance of insulation and continuity tests on line conductors, cables and associated equipment; ensures observance of rules and regulations with respect to use and security of allocated vehicles and equipment; reports in writing on accidents involving workers or members of the public and damage to property; logs information relevant to workers' regularity, punctuality and performance; maintains good relationships and discipline among workers.

OCCUPATIONAL PROFILE

DPT: 134; ETD: 2; SVP: 7;

TEMP: D, P, J, T;

APT: G(T), P, Q, M;

INT: 5, 7;

PD: 1a(L), 2a, 3a, 4(a,b,f), 5(a,b), 6a, 7(a,g), 8(a,b,c);

EC: 1(b,i,n), 6g, 7(c,d,h);

PH: 3b.

7241 ELECTRICAL FITTERS, INSTALLERS AND REPAIRERS

Workers in this unit group fit, install, adjust and repair electrical equipment and auxiliary fixtures

7241.15 NAVIGATIONAL-AIDS MAINTENANCE OFFICER

Installs, maintains and repairs navigational aids:

Installs navigational aids such as lighting and associated equipment and buoys, using hand and power tools; visits sites of navigational aids at scheduled intervals to ensure proper working condition of aids and performs repairs as necessary; supervises and participates in training of subordinates; prepares reports for submission to superior.

OCCUPATIONAL PROFILE

DPT: 231; ETD: 5; SVP: 4*;

TEMP: J, T;

APT: G(T), P, Q, K, F, M;

INT: 5;

PD: 1(a[M],b,c), 2(a,b), 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,g,h), 8(a,b,c);

EC: 1(c,f,i,j,k,m,n), 4(a,b), 6(a,b,g), 7(c,d,h,i);

PH: 3b.

**7241.20 MARINE ELECTRICIAN/
Ship's Electrician**

Installs, maintains and repairs electrical equipment and systems on vessels located at sea:

Receives clarifications or instructions on duties to be performed from Marine Engineer or relevant superior; inspects electrically driven equipment such as pumps and blowers to detect malfunctions; trouble-shoots control circuits to ensure proper functioning of emergency systems, using multi-tester; replaces defective components such as stator, rotor and bearings with new installation, using hand tools and consulting blueprints; determines acid level of battery, using hydrometer, and restores electricity as required; detects stray currents leaving marine vessel, using voltmeter; performs routine maintenance activities on transformers, switchboards and electrical circuits; repairs malfunctioning equipment, using hand tools and testing devices; monitors performance of electrical systems in ship's engine room prior to ship's departure from and on its arrival at port; liaises with purchasing department personnel to specify electrical parts required; makes log entry of work performed daily.

May perform repair and service work on some electronic equipment.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(C), N, S, P, K, C;

INT: 5;

PD: 1(a[L,M],b), 2(a,b), 3(a,b,c,d,e), 4(a,b,f), 5a, 6(a,b), 7(a,b,c,d,g,h), 8(a,b,c), 9, 10;

EC: 1(c,f,h,k,n), 2a, 4b, 5(a,b), 6(a,b,c,d,f,g,i), 7(a,b,h);

PH: 2a, 3b, 4.

**7241.25 ELEVATOR AND ESCALATOR
TESTER AND ADJUSTER**

Inspects, adjusts and calibrates elevators and escalators to ensure that they function efficiently:

Scrutinises and tests electrical wiring and checks installation of equipment to ensure conformity to specifications; inspects doors, car guide rails and other mechanical installations to ensure proper alignment and attainment of specified clearances; sets elevator or escalator on test speed or activates it to ensure proper rotation of equipment; conducts load test to determine power consumption under varying load conditions and tests safety de-

vices such as brakes and governors; regulates and calibrates equipment as necessary, using hand tools; sets equipment to operating speed and makes final adjustments; arranges for electrical and safety inspection by relevant authorities; informs Elevator and Escalator Installer and Repairer of defects and advises on possible remedial measures; prepares work-related status reports.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 6;

TEMP: J, T;

APT: G(C), K, M;

INT: 5;

PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7(a,c,d,g), 8(a,b);

EC: 1(a,f,h,i,n), 5a, 6(b,f,g,h), 7d;

PH: 3b

7241.30 ELEVATOR AND ESCALATOR INSTALLER AND REPAIRER

Installs, maintains and repairs elevators and escalators according to manufacturers' specifications:

Reviews information received from customers or Elevator and Escalator Tester and Adjuster to determine work to be performed; consults manufacturers' specifications to obtain information for installation of elevator or escalator; prepares work area and parts prior to installation of elevator or escalator; installs other components such as wire harness, car fixtures, frames, control panel and hoisting machine, using hand and power tools; connects electrical wiring to equipment and attaches lift rope to counterweight, hoisting machine and elevator; dismantles defective units and replaces or repairs components such as switches, wiring relays, bearing and safety devices, and adjusts and calibrates them as necessary; prepares lifts for testing by Elevator and Escalator Tester and Adjuster; prepares reports or documents for submission to clients or superior

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), P, Q, K, M;

INT: 5;

PD: 1(a[H],b,c,d,e), 2(a,b), 3(a,c,e), 4(b,e,f), 5a, 6(a,b), 7(a,c,d,g), 8(a,b);

EC: 1(a,b,f,h,i,m,n), 5(a,b), 6(b,f,g,h), 7d;

PH: 3b

7241.35 ELECTRICAL TOOL AND SMALL APPLIANCE REPAIRER

Repairs a variety of tools and light electrical appliances:

Consults with customer and/or activates appliance to diagnose problem or nature of malfunction; dismantles equipment, using hand or power-driven tools, examines motor assembly for worn wires and loose connections and reconnects wires by soldering if required; tests components such as armature, field coil, switches and cords for short-circuited wires and current continuity, using instruments such as voltmeter and ammeter; examines carbon brushes to determine degree of wear and tear; replaces worn or defective parts and components such as bearings and bushings; reassembles equipment, referring to manufacturer's specifications when necessary; operates repaired electrical tool or appliance to ensure its operating efficiency; cleans and services tools and greases gear assembly and bushings; prepares and maintains relevant records.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;

TEMP: J, T;

APT: G(C), K, F, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,g), 10;

EC: 1(a,i,n), 5a, 6g, 7d;

PH: 3b

7241.40 ELECTRICAL APPLIANCE INSTALLER-REPAIRER

Installs, services and repairs electrical household appliances according to manufacturer's specifications:

Checks power supply prior to installation of appliance, using testing equipment such as ammeters or voltmeters to ensure conformity with voltage specifications; positions and secures hoses and other moveable parts of appliances to be sold such as refrigerators, stoves and washing machines, following manufacturer's instructions; connects appliances to power source; sets regulators, thermostats or timers and observes appliance during operating cycle to ensure proper functioning; demonstrates use of appliance to customer; connects defective appliance to power supply and runs tests to detect faults such as excess vibration, overheating, leaks and malfunctioning parts; disassembles appliance and cleans and washes parts, using wire-brush, buffer and solvent; calibrates timers and thermostats by adjusting contact points; adjusts belt on motor of appliance and replaces worn or defective wiring and parts such as belts and gears, following specified procedures; reassembles appliance and lubricates moving parts before and after reassembly; test-runs appliance to ensure that it is functioning properly; obtains customer's signature and other related data on job card; receives payment and issues receipts.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;

TEMP: J, T;

APT: G(C), F, M;

INT: 5;

PD: 1(a[L,M],b,c), 3(a,b,c), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 2a, 3a, 6(f,g,i);

PH: 3b.

7241.45 AUTO ELECTRICIAN

Services, repairs or replaces electrical systems and components in motor vehicle:

Liaises with customer or reads job card to determine nature of electrical defect, trouble-shoots electrical components to ascertain cause of malfunction, using testing equipment such as line tester, voltmeter and ammeter; replaces fuses, lamps and broken wires as necessary; checks and adjusts ignition timing, using timing light; measures and sets breaker-point and spark plug gaps according to manufacturers' specifications, using feeler-gauge; tests, repairs or replaces defective electrical units such as starter, generator, alternator, voltage regulator or battery, using test equipment and hand tools; test-runs vehicle to verify elimination of electrical defects; guides and instructs subordinates.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), P, F, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 3(a,b,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c,f,g), 8(a,b);

EC: 1(a,b,h,i,m,n), 5a, 6b, 7h;

PH: 3b.

7241.50 AIR-CONDITIONING AND REFRIGERATION EQUIPMENT INSTALLER

Installs industrial, domestic and automotive air-conditioning and refrigeration units and systems:

Reads drawings or receives instructions from superior to determine layout specifications of air-conditioning and refrigeration components; measures surfaces and marks reference points to ensure accurate positioning of components according to specifications, using tapes, levels and squares; drills holes in floors, walls, window frames and/or automobiles to accommodate unit or component and attaches mounting accessories; installs unit or component and auxiliary fixtures and secures them by screwing, bolting, riveting and welding them in place and/or by

performing minor masonry tasks; cuts insulation and wraps it around pipes as required; liaises with Electrician to ensure that proper electrical connections are made; operates vacuum pump to extract air, moisture and other impurities from system; attaches gas lines to system and opens valve on gas tank to inject refrigerant in system; test-runs system to observe operation and make routine adjustments to pressure and temperature levels; informs superior of problems.

May be designated according to area of specialisation; for example,
AUTOMOBILE-AIR-CONDITIONER INSTALLER

OCCUPATIONAL PROFILE

DPT: 661; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), S, P, K, F, M;

INT: 5;

PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b);

EC: 1(c,f,h,i,m,n), 5a, 6(b,i,j), 7(c,d,h);

PH: 3b.

7241.55 NAVIGATIONAL-AIDS MAINTENANCE ASSISTANT

Assists in the repair and maintenance of navigational aids:

Receives instructions from superior with respect to work to be performed and assists in servicing, repair and installation of navigational aids, using hand and power tools; operates lighthouse in absence of Lighthouse Keeper.

OCCUPATIONAL PROFILE

DPT: 661; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), P, K, F, M;

INT: 5;

PD: 1(a[M],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,g,h), 8(a,b,c);

EC: 1(c,f,i,k,n), 4(a,c), 6(a,b,g), 7(c,d,h,i);

PH: 3b.

7241.60 ELECTRIC-MOTOR REPAIRER

Repairs industrial electric motors, starters and generators:

Disassembles defective electrical units and inspects and tests components such as armatures, field coils, bushings and bearings to determine nature of defect, using hand tools and testing equipment; repairs or replaces defective components; strips defective armature and field coils as

necessary by removing leads from commutator; records information for winding coils by inserting leads in slots and commutator; solders ends of leads to commutator and makes other appropriate connections; wraps insulating tape on leads; tests repaired or replacement part to ensure its operating efficiency; reassembles equipment, ensures that specified clearances are obtained, and makes adjustments as necessary; test-runs equipment to ensure its operation according to specifications.

May be designated according to area of specialisation; for example,

ARMATURE RE-WINDER
COIL WINDER

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 3;
TEMP: J, T;
APT: G(C), M, C;
INT: 5;
PD: 1(a[L],b,d,e), 3(a,c), 4(b,e), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 5(a,b);
PH: 2a, 3b, 4.

7241.65 SMALL-APPLIANCE MOTOR INSTALLER-TESTER

Tests motors of small electrical appliances

Aligns motor shaft with bearing and connects colour-coded leads to test board prior to testing appliance; checks performance of motor at various speeds; takes amperage readings to determine current consumption of motor; performs high-voltage test to detect faulty motor insulation or wiring defects; refers defective motors for further testing and analysis; connects appliance to power supply and testing unit; operates motor at different speeds and monitors functioning by listening for excessive or unusual noise or vibration and observing visual signals on testing equipment; installs other components and switches and places product on conveyor belt or trolley for labelling and packaging.

May be designated according to area of specialisation; for example,

BLENDER-MOTOR TESTER
FAN-MOTOR TESTER-INSTALLER

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 2;
TEMP: R, J, T;
APT: G(C), N, K, F;
INT: 6;
PD: 1a(S), 4(a,b,c), 6(a,b), 7(a,c,g), 8c;

EC: 1(a,i,n), 5a, 6g;
PH: 3(a,b), 4, 5a.

7242 ELECTRONICS FITTERS AND INSTALLERS *Workers in this unit group fit and install electronic equipment and monitor auxiliary fixtures*

7242.15 TELEVISION-ANTENNA FABRICATOR-INSTALLER

Fabricates and installs television antennae:

Purchases materials such as aluminium tubing, insulators, clamps, boosters and cable; visits site and scrutinises location, using specialised instruments such as field-strength meter and dipole antenna to identify suitable area for installation of antenna; consults with clients and/or studies land topography to diagnose problems; inspects television receiver or attaches specialised instruments to existing antenna to determine size of antenna to be installed; prepares aluminium tubing by drilling and cutting it to specified length, and fabricates antenna by attaching brackets to tubing and elements to boom, following specified formulae; mounts pole on roof, using clamps, bolts and guy wires, or arranges for construction of foundation prior to erection of antenna tower; erects tower where necessary and installs antenna onto pole or tower, using hand tools; attaches antenna cable to television receiver and installs booster where necessary; tests quality of signal by observing picture on television receiver; attaches field-strength meter to antenna and rotates antenna until strongest signal is received; checks clarity of signals on available channels and advises client on best channels to be used.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 5;
TEMP: J, T;
APT: G(C), N, P, K;
INT: 5;
PD: 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,d,e,g), 8(a,b);
EC: 1(a,b,f,i,l,n), 6b, 7h;
PH: 3b.

7242.20 SECURITY SYSTEM INSTALLER/ Installation Service Technician, Security Systems

Installs and services security systems, detection devices and alarms:

Performs some duties of ELECTRONICS ENGINEERING TECHNICIAN to install and repair security systems; reads blueprints of building plans and electrical layout to determine optimum position of wiring system;

runs wires and installs conduits, signalling system and switches, using hand and power tools and soldering iron; installs sensors on windows by placing self-adhesive sensor foil on glass and varnishing it for protection; positions cameras for closed-circuit television systems in desired locations, tilts cameras, bolts them into place and adjusts apertures for optimum picture reception; installs coaxial cable, glueing or stapling it into place, connects cable to camera and monitor and demonstrates use of system to client; installs items such as electronic door switches, locks and controllers.

May build and install signalling system according to customer's specifications.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;

TEMP: J, T;

APT: G(T), S, P, F, M;

INT: 5;

PD: 1(a[M],b,c,e), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(c,i,j,m,n), 6(b,g);

PH: 1a, 2a, 3b.

7242.25 TRANSMITTER ATTENDANT

Checks transmitter station equipment and logs relevant information:

Provides feedback on working condition of transmitter station equipment to **Electronics Technician**; monitors and records readings from transmitter meter and temperature gauge; checks modulation level of transmitter by listening to broadcast quality; observes tower and area lights, turning them on and off as required, and notifies **Air Traffic Controller** of tower light failures; performs routine cleaning and other related duties.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 1;

TEMP: R, A, J;

APT: G(R), Q, M;

INT: 5;

PD: 1a(L), 4(a,b,c,f), 5a, 6(a,b), 8(a,b);

EC: 1(c,k,l,n), 6g;

PH: 3b.

7243 ELECTRONICS MECHANICS AND REPAIRERS

Workers in this unit group maintain and repair electronic equipment and auxiliary fixtures.

7243.10 ELECTRONIC-APPLIANCE REPAIRER

Services and repairs equipment such as televisions, radios and video-cassette recorders:

Obtains information concerning equipment malfunctioning from customer or superior and performs duties of **ELECTRONICS ENGINEERING TECHNICIAN** to troubleshoot and repair equipment; performs visual check to ascertain problems such as burnt parts, defective circuits or exploded components; connects equipment to autotransformer to test voltage output; checks voltage resistance, using multimeter tester; performs audio test, using oscilloscope where necessary; observes television picture output and interprets picture information to detect faults; adjusts controls to obtain desired density, linearity, focus and size of picture as required; tests equipment by observing picture and/or sound over specified time.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(T), S, P, K, F, M;

INT: 5;

PD: 1a(L,M), 3a, 4(b,c,d,e,f), 5a, 6(a,b), 7(a,c,f,g), 8(a,b,g);

EC: 1(a,i,n), 5a, 6(g,k);

PH: 3(a,b), 4, 5a

7243.15 OFFICE-MACHINE MECHANIC

Repairs and services office machines and equipment:

Liaises with customer and/or refers to job card to determine repair or service required; inspects and operates equipment such as photocopier, duplicator, typewriter, and calculating machine to diagnose defects and decide on repair method; dismantles machine, using hand tools and referring to manufacturers' manuals; repairs or replaces defective parts and cleans and lubricates machines as required; tests flow of electric current, using multi-tester, rejoins or replaces broken or worn wires, using soldering gun where applicable, and replaces or adjusts strained springs and related parts; removes dust and excess grease from internal parts, using vacuum and solvents; re-assembles and tests equipment and monitors operation to verify proper functioning, and makes adjustments where necessary, using pliers, wrenches and screwdrivers; performs some duties of **ELECTRONIC ENGINEERING TECHNICIAN** to service and repair machines containing electronic components and circuits; completes job card, indicating satisfactory completion of required service.

May assist sales personnel in setting up and demonstrating office machines.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 5;
 TEMP: J, T;
 APT: G(T), S, P, F, M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 3(a,c), 4(a,b,c,e,f), 5a, 6(a,b),
 7(a,c,d,g), 8(a,b,c);
 EC: 1(a,b,i,m,n), 6(e,g), 7(a,b,c);
 PH: 3b.

7244 TELEPHONE AND TELEGRAPH INSTALLERS AND REPAIRERS

Workers in this unit group install, repair and maintain telephone and telegraph equipment and fixtures.

7244.15 TELEPRINTER TECHNICIAN

Installs, maintains and repairs teleprinters:

Installs teleprinters and checks functioning of installed machines; performs duties of **ELECTRONIC ENGINEERING TECHNICIAN** to test, maintain and repair teleprinters, inspects teleprinter lines and repairs or changes defective lines; inspects mechanical components for excessive wear and replaces them as necessary.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 3;
 TEMP: J, T;
 APT: G(T), S, P, F, M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 2(a,b), 3(a,b,c,e), 4(a,b,c), 5a,
 6(a,b), 7(a,c,f,g), 8(a,b,c);
 EC: 1(a,f,i,j,n), 5a, 6g;
 PH: 1a(P), 2a(P), 3b, 4.

7244.20 TELEPHONE-CABLE TECHNICIAN

Installs, maintains and repairs telephone cables by performing any combination of the following duties:

Pulls cable from vault to venue of cable cabinet and terminates on modules in cabinet; tests wires within main cable through exchange test board; receives information regarding specific cables and consumer lines to be repaired and determines location and nature of fault, using testing equipment and checking cable at varying points; replaces faulty connections, repairs defective feeder pairs and splices in new sections to replace defective cable, using appropriate tools; checks modules in cabinet to determine condition, replaces them if necessary and tightens and/or reconnects jumper wires; ensures that cabinet is watertight and in good condition, and that immediate surroundings

are kept clear; ensures that cables are properly labelled and racked, that joints are supported and that manholes are numbered; ensures that ducts are sealed or plugged as required.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
 TEMP: J, T;
 APT: G(C), P, S, F, M, C;
 INT: 5;
 PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,e),
 5a, 6(a,b) 7(a,c,g), 8(a,b,c);
 EC: 1(c,d,f,h,i,j,m,n), 2a, 4(a,b) 5a, 6(a,b,g,h),
 7(b,c,d,h,i,j);
 PH: 3b.

7244.25 TELEPHONE-EXCHANGE TECHNICIAN

Monitors telephone exchange equipment and carries out general maintenance and repairs:

Monitors panel board of system and listens for sound alarms; operates computer to enter commands and diagnostics, trace sources of faults, monitor working of exchange system and individual lines, isolate faulty equipment, connect and disconnect lines, control other operations on system and tape information for further processing; liaises with other exchange personnel to solve problems; checks fault dockets to determine problems and logs faults; rectifies problems if feasible or prepares fault dockets requesting later repair; tests circuit cards and replaces them if defective; notifies superior of problematic or emergency situations; services computers and ancillary equipment; monitors, maintains and repairs step-by-step exchange-switching equipment as required; maintains battery equipment and reports and/or repairs faults as necessary; assists in training of new recruits and monitors performance of trainees.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 3;
 TEMP: J, T;
 APT: G(C), S, P, F, M;
 INT: 5;
 PD: 1a(L), 2a, 3(a,b,c,d,e), 4(a,b,c,f), 5a, 6(a,b),
 7(a,c,d,g), 8(a,b,c);
 EC: 1(a,k,m,n), 5a;
 PH: 3b.

7244.30 TELEPHONE LINE AND INSTRUMENT INSTALLER- REPAIRER

Installs telephones by performing any combination of the following duties:

Climbs telephone pole; installs drive hooks and clamps at top of pole to hold telephone cable, wire and terminal; runs wire to arrester on exterior of building and to desired locations within building; installs telephone block, connects telephone or switchboard to wires and checks functioning of instrument or system by telephoning and requesting exchange personnel to perform tests; tests faulty telephones, and repairs or replaces them

OCCUPATIONAL PROFILE

DPT: 364; ETD: 3; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), F, M;
 INT: 5;
 PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,d,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,c,g), 8(a,b);
 EC: 1(c,f,i,m,n), 6(a,b,g), 7(c,h);
 PH: 1a(P), 3b.

7244.35 TELEPHONE-DISTRIBUTION-FRAME TECHNICIAN

Connects jumper wires on main distribution frame to provide telephone service to customers:

Connects jumper wires from equipment blocks to feeder pairs and terminates wires; dials appropriate telephone number to access automatic number-announcing circuit system to verify accuracy of connection; ensures that line modules are tested on completion of connections and replaces modules if defective; helps line crews to identify position of line faults by releasing modules on frame and using snappers; operates computer to obtain information on system; identifies discrepancies in orders and forwards information to relevant personnel for action; performs duties such as receiving orders, processing and assigning them to frame crew, filing, and preparing relevant statistics.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 1;
 TEMP: R, T;
 APT: G(C), K, M;
 INT: 5;
 PD: 1(a[L],e), 2a, 3(c,e), 4(a,b,c,f), 5a, 6a, 7(a,c,d,f), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 3b

7245 ELECTRICAL-LINE INSTALLERS, REPAIRERS AND CABLE JOINTERS

Workers in this unit group install, service and repair electrical transmission lines and related equipment, and join and splice electric power cables.

7245.15 LINESMAN

Installs and maintains electric power lines and related equipment:

Makes preliminary survey of area for line installation and prepares annotated sketches; assists with erection of poles or pylons to support power lines, connecting and securing guy wires, braces and lightning arrestors; runs lines along poles or in trenches to sub-station installations, adjusts transformers to suit required voltage output and connects switches, fuse gear, earthing device and other related accessories to distribution circuit; refers to distribution circuit maps and checks phase sequence on lines, equipment and installations; measures voltages and loads on line transformers, using voltmeter or multitester; carries out insulation and continuity tests on conductors and insulating materials to determine suitability of latter for line voltage; inspects lines and equipment for defects and repairs or replaces faulty line segments, transformers and/or switchgear; examines street-lighting circuits and tests them for defective fuses, insulators, conductors and lamps; locates sources of power failure or fluctuating voltage by testing switches, regulators, transformers and related accessories; opens switches to de-energise faulty circuits and facilitate repair or replacement of malfunctioning components; repairs or replaces defective components; closes switch to restore power supply and verifies restoration of normal electricity supply; connects and disconnects consumers to or from service power lines as required and installs or replaces revenue meters; replaces defective poles, cleans and repairs overhead wire conductors and clears vegetation around installations.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 4;
 TEMP: S, J, T;
 APT: G(T), P, K, M, E;
 INT: 5;
 PD: 1(a[M],b,c,e), 2a, 3(a,e), 4(a,b,e,f), 5a, 6a, 7(a,d,g,h), 8(a,b), 9;
 EC: 1(b,f,k,m,n), 6(b,c,g), 7(c,d,h);
 PH: 2a, 3b.

7245.20 CABLE JOINTER

Joins, splices and terminates electric power cables to facilitate electricity transmission and consumer service:

Receives instructions from superior and reviews circuit diagram to determine job requirements; cuts cable to desired length, using hacksaw and removes protective sheath to separate conductor cores; selects corresponding conductor cores from adjoining cable and joins by brazing or soldering; fits metal sleeve around cable joint and

secures with molten lead to form moisture-proof joint; inserts protection box around jointed cable cores and pours pitch or other insulating compound into box to prevent moisture seepage; performs continuity test to verify quality of work; removes specified length of cable sheath and armour to prepare for termination; wraps lead sheath and carbon paper around cable to form base for attaching earthing wire; inserts oil-resisting and stress control tubings, separates conductor cores and covers with insulating gloves and protective tubings; heats tubings, using gas torch to shrink tubings to form sealed insulating coverings; strips insulation to specified length and shapes covering edge, connects terminal lug and secures in position by soldering; adds weather-proof cover to termination if intended for outdoor use; connects cables to appropriate terminals on consumers' premises or at electricity sub-station; collects tools, equipment, unused and reusable materials on job site to return to stores.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 2; SVP: 6;

TEMP: S, J;

APT: G(T), P, K, F, M;

INT: 5;

PD: 1(a[L,M],b,c,e), 2a, 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,c,d,g), 8(a,b);

EC: 1(b,h,i,m,n), 6(b,c,e,g,i), 7(a,d,h);

PH: 2a, 3b.

73 PRECISION, HANDICRAFT, PRINTING AND RELATED WORKERS

731 PRECISION WORKERS IN METAL AND OTHER RELATED MATERIALS

Workers in this minor group make, service and repair watches, clocks and precision instruments, make and repair jewellery and precious metal-ware, shape and set gems and engrave designs on jewellery and precious metal-ware.

7310 SUPERVISORS, PRECISION WORKERS AND METAL AND RELATED MATERIALS WORKERS

Workers in this unit group supervise precision-instrument technicians, orthopaedic appliance technicians and precision, repair and maintenance workers in other areas.

7310.10 ORTHOPAEDIC-APPLIANCE WORKSHOP SUPERINTENDENT

Supervises and coordinates activities of orthopaedic appliance workshop:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; liaises with personnel at medical institutions to obtain information concerning needed orthopaedic appliances such as artificial limbs and leg and sacral braces; bandages patient's stump to shape it and to accommodate appliance; measures patient and prepares design and drawings for use by **Orthopaedic Appliance Technician**; discusses matters pertaining to manufacture of devices with medical personnel; fits finished appliances on patients and instructs subordinates to make appropriate adjustments; checks fit of finished prosthesis on patient.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 3; SVP: 6;

TEMP: D, P, J, T;

APT: G(T), S, P, Q, M;

INT: 6;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,i,n);

PH: 3b.

7310.15 SUPERVISOR, PRECISION-INSTRUMENT REPAIR, PETROLEUM REFINERY

Supervises and coordinates activities of workers engaged in installation and repair of precision instruments:

Reads gauges and meters on oil wellheads, monitors performances of wells and recommends closure of unproductive wells; arranges for issue of substitutes for malfunctioning equipment; repairs, calibrates and services equipment such as pressure bombs, echometer instruments, gas and cartridge guns, and dynameters; ensures availability of materials, tools and necessary permits for repairs of refinery instrument; assists **Petroleum Engineer** with preparation of statistical information; liaises with relevant personnel to obtain updated information on equipment and instruments to be installed at plants; supervises work activities to ensure accordance with standards and specifications and adherence to safety measures, giving technical advice as necessary; performs assigned personnel and administrative duties.

May be designated according to area of specialisation; for example,
GAS SUPERVISOR, INSTRUMENTATION
INSTRUMENT SUPERINTENDENT
MAINTENANCE OPERATIONS SUPERVISOR

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, P, J;

APT: G(T), P, Q;

INT: 6;
 PD: 1a(L), 4(a,b,c,f), 5a, 6(a,b), 7(a,c), 8(a,b,e);
 EC: 1(c,i,n);
 PH: 3b.

7310.20 SUPERVISOR/FOREPERSON, JEWELLERY MAKING AND PRECIOUS-METAL WORKING

Supervises and coordinates activities of workers engaged in manufacture of jewellery and related items from precious metals:

Liaises with superior to discuss equipment, manpower, material and production schedules; formulates job orders and determines sequence of operations of subordinate jewellery workers; examines articles at various stages of production to ensure consistent quality and provides technical advice to subordinates; arranges for repair or replacement of machinery, tools and equipment; participates in interviewing of potential employees; records and tallies subordinates' working hours for calculation of earnings; maintains records of workers' progress, noting quality and quantity of work produced.

May train new workers in methods of making jewellery.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: D, P, J;
 APT: G(C), N, S, P, Q;
 INT: 6;
 PD: 1a(L), 3a, 4(a,b,c,d,f), 5a, 6a, 7(a,c,f,g), 8(a,b,c);
 EC: 1(a,i,m,n), 6e, 7a;
 PH: 2a, 3b, 4.

7311 PRECISION-INSTRUMENT MAKERS AND REPAIRERS

Workers in this unit group repair and maintain precision instruments, orthopaedic appliances, timepieces, optical instruments, fire-arms and other types of precision equipments.

7311.10 PRECISION-INSTRUMENT INSTALLER-REPAIRER

Installs, repairs and services recording and controlling instruments and related systems:

Examines plant layout, wiring and assembly diagrams and manufacturers' specifications to determine location of instruments; installs instruments such as control valves, transmitters, level controllers and pressure and flow recorders, using spanners, wrenches, tubing benders and other hand tools, and connects instruments to control panel; commissions system in conjunction with other

technical and engineering personnel, ensuring proper functioning of instruments; inspects system periodically, and adjusts instrument calibrations at required intervals to ensure functioning within specifications; isolates and repairs defective instruments in cases of malfunction or shuts off system to effect repairs; checks instruments by testing them with pressure, hydraulic and other testers, adjusting them until accuracy is obtained and repairing or replacing defective components; performs zero checks to test accuracy of pen-recording instruments and refills pen reservoirs as necessary; tests temperature-measuring instruments by monitoring accuracy of readings at specified temperatures within measuring range of instrument; repairs and maintains remote sensing and other analytical computerised devices.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 5; SVP: 5*;
 TEMP: J, T;
 APT: G(T), P, Q, K, F, M;
 INT: 5;
 PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d,f,g), 8(a,b,c);
 EC: 1(a,b,i,m,n), 6(b,d,i), 7(e,f,h);
 PH: 2a(P), 3b.

7311.15 DENTAL TECHNICIAN

Fabricates and repairs dentures and other dental devices by performing any combination of the following duties:

Studies prescription and impressions from Dentist and prepares model of denture; mounts upper and lower parts on articulator and performs preparatory processes for casting or fabricating; mixes material such as porcelain or plastics to build or repair teeth or manufacture parts for fitting over or onto natural teeth; prepares wax pattern of dentures, crown, inlay and tooth; casts metal crown and non-ferrous metal inlay, using furnace and casting machine; mounts or assembles devices such as bridges or retainers, referring to tooth colour scales and, using solder and gas torch, and knowledge of required size and shape of teeth; finishes dentures and other dental appliances, using electric grinder, polisher, drill, pliers and other hand tools.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5;
 TEMP: J, T;
 APT: G(T), P, M, F, C;
 INT: 5;
 PD: 1(a[L],b,c,g,h), 4(b,c,e), 5a, 6a, 7(a,c,d,g), 8(a,b);
 EC: 1(a,i,n), 2a, 5a, 7(a,c);
 PH: 2a, 3(a,b).

7311.20 SCALE TECHNICIAN

Repairs and adjusts mechanical and electronic scales and precision balances:

Consults with client and completes or examines job card to identify problems; rents certified test weights and conveys them or arranges for their transportation to site for repair of heavy-duty scales; tests accuracy of weighing section using certified test weights; adjusts mechanisms on scale, including spring or steelyard pendulum where applicable, in accordance with corresponding weights, using hand tools such as spanners and screwdrivers; disassembles scale if necessary and checks parts such as bearings, ball race and pinion shaft to detect damage and/or wear and tear; performs duties of **ELECTRONICS ENGINEERING TECHNICIAN** to repair and service electronic scales; activates built-in testing mechanism in electronic scale and reads and interprets self-diagnostic codes where applicable to diagnose problems; cleans and lubricates scale and reassembles it on completion of repair; checks performance to ensure proper functioning; collects repair fees and issues receipts.

May install scale and calculate repair fees

OCCUPATIONAL PROFILE

DPT: 281; **ETD:** 3; **SVP:** 6;
TEMP: J, T;
APT: G(T), S, P, K, F, M;
INT: 5;
PD: 1(a[L,M],b,c,d,e), 2(a,b), 3(a,b,c), 4(a,b,c,d,e,f), 6a, 7(a,c,d,f,g), 8(a,b,c);
EC: 1(a,b,h,i,l,n);
PH: 2a, 3b.

7311.25 OPTICAL INSTRUMENT TECHNICIAN

Adjusts and repairs optical instruments:

Examines faulty instruments such as binoculars, telescope, theodolite, sextant and microscope to ascertain nature and location of defects; refers to manufacturer's manual for instrument drawings and other specifications and determines sequence and method of required operation; dismantles instrument to replace worn or broken parts, fabricating or modifying part as necessary, using hand and machine tools such as screwdriver, pliers, metal lathe, drill press and grinder; cleans, aligns and re-fits components prior to reassembly; removes burrs from gears and other moving mechanisms, using oil stone, resets clamping and tilting devices and adjusts calibrations to coincide with manufacturers' specifications; secures lenses and other optical elements with adhesive or retaining clip if necessary and assembles parts to

rebuild instrument; tests instrument for correct functioning by manipulating it and viewing fixed target, and makes adjustments as necessary.

May be designated according to area of specialisation; for example,

SURVEYING-INSTRUMENT REPAIRER.

OCCUPATIONAL PROFILE

DPT: 281; **ETD:** 3; **SVP:** 5*;
TEMP: J, T;
APT: G(T), S, P, F, M;
INT: 5;
PD: 1a(L), 3a, 4(a,b,c), 5a, 6a, 7(a,c,d,f), 8(a,c);
EC: 1(a,i,n);
PH: 2a, 3(a,b), 4.

7311.30 SURGICAL INSTRUMENT TECHNICIAN

Repairs and maintains bio-medical equipment in hospitals and health centres:

Receives instructions and work assignments from **Hospital Engineer** or **Hospital Equipment Supervisor**; visits operating theatre to observe performance of equipment and ensure proper functioning; examines life-support, surgical, diagnostic and other medical equipment and instruments such as blood-pressure apparatus, stethoscopes, auroscopes and diagnostic sets, to determine malfunction; repairs, replaces or fabricates worn or defective parts, using hand tools; calibrates gauges or regulators, using precision instruments such as micrometers or calipers; performs electrical tests on auroscopes, laryngoscopes and diagnostic sets, using testing instruments; sharpens scissors and welds surgical instruments such as forceps and tongs; completes requisition forms for parts from stock or for purchase; maintains detailed repair records.

OCCUPATIONAL PROFILE

DPT: 281; **ETD:** 3; **SVP:** 4*;
TEMP: J, T;
APT: G(C), P, Q, K, F, M;
INT: 5;
PD: 1(a[L],b), 3a, 4(b,c,d,e,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(a,i,n), 6(b,d,e,f,g,i);
PH: 4.

7311.35 GUNSMITH/Armourer

Repairs and services fire-arms such as rifles, shotguns, pistols and revolvers, according to specifications, and maintains relevant records:

Examines fire-arms and relevant drawings and service manuals to determine job requirements and specifications; dismantles units and makes required adjustments, using hand tools or machines; operates machines to grind and polish metal parts; cleans and assembles parts and attaches and adjusts sights, using hand tools; tests assembled fire-arm in workshop or on firing range to verify repairs and ensure performance within specifications; issues arms and ammunition to designated persons; maintains records of arms and ammunition in stores and of work performed.

May make related metal parts, using hand tools and metal-working machines.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4/5;

TEMP: J, T;

APT: G(C), S, P, K, F, M;

INT: 5;

PD: 1(a(L), b, c, d, h), 3(a, c), 4(a, b, c, e, f), 5a, 6(a, b), 7(a, b, c, d, f), 8(a, b, c);

EC: 1(a, b, i, l), 5(a, b), 6(b, f, h, j), 7d;

PH: 3b.

7311.40 CAMERA REPAIRER

Repairs cameras and adjusts components according to manufacturers' specifications:

Performs duties of **OPTICAL INSTRUMENT TECHNICIAN** to disassemble and repair camera, tests and aligns lenses, diaphragm and film carriage to prevent image distortion; synchronises range-finder and view-finder by focussing on fixed object; checks and adjusts shutter to ensure accordance with dial settings, using stroboscope or other electronic timing instrument; re-assembles camera on completion of repairs.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(T), S, P, F, M;

INT: 5;

PD: 1a(L), 3a, 4(a, b, c), 5a, 6a, 7(a, c, d), 8(a, b, c);

EC: 1(a, i, l), 6(b, f);

PH: 2a, 3(a, b), 4

7311.45 WATCH AND CLOCK REPAIRER

Cleans, repairs and adjusts watches and clocks:

Examines interior of watch or clock, using loupe to detect damaged or corroded parts; disassembles timepiece, using hand tools such as tweezers and screwdrivers;

cleans parts with specialised solutions by hand, or by using cleaning machine; repairs or replaces parts such as train wheel, balance staff and mainspring; replaces work-holes on brass plate of clock, using bushings; reassembles and regulates timepiece, using vibrating equipment or by manually adjusting regulator or lowering or raising pendulum as required; checks components such as coils and circuits, motors and liquid crystal panels on electronic timepieces to ensure proper working condition; observes performance of timepiece over specified period; lubricates parts with special watch and clock oil; calculates repair fees, receives monies and issues receipts; keeps related records; re-assembles watch or clock on completion of repairs.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 5;

TEMP: R, J, T;

APT: G(C), P, K, F, M;

INT: 5;

PD: 1a(S), 4(a, b, c, f), 5a, 6(a, b), 7(a, c, d), 8c;

EC: 1(a, i, l, n), 5b;

PH: 3(a, b), 4, 5a.

7311.50 ORTHOPAEDIC APPLIANCE TECHNICIAN

Fabricates and repairs orthotic braces, prostheses and related appliances:

Obtains work instructions, drawings and specifications for manufacture of leg and sacral braces and artificial limbs; cuts metal, plastic, cork or leather for making brace, using hand tools; bends and shapes metal parts and assembles individual parts of braces, using fasteners such as screws or rivets; selects appropriate prosthetic gig to make mould for upper limb, mixes plaster of Paris to desired consistency, applies and shapes mixture around gig and patient's stump to form mould and allows mould to dry for specified time; positions and sets moulded form on vice and encases it in plastic sack to facilitate easy removal after lamination; wraps mould with layers of cloth and places additional plastic sack over wrapping; mixes polyvinyl resin solution to desired consistency and colour to match patient's skin and pours liquid resin into outer sack; forces resin manually through sack and allows it to set to form laminated section; gouges plaster of Paris mould from laminated section after desired hardness is achieved and secures laminated section to wooden pre-assembled limb mould, using adhesive; aligns assembly, using appropriate devices; fits prostheses on patient and makes appropriate adjustments; affixes peripheral attachments after completion of assembly and lamination processes; repairs damaged prostheses, using hand tools.

May be designated according to area of specialisation; for example,

ORTHOTIC-BRACE MAKER
PROSTHESIS MAKER

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 5;

TEMP: J, T;

APT: G(C), S, P, M, C;

INT: 5;

PD: 1(a[L],b,c), 3(a,c,e), 4(b,e), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,i,n), 7(c,d);

PH: 3(a,b), 4.

7312 ACOUSTICAL MUSICAL INSTRUMENT MAKERS AND TUNERS

Workers in this unit group manufacture, maintain and repair acoustical musical instruments.

7312.15 STEEL-PAN TUNER

Tunes steel drums to produce musical instruments:

Liaises with customer to discuss tuning requirements; selects appropriate steel drums; stabilises drums to facilitate tuning process and sinks top surface of drum by hammering it to form depression; marks out sections corresponding to positions of musical notes, using chisel or punch; cuts steel drum to required length, using cutting tool; burns drum to temper steel and remove foreign matter; hammers surface of pan to render metal elastic and receptive to tuning; tunes steel pan by hammering marked sections to appropriate levels to obtain musical notes, test accuracy of notes by comparing them with notes obtained from instrument-tuning aids.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 6;

TEMP: J, T;

APT: G(C), P, M;

INT: 5;

PD: 1(a[L,M],b), 3(a,c), 4(a,b,d,e), 5a, 6(a,b), 7a, 8(a,b,c);

EC: 1(a,b,i,l,m,n), 2a, 5a, 6(b,i), 7(a,b);

PH: 3b, 4.

37312.20 STRINGED-INSTRUMENT MAKER AND REPAIRER

Makes and repairs stringed musical instruments:

Selects and purchases lumber for production of stringed instrument such as guitar, violin or quatro; consults drawings and specifications to ascertain job requirements; cuts and shapes wooden parts, using hand and machine tools; assembles and binds parts together to form

instrument, using adhesive, wedges and clamps; attaches frets, pegs and bridge to instrument to accommodate musical strings; cleans, sands and polishes or varnishes instrument to enhance its physical appearance; installs musical strings; tunes instrument by tensioning strings and tests accuracy of tuning by comparing specified notes with those obtained from tuning instruments; repairs and/or replaces defective parts of instrument when required.

May sell stringed musical instruments.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), P, M;

INT: 5;

PD: 1(a[L,M],b,d,e), 3a, 4(b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 5a;

PH: 3(a,b), 4, 5a.

7312.25 PIANO REPAIRER AND TUNER

Repairs and tunes piano, using appropriate hand tools:

Liaises with customer to discuss repair or maintenance requirements; dismantles piano cabinet manually to obtain access to internal components; examines hammers, keyboard, strings and other parts to determine nature of malfunction; removes defective components, using pliers, hammers and other hand tools; replaces felt coverings, strings, damper and other parts; adjusts keys and movement of action; tunes instrument by adjusting tension of strings; tests accuracy of notes by comparing them with notes of instrument tuner and makes further adjustments as required; installs heating device to prevent sticking of piano keys, if necessary.

May repair and/or replace damaged wooden parts, polish, clean or varnish exterior surfaces and prepare cost estimates.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 3;

TEMP: P, J, T;

APT: G(T), M;

INT: 5;

PD: 1(a[L],b,e), 3(a,b,c), 4(b,c,e,f), 5a, 6(a,b), 7a, 8(a,b,c);

EC: 1(a,i,n), 5a, 7(c,d);

PH: 1(a,b), 3b, 4, 5a.

7312.30 WIND MUSICAL INSTRUMENT REPAIRER

Repairs wind musical instruments, using appropriate hand tools:

Liaises with client and examines instrument to determine nature of malfunction; dismantles instrument by removing pins, rods, keys, pistons and other parts, using blowtorch and other relevant hand tools; seals cracks in metal or wood surfaces by soldering, or using wood filler; removes dents on metal part of instrument and repairs damaged keys, using mallet and swaging and burnishing tools; replaces defective parts such as pistons, pads, springs and corks to correct malfunctions; grinds pistons to ensure free movement in chamber; re-assembles instrument, soldering metal parts as required; tests instrument to ensure efficient functioning; recommends plating for metal instrument to enhance its physical appearance; polishes instrument when repair work is completed; advises client on matters related to care and maintenance of musical instrument.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 3;
 TEMP: J, T;
 APT: G(C), F, M;
 INT: 5;
 PD: 1(a[L],b,c,d,e), 4(b,c,e), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,i,n), 2a, 6(b,i), 7(a,b);
 PH: 1a, 3b, 4, 5a.

7312.35 PERCUSSION-DRUM MAKER AND REPAIRER

Makes and repairs percussion drums, using appropriate hand tools:

Receives orders from clients and indicates price for purchase or repair of instrument; selects and purchases animal skin and drum shell or carves out drum shell from wood, using appropriate hand tools; cleans, treats and dries animal skin to preserve quality and texture; marks out and cuts drumhead from animal skin and shreds additional animal skin as necessary to produce tying straps; bores holes on edges of drumhead to accommodate straps and reinforces edges, using peripheral strap or rim hoop; soaks drumhead to render it elastic, positions and stretches head over open end of drum shell and fastens head by threading tying straps through peripheral holes and onto ring at base of shell; tunes drum by heating head over open flame or applying chemical compound or oil to inner surface; strikes drum to ensure that correct notes are obtained and tensions tying straps further as necessary; repairs damaged percussion drums by replacing defective parts.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(C), F, M;

INT: 1, 5;
 PD: 1(a[L],b,c), 3(a,c), 4(b,c,e), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,b,i,n), 2a, 7(b,d);
 PH: 1a, 3b.

7313 JEWELLERY AND PRECIOUS-METAL WORKERS

Workers in this unit group manufacture and repair jewellery and cut, polish and set gems.

7313.15 GEM CUTTER AND POLISHER

Cuts, shapes and polishes precious and semi-precious gems according to pre-determined plan:

Examines gem, using magnifying glass to determine its physical structure and quality and confers with superior before cutting gem; positions rough stone at suitable angle in holding device and holds it against revolving diamond saw or slitter to achieve desired style; removes cut stone and places it in lapidary stick; selects shaping wheel, applies abrasive compound to improve its cutting ability and holds lapidary stick with cut stone against revolving shaping wheel to grind and shape faces of stone; determines accuracy of cut stone, using angle gauge, millimetre rule and magnifying glass; polishes stone on felt or canvas wheel, using polishing compound such as rouge or tripolite.

May advise Gem Setter on settings for cut stones and gems.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), P, K, F, M, C;
 INT: 1, 5;
 PD: 1a(L), 4(a,b,c,e), 5a, 6a, 7(a,c,f,g), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 2a, 3b, 4.

7313.20 GEM SETTER

Sets precious stones in jewellery according to standard patterns or customer's specifications, using hand and power tools:

Examines jewellery such as rings, earrings, brooches and lockets, and/or liaises with customer to determine type and position of setting required; secures item in jeweller's vice and drills, cuts and files setting to accommodate stones, using hand and power tools; matches stones, positions them in setting and fixes them in place by closing prongs around stone or by raising metal ridge to retain stone, using jeweller's pliers and tweezers; exam-

ines stone in setting to determine quality of work, using magnifying glass; smooths item as required with file and emery cloth; repositions stone if necessary by modifying existing mounting; cleans and polishes item, using electric buffing wheel.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 6;
 TEMP: R, J, T;
 APT: G(C), S, P, F, M;
 INT: 1, 5;
 PD: 1a(S), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,f,g), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2a, 3b, 4, 5a.

7313.25 JEWELLER

Makes jewellery according to designs and specifications, using hand and power tools:

Liaises with customer and/or studies drawings and specifications; prepares or selects suitable moulds and materials from stock; melts appropriate quantities of gold, silver, platinum or alloys, using crucible and gas furnace, pours molten metal into moulds and allows it to solidify; removes workpiece from mould and cleans and shapes it by filing, beating, cutting, drilling and bending according to specifications, using hand and power tools such as file, drill, saw, and buffing wheel; prepares holes and sockets to accommodate stones, attaches clasps and prongs by soldering with heating torch or other means and secures stones in place, using pick and tweezers; forms rings by drawing out metal on stretching machine and joining it by soldering; finishes articles, using hand file, emery cloth and buffing wheel.

May perform duties of JEWELLERY REPAIRER.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 5;
 TEMP: J, T;
 APT: G(C), S, P, F, M, C;
 INT: 1, 5;
 PD: 1a(S), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c,f,g), 8(a,b,c);
 EC: 1(a,i,n), 6(e,i), 7a;
 PH: 2a(P), 3b, 4.

7313.30 JEWELLERY REPAIRER

Remodels or repairs jewellery according to specifications, using hand and power tools:

Liaises with customer and/or reads job card to obtain details of work required and examines item to decide on repair method; reshapes jewellery according to new designs and customer's specifications by performing

duties similar to those of JEWELLER; mends broken clasps by soldering; replaces worn-out or weak parts by building them up with new metal of similar nature, using torch to melt metal; enlarges or reduces rings by sawing through them with jeweller's saw and adding or removing metal; smooths built-up or soldered parts, using file, emery cloth and electric buffing wheel; resets loose stones in rings, lockets and other items; records cost and completion date on job card and notifies customer, if required.

May clean and polish old jewellery and advise customer on care.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 5;
 TEMP: J, T;
 APT: G(C), S, P, F, M;
 INT: 1, 5;
 PD: 1a(S), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n), 6(e,i), 7a;
 PH: 2a(P), 3(a,b), 4, 5a.

7313.35 GOLDSMITH-SILVERSMITH

Makes or repairs articles, other than jewellery, of precious metal such as gold and silver, using hand and power tools:

Examines specimen sample, drawings and other specifications, selects metal of suitable size and thickness and anneals metal in gas or electric furnace to soften it for working; lays out workpiece or traces design from standard template and cuts metal for articles such as trays, tea and coffee pots and trophies; shapes article by beating, bending and embossing metal, using scroll saw, hammers and punch and by operating lathe to turn parts such as legs, handles and spouts; joins parts by soldering; pierces holes in open-work designs, using hand or electric drill, smooths rough areas by hammering and using file and emery paper, and polishes article on buffing wheel; repairs articles by beating out dents, filling cracks and holes with appropriate solder and resoldering open seams; cleans and polishes old items as required.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 2; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), S, P, K, F, M;
 INT: 1, 5;
 PD: 1a(L), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c,f), 8(a,b,c);
 EC: 1(a,i,n), 6(e,i), 7a;
 PH: 2a, 3(a,b), 4.

7313.40 COSTUME-JEWELLERY MAKER

Designs and makes costume jewellery, using hand and power tools:

Collects raw materials such as sea shells, beads, seeds and wood; devises creations according to form and colour of raw materials or refers to sample items; studies proposed item to determine work procedure, finishing materials, tools and equipment needed; cuts and shapes pieces on basis of experience or according to prepared sketch; cleans and sands components prior to assembling them and in preparation for application of finish; assembles items, using fasteners such as glue, screws and pins, arranges them on string and/or affixes them to clasps, hooks and pins to form necklaces, earrings and brooches, or creates other items, using various combinations of materials; applies suitable finish such as paint, wax or lacquer to enhance appearance of finished products.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 2;

TEMP: I;

APT: G(C), P, K, F, M;

INT: 1, 5;

PD: 1a(L), 3a, 4(b,c,d), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,j,l,n), 6(b,e), 7(a,b,c,d);

PH: 2a, 3(a,b), 4.

732 POTTERS, GLASS FORMERS AND RELATED WORKERS

Workers in this minor group make ceramic products from clay and abrasives; blow, mould, press and roll shapes from molten glass; cut, grind and finish glass; engrave, etch, paint and decorate glass and ceramic articles; perform other functions in the manufacturing of glass and ceramic products.

7320 SUPERVISORS, POTTERS, GLASS FORMERS AND RELATED WORKERS

Workers in this unit group supervise the activities of workers engaged in making pottery and forming, cutting, grinding, decorating and finishing glass articles

7320.15 SUPERVISOR, OPTICAL LENS PROCESSING

Supervises and coordinates activities of workers engaged in processing eye-glass lenses and inspects finished product to ensure conformity with prescription:

Performs duties of **PRODUCTION SUPERVISOR**; checks completed spectacles for fit of frame and for defects such as chips or scratches lenses; verifies accuracy of thickness and optical centre of lens and other characteristics, using precision instruments; forwards completed jobs to superior for final checking; repairs and services machines and maintains production records.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 3; SVP: 5;

TEMP: D, J, T;

APT: G(T), N, P, Q;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 7(a,b);

PH: 3b.

7321 POTTERS AND RELATED CLAY AND ABRASIVES FORMERS

Workers in this unit group make items of pottery and abrasives:

7321.15 CASTER, CERAMIC WARE

Casts industrial ceramic ware:

Conditions moulds by wiping inner surfaces, using slip and water mixture and sponge; places mould into outlets, assembles moulds, places reservoirs over filling positions where appropriate and fastens with clamps, wedges and metal bands; ensures that piped slip meets casting specifications by regulating pressure, temperature and volume of flow of slip and fills mould using hose; removes plugs from items and tilts moulds at specified times to drain excess slip; allows mould to dry; removes excess rims from mould where appropriate, using pallet knife; cuts holes in ceramic ware for water inlets; dismantles mould, removes formed ceramic ware and cuts holes for seating, using screw-hole punch; places ware on shelves to dry; removes excess edges from ware and improves shape of pieces, using wet sponge and kidney pallets; dusts talc on inner surface of fixtures such as waste plugs and water inlets to retard moisture formation.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;

TEMP: J, T;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[M],b,c), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,d,e), 8(a,b,c);

EC: 1(a,i,n), 4(a,d), 5a, 6(a,d), 7(c,d);

PH: 2b, 3(a,b).

7321.20 MOULD MAKER, CERAMIC WARE

Makes moulds for casting industrial ceramic ware:

Prepares resin cases for making moulds by wiping, using cloth and water and applying mould release; positions seating notches and inserts pipes in appropriate positions to fill and drain resin cases and release air; assembles resin cases, using metal bands, wedges and clamps; weighs plaster of Paris, adds required quantities of water

and mixes together manually or uses mixing machine to obtain required consistency; pours mixture into resin cases and allows to set for specified time to form mould; removes mould from resin cases and *fettles* edges, using kidney pallet; assembles and dates mould, transports it to drying room, and switches on hot-air fans to aid drying process.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;

TEMP: R, J, T;

APT: G(C), P, M;

INT: 6;

PD: 1(a[M],b,c), 3a, 4(a,b,d), 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(a,i,n), 4a, 5a, 6(a,d), 7(c,d);

PH: 2b, 3(a,b).

7321.25 POTTER/Ceramist

Makes pottery products, using potter's wheel or other methods:

Digs clay or purchases clay and other supplies for making pottery items such as pots, bowls, and ornaments; sieves clay to remove foreign particles; soaks and wedges clay to improve plasticity and stores it in appropriate place for aging; softens clay further as necessary by adding water and forms balls or obtains clay balls from assistant; shapes clay balls into pottery items, using potter's wheel, or slab, coiling or other techniques; smooths outer and inner surfaces of products, using hands and specialised tools; places products on rack for drying; supervises firing of products by assistants.

May perform duties of KILN OPERATOR, CERAMICS PRODUCTION and CERAMIC DECORATOR.

OCCUPATIONAL PROFILE

DPT: 661; ETD: 2; SVP: 4;

TEMP: J;

APT: G(C), P, K, F, M;

INT: 1, 5;

PD: 1(a[M],b,c), 3a, 4(b,c,d), 5a, 6a, 6(a,d,i), 7(a,c), 8(a,b,c);

EC: 1(c,i,n), 2a, 7(c,d);

PH: 1a, 2a, 3(a,b), 4.

7321.30 MOULD MAKER-CASTER, POTTERY

Makes plaster of Paris moulds and casts pottery from liquid clay by performing any combination of the following duties:

Receives instructions from superior and/or consults work orders to determine job requirements; examines proto-

type of mould to determine number of individual sections to be cast to form entire piece; constructs and/or prepares casing and sets on appropriate base for casting; mixes plaster of Paris to desired consistency, casts individual sections of casing and allows them to set for specified time; continues casting until complementary mould sections are completed and allows mould to dry; straps sections together to form master mould and repeats mould-making process, using master mould as required; casts subsequent working moulds, using block and case mould as pattern; straps working mould together in preparation for casting ceramic items; conditions moulds by wiping inner surfaces with mixture of slip and water in keeping with casting specifications; positions and fastens moulds for filling and casts ceramic articles by pouring slip into moulds; allows articles to set until desired consistency is achieved and drains excess slip from mould as necessary; positions mould upside-down to allow green ware to dry; removes straps and opens mould to remove items and trims unwanted formations, using hand tools; places product on rack for drying; cleans moulds when process is completed.

May create original ceramic designs.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 3;

TEMP: J;

APT: G(C), P, M;

INT: 5;

PD: 1(a[L],b,e), 3a, 4(a,d,e), 5a, 6a, 7a, 8(a,b,e);

EC: 1(a,i,n), 4a, 7(c,d);

PH: 1a, 2b, 3(a,b), 4.

7322 GLASS FORMERS, CUTTERS, GRINDERS AND FINISHERS

Workers in this unit group blow and shape molten glass, make, grind and polish lens blanks and cut and finish sheet glass.

7322.15 GLASS BLOWER

Makes, repairs and modifies glass apparatus for laboratory and industrial use:

Studies clients' sketches or examines broken items to develop working plan, employing technical knowledge of phenomena such as effects of heat and air pressure and characteristics of softened glass; selects glass tubing of appropriate diameter and uses glass tube cutter or electric glass-cutting saw to cut off required length; heats tubing by rotating it over gas flame to render it soft and pliable, and blows through tube to prevent sagging and obtain desired form; shapes, joins, bends or seals sections of heated tubing, using hand tools and equipment such as

reamers, carbon rods and flaring tools; fuses glass and components by softening and bringing ends together during heating process; examines new or repaired apparatus such as test tubes, flasks and condensers for defects and measures items to verify dimensions; anneals glass apparatus in annealing oven to relieve internal stress built up by heating

May operate glass-blowing lathe to join and shape glass tubing.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 5; SVP: 6*;

TEMP: R, J, T;

APT: G(T), S, P, K, F, M;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(a,b,c), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 2a, 6(b,d,i), 7(f,h);

PH: 2a, 3(a,b).

7322.20 OPTICAL-LENS-FINISHING-MACHINE OPERATOR

Operates a variety of machines to edge and finish lenses according to ophthalmic specifications and mounts lenses into frames:

Receives polished lenses from surfacing department; checks lenses for chips and scratches, inaccurate power, prismatic effect and other defects, visually and using precision instruments; returns lenses for reprocessing if necessary; locates and marks optical centre of lens, using lensometer; selects or makes *formers*, secures them into bevel-edging machine and shapes lens, or edges lens manually, according to frame specification; aligns lens against frame to ensure conformance to optical and cosmetic requirements; finishes edges manually; washes lens and re-examines them for chips and other defects; heats glass lenses in electric oven or treats them chemically to harden them and tints plastic lenses by placing them into dyeing tanks; mounts lenses in specified frames; checks axial alignment and optical centre in lensometer and makes necessary adjustments; forwards completed spectacles to superior for checking; repairs frames by changing arm hinges or nose pads or by soldering and cleaning hinges; cleans and maintains work area and equipment; maintains relevant records.

May be designated according to area of specialisation; for example,

LENS EDGER

LENS MOUNTER

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), P, M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,n), 2a, 4a, 6(f,i), 7(a,b);

PH: 2a, 3b.

7322.25 CONTACT-LENS PROCESSOR

Operates machines to cut, grind, polish and buff contact-lens blanks according to ophthalmic prescription:

Positions and fastens blocked lens blank in holding chuck of lathe; adjusts lathe according to radius of inside and outside curvature and depth of cut required of lens; starts lathe and turns crank to align cutting tool to lens; manipulates control arm of lathe to move cutting tool across face of lens; removes blocked lens from chuck and examines and measures it for conformance to specifications; selects diamond-dust-impregnated metal *lap*, mounts lap and blocked lens into grinding machine and sets and activates timer on grinding machine; removes lens, measures thickness and examines it for scratches and other flaws; affixes tape-covered lap and polishes blocked lens, using polishing machine or waxed radius tools; inserts polished lens into buffing machine and buffs it for specified time; removes and forwards lenses to **Contact Lens Inspector**; cleans and maintains equipment.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), P, F, M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c), 5a, 6a, 7(a,c,g), 8a;

EC: 1(a,i,n), 4a, 6f;

PH: 2a, 3b.

7322.30 OPTICAL-LENS-SURFACING-MACHINE OPERATOR

Operates machines to process lens blanks according to ophthalmic prescription by performing any combination of the following duties:

Receives lens blanks from inventory personnel and verifies prescription requirements; measures base curve and thickness of lens, using measuring tools such as optical and diopter gauges, and determines cutting and grinding requirements to obtain prescription specifications; locates and marks optical centre and focal axis on lens, using precision instrument; selects and mounts chuck into blocking machine; applies bonding coat to lens to protect surface preparatory to *blocking*; positions lens chuck in generator and makes adjustments to cut lens to prescribed curve and thickness; selects *lap*, affixes pad to

surface and secures lap in finishing and polishing machine respectively; removes lens chuck from generator, washes lens in water and secures it in fining machine for smoothing and polishing; separates lens from chuck, removes bonding coating and flaws such as scratches, pits and greyness and verifies conformance to specifications, using lensometer; repeats any part of process as necessary; checks lap, using gauge or sag machine to determine deviation from curve dimensions, discards or processes lens in truing machine to restore it to specifications; forwards polished lenses to finishing department for further processing; cleans and maintains equipment and changes lubricants and coolant when necessary; maintains production records.

May be designated according to area of specialisation; for example,

LENS-SURFACE-LAYOUT WORKER

LENS-GRINDING-MACHINE OPERATOR

LENS-POLISHING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 3;

TEMP: J, T;

APT: G(C), P, M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 4a, 6f;

PH: 2a, 3b.

7322.35 NEON-SIGN MAKER

Creates neon signs by bending glass tubing, filling tubing with neon gas and fitting electrodes according to specifications:

Receives full-size design on heat-resistant sheeting or paper from GraphicArtist; secures sheet to work table; selects glass tubing of specified size and colour; places tube over pattern on work table and marks locations of required bends, using marker, chalk or crayon; inserts stopper at one end of tube and attaches air hose to other end; heats tube at bending points, using torch, and applies manual pressure to bend and shape tube according to design pattern; rotates tube to ensure uniform heating and blows air through it to prevent collapse of softened glass, reheating and rebending it as necessary; measures and cuts tubing, using glass-tube cutter; attaches tube to manifold or bombarding unit to remove air and moisture and connects it to neon-gas cylinder to admit gas to desired pressure; inserts electrodes, seals off open end and tests work by connecting electrodes to power source, turning on power and checking lighting for conformity with specifications.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 3; SVP: 3;

TEMP: R, T;

APT: G(C), S, P, K, M, C;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,n), 2a, 6(b,g,i), 7(f,h);

PH: 2a, 3b.

7322.40 ORNAMENTAL-GLASS BLOWER

Creates ornaments from glass rods and tubing:

Conceives ideas for and develops sketches of proposed items or utilises prepared drawings or model to determine work procedure; selects glass rods and tubing of various sizes, cuts material to required lengths, using rod and tubing cutter, or heats material in gas flame; pulls or pushes material apart to shape rod and blows tubing to required shape and form; maintains heating process to ensure pliability of material and twists and joins softened glass according to design sketches; finishes item, using hand tools such as spatulas, tongs, snips and pliers; anneals completed items in flame or annealing oven to relieve internal stresses.

May operate glass-blowing lathe to join and shape glass tubing.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), S, P, K, F, M, C;

INT: 1, 5;

PD: 1(a[L],e,g), 3a, 4(a,b,c), 5a, 6a, 7(a,c,d,g), 8(a,c);

EC: 1(a,i,n), 2a, 6(b,d,i), 7(f,h);

PH: 2b, 3(a,b), 4, 5a.

7322.45 GLASS CUTTER AND FINISHER

Cuts and finishes flat glass and mirrors according to specifications:

Liaises with customer and/or consults relevant cutting list to determine specifications; selects flat glass or mirror according to size and weight specified and positions glass on cutting table; measures and marks glass, using measuring tape or rule, positions template or straight-edge along marks and scores glass, using glass cutter; breaks glass along scored line and detaches excess glass manually or by using pincers or notched tool; conveys cut pieces of glass to stacking area or wraps and ties glass prior to delivery; finishes glass to make articles such as aquariums and bathroom fixtures, on request, by smooth-

ing rough edges, using belt sander, drilling holes for mounting purposes, using power drill, and grooving glass for attaching handles, using grooving machine.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(C), P, K, F, M;

INT: 5;

PD: 1(a[M],b,c), 3a, 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,i,n), 6(b,d), 7(c,d);

PH: 2a, 3(a,b).

7324 GLASS, CERAMICS AND RELATED DECORATIVE PAINTERS

Workers in this unit group decorate articles made of glass, ceramics and other materials and lay out and paint letters and designs for signs.

7324.15 CERAMICS DECORATOR

Applies decorative designs to ceramic articles, employing various media and techniques:

Obtains or creates designs and determines method to be used for decoration of articles; decorates articles by utilising one or more of the following methods; applies glaze liquid paint to item, using air gun, brush and/or stencils; applies decals or prepares clay motifs and applies them to articles, using *slip*; applies glaze to articles before or after firing them to achieve desired effect; cleans tools after completion of work.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 2;

TEMP: J;

APT: G(C), P, K, F, M, C;

INT: 1, 5;

PD: 1(a[L],b), 3a, 4(a,b,e), 5a, 7(a,c,f,g), 8(a,b,c);

EC: 1(a,i,n), 6c, 7(a,d,e);

PH: 2a, 3b, 4, 5a.

7324.20 SIGN PAINTER

Lays out and paints designs, letters and figures on a variety of surfaces to create signs:

Reads work order or confers with client to ascertain specifications of sign, sketches design and lettering on paper, using drawing instruments such as rule, pencils and compasses, to determine materials needed and work procedure; devises suitable scale to enlarge sign to specified size or to fill given space; prepares surface for painting by scraping, sanding and priming it as necessary; sketches design on prepared surface such as billboard, business frontage or commercial vehicle panel; procures

standard paints or mixes desired colours and selects and uses brushes or operates spray-gun to apply paint according to sketched outlines; prepares road signs and markings according to instructions; cleans brushes and related equipment, using thinners or other paint solvent.

May prepare and utilise stencils and spray paint to create letters and designs, and cut out and assemble components for wooden or metal signs.

May be designated according to area of specialisation; for example,

LETTERING ARTIST

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: J, T;

APT: G(C), N, P, Q, K, C;

INT: 1, 5;

PD: 1(a[L],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,d), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,b,i,n), 6(b,d,e), 7(a,b,d,h);

PH: 2a, 3b.

733 HANDICRAFT WORKERS IN WOOD, TEXTILE, LEATHER AND RELATED MATERIALS

Workers in this minor group include craftsmen and specialised workers performing functions requiring the application of particular techniques and ability and experience in working particular materials to produce handicraft items.

7331 HANDICRAFT WORKERS IN WOOD AND RELATED MATERIALS

Workers in this unit group design and make articles of wood and other materials, using hand and machine tools.

7331.15 WOODEN-TOY AND CURIO MAKER

Designs and makes wooden toys and curios, using hand and power tools:

Designs and sketches new items or derives specifications from sample or model; drafts patterns of components on hardboard or plywood and cuts templates, using shears or jigsaw; operates planer or hand plane to prepare selected stock such as cedar, boxwood, plywood and teak, smoothing and reducing stock to required thickness; traces outline of various parts on prepared material, using pencil and templates; performs duties of WOODWORKING-MACHINE OPERATOR to cut, shape, drill and sand parts according to specifications; assembles components

into toys and curios such as wagons, barrows, trolleys and small household and ornamental items, using glue, screws, nails and other fasteners; sprays completed items with finish such as stain, lacquer, paint or varnish.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 2;
 TEMP: J, T;
 APT: G(C), S, P, K, F, M;
 INT: 1, 5;
 PD: 1(a[L],b,c,d,e), 3a, 4(a,b,c,d,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n), 5a, 6(b,c,d,e,f), 7(a,b,c,d);
 PH: 2a, 3(a,b).

7332 HANDICRAFT WORKERS IN TEXTILE, LEATHER AND RELATED MATERIALS

Workers in this unit group immerse fabric in dye or apply paint to fabric to obtain designs, and perform hand or machine tasks to make soft toys.

7332.15 BATIK ARTIST

Applies wax to fabric and dyes it to produce aesthetic effect:

Purchases or selects garment or fabric and tools, supplies and equipment; prepares design for application of wax, if desired; washes fabric to pre-shrink it and remove sizing; melts wax by heating and applies it to fabric according to design, using tools such as *tjanting* and brushes; prepares dyebath, immerses cloth in dye or applies dye with brush; repeats waxing and dyeing process to obtain additional colours, shades and desired special effects; boils or otherwise heats dyed cloth to remove wax; sells dyed fabrics to distributor or retails them directly.

May coordinate making up of dyed cloth into garments.

OCCUPATIONAL PROFILE

DPT: 084; ETD: 2; SVP: 2;
 TEMP: F;
 APT: G(C), P, K, M, C;
 INT: 1, 5;
 PD: 1(a[L],c), 3a, 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,l,m,n), 2a, 4a, 6i;
 PH: 3b, 4.

7332.20 LEATHER WORKER

Makes and repairs leather articles, using machine or hand tools:

Purchases leather where applicable; receives work orders from customer or instructions from superior; makes templates for articles from Bristol board, using pencil and measuring tape, and outlines template on leather, using

pencil; dampens leather to soften and cuts out pattern, using knife or scissors, to make articles such as bags, shoes, holsters, rifle cases and utility items; draws pattern on tracing paper, transfers design onto leather, using tracing tool, and carves out design on leather, using swivel knife; joins parts of article together, using rivets or adhesive, punches holes to facilitate hand stitching or stitches item, using machine; marks off areas and punches holes, using hand punch, for attachment of items such as buckles, handles, eyelets and buttons; attaches eyelets using hammer; applies dye to leather to enhance appearance of article; prices items and sells them if self-employed.

May trim leather to reduce thickness, using skiving machine.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;
 TEMP: J, T;
 APT: G(C), K, F, M;
 INT: 5;
 PD: 1(a[S,L],b,c), 3a, 4(a,b,c), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n), 6b;
 PH: 2a, 3(a,b).

7332.25 SOFT-TOY MAKER/Stuffed-Toy Maker

Cuts out and sews soft toys:

Examines pattern to determine type and amount of material required to make soft toy; selects and purchases materials such as plush fabric, sewing chalk, artificial eyes and noses, wire and chipped foam; positions and secures pattern onto fabric and cuts out various components, using scissors or knife; marks off sewing instructions, symbols and notches on fabric with sewing chalk or marker, and clips notches where applicable; pins and bastes together raw edges, following pattern guide and matching symbols and notches; stitches pieces together, using sewing-machine, and crimps, stretches and slits material at seams to ensure smooth finish; turns soft toy right-side-out and attaches facial features and/or other adornments, using glue or needle and thread; stuffs toy firmly with filling material and sews opening to close it.

May market product.

OCCUPATIONAL PROFILE

DPT: 582; ETD: 2; SVP: 1;
 TEMP: J, T;
 APT: G(C), K, F, M;
 INT: 5;
 PD: 1a(S), 3a, 4(b,c), 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 2b, 3(a,b), 4.

7332.30 TIE-DYE ARTIST

Ties and dyes fabric to produce decorative effect:

Purchases or selects garment or fabric, supplies and equipment to be used for fabric dyeing; washes fabric to pre-shrink it and remove sizing; ties fabric or garment at selected places with string or similar material, incorporating objects such as pieces of wood and pebbles if desired, to achieve decorative patterns and effects; prepares dyebath, submerses tied fabric in bath, removes it and allows to dry; repeats tying and dyeing process to obtain additional colours and shades; unties fabric when dry, washes it to remove excess colour and irons to set dye and achieve smooth finish.

May market dyed fabrics and coordinate construction of garments from dyed fabric.

OCCUPATIONAL PROFILE

DPT: 084; ETD: 2; SVP: 1;

TEMP: J;

APT: G(C), P, K, M, C;

INT: 1, 5;

PD: 1(a[L],c), 3a, 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,m,n), 2a, 4a, 6(e,i);

PH: 2a, 3b, 4.

7332.35 FABRIC PAINTER

Applies paint to fabric to achieve decorative effect:

Purchases or selects garment or fabric and obtains supplies and equipment; mixes paint where applicable to obtain desired colours and textures; applies paint manually and/or using tools and equipment such as paintbrush and stencils; sets up and operates airbrush to apply paint, if desired.

May coordinate making up of painted cloth into garments and market finished products.

OCCUPATIONAL PROFILE

DPT: 084; ETD: 2; SVP: 1;

TEMP: J;

APT: G(C), P, K, M, C;

INT: 1, 5;

PD: 1(a[L],c), 3a, 4(a,b,c), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,m,n), 4a;

PH: 2a, 3b, 4.

7333 HANDICRAFT WORKERS IN STRAW, TERITE AND RELATED MATERIALS

Workers in this unit group perform tasks such as plaiting, weaving and caning materials such as straw, terite and rattan to produce furniture and utility items such as hats, bags, mats, chair backs and seats.

7333.15 BASKETRY WEAVER

Weaves natural and/or synthetic materials to make variety of furniture and utility and fancy items by performing any combination of the following duties:

Purchases or collects supplies of bamboo or terite rods from forested areas; strips and peels terite; scrapes off outer layer of terite, dries it in sun and buries it in wet earth to obtain colour variety, if required; weaves terite strips according to set pattern to make items such as trays, mats or lampshades; selects rattan strips of specified size and length and/or measures and cuts strips to required lengths, using knife; checks pliability of material by bending it and discards brittle pieces; bends strips into curved shape if required and ties them together; soaks or wets rattan preparatory to and during weaving to increase pliability; trims and flattens ends of rattan stakes, using knife and hammer, to facilitate threading; selects wooden base according to items to be made and drills holes in base if necessary, using hand drill; threads material through holes in base of item and weaves protruding ends together to make border or anchors base on mould or frame, using hammer and nails; weaves horizontally and diagonally around mould and in and out of protruding lengths of rattan according to set pattern to form sides of items such as bassinets or bread baskets; removes mould or frame on completion of weaving process where applicable; finishes item by weaving border along edge, concealing, singeing or trimming ends and attaching additional components if required; sells items to wholesale or retail customers.

May decorate wooden bases and make woven bases for selected items.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), F, M;

INT: 5;

PD: 1(a[S,L],b,c,e), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,b,i,n), 4a;

PH: 1b(P), 2b, 3(a,b), 4, 5a.

7333.20 STRAW GOODS MAKER

Makes articles of screwpine or banana straw by performing any combination of the following duties:

Cuts out cardboard backing for bag or stitched straw for mats, using paper patterns; stitches plaited screwpine or weaves straw to form crowns and brims of hats; assembles bags by stitching lengths of plaited straw onto cardboard backing, inserting piping between seams, glu-

ing or sewing lining to straw panels, and sewing pieces together by hand; traces decorative designs on articles and embroiders designs, using needle and coloured raffia; finishes bags by piercing holes and inserting grommets to accommodate handles, attaching handles to bags, fitting locks and stitching on zips; finishes mats with straw piping; fits hats onto mould, irons hats and creases crowns manually to shape hats.

May prepare straw by cutting strips from layers of banana stalk and drying and plaiting strips into workable lengths.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), K, F, M;

INT: 5;

PD: 1(a[S],h), 4(b,c), 5a, 6a, 7(a,c,g), 8c;

EC: 1(a,i,n);

PH: 2a, 3b, 4, 5a.

7333.25 CHAIR-SEAT CANER

Weaves pattern with strands of reed, willow or rattan to make chair seats:

Prepares weaving material by soaking it in water to increase its pliability; examines seat frame, clears blocked holes and sands rough edges; makes wooden pins, using chisel or knife, to secure woven cane in holes; inserts cane in corner hole, weaves strands in parallel rows horizontally, vertically and diagonally, pulling rows tightly and inserts wooden pins to hold cane in place; forces rows of material together in pairs, using pick or fingers, to obtain desired pattern; binds cane work by tying off ends, removes pins, passes single strand of cane on perimeter of frame to cover holes and cuts off excess with snips.

May cane backs of chairs or entire sofas, fasten caned seats to chairs, using screws and screwdriver and prepare and apply varnish on cane to improve its appearance.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R;

APT: G(C), F, M;

INT: 6;

PD: 1(a[L],d,e,g), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c), 8(a,c);

EC: 1(a,i,n);

PH: 1b, 2b, 3(a,b), 4, 5a.

7339 OTHER HANDICRAFT WORKERS

Workers in this unit group construct architectural models, make and decorate artificial flowers, candles and carnival costumes and arrange flowers.

7339.15 ARCHITECTURAL-MODEL MAKER

Constructs scale models of buildings and building complexes, using hand and power tools:

Determines size of model by devising suitable scale from full-size dimensions on plan; selects materials such as plywood, boxwood, plastic and/or other light stock; lays out sections of model according to scale, using drafting instruments; cuts and shapes parts, using band-saw, planer, router and other power tools; fits parts together to form sub-assemblies, using fasteners such as glue, nails, screws and dowels; assembles sections according to plan to complete model; verifies dimensions of model, using measuring instruments and/or pre-cut templates; shaves, files and sands model as necessary to achieve desired specifications, applies finish such as paint, lacquer or wax.

May prepare and insert complementary infrastructural items such as models of pavements and trees.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 3;

TEMP: J, T;

APT: G(T), N, S, P, K, M;

INT: 5;

PD: 1(a[L,M],b,c), 3a, 4(a,b,c,e,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,b,i,n), 5a, 6(b,d,f), 7(a,b,c,d);

PH: 2a, 3(a,b).

7339.20 CARNIVAL COSTUME DECORATOR

Decorates carnival costumes according to design specifications:

Consults drawings and design specifications to determine material requirements for decoration of carnival costumes and discusses decoration plans with **Carnival Band Leader** or other relevant personnel; prepares templates, places them on fabric and marks fabric, ensuring optimum use of fabric; cuts fabric according to shape and size of costume component, using cutting die, shears and other hand tools; sticks fabric onto foam padding if required; decorates costume by attaching braids, appliques, sequins and other materials; consults **Carnival Band Leader** and makes alterations, if necessary.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 2; SVP: 3;

TEMP: J;

APT: G(C), P, M, C;

INT: 1, 6;

PD: 1(a[L,M],b,c), 3(a,b,c,e), 4(a,b,c), 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j,m,n), 7a;

PH: 1a, 2a, 3b.

7339.25 WIRE BENDER, CARNIVAL COSTUME MANUFACTURE

Bends wire or cane to produce frame for carnival costumes:

Liaises with relevant carnival band personnel to obtain drawings and specifications and discuss production requirements for costumes; examines specifications to determine characteristics such as shape and size of costume; estimates quantity of material required for production of costume frame; cuts, bends, joins and reinforces wire or cane to produce specified shapes and forms for costume, using appropriate hand tools and strapping; attaches foam to interior and exterior of costume frame to form linings; fits costume frame on subject to verify correct shape and balance and makes adjustments as necessary.

May perform duties of CARNIVAL COSTUME DECORATOR.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 3;

TEMP: J;

APT: G(C), S, P, M;

INT: 5;

PD: 1(a[L,M],b,e), 3(a,b,c), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 2a, 3b

7339.30 CANDLE MAKER

Makes candles, using moulding machine:

Purchases supplies and equipment; threads wick material into moulding machine through guides and eyes; prepares wax mixture by melting it in large pots over stove, adding stearic acid to improve quality of finished product and dyes to colour mixture; pours molten wax into mould to cool for specified time, ejects candles from mould and cuts wicks to release candles; cleans candles individually by wiping them with methylated spirit and water; wraps candles to prepare them for sale; markets product personally or through salesperson; maintains moulds, related equipment and work areas; keeps cost and production records.

May make other wax products.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 3;

TEMP: J;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(b,c,e), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,j,n), 2a, 4a, 6(a,e,i), 7(a,b);

PH: 2b, 3b, 4.

7339.35 FLORAL ARRANGER

Arranges and sells floral decorations such as bouquets, corsages and wreaths:

Purchases fresh, dried and artificial flowers in quantities needed; holds discussions with customer on type of flowers or floral arrangement and price range required; selects flowers, foliage and decorative accessories such as ribbons, bows and vases to be used in arrangement; assembles arrangement, using floral foam, tape, wire, scissors and knife; sprays arrangement, if necessary, to obtain desired colour; advises and assists customer in selecting floral settings for events such as weddings and funerals; displays arrangements on shelves to attract customers and promote sales.

May perform duties of SMALL BUSINESS MANAGER, address cards and organise delivery of arrangements.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 2;

TEMP: P, J;

APT: G(C), P, K, F, M, C;

INT: 1;

PD: 1a(L), 3a, 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 3a, 7b;

PH: 1a(P), 2a, 3b, 4.

7339.40 CANDLE DECORATOR

Makes decorative candles, using any of the following methods:

Melts wax in vat, opens valve to release wax or manually places wax into smaller containers and adds dyes to colour wax; pours coloured molten wax into glass containers and leaves it for specified time; presses wick assembly into semi-solid wax; melts wax in dipping tank, adds dyes and stirs mixture to change wax to required colours; dips candles into molten wax to coat them with layers of colour; affixes designs to candles and seals designs by dipping candles into plain molten wax; selects and inserts die into design-cutting machine; switches on machine to heat die, observing gauge to ensure maintenance of correct temperature; places candle on machine stand and manipulates lever to lift candle and operate design-cutting mechanism; removes candle, using pliers.

May wrap candles to prepare them for sale.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: J;
APT: G(C), P, K, M, C;
INT: 1, 6;
PD: 1(a,l), b,c), 3(a,e), 4b, 7(a,d,g), 8(a,b,c);
EC: 1(a,i,n), 2a, 5a, 6a, 7d;
PH: 2b, 3(a,b), 4

7339.45 ARTIFICIAL-FLOWER MAKER

Makes variety of artificial flowers by performing any combination of the following duties:

Purchases materials such as wire, paper, raffia, chenille, liquid plastic and floral tape; prepares materials by dyeing them or by mixing and kneading ingredients such as bread, glue, acrylic paint and boric powder; cuts material to desired shape and size; dips wire into liquid plastic to make flower petals and leaves; paints petals if desired; assembles petals, stamens and leaves on wire stem to form flower and winds wire around base of flower to hold assembly in place; shapes crepe paper petals by crimping or stretching paper; covers flower base and stem with floral tape; sprays bread-dough flowers with acrylic glaze; arranges flowers, if required, according to client's specifications.

May make fashion jewelry from artificial flowers.

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 2; **SVP:** 0;
TEMP: R, J;
APT: G(C), P, K, F, M, C;
INT: 1;
PD: 1a(S), 4(b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n);
PH: 2a, 3b, 4, 5a

734 PRINTING AND RELATED TRADES WORKERS

Workers in this minor group compose, type, cast and engrave printing plates; bind books and perform other related tasks.

7340 SUPERVISORS, PRINTING AND RELATED TRADES WORKERS

Workers in this unit group supervise subordinates engaged in various aspects of printing operations.

7340.15 PRINTING SUPERVISOR

Directs, supervises and coordinates activities of workers engaged in printing activities:

Studies assignment to determine manpower requirements and estimate materials, supplies and time needed to complete work; requisitions materials and supplies from stores and suppliers and assigns duties to workers; monitors work in progress to ensure compliance with specifications and standards, and gives technical advice; routes jobs from one process department to another and records production data; initiates plans to motivate workers to achieve organisational goals; coordinates activities of workers in department and confers with other Printing Supervisors and senior personnel to ensure coordination with other units or departments; recommends or initiates personnel action such as promotions, transfers, and disciplinary measures and maintains attendance and leave records; confers with workers or their representatives to resolve complaints and grievances; arranges for training of new workers.

May determine optimum location for machines used in department.

May be designated according to area of specialisation; for example,

**SUPERVISOR-FOREPERSON, COMPOSING/
 TYPESETTING
 SUPERVISOR-FOREPERSON, PRESSROOM**

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 8;
TEMP: V, D, J;
APT: G(T), Q, M;
INT: 6;
PD: 1a(M), 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,k,m,n), 5a, 6a, 7c;
PH: 2a, 3b, 4.

7340.20 SUPERVISOR, DOCUMENT CONSERVATION

Plans, coordinates and supervises activities of subordinates engaged in repair and conservation of historical documents:

Examines documents to determine state of disrepair and work to be performed such as deacidification, bleaching, laminating and binding; assigns work to subordinates and reviews completed work to ensure adherence to specifications; performs complex restoration and conservation duties; advises government agencies and interested persons on conservation and restoration procedures, and handling and storage of archival documents and antiquities; attends seminars and conferences in field of work; plans and implements training programmes for staff; prepares statements of expenditure and work reports.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, P, J;

APT: G(T), V, P, Q;

INT: 7;

PD: 1a(L), 4(b,c,d,f), 5(a,b), 6a, 7(a,c,g), 8(a,b,g);

EC: 1(a,b,i,m,n), 6(d,e,f), 7(a,b,c,d,e);

PH: 2a.

7341 COMPOSITORS AND TYPESETTERS

Workers in this unit group perform a variety of duties to prepare data and images for printing.

7341.15 TYPOGRAPHER

Designs layout and styling of printing jobs:

Examines press order to determine general specifications for design jobs such as covers, brochures and other illustrations; indicates position of illustrations, page number, line length, paragraphing method and width and depth of margin and sketches designs for covers and title pages; discusses design with customer and incorporates suggestions; inserts relevant details on press order and submits job to **Printing Supervisor** for examination and channelling to composing unit; monitors development of job through composing stages.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 5; SVP: 8*;

TEMP: J;

APT: G(T), P, Q, K;

INT: 1, 6;

PD: 1a(S), 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,g);

EC: 1(a,i,j,m,n);

PH: 2a, 3b, 4, 5a.

7341.20 LINOTYPE OPERATOR/Printing Operator, Linotype Machine

Operates linotype machine to cast metal strips of type:

Reads press order and specimen copy for instructions on type-face specifications and length, thickness and spacing of lines; selects magazine corresponding to specified type; adjusts marginal stops, gauges, spacing and centering according to specifications, using appropriate tools; examines copy and depresses appropriate keys to select matrices from magazine and deposit them in line on assembly stick; manipulates lever to activate mechanism to cast strips of type and deposit them in galley; repeats casting until copy is complete; adjusts machine during course of job to vary length, thickness and spacing of line; removes galley and forwards it for proof printing; examines proof copy and casts new lines to cor-

rect mistakes; carries out general maintenance of machine by cleaning and lubricating moving parts.

OCCUPATIONAL PROFILE

DPT: 581; ETD: 3; SVP: 5;

TEMP: R, J, T;

APT: G(T), P, Q, K, F, M;

INT: 6;

PD: 1(a[L],d,e,h), 3(c,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,g);

EC: 1(a,i,j,n), 5a, 6(b,c,d,e,f), 7(a,d,g);

PH: 2a, 3b, 4.

7341.25 HAND COMPOSITOR/Printing Operator, Typesetting

Assembles set type in preparation for printing:

Reads press or job order and/or examines specimen to determine printing and layout specifications; measures lines in specimen with gauge or ruler, sets *composing stick* to required length and cuts and inserts spacer to maintain length of line; reads copy, selects type characters from type case, using fingers or tweezers, and arranges them in composing stick in compositional sequence, inserting spacers between words to balance and justify lines; slides completed lines into *galley* and inserts spacers to separate lines in preparation for proof printing; examines corrected proof, makes necessary alterations and ties and stores assemblage in galley in readiness for next process; writes job number on galley and records other production data for submission to **Printing Supervisor**; cleans, sorts and stores type characters after completion of job.

May print and correct proof, prepare layout and make up pages of type.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 5;

TEMP: R, J, T;

APT: G(C), P, Q, K, F, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e), 2c, 3a, 4(a,b,c,f), 5a, 6a, 7(a,c), 8(a,b,g);

EC: 1(a,i,j,n), 5a;

PH: 2a, 3(a,b), 5a.

7341.30 MAKE-UP MAN, PRINTING/Printing Operator, Make up

Arranges set type into pages according to specifications:

Examines press order to determine layout specifications and other typographical details; obtains proof copy for submission to **Proof-Reader**; adjusts set type by remov-

ing or inserting characters, using tweezers and *bodkin*, to incorporate **Proof-Reader's** marks; arranges and positions set type, illustration blocks and spacing material in galley to compose required page, using ruler, bodkin and cutter; submits proof to **Proof-Reader** for further examination; adjusts set type as necessary and ties and stores page for *imposition*; records storage location on proof sheet and press order for submission to **Printing Supervisor**.

May proof-read documents and operate proof press.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 5;
TEMP: R, J, T;
APT: G(C), P, Q, F, M;
INT: 6;
PD: 1(a[L,M],b,c,d,e), 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,j,m,n), 5a, 7d;
PH: 2a, 3(a,b).

7341.35 IMPOSER

Arranges and locks pages of set type in *chase* in preparation for printing:

Examines job order to determine printing specifications; positions pages of set type in chase, ensuring correct pagination and layout, using rulers and spacers; locks set type to hold assemblage in position, using *quoin*, quoin key and *furniture*; taps set type, using wooden planer, to obtain even print; records press number on chase and submits *forme* for proof printing; records production data on required forms for submission to **Printing Supervisor**.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 5;
TEMP: R, J, T;
APT: G(C), P, F, M;
INT: 6;
PD: 1(a[M,H],b,c), 4(a,b,c,e,f), 5a, 6a, 7(a,c,d), 8(a,b,c);
EC: 1(a,i,j,n), 5a, 7(c,d);
PH: 1a, 2b, 3(a,b).

7341.40 COMPOSING-MACHINE OPERATOR

Operates electronic composing machine to typeset and store copy in preparation for printing:

Reads job order and/or examines specimen to determine printing specifications; installs selected type font in printer; inserts storage device into console to record data entered on machine; loads machine with paper to prepare for printing; starts machine and sets it up by depressing command keys and inputting coded printing specifications; reads manuscript and operates keyboard to enter

data for storage and produce proof copy; recalls stored matter and makes adjustments recommended by **Proof-Reader**; removes and labels storage device at end of job to facilitate retrieval of information.

May change type fonts as necessary.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 3; SVP: 5;
TEMP: R, J, T;
APT: G(C), Q, K, F;
INT: 6;
PD: 1a(S), 4(b,c), 5a, 6a, 7(a,c), 8c;
EC: 1(a,i,j,n);
PH: 2a, 3b, 4, 5a.

7341.45 MONOTYPE KEYBOARD OPERATOR/ Printing Operator, Monotype Machine

Operates monotype keyboard machine to perforate paper tape used to programme type-casting machine:

Reads press order and/or receives verbal instructions from **Printing Supervisor**, to determine specifications such as size and type of print required; presses button to admit compressed air to machine keyboard to supply energy and bleed lines; cleans and lubricates stipulated parts of machine; attaches instruction sheet and script to copy-holder of machine, selects and installs required printing drum, and adjusts and locks spacing and line-length indicators; threads paper through machine to prepare it for operation; reads copy and presses appropriate keys on keyboard to obtain required perforation; tears perforated tape from roll, attaches instruction sheets to roll and forwards roll to superior for approval.

OCCUPATIONAL PROFILE

DPT: 584; ETD: 3; SVP: 5;
TEMP: R, J;
APT: G(C), Q, K, F, M;
INT: 6;
PD: 1(a[L,M],b,c,e,h), 4(b,c,e), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,i,j,n), 5a, 7c;
PH: 2a, 3(a,b).

7341.50 MONOTYPE-CASTING MACHINE OPERATOR/Printing Operator, Monotype-casting

Sets up and operates monotype-casting machine to cast single characters of type for printing:

Reads instructions on label of perforated tape to determine specifications; prepares machine for casting by cleaning it with steel brush, turning on water and oil pumps, setting temperature gauge and sliding bars of

printing alloy into heating pot; sets up machine for casting by threading perforated paper through paper tower onto take-up spindle, adjusting composing line gauge to required line length, selecting and positioning stipulated matrix on machine, and locking *galley* on bed of machine; operates machine to automatically cast and assemble metal type, by manipulating levers and activating air-supply system; monitors operation of machine to ensure satisfactory production and replenishes supply of printing alloy as necessary; stops machine to replace filled galley and finished roll of perforated tape or on completion of job; records production data on each galley and stores perforated tape for submission to **Printing Supervisor**.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 5;

TEMP: R, T;

APT: G(C), P, K, F, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e), 3c, 4(a,b,e,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,j,n), 2a;

PH: 2a, 3(a,b).

7341.55 PASTE-UP ARTIST

Arranges and imposes printed material to prepare for offset printing:

Reads press order and reviews verbal or written instructions from **Printing Supervisor** to determine printing specifications; prepares *dummy* for use as guide for imposition and pagination; positions and attaches mounting paper on light-table or drawing board, measures and marks off pages and type area in accordance with specifications or utilises standard paper and allots appropriate numbers to pages; prepares paste-up sheets, using technical drawing instruments and adhesive tape; trims printed material, using scissors or knife and ruler, glues corners manually or feeds material through automatic waxing machine, and mounts it by fitting within demarcated area to achieve desired layout; submits pasted-up sheet to superior on completion of job; adjusts work to accommodate changes made by **Proof-Reader** or customer.

May re-ink light-coloured or faded illustrations and symbols.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 4;

TEMP: R, J, T;

APT: G(C), S, P, Q, M;

INT: 1, 6;

PD: 1a(L), 4(b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,j,n);

PH: 2a, 3b, 4, 5a.

7341.60 COMPUTER TYPESETTER

Operates computer to typeset copy and/or prepare designs for documents:

Operates computer to enter data from manuscript or copies data from disk; receives instructions from **Graphic Designer** on type-faces and fonts to be used in typesetting document; selects fonts and other type specifications and sets documents accordingly; incorporates graphics into document where applicable; lays out and paginates processed material; prints document and provides copy to **Proof-Reader**, makes recommended adjustments and makes final prints of job.

OCCUPATIONAL PROFILE

DPT: 584; ETD: 3; SVP: 2;

TEMP: S, T;

APT: G(C), S, P, Q, F;

INT: 5;

PD: 1a(S), 3a, 4(b,c), 5a, 6a, 7(a,c,g), 8(a,c);

EC: 1(a,i,n);

PH: 2a, 3b, 5a.

7341.65 BRAILLIST

Transcribes printed and written matter into braille and duplicates and binds copies for use by visually handicapped persons:

Inserts and aligns paper in braille typewriter in readiness for braille; operates tape recorder to hear oral dictation or reads data from visual-text screen and depresses appropriate keys to produce braille master pages; removes completed braille sheets from machine and stacks them sequentially for duplicating; activates power and heat systems and sets timer of impressing machine for duplication of material; positions master page on machine bed, superimposes *brailion* on master page and secures page into position; pulls heating unit over pages and holds it steady for stipulated time to duplicate copy; removes impressed page and repeats operation to produce required number of copies; collates pages, adds covers and binds copies, using punch and treasury tags and/or binding machine.

May dictate braille work for transcription into print.

OCCUPATIONAL PROFILE

DPT: 584; ETD: 2; SVP: 3;

TEMP: R;

APT: G(C), V, Q, F, M;

INT: 7;

PD: 1(a[S,L],b,c,d,e), 4(a,b,c,d), 5a, 6a, 8(a,b,c);

EC: 1(a,i,m,n), 6i;

PH: 1a, 2a, 3b, 4, 5a.

7342 STEREOTYPERS AND ELECTROTYPERS
Workers in this unit group make and mount moulds and rubber plates for use in printing.

7342.15 PLATE MOUNTER/Plate Setter

Attaches rubber plates to printing cylinders for installation on flexographic printing press:

Examines work order and sample to determine specifications such as cylinder size and layout and number of cylinders required for job; sets proof machine to mount position by turning cylinders and manipulating levers; attaches sheet of paper to machine cylinder and draws horizontal and vertical lines to demarcate layout area; selects and positions specified printing cylinder and gear system on holding rack of machine to accommodate plate; attaches adhesive backing to required plate and cuts off excess adhesive; lowers reflector strip to reflect image of lines on paper; positions and secures plates on printing cylinder following reflected guide marks or using ruler gauge to ensure perfect alignment; applies ink to plate, using hand roller, sets machine to proof-position and obtains proof by turning cylinders and manipulating levers; examines proof to detect typographical and compositional errors, verify quality and registration of print, and determine necessary adjustments; repeats procedure for each cylinder to obtain required colours; arranges cylinders in printing sequence and identifies each with press and work order numbers; removes used printing plates from cylinder and stores them.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 4;
 TEMP: R, J, T;
 APT: G(C), P, K, M;
 INT: 6;
 PD: 1(a[M,H],b,c,d,h), 4(a,b,c,e), 7(a,c,g), 8(a,b);
 EC: 1(a,i,j,n), 7(b,d);
 PH: 2b, 3(a,b).

7342.20 FLEXIBLE-PRINTING-PLATE MOUNTER

Mounts rubber plates on mounting material in preparation for installation on printing press:

Examines printing instruction sheet to determine specifications such as size and layout; prepares mounting sheet to accommodate plate by measuring and marking off layout area on sheet, using ruler and technical drawing instruments, and cuts along marks, using knife; positions rubber plate on mounting sheet in and sticks it in place, using adhesive; prepares assemblage for installation on

printing cylinder by attaching and securing fast-lock panel to top of assemblage, using glue and staples and by punching holes at bottom to accommodate strapping bands; records job number and customer's name on assemblage, obtains proof-print and stores it for future reference; converts used assemblage to accommodate new job by removing unwanted parts of rubber plate and replacing them with new portions or by re-positioning designs and lettering, using pliers and glue; stores used assemblages for future use.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 3;
 TEMP: R, T;
 APT: G(C), P, K, M;
 INT: 6;
 PD: 1(a[L,M],b,c), 4(a,b,f), 7a, 8(a,b,c);
 EC: 1(a,i,j,n);
 PH: 2b, 3(a,b).

7342.25 PRINTING-PLATE MOULDER

Operates hydraulic vulcanising press to make moulds and rubber plates for use in flexographic printing:

Sets thermostat and turns valve to heat press to specific temperature; positions required engraved pattern on platen, and superimposes fibreglass material on pattern in preparation for making mould; covers fibreglass with protective cloth to prevent adherence to inner surface of platen; sets bearers to required thickness and slides and locks platen into moulder; adjusts pressure gauge, sets timer and allows mould to form for stipulated time; removes pattern and mould from press, using platen knife and heat-resistant gloves; positions mould on platen, superimposes rubber on mould and repeats process to make rubber plate; removes plate from press and trims excess rubber, using guillotine; measures thickness of plate with micrometer and replaces plate in vulcaniser to obtain required thickness if necessary; forwards plate to Flexible-Printing-Plate Mounter.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), P, M;
 INT: 6;
 PD: 1(a[L],b,c,d,e), 4(b,c), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,j,n), 2a, 6(a,b,c,d,e), 7(b,d);
 PH: 2b, 3(a,b).

7343 PRINTING ENGRAVERS AND ETCHERS

Workers in this unit group perform duties to facilitate or carry out reproduction of images for printing.

7343.15 CAMERA OPERATOR, PRINTING

Sets up and operates camera to produce photographic images and obtain negatives used for making printing plates:

Reads job card or press order to determine photographic technique and quantity and size of negatives required; prepares copy for photographing by mounting and positioning it on holder and closing lid; adjusts aperture, lens-board and copyboard of photographing equipment and positions lamps to focus on copyboard to prepare camera for operations; ascertains positions and size of film required by depressing focus switch of camera to transfer copy to ground glass; selects appropriate size of film, insert film into holder, sets timer and releases shutter mechanism to photograph copy; removes exposed film from camera, develops it by feeding it into automatic developer or by treating it in series of chemical baths and compares developed negative with original copy to verify its suitability; submits copy, negative and press order to **Printing Supervisor** for examination and forwarding for further processing.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 3; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), P, K, F, C;
 INT: 1, 5;
 PD: 1(a[L],b,c,d,e), 4(b,e), 5a, 6a, 7(a,e,g,h), 8(a,b);
 EC: 1(a,i,j,l), 4a, 6e, 7(a,b);
 PH: 2b, 3(a,b), 4.

**7343.20 METAL-PRINTING-PLATE
ENGRAVER/Platemaker, Textile**

Inscribes and etches designs on zinc sheets to form templates for engraving printing cylinders:

Studies design and production sheet to estimate number of pattern repeats to be reproduced on cylinder and determine sketch size and number of plates required for completion of job; coats plates with acid-resistant paint to prevent corrosion of non-printing areas during etching process; prepares pattern and zinc plate for transferral of design by drafting corresponding reference lines, using rule, pencil, diamond stylus and dividers as necessary; projects image of pattern in dark-room and enlarges design according to specifications; positions zinc plate on table below projected image and aligns reference lines of plate and image to complete preparation for transferral of design; traces outline of design with diamond stylus; submerges plate in acid bath for specific time to etch inscribed areas and improve impression; washes etched plates to arrest chemical reaction, using water and brush; repeats etching process for each colour of design.

OCCUPATIONAL PROFILE

DPT: 281; ETD: 3; SVP: 4;
 TEMP: R, J, T;
 APT: G(R), P, M, C;
 INT: 6;
 PD: 1(a[L,M],b,c,d,e), 4(b,e), 5a, 6a, 7(a,g,h), 8(a,b,c);
 EC: 1(a,i,n), 6(c,d,e,i), 7(a,b,e);
 PH: 2b, 3(a,b), 4.

7343.25 PRINTING-PLATE RETOUCHER

Corrects imperfections in etched printing plates in preparation for printing required impressions:

Inspects proofs for flaws; examines plates for defects, using magnifying glass; smooths rough edges to remove excess material as necessary; corrects defects by re-scoring impressions on plates, using engraving tools.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;
 TEMP: R, J;
 APT: G(C), M;
 INT: 6;
 PD: 1(a[L],b,c,d,e), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n), 7(a,b,c);
 PH: 3(a,b).

7343.30 STEREOCUTTER

Prepares rubber or plastic plates for use in printing designs and lettering on paperboard or plastic products:

Examines pattern of design or lettering and/or printing instruction sheet to determine engraving specifications; cuts appropriate strip of engraving rubber or plastic from roll or sheet, using knife; cleans material with solvent and cloth to remove foreign particles; positions design over strip and transfers outline by pressing design against surface of strip; cuts around outline to specified ply depth and removes unwanted material from strip, leaving raised lettering or design; prepares separate plate for each colour in pattern.

OCCUPATIONAL PROFILE

DPT: 581; ETD: 3; SVP: 3;
 TEMP: R, T;
 APT: G(C), P, F, K, M;
 INT: 6;
 PD: 1(a[S],b,c), 4(b,e), 5a, 6a, 7a, 8(a,b,e);
 EC: 1(a,i,n);
 PH: 2b, 3b, 4, 5a.

7343.35 STRIPPER-PLATEMAKER/ Photolithographer

Reproduces images from photographic negatives onto metal plates for use in printing:

Examines artwork to determine layout and specifications; positions negatives on light-table, aligns negatives with registration marks, inserts anchoring pins, trims and joins negatives, using scalpel, tee-square, ruler and adhesive tape, to obtain required composite negative; covers specified areas of negative with opaque paper; checks registration marks; examines negative for flaws, covers them with opaque tape or fluid or removes them, using fixed knife; inscribes lines or borders according to specifications, using ruler, pen and stylus; selects and centres light-sensitive metal plate on holder of plate-burning machine, places prepared negative on plate, closes and locks holder, starts vacuum and sets timer to prepare machine for operation; positions plate holder to face arc light and turns on light to expose negative to plate for stipulated time to transfer image from negative to plate; removes plate from machine, treats it in series of developing chemicals and coats it with gum or feeds it into automatic developer to develop and preserve image.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 2; SVP: 4;
TEMP: J, T;
APT: G(C), P, K, F, M;
INT: 1, 6;
PD: 1(a[L],b), 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 2a, 4a, 6e, 7(a,b,h);
PH: 2b, 3(a,b), 4, 5a

7343.40 RUBBER-STAMP MAKER

Makes rubber stamps according to customers' designs and specifications by performing any combination of the following duties:

Performs duties of HAND COMPOSITOR to arrange printing type according to specifications; operates press to imprint type characters in moulding compound to form mould; removes mould and type form, places rubber on mould and conveys mould to vulcanising press; depresses foot-pedal to operate press, using heat and pressure to force rubber into mould impressions to form stamp; removes workpiece and allows it to cool; positions art work on frame before camera to photograph and produce negative of required size; places negative in exposure unit, sets timer and activates unit to transfer image from negative to plate; removes plate to wash-out unit, fastens it to rotating drum and activates unit to dissolve unexposed areas on printing plate; washes plate in water to remove excess caustic solution and places it in drying

oven; trims plate with shears and cements to wooden mount and handle; makes test print with stamp to ensure compliance with customer's specifications.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
TEMP: R, J, T;
APT: G(C), P, K, F, M;
INT: 5;
PD: 1(a[L],c,d,e,h), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,n), 2a, 4a, 6(e,f,i);
PH: 2a, 3(a,b), 4.

7343.45 PHOTOPOLYMER PLATEMAKER

Operates plate-burning and etching machines to transfer matter from photographic negatives onto plates for use in flexographic printing:

Examines negatives for flaws and returns them to appropriate department for correction where necessary; selects photopolymer material and cuts it to required size for making plate; positions material on plate-maker, closes lid, switches on light and sets timer to allow for hardening of material; removes material from machine, peels protective covering from face of material, superimposes negative on material and positions and secures them on plate-making machine in preparation for transferral of image; sets timer and turns on ultra-violet light to process plate; removes plate from machine, positions it on bed of orbital washer, turns on vacuum, closes lid, sets timer and starts washer to remove unburnt parts of plate and obtain required raised image; removes plate from washer and bakes in oven for stipulated time to dry it; treats plate in mixture of chemicals for stipulated time to remove undesirable coatings; repeats hardening, washing and baking processes as required to complete plate.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
TEMP: R, T;
APT: G(R), P, K, M;
INT: 6;
PD: 1(a[L],b,c,d,e), 3a, 4(a,b,c,e), 7(a,c);
EC: 1(a,i,n), 2a, 4a, 6(b,c,d,e), 7(b,d);
PH: 2b, 3(a,b).

7343.50 ENGRAVER

Operates pantograph engraving machine to engrave markings on surface of items such as jewellery, fountain pens, name plates and stones:

Reads job card to determine specifications such as size and style of lettering required and object to be engraved;

selects required material and forwards it to **Finisher-Blocker**, **Printing** for trimming if necessary; selects required type character, and arranges it in work holder of pantograph to compose desired format; centres character in work holder, using graduations on holder and clamps character into place by turning thumb screws; secures item to be engraved on machine bed by turning hand crank and manipulating levers; selects appropriate readings from ratio chart and adjusts pantograph to reproduce at specified scale; selects required cutter, inserts it into cutter-spindle and adjusts cutting depth to accommodate job, using allen key; starts machine to rotate cutter, guides stylus to trace type character and operates cutter to engrave item; removes item from machine bed by releasing clamp; performs finishing operations such as bevelling or filing and applies paint to highlight engraved letters or design if required; cleans excess paint from surface, using cloth and solvent; removes type characters from work holder and sorts and stores them in appropriate type case.

May polish and buff engraved items, trim material to required size and operate manual engraving machine.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 2; SVP: 1;
TEMP: R, T;
APT: G(C), P, K, M, C;
INT: 5;
PD: 1(a[L],b,c,d,e,h), 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,n);
PH: 2b, 3(a,b), 4, 5a.

7344 BOOKBINDERS AND RELATED WORKERS
Workers in this unit group repair, preserve and bind documents and publications

7344.15 ARCHIVE REPAIRER

Repairs, conserves and binds archival documents and antiquities:

Examines and assesses condition of documents and determines treatment needed; selects appropriate conservation materials such as area bonded fibre, crompton tissue and polyester film; assembles and patches fragments of documents as necessary; restores and preserves documents, using techniques and methods such as cleaning, deacidifying, bleaching and laminating them; performs duties similar to those of **BOOKBINDER**.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 5; SVP: 4*;
TEMP: R, J;
APT: G(T), P, Q, F, M;

INT: 5;
PD: 1(a[L],b,c), 4(b,c,d,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 6(d,e,f), 7(a,b,c,d,e);
PH: 2b, 3a, 4, 5a.

7344.20 BOOKBINDER/Printing Operator, Bookbinding

Binds loose pages, collections of documents and series of periodicals and performs other book-finishing operations:

Reads press order to determine binding specifications such as size of *signatures*, binding technique, colour of covers and type of material to be used in making covers; gathers required sheets, folds them to form signatures and collates them; sews signatures together by hand or machine to form body of book; trims edges, using manually operated guillotine, rounding and grooving edges as required; cuts material for book spine with knife or guillotine; glues spine to book, and fabric to spine-end of pages to form hinges; cuts, fits and glues book-covering such as leather or cloth to binder board and aligns and glues cover to book; records production data.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 4;
TEMP: R, J, T;
APT: G(C), K, F, M;
INT: 6;
PD: 1(a[L],b,c), 3c, 4(a,b,c,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,n), 7c;
PH: 2(a,b), 3(a,b), 4, 5a.

7345 SILK-SCREEN, BLOCK AND TEXTILE PRINTERS

Workers in this unit group cut stencils, prepare silk-screens and print designs on a variety of materials and objects.

7345.15 SILK-SCREEN-STENCIL CUTTER

Cuts stencil designs for use in screen printing:

Examines design to be printed and determines number of stencils required; aligns and secures design on light table and tapes transparent film or shellac-coated paper over design; cuts outline of design, using stencil knife, and peels away unwanted portions of film or paper to expose required design; prepares separate stencils for each colour in design.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 3; SVP: 4;
TEMP: R, J, T;
APT: G(C), P, K, F, M, C;
INT: 1;

PD: 1(a[S],b), 4(b,c), 5a, 6a, 7(a,c,g), 8(a,b,e);
 EC: 1(a,i,n);
 PH: 2b, 3(a,b), 4, 5a.

7345.20 SILK-SCREEN PRINTER

Prepares silk-screen and prints designs on varying materials and objects by performing any combination of the following duties:

Reads job order to determine specifications and selects screen with appropriate mesh count; treats both sides of screen with solvent, washes screen and coats it with degreaser to remove grit and grease; allows screen to dry; mixes photographic emulsion with sensitiser, in dark-room, according to formula, spreads mixture on both sides of mesh, using squeegee, and allows mixture to dry for stipulated time; positions stencil on screen and secures it to ensure proper contact with screen and prevent seepage of light; exposes screen to light for stipulated time to transfer design onto screen; removes screen, washes it to remove excess emulsion from printing area and covers non-printing area with suitable medium such as glue or tape; mounts and secures screen on printing table or machine, aligns registration points and positions material on printing bed to prepare it for printing; pours screen-printing ink onto screen and draws squeegee across screen to print design on given surface; repeats process with different screen for each additional colour in design; cleans screen with solvent at end of production process.

May feed fabric through automatic drier and perform tasks of SILK-SCREEN-STENCIL CUTTER.

OCCUPATIONAL PROFILE

DPT: 680; ETD: 2; SVP: 3;
 TEMP: J, T;
 APT: G(C), P, K, M, C;
 INT: 1;
 PD: 1(a[L],b,c,d,e), 4(a,b,c), 5a, 6a, 7(a,g,h), 8(a,b);
 EC: 1(a,i,j,n), 4a, 7(a,b,d);
 PH: 2(a,b), 3(a,b).

7346 PHOTOGRAPHIC AND RELATED WORKERS

Workers in this unit group develop and process photographic film and make prints or slides.

7346.15 FILM DEVELOPER-PRINTER/ Darkroom Technician

Treats exposed photographic film and sensitised paper in chemical and water baths and operates printer to produce photographic prints:

Mixes processing chemicals according to formula and

pours into developing tank to prepare for processing; loads film on spiral and secures it in developing tank in dark-room to start developing process; sets timer and agitates chemical periodically to obtain even-tone development of images by specified time; removes negatives from tank and treats them in series of timed chemical and water baths to sustain obtained images; hangs negatives in automatic drier for drying; positions required negative in appropriate holder on printer and places holder between bellows of enlarger in preparation for printing; turns on light and adjusts bellows and focal distance to obtain proper focus for required size of print; selects and positions photographic paper on easel, sets timer and exposes negative and paper to light to produce print; removes exposed paper from easel and treats it in series of chemical and water baths to develop latent image; feeds print into drier and/or glazing machine to dry and glaze print as necessary.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 3; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), P, K, M, C;
 INT: 1;
 PD: 1(a[L],b,c), 3e, 4(a,b,c,d), 5a, 6a, 7(a,c,f,g,h), 8(a,b,c);
 EC: 1(a,k,l,n), 4a, 6(d,e), 7a;
 PH: 2a, 3(a,b).

74 OTHER CRAFT AND RELATED TRADES WORKERS

741 FOOD PROCESSING AND RELATED TRADES WORKERS

Workers in this minor group slaughter animals and fish, treat and prepare them for human and animal consumption, make various kinds of bread and other flour products, prepare tobacco products, or inspect and grade food and beverage products.

7411 MEAT AND FISH BUTCHERS AND PREPARERS

Workers in this unit group slaughter fish and animals and prepare meat and sea food products by cooking or drying them.

7411.15 ANIMAL SLAUGHTERER

Slaughters animals to produce meat for marketing:

Opens gate to allow animal to enter stunning pen and closes gate to secure pen; immobilises animal by tying legs and head; stuns animal, using appropriate tools such

as cartridge gun or hammer; shackles hind legs to hoist and elevates animal to required height for slaughtering; punctures jugular vein of animal to drain blood; beheads animal and skins it by cutting along contour of meat, using knife; cuts open belly of animal to remove internal organs; manipulates hoist to lower carcass onto cutting table; washes viscera and separates edible from inedible parts; splits carcass into smaller portions, using saw and hatchet, to facilitate handling; places carcasses on hooks and transports them to meat room for weighing, using trolley or pulling carcasses along rail.

May trim and clean animal hides, using hot water and knife.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), K, M;

INT: 5;

PD: 1(a[H],b,c,d,e), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 4a, 6(a,b,d,j), 7(b,d);

PH: 2a, 3b.

7411.20 BLACK-PUDDING MAKER

Prepares and cooks blood sausages:

Cleans animal intestines by scraping and washing them and strains blood to remove waste and foreign matter; chops and minces ingredients such as bread, chives, onions, peppers and garlic, using knife or mincer, in preparation for mixing process; mixes strained blood with ingredients, according to specifications, to produce blood-sausage paste; slides intestines over nozzle of funnel, fills funnel with paste and stuffs intestines to required level to form sausage; ties ends of sausage to prevent leakage and loads it into boiling-tank for cooking; tests sausage periodically to ascertain when cooking is complete; removes cooked sausage from boiling-tank and places it on rack for cooling.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), K, M;

INT: 6;

PD: 1(a[L],b,c), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 4a, 6(b,d,i), 7(b,d);

PH: 1a, 2a, 3(a,b), 4.

7411.25 MEAT CUTTER

Cuts, trims, bones and prepares meat for marketing or for further processing:

Installs and adjusts bandsaw blade or sorts relevant hand tools in preparation for cutting meat; transports meat from cold storage area to cutting room and places it on cutting table; cuts meat into portions for sale or for processing of meat products, using hand tools or bandsaw; separates bone from tissue as necessary and trims excess fat from meat; places unwanted parts in disposal bin; cleans work area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), K, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,n), 3a, 5a, 6(b,d), 7(b,d);

PH: 2a, 3(a,b).

7411.30 POULTRY SLAUGHTERER

Slaughters poultry for sale to customers:

Places fowl in slaughtering pan, slits throat, using knife, and allows blood to drain from carcass; soaks carcass in hot water and tests readiness for plucking by removing web from feet; holds fowl over plucker or places it in drum of plucking machine and starts machine to defeather bird; removes fine feathers manually where necessary; cuts open carcass to remove entrails and disposes of inedible offal in bin; washes carcass, separates and cleans edible offal and replaces it in abdominal cavity of fowl; bags and weighs poultry and attaches price tag to bag; places poultry in cold storage or displays it on sales counter for marketing.

May cut poultry into parts on customer's request.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1a(L), 4(b,c,e), 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 4a, 6a, 7(b,d);

PH: 2a, 3(a,b).

7411.35 FISH CUTTER AND CLEANER

Prepares fish for processing or marketing by performing any combination of the following duties:

Requests fish supplies from ancillary workers; opens gate for fish to be deposited in cleaning tray; removes fish from tray or supply bin and places it on cutting table; scales fish, removes head and cuts open belly, using

knife, to remove gills and offal; washes abdominal cavity under tap and cuts fish into steaks or fillets; removes pieces of bone and fatty portions from fillet; wraps cleaned fish in paper or places it in bag or container for weighing; disposes of waste in bin or on specified section of conveyor belt; sharpens knife, using file or sharpening stone as necessary.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1a(L), 4(a,b), 5a, 6a, 7(a,c), 8a;

EC: 1(a,i,n), 4a, 6(a,b), 7(a,d);

PH: 1a, 2b, 3(a,b).

7411.40 SHARK-OIL MAKER

Boils shark liver to obtain shark oil:

Boils specified amounts of shark liver to extract oil from tissues and kill bacteria, using stove or furnace; monitors cooking process to ensure adequate boiling; adds specified quantities of spices to oil for flavouring; skims oil from boiling container, using ladle, strains it to remove foreign matter, and pours into storage bottles; cleans containers, utensils and work area.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b), 3a, 4(b,e), 7a, 8(a,b);

EC: 1(a,i,n), 2a, 6(b,i), 7(b,d);

PH: 1a, 2a, 3(a,b).

7411.45 SEAWEED DRIER

Cleans, dries and packages seaweed to prepare it for sale:

Soaks and washes seaweed to remove sand and excess salt; cleans seaweed, using knife, to remove unwanted matter and spreads it on metal sheet for drying; monitors drying process to ensure adequate removal of moisture; packages seaweed manually when drying process is complete.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b), 3a, 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,b,i,n), 4a;

PH: 2a, 3(a,b), 4.

7412 BAKERS, PASTRYCOOKS, AND CONFECTIONERY AND SNACK MAKERS

Workers in this unit group make bread, pastry and confectionery and snacks, and decorate bakery products with icing.

7412.15 STONE WORKER, CONFECTIONERY MANUFACTURE

Kneads confectionery mixture by hand to required consistency, preparatory to further processing:

Adds specified amounts of flavouring, colouring, citric acid and French chalk to confectionery mixture; peels mixture from cooling tables, using metal spatula, dipping spatula in French chalk at intervals to prevent sticking of mixture; separates batch of mixture into workable portions and kneads it until colouring and flavouring are uniformly distributed and mixture attains specified consistency; checks colour of confectionery and feels and tastes it to evaluate texture and flavour; pulls confectionery as required until specified viscosity is attained; cleans tables and weighing utensils.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), K, M, C;

INT: 6;

PD: 1a(L), 3a, 4(a,b,c,d,e), 6a, 7(a,g), 8(a,b), 11;

EC: 1(a,i,n), 2a, 4b, 5a, 6i, 7(b,c,d);

PH: 2a, 3(a,b).

7412.20 CONFECTIONERY MAKER, HAND

Prepares and cooks ingredients to produce confectionery products:

Consults, modifies or formulates confectionery recipes; prepares ingredients by peeling, soaking, grating and roasting them and washes and sterilises cooking utensils, assisted by helper; prepares confectionery by boiling, mixing, straining and grinding weighed and measured ingredients, adding spices, flavouring and colouring and kneading, rolling and cutting mixture according to recipe specifications; checks texture of product, using candy thermometer or wooden blade or by dropping sample of mixture into water, and tastes product to ensure accordance with desired standards; pours finished product into trays or moulds for cooling and cuts it to size and required shapes where applicable, using ruler, knife and spatula; decorates and coats confectionery as required by hand or using special tools such as dipping fork, sprinkler or wooden pallet; places required quantity of product into boxes or bags, assisted by helper, and seals package, using hand sealer or shrink wrapper; applies appropriate labels to packages and packs them in cartons for marketing.

May clean work area, cooking utensils and floors.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, P, J;

APT: G(C), N, P, Q, K, M, C;

INT: 5;

PD: 1(a[L],b), 3(a,e), 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b,c), 10, 11;

EC: 1(a,i,m,n), 2a, 4a, 6i;

PH: 1a, 2a, 3b, 4.

7412.25 PASTRY MAKER

Prepares pastry products from dough:

Prepares dough following recipe for making pastry products or obtains dough from **Dough Mixer**; cuts and weighs required portions of dough and rolls dough manually or mechanically; cuts dough to desired size and shape, using pastry cutter or other suitable tool, and adds filling to dough; folds over dough or places second layer or strips of dough to cover filling and presses pastry edges together where applicable; pierces and glazes top of pastry as required.

May prepare filling, place pastry on sheets in preparation for baking and perform duties of **OVEN TENDER**.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), F, M;

INT: 6;

PD: 1(a[L,M],b), 3a, 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 7c;

PH: 2a, 3(a,b)

7412.30 CAKE DECORATOR

Decorates cakes, using icing, frosting and other materials:

Obtains work orders from superior or customer and consults manual to ascertain cake decoration requirements for selected style; positions cake on stand; trims uneven surfaces or cuts and shapes cake according to specifications in preparation for icing; pours icing sugar and other ingredients into container and mixes them manually or mechanically to form icing batter; tests mixture to ensure that required consistency is achieved; tints required amount of icing, using food colouring; spreads icing on surface of cake, using spatula, to form decorative base; inserts die into icing cone or fits it onto icing bag or tube, pours icing into receptacle and squeezes it to force icing through nozzle to form flowers and other decorative patterns; mixes and spreads frosting on sur-

face of cake and shapes frosting into desired pattern, using spatula or special tool; adds iced and other decorative materials such as shredded coconut, chocolate chips and sweets to cake to suit taste or occasion.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), P, K, M, C;

INT: 1, 5;

PD: 1(a[L],b,c), 3a, 4(b,c,e), 6a, 7(a,c,g), 8(a,g);

EC: 1(a,i,l,n), 4a;

PH: 2a, 3(a,b), 4, 5a.

7412.35 BAKER

Mixes ingredients to form dough and tends oven to bake flour products:

Examines previous day's sales records and existing stock levels to determine products to be produced; consults recipe to determine specifications for making bread, cakes, pies and related products; weighs ingredients and mixes them manually or mechanically; prepares fillings for pastry products as necessary; shapes dough or batter and allows it to rise for stipulated time; places products on sheets or in pans in preparation for baking; prepares oven by lighting burner, setting timer and adjusting temperature; loads sheets or pans onto oven shelves using *peel* where applicable; monitors colour of dough to ensure proper baking of products; removes baked products from oven and places them on racks for cooling.

May prepare and apply icing and other exterior decoration to product and perform duties of **OVEN TENDER**.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1(a[L],b,c,d,e), 3a, 4(a,b,g), 6a, 7(a,g), 8(a,b), 10;

EC: 1(a,i,n), 2a, 6i, 7c;

PH: 2a, 3(a,b).

7415 DAIRY PRODUCTS WORKERS

Workers in this unit group make milk-based products such as yogurt and ice-cream.

7415.15 ICE-CREAM MAKER

Mixes ingredients according to recipe to produce ice-cream:

Weights and measures ingredients such as custard pow-

der, sugar, milk and flavourings according to recipe; boils custard and prepares fruit by washing, peeling, cutting, grating or juicing them, using kitchen appliances where necessary; mixes ingredients and pours mixture into bin or into hopper of dispensing machine; mixes brine compound and pours it into barrel of ice-cream pail; covers and secures bin in pail; activates pail or dispensing machine and leaves it to churn for specified time; removes covers and examines contents for desired consistency and repeats churning process if necessary; empties ice-cream into container and refrigerates until required; fills customers' batch orders upon request; cleans equipment and tidies work area.

May perform duties similar to those of **SMALL BUSINESS MANAGER**.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
TEMP: J;
APT: G(C), M;
INT: 5;
PD: 1(a[L],b,c), 3a, 4(b,d), 5a, 6a, 7(a,d,g), 8(a,b), 10, 11;
EC: 1(a,i,n), 2a, 3a, 4a, 6a, 7b;
PH: 2b, 3(a,b).

7415.20 YOGURT MAKER

Mixes ingredients to make yogurt according to recipe:

Cleans and sterilises bottles, mixing utensils and containers preparatory to mixing yogurt; places bottles in oven to obtain required temperature; weighs, measures and mixes ingredients such as water, milk and yogurt culture; tastes mixture, adding additional quantities of ingredients as necessary; fills bottles with yogurt mixture and places bottles to stand in water of specified temperature for required fermentation time; caps bottles and places them in freezer for specified time to retard growth of yogurt bacteria, removes yogurt from freezer and refrigerates; adds flavouring to mixture if desired; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
TEMP: J;
APT: G(C), M;
INT: 5;
PD: 1(a,[L],b,c), 3a, 4b, 7(a,g), 8(a,b,c), 10, 11;
EC: 1(a,i), 2a, 4a, 6i, 7b;
PH: 2b, 3(a,b).

742 CABINET MAKERS, WOOD TREATERS AND RELATED TRADES WORKERS

Workers in this minor group season and preserve wood, make and repair wooden furniture, highly finished wooden fittings and similar objects, set and operate precision woodworking machines to saw, shape, plane, turn and carve wooden products and perform related woodworking tasks not elsewhere classified, such as making wooden carts, wheels, patterns, models, casks and smoking pipes.

7420 SUPERVISORS, CABINET MAKERS, WOOD TREATERS AND RELATED TRADES WORKERS

Workers in this unit group supervise others engaged in making and repairing wooden furniture and other articles and setting up and/or operating woodworking machines.

7420.15 SUPERVISOR-FOREPERSON, FURNITURE AND CABINET MAKING

Supervises, controls and coordinates activities of workers engaged in production of wooden cabinets and furniture items:

Liaises with Manager, Production Supervisor and/or customer to record and interpret job specifications; arranges production schedules, allocation of manpower, equipment and materials with superior and estimates material, manpower and time required for completion of projects; prepares lumber-cutting list for **Woodworking-Saw Operator**; determines sequence of operations for projects and assigns duties to subordinate workers to prepare furniture components; lays out work on prepared timber, using rule, pencil and square, and forwards timber to **Woodworking-Machine Operator** for processing; examines manufactured components to verify correctness of size and shape, using rule, square and template; instructs **Furniture Assembler** on assembly of components, using diagram or model of item; monitors operations, giving technical advice where necessary; maintains production records.

May calculate cost of items, bill customers and supervise other related workers.

OCCUPATIONAL PROFILE

DPT: 131; ETD: 3; SVP: 5;
TEMP: V, D, J;
APT: G(C), N, S, P, M;
INT: 6;
PD: 1(a[L],M],b,c), 3(a,c), 4(a,b,c,d,e), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(a,i,n), 5a, 6(d,f), 7c;
PH: 3b.

7420.20 SUPERVISOR-FOREPERSON, WOODWORKING-MACHINE OPERATORS

Supervises and coordinates activities of workers engaged in setting up and operating woodworking machines:

Liaises with **Production Manager** to discuss equipment, manpower, materials and production priorities; formulates job orders and determines sequence of operations to assign duties to subordinate workers; examines and grades work produced by **Woodworking-Machine Operators**, using rule, square and templates to ensure consistent quality; arranges for repair or replacement of defective woodworking machines; participates in interviewing of potential employees and maintains records of workers' performance; records and tallies working hours for calculation of earnings.

May supervise other woodworking personnel within establishment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 6;

TEMP: V, D, P, J;

APT: G(C), N, S, P, Q;

INT: 6;

PD: 1a(L), 3a, 4(a,b,c,d,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,i,m,n), 5a, 7c;

PH: 3b, 4.

7421 WOOD TREATERS

Workers in this unit group operate machines to treat wood with chemicals to prevent decay, or destruction by parasites.

7421.15 TIMBER-TREATING-MACHINE OPERATOR

Operates timber-treating machine to permeate lumber with wood preservative:

Checks machine to ensure operational efficiency; ascertains quantity of lumber to be treated to determine amount of concentrate required; pours concentrate from drums into mixing tank, adds required quantity of water and activates air compressor or vacuum pump to blend mixture; directs loading operations to ensure proper placement of lumber in treatment chamber; operates hydraulic jack to close kiln; activates vacuum pump to remove moisture from lumber and moist air from treatment chamber in preparation for treatment process; tests density of solution by inserting hydrometer in testing tube to ensure that treatment specifications are maintained; fills treatment retort to required level with processing fluids, using control gauge and manipulating valves as necessary; starts pressure pump to fill chamber with pressurised air and force solution into pores of lumber;

maintains constant air pressure in chamber by adjusting valves and monitoring gauges; stops pressure pump when required treatment specification is achieved and pumps excess solution into storage tank; removes treated lumber from chamber and obtains samples of treated wood, using hand drill, to test solution penetration and retention levels; records work performed, amount of concentrate in stock, and sizes and quantity of lumber treated

May carry out periodic maintenance repairs to machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, J, T;

APT: G(C), Q;

INT: 6;

PD: 1(a[L],b,d), 3(a,c), 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 6e;

PH: 2a, 3b.

7422 CABINET MAKERS AND RELATED WORKERS

Workers in this unit group make and/or repair cabinets and wooden items such as furniture, barrels and patterns, using woodworking machines or hand tools, and laminate or finish surfaces of wooden furniture and fittings.

7422.15 WOODEN PATTERN MAKER

Lays out and constructs wooden patterns for making moulds for metal casting or for guiding machine operators in irregular and decorative woodworking:

Examines charts, drawings or sample parts and specifications to determine required pattern and prepare related sketches; drafts pattern on wooden stock, using rule, compasses, set squares and protractor or special tools such as *shrink rule*; operates woodworking machines to cut, plane, carve and shape pattern according to lay-out lines; fits pattern segments together, if necessary, using glue, screws or nails, and finishes pattern by hand or machine sanding; liaises with superior to ensure conformity of pattern with specifications; repairs patterns by replacing damaged or worn-out parts and instructs others in use of pattern as necessary.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 2; SVP: 5;

TEMP: R, J, T;

APT: G(C), S, P, K, F, M;

INT: 1, 6;

PD: 1(a[L,M],b,d,e), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 3b.

7422.20 COFFIN MAKER

Makes coffins from stock designs or from customers' specifications, using hand and power tools:

Reads specifications or liaises with customer to determine size, shape and type of wood to be used; prepares cutting list, selects lumber from stock and measures and marks lumber to indicate cutting lines; cuts required pieces, using power saw and planes to remove roughness; draughts lay-out lines, using rule, square and templates, and cuts joints accordingly; assembles coffin, using glue, nails, dowels and clamps to hold parts together; smooths surfaces and shapes corners, using plane, wood file and hand or electric sander to prepare wood for finishing; forwards coffin to **Wood Finisher** for application of tints, stains or lacquers to outer surface according to specifications, and to upholstery area for preparation of interior surfaces; installs handles, glass, hinges and fastening screws to coffin as required.

May prepare outer surfaces of coffin for covering with suitable fabric.

OCCUPATIONAL PROFILE

DPT: 681; **ETD:** 2; **SVP:** 5;

TEMP: R, J, T;

APT: G(C), N, S, P, K, M;

INT: 5, 6;

PD: 1(a[L,M],b,c,d,e), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,j,n), 5a, 6(b,d), 7c;

PH: 2b, 3b.

7422.25 CABINET MAKER

Makes and repairs wooden articles such as cabinets and furniture, using woodworking machines and hand tools:

Liaises with customer and/or superior to obtain and interpret job specifications; selects required lumber, matching wood according to colour and grain; marks off joints, using rule, pencil, square and templates, and prepares cutting list for **Woodworking Saw Operator**; performs duties of **WOODWORKING-MACHINE OPERATOR**, operating machines such as precision saw, mortiser, tenoner and drill to make various joints; trims joints to ensure proper fit, using chisel and block plane; applies glue to interlocking parts, knocks parts together with mallet and clamps them together until glue dries; inserts dowels, pins, screws or corner blocks to reinforce joints and removes excess glue; takes assembled item to drying area; selects and installs fittings such as handles, locks, knobs and hinges on dried items.

May sand and finish article, using oil, wax, polish or lacquer, and calculate cost of article.

OCCUPATIONAL PROFILE

DPT: 281; **ETD:** 2; **SVP:** 4;

TEMP: R, J, T;

APT: G(C), N, S, P, K, F, M;

INT: 5;

PD: 1(a[L,M],b,c,d,e,h), 4(a,b,c,d,e,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 5a, 6(b,d,f), 7(c,d);

PH: 3b.

7422.30 PICTURE FRAMER

Prepares picture frames and installs pictures according to customer's specifications, using hand and power tools:

Confers with customer or reads specifications to determine size and type of frame required; selects stock moulding according to customer's choice or prepares custom-made moulding from suitable material, using hand and power tools such as saw, planer and router; measures and cuts required lengths to suit dimensions of picture and border; positions moulding in mitre-box to cut angles, using mitre saw; assembles frame, using glue, nails, screws, staples or clamps to hold parts together; selects glass and measures and cuts it to fit frame; cuts protective cardboard or plywood backing according to dimensions of frame; positions glass, picture and backing in prepared frame, secures these with wooden strips and brads, covers back with suitable paper and glues edges; measures and marks location for screw-eyes, bores holes, using bradawl, and inserts screw-eyes and wire for hanging picture; cleans and smooths edges of frame with sandpaper.

May frame mirrors and paintings.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 3;

TEMP: R, J, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 5a, 6b, 7c;

PH: 2a, 3(a,b).

7422.35 COOPER

Assembles barrels from pre-cut components and repairs faulty barrels:

Assembles staves inside metal hoop to form barrel; secures staves with hoops at required intervals, using hammer; measures barrel to determine appropriate cir-

cumference of hoops; lengthens or shortens hoops by removing rivet and replacing it at desired spot on hoop, using hammer, chisel and anvil; installs top and bottom of barrel, using wooden mallet; operates barrel-hoop-driving machine to firmly secure hoops in place; caulks barrel, using cement paper and inserts barrel bungs; tests barrel for leaks by filling it with water and compressed air, and re-caulks it if necessary; repairs faulty barrels and wooden storage vats by re-caulking them, replacing staves and changing hoops as required.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R;

APT: G(C), S, P, K, M;

INT: 6;

PD: 1(a[H,VH],b,c,d), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b), 9;

EC: 1(a,b,i,n), 4a, 5a, 6(b,f,h), 7(a,d);

PH: 2a, 3(a,b).

7422.40 HAND LAMINATOR

Covers wooden fixtures or pre-cut material with plastic laminate, using hand and power tools:

Confers with customer to obtain specifications of required work, such as area to be covered and type of laminate to be used; inspects surfaces of wooden fixture or pre-cut material to be covered, fills holes and cracks with putty, using putty knife, smooths rough edges and uneven areas with hand or electric sander, and brushes work piece thoroughly to remove dust; measures plastic laminate and cuts it to fit each surface, using laminate cutter; applies contact cement to surfaces to be bonded, using glue-brush or cement-spreader; allows adhesive to set and joins surfaces together, applying hand pressure throughout bonding to eliminate air pockets and achieve firm bond; trims edges with hand file or electric laminate trimmer to enhance appearance of finished surface; removes excess cement from finished surface, using acetone or other solvent, and polishes surface with liquid wax and soft cloth.

May clamp laminated edges until cement sets, attach moulding strips to exposed ends and install fittings such as knobs and handles, using hand and power tools.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[L,M],b,c), 3(a,c,e), 4(a,b,c,d,e), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,i,n), 6(d,e), 7(a,b,c,e);

PH: 2a, 3b.

7422.45 WOOD FINISHER

Applies finishing products to furniture, fixtures and other wooden items to protect surfaces and enhance their appearance:

Smooths surfaces of furniture, fixtures and other wooden products, using sandpaper or sanding machine, and removes dust with cloth or soft brush; prepares tint or stain if required by dissolving pigment in water or methylated spirit, as specified, or by adding thinning agent to pre-mixed pigments to obtain desired colour and consistency; applies tints, stains or oil, using brush, cloth or spray gun; fills holes and cracks with plastic wood of desired colour or with prepared filling agent, using knife; applies first coat of lacquer, polish, oil or wax to surface of wood to seal pores, and smooths surface, using fine sandpaper; removes dust with soft cloth and applies final coat of finishing product.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R, J, T;

APT: G(C), F, M, C;

INT: 6;

PD: 1(a[L],b,c), 3(a,b,c,e), 4(a,b,c,d), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 6(d,e), 7(a,b,c,d,e);

PH: 2b, 3(a,b).

7423 WOODWORKING-MACHINE SETTER-OPERATORS

Workers in this unit group set up and operate various kinds of woodworking machines such as wood-tenoning, precision-sawing, planing and shaping machines used in the production of wooden articles.

7423.15 WOODWORKING-MACHINE SETTER

Sets up various precision-woodworking machines to prepare for woodworking operations:

Receives instructions from Supervisor-Foreperson, Woodworking-Machine Operators and studies specifications and specimen of work to be done by machine; selects and installs appropriate blades, cutters, saws and drill bits in various precision-woodworking machines such as lathe, plane, precision saws, carving and shaping machines, and mortising and tenoning machines; installs jigs and fixtures, using pliers, wrenches and screwdrivers, measures and sets guide fence and stops according to specifications; examines drive belts and pulleys and adjusts them if necessary to vary speed of cutting tool;

test-runs and operates machine to produce sample of work required; compares sample with drawings or specimen to verify accuracy of set-up and re-adjusts settings if necessary; informs superior of completion of machine settings and issues instructions to relevant machine operators.

OCCUPATIONAL PROFILE

DPT: 260; ETD: 2; SVP: 5;

TEMP: J, T;

APT: G(C), N, M, E;

INT: 6;

PD: 1(a[L],b,c,d,e,h), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,f,h), 7c;

PH: 3b.

7423.20 WOODWORKING-MACHINE OPERATOR

Sets up, maintains and operates woodworking machines such as table saw, planer, jig-saw, bandsaw and shaper to cut and shape wood according to specifications:

Studies work instructions and specifications to determine type of machine to be used; selects and installs appropriate blades, knives, saws or cutters, using hand tools such as screwdriver, pliers and wrench; sets up jigs and fixtures to facilitate machine operation; inspects pulleys, drive belts, guards and fences to ensure safe operation and adjusts them where necessary, using hand tools; test-runs machine to verify proper functioning and attain optimum speed; feeds stock into machine to achieve required cut and removes workpiece and waste from machine; repeats operation as required to complete job; cleans and lubricates machine to maintain good working condition.

May troubleshoot and perform minor repairs on machine, supervise assistants and calculate cost of work performed.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 2; SVP: 4;

TEMP: R, J, T;

APT: G(C), K, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,j,n), 5a, 6(b,d,f), 7c;

PH: 3b.

7423.25 WOOD-TENONING-MACHINE OPERATOR

Sets up and operates single or double-ended woodworking machine to cut tenons on furniture components, according to specifications:

Studies drawings, stock pattern or written specifications from Supervisor-Foreperson, Woodworking-Machine Operators to determine size, type and setting of saw blades, cutter heads, cams and jigs to be used; selects and installs blades, cutters and accessories, using wrenches and screwdriver; turns hand wheel, reads machine gauge and spaces saws and cutters according to specifications of required tenons; adjusts guides and jigs on machine bed and tightens all fixtures after verifying settings; positions stock against guide fence on machine; starts motor to rotate cutters, depresses foot-pedal to activate air-pressure clamps or turns thumb-screws to hold workpiece in position; pushes machine carriage holding stock through to cutter head and saws workpiece to make tenon; removes workpiece by releasing foot-pedal or loosening thumb-screws; verifies accuracy of tenon, using rule or template, adjusts machine setting if necessary and continues operation to complete work order; stacks finished pieces on trolley for conveyance to assembly area or for further processing; records completion of work order and informs superior.

May sharpen saws and cutters and perform routine maintenance of tenoner.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 2; SVP: 4;

TEMP: R, J, T;

APT: G(C), S, P, K, M;

INT: 6;

PD: 1(a[L,M],b,c,d,h), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 3b.

7423.30 WOODWORKING-SAW OPERATOR

Sets up and operates sawing machines to cut wood according to specifications:

Examines work order and/or receives verbal instructions from Supervisor-Foreperson, Woodworking-Machine Operators to determine type of cutting required and machine to be used; selects and installs appropriate blade, using hand tools such as wrenches, pliers and screwdrivers; examines guards, pulleys and drive belts to ensure operational safety and adjusts them if necessary; turns hand wheel and knobs to change height of table and position of blade according to size of rough stock; measures and marks stock according to specifications or traces specific shape with template or pattern; starts and test-runs machine to verify smooth operation; operates different machines such as circular saw, radial arm saw and bandsaw according to type of cutting required; feeds stock into machine to achieve desired cut, controlling

speed and direction of feeding; compares workpiece with specifications or template to verify accuracy and adjusts machine set-up if necessary; continues operation to complete work order, stacks workpieces and removes waste from machine.

May set guide fence or install jigs and fixtures to simplify repeated cutting to identical specifications and supervise work of assistant.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), K, F, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,d,f), 7g;

PH: 3b.

7423.35 WOOD-SPINDLE-CARVING-MACHINE OPERATOR

Sets up and operates spindle-carving machine to carve decorative designs on components of wooden furniture and fixtures:

Studies drawings and specifications from Supervisor-Foreperson, Woodworking-Machine Operators or examines stock sample pattern of item to be carved; selects cutters according to type of design and hardness of wood to be used; inspects cutters and sharpens them on bench-grinder if required; installs first cutter on spindle of machine, using pliers and wrenches; test-runs machine, making exploratory cuts on waste stock to verify proper functioning, and adjusts machine setting if necessary; traces outlines of design on selected stock, using pencil and template, and guides stock against rotating cutter to carve design outline; installs appropriate cutters according to intricacy of design, manipulates workpiece against rotating cutters to achieve required design and repeats carving process to complete job order; cleans and lubricates spindle-carving machine as necessary.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), S, P, K, M;

INT: 6;

PD: 1(a[L,M],b,c,d), 3g, 4(a,b,c,d,e), 5a, 6(a,b), 7a, 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(d,f), 7g;

PH: 3b.

7423.40 WOOD-PLANING-MACHINE OPERATOR

Sets up and operates planing machine to smooth surface and reduce thickness of wooden stock:

Reads work order or takes verbal instructions from Supervisor-Foreperson, Woodworking-Machine Operators to determine work specifications; examines planing machine to ensure safe working condition; turns hand-crank to adjust space between feed-table and cutter-head according to thickness of rough stock; turns hand-screws to position pressure-bar and feed-rollers to steady workpiece and carry it through to cutter-head; starts machine, inserts one end of rough stock between rollers and guides it through machine to make first cut; inspects dressed surface and turns screws and nuts to adjust machine as required; turns stock over and feeds it through planer; measures workpiece to ensure conformity with specifications, turns hand wheel to lift feed-table and repeats cutting operations as required; takes completed article to stacking area.

May replace dull or broken blades and perform routine maintenance on machine.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), N, M, K;

INT: 6;

PD: 1(a[L],b,c,d,e,f,g), 3(a,c), 4(b,c,d,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 6(b,d,f), 7g;

PH: 3b.

7423.45 WOODWORKING-LATHE OPERATOR

Sets up and operates woodworking lathe to shape wooden articles:

Examines sample piece, drawings or work order to determine specifications; places selected stock between centres on lathe and turns hand-crank to force workpiece into spurs; changes position of drive-belt on pulley to adjust rotating speed of lathe according to size of stock; moves tool-rest into position and rotates workpiece manually to ensure its free and safe movement; switches on lathe and runs tests to verify smooth rotation of stock; manipulates gouge chisel against stock to form cylindrical shape; lays out cutting line according to specifications using rule, pencil and calipers and works wood-turning chisels against rotating stock to cut required shapes; checks shape and dimension of workpiece occasionally,

using rule and pre-set calipers; sands workpiece and turns hand-crank to release article from lathe; takes completed articles to stacking area.

May clean and lubricate lathe when necessary.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(C), S, P, K, F, M;

INT: 6;

PD: 1(a[L,M],b,c,d), 3a, 4(b,c,d,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 3b.

7423.50 LAMINATING-PRESS OPERATOR

Sets up and operates glue-spreading and pressure-bonding machines to cover plywood and other manufactured board with plastic laminate:

Receives work order or verbal instructions from superior; examines glue-spreading machine, cleans bed and clears holes of dried glue if necessary, using wire rod; fills trough of machine with glue from stock container, rotates applicator roller by hand to ensure even spread of glue and moves lever to regulate flow as necessary; places sheet of plywood, hardboard or compressed board on bed of glue-spreading machine and turns hand wheel to adjust feed roller according to thickness of material to be glued; starts machine, feeds sheet for gluing into machine and wipes excess glue from adjacent surfaces, using cloth and solvent; moves glued material to pressure-roller machine or to laminating press; measures and cuts laminate if necessary, using tape and knife, and places laminate on glued surface; moves hand crank to set rollers into position or release press for bonding laminate to glued material; manipulates controls to regulate time, pressure and heat or feeds sheet into pressure-roller machine to achieve firm bonding; removes laminated sheets and examines surfaces for defects; trims edges of sheets, using knife or electric trimmer, and conveys sheets to stacking rack; directs and supervises work of assistants.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 3a, 4(a,b,c,d,e), 5a, 6a, 7(a,c), 8(c,b);

EC: 1(a,i,n), 6(b,d,e,f,i), 7c;

PH: 1a, 2b, 3(a,b), 4, 5a.

7423.55 WOOD-SHAPING-MACHINE OPERATOR

Sets up and operates machine to shape parts for wooden furniture and fixtures according to specifications:

Reads work order from Supervisor-Foreperson, Woodworking-Machine Operators to obtain pattern of desired shape, or selects pattern previously used on similar job; studies pattern to determine requirements for setting up of machine; selects and installs suitable cutters, collars and guides on woodworking machine spindle, using wrenches and pliers; turns hand wheel to adjust table height and bring cutter into position according to thickness of workpiece; fastens rough stock to pattern, using hammer and nails; test-runs machine and feeds stock to rotating cutter, pushing edge of pattern against guide to produce desired cut; examines workpiece to verify accuracy, continues operation to complete work order and stacks workpieces on trolley for conveyance to next work station; cleans, oils and performs routine maintenance on machine.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), P, K, F, M;

INT: 6;

PD: 1(a[L,M],b,c,d), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 3b.

7423.60 MORTISING-MACHINE OPERATOR

Sets up and operates mortising machine to cut slots in wooden components of furniture and fixtures:

Receives and studies work order from Supervisor-Foreperson, Woodworking-Machine Operators to determine job specifications such as length, depth, width and position of mortise on workpiece and other set-up requirements; selects and installs appropriate mortising chisel or mortise-chainsaw assembly and adjusts height of mortising machine table or spindle stop to set depth of cut specified, using wrenches and screwdriver; lays out cuts to be made on stock, using square, rule and pencil, and clamps stock to machine table; starts machine and pulls lever or depresses foot-pedal to force cutting tool into wooden workpiece; turns hand wheel to release stock or to reposition it for further mortising and verifies conformity of cuts with specifications, using rule and calipers or by fitting parts together; continues mortising operations to complete work order; stacks workpieces and cleans and lubricates machine.

OCCUPATIONAL PROFILE

DPT: 282; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), M, E;

INT: 6;

PD: 1(a[L,M],b,d,e,h), 3a, 4(a,b,c,e), 5a, 6(a,b), 7a, 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 3b.

7423.65 WOOD-BORING-MACHINE OPERATOR

Sets up and operates wood-boring machine to bore holes in components of wooden furniture and fixtures:

Studies drawings, samples or written specifications from Supervisor-Foreperson, Woodworking-Machine Operator to determine size, type and position of holes required; selects boring bits, stops and guides and installs them using hand tools such as wrenches, pliers and screwdrivers; adjusts spindle location and stops to regulate spacing and depth of bore, using rule, wrenches and template; turns hand wheel to move machine-table and guides to position stock in line with boring-tool; positions workpiece and checks accuracy of set-up, re-adjusting machine settings as necessary; activates machine to start rotation of boring-bits and depresses foot-pedal to position boring tool to workpiece and bore holes; verifies specifications by measuring workpiece with rule or using template, and continues operation until work order is completed; stacks workpieces on trolley for conveyance to assembly area.

May ream and countersink holes as required, perform routine maintenance on machine and supervise and instruct assistant.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), F, M, E;

INT: 6;

PD: 1(a[L,M],b,c,h), 3(a,c), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b), 9;

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 2a, 3b.

7424 BRUSHMAKERS AND RELATED WORKERS

Workers in this unit group make brushes and brooms from materials such as bristles, fibre and wire.

7424.15 PAINT-BRUSH-HEAD MAKER

Makes paint-brush heads by filling metal ferrules with material such as bristles or natural or synthetic fibres:

Weighs or averages required quantity of bristles or fibres to make specified size of paint brush; inserts base end of filling material into ferrule, using paper holder, and packs material tightly, using blunt instrument; separates material with knife, inserts wooden wedge in centre and presses fibres or bristles against sides of ferrule, using jig, to form brush-head; strikes protruding material, using blunt instrument, to achieve uniformity; removes loose bristles or fibres manually from brush-head and combs brush-head to remove kinks; packs brush-heads in boxes prior to bonding; applies glue to brush-head to secure filling material in ferrule; places brush-heads in tray to dry; cleans and dusts work area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), K, M;

INT: 6;

PD: 1a(S), 4(a,b,c,e), 7(a,c), 8c;

EC: 1(a,i,n);

PH: 1a, 2(a,b), 3(a,b), 4, 5a.

7424.20 COBWEB-BROOM MAKER

Selects and prepares materials and makes cobweb brooms:

Collects raw materials such as coconut shells and rods from forested areas and estate lands; cuts rods to required length and peels off bark, using knife; pounds coconut shell with mallet and strips off softened husk; shreds fibre by hand to partially separate strands; removes rim from used can, using cutlass, and flattens can with hammer; cuts tin to required size, using shears, and shapes it manually to form funnel-like ferrule; places fibre in ferrule and nails it together to keep it firm; bends and flattens nails it at back of ferrule, using hammer to finish broom head; cuts length of wire, using pliers, and bends wire to make loop; positions loop over ferrule and strikes with hammer to further secure fibre; combs fibre to increase pliability, using jig; trims fibre ends, using sharp implement; re-combs fibre and rubs it against hand to remove dust and further refine broom; shapes ends of rod to obtain even appearance, fits rod into ferrule and nails it into place; paints ferrule and top end of broom to improve appearance of finished product.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L],b,c), 3(a,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,l,n), 4a, 6b, 7(c,d);

PH: 1a, 2a, 3b, 4.

7424.25 BROOM WINDER

Wraps and fastens natural fibres to broom handles in preparation for stitching:

Collects supplies of raw material such as broom corn, sticks, nails and wire from stores and positions wire onto reel of broom winder; tests soundness of broomsticks by striking sticks against hard surface; inserts and clamps broom handle into winder; threads end of wire from reel through hole in protruding end of handle and wraps wire around handle to form binder; places specified quantity of fibre on handle and under wire and depresses pedal of winder to rotate handle and wind wire around fibre; repeats process, spreading layers of fibre around handle and under wire while turning winder; trims excess fibre from around broom handle, using knife; coils wire around neck of broom handle to cover raw edges of fibre; fastens leather strap around broom to keep fibres in place and secures wire coil, using mallet; observes size of broom to ensure maintenance of desired standards; nails protruding end of wire onto handle to give neat finish; removes leather strap and replaces it with string; stacks brooms in heaps readiness for stitching; lubricates equipment when necessary.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[L],b,c), 4(a,b,e), 6a, 7a, 8(a,b);
EC: 1(a,i,m,u);
PH: 3(a,b), 4.

743 TEXTILE AND GARMENT AND RELATED TRADES WORKERS

Workers in this minor group make fabrics by hand-weaving, knitting or other means, make or take part in making garments, hats and other articles of textile, fur, leather and similar materials and upholster furniture.

7430 SUPERVISORS, TEXTILE AND GARMENT TRADE WORKERS

Workers in this unit group supervise subordinates engaged in making fabrics, cutting and constructing garments and other articles of textile and similar materials, and upholstering furniture.

7430.15 SUPERVISOR, GARMENT-CUTTING ROOM

Directs and monitors cutting of garment components to be used in production of wearing apparel:

Obtains cutting specifications for production of garments from superior; selects garment pattern from stock or obtains pattern from Clothes Designer or from Pattern Maker, Garment Manufacture; instructs subordinate on colour, quantity and style to be cut and cutting lines to suit fabric; checks pattern layout and/or liaises with Pattern Drafter to ensure that pattern layout is marked according to specifications; supervises activities in garment-cutting room.

May assist in cutting of garment components.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;
TEMP: D, P, J, T;
APT: G(C);
INT: 6;
PD: 1a(L), 4b, 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,m,u), 7c;
PH: 2a, 3b, 4.

7430.20 SUPERVISOR, UPHOLSTERY AND BEDDING MANUFACTURE

Supervises activities of workers involved in production of mattresses and upholstered furniture:

Discusses manufacturing specifications with superior and requisitions materials such as foam, cotton, burlap and other upholstery fabric; allocates work load and gives technical advice to personnel involved in cutting, stitching and assembling operations; supervises activities such as covering framework of furniture, stitching and stuffing cushions, assembling mattresses and installing trimming such as braids, buttons and tacks; examines workpiece to ensure conformity with standards and returns faulty work to appropriate worker for correction; monitors work progress to ensure maximum productivity and timely delivery of orders to customers; prepares job cards for piecework-rate employees and maintains production records

May assist with cutting, stitching and assembling operations in upholstery manufacturing.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 7;
TEMP: D, P, J;
APT: G(C), Q, P;
INT: 6;
PD: 1a(L), 3(a,c), 4(b,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,m,u), 5a, 7c;
PH: 1a, 2a, 3b, 4.

7431 HANDWEAVERS, KNITTERS AND OTHER HAND TEXTILE PRODUCT MAKERS

Workers in this unit group weave, knit and crochet garments and other articles by hand or using hand-operated machines.

7431.15 HAND CROCHETER

Crochets household articles, garments, trimmings and decorative pieces by hand, using crochet hooks and yarn.

Liaises with customer to determine item required such as tablecloths, bedspreads, doilies and collars; consults books or leaflets and assists customer in selection of pattern, size of item and colour combinations if desired; calculates amount of yarn to be used, determines required texture of crochet thread or wool and size of crochet hooks, and purchases materials; crochets item in accordance with specifications, using crochet hooks and yarn, increasing or decreasing number of stitches or motifs to shape and adjust length of article; sews together motifs, using bodkin and yarn, to make item where applicable; delivers finished item to customer and receives payment.

May starch and iron crocheted article.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(C), K, F;
INT: 5;
PD: 1a(S), 4(b,c), 5a, 6a, 7(a,c,g), 8g;
EC: 1(a,i,n);
PH: 2a, 3b, 4, 5a.

7432 TAILORS, DRESSMAKERS AND HATTERS

Workers in this unit group cut and sew garments and make or decorate hats.

7432.15 TAILOR

Makes clothing such as trousers, waist-coats, jackets, skirts and other garments, on customer's request:

Holds discussion with customer on type of garment to be made, fabric to be used and colour and style of clothing required; takes body measurements of customer, according to garment requested, and records measurements to be used in preparing pattern and/or cutting out garment; lays fabric on table in readiness for cutting and measures and marks cutting and sewing lines, using tailor's chalk, curve stick, square rule and measuring tape; cuts components of garments from fabric, using scissors or motorised cutter; assembles garment components in preparation for sewing by pinning or tacking them together; selects colour and texture of thread to match fabric to be sewn,

threads sewing-machine and adjusts sewing tension of machine; prepares partially assembled garment for trial fitting or stitches garment; fits garment on customer and makes adjustments where necessary; adds accessories to finish garment.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 6;
TEMP: P, J, T;
APT: G(C), S, P, Q, K, F, M;
INT: 1, 5;
PD: 1(a[L],b,c,e), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,l,n);
PH: 2a, 3b.

7432.20 DRESSMAKER/Seamstress

Makes, alters and repairs garments following customer specifications or commercial patterns:

Determines style of garment and type of fabric to be used in consultation with customer, incorporating own ideas with customer preferences and current fashion trends; takes and records body measurements of customer, using measuring tape; drafts and/or modifies basic pattern according to specifications, to facilitate construction of garment; lays fabric and prepared pattern on cutting surface, positioning and pinning pattern pieces to fabric; cuts fabric, following outline of pattern, using dressmaker's shears; pins and tacks cut pieces to assemble garments such as blouses, skirts and dresses and facilitate sewing thereof; positions garment on sewing-machine and activates machine to straight stitch, ruffle, serge, make button-holes and/or fold hemline as required; attaches notions such as buttons and appliques to finish garment; fits garment on customer and makes adjustments where necessary; irons garment before delivering it to customer; alters or repairs garments on request.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 6;
TEMP: P, J, T;
APT: G(C), S, P, Q, K, F, M, C;
INT: 1, 5;
PD: 1(a[L],b,c), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,n);
PH: 2a, 3b.

7432.25 HAT TRIMMER/Hat Decorator

Attaches decorative accessories to hats to enhance style and finish:

Examines hat samples or checks specifications of hat to

be decorated; selects appropriate accessories such as ribbons, flashes, artificial flowers and other ornaments; pins, glues, sews or staples decorative accessories to hat crown and brim of hat, using needle and thread, glue gun, and stapling machine; decorates bridal head-wear, using artificial floral assembly and various trimmings, and places it on wire frame where necessary to bend into required shape; attaches veil, using needle and thread, to complete assembly of bridal head-wear.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), P, F, M, C;

INT: 1;

PD: 1(a[L],h), 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,c);

EC: 1(a,i,n), 5a, 7c;

PH: 2a, 3(a,b), 4, 5

7433 TEXTILE PATTERNMAKERS AND CUTTERS

Workers in this unit group design, modify and/or cut patterns according to specifications to facilitate the construction of garments and other sewn products.

7433.15 PATTERN MAKER, GARMENT MANUFACTURE

Draws and cuts out patterns for factory production of garment:

Interprets sketches submitted by **Clothes Designer** and determines number of pattern pieces to be constructed; draws outline of pieces on paper, using pencil, rules and other drawing tools, and includes details such as pleats, button-holes and seams; determines amount and type of fabric needed for garment; cuts out pattern, using scissors; lays out pattern on fabric and cuts fabric to produce sample garment; forwards sample to **Sewing-Machine Operator, Garment Industry** and gives technical advice, where necessary, in construction of garment according to specifications; checks finished sample, makes adjustments to pattern if required and forwards corrected sample to superior for approval; prepares standard manufacturing pattern sizes, using pattern grader, based on design of approved garment sample; checks pattern pieces to ensure that all parts of garment are included and that cutting and stitching lines are clearly marked; forwards pattern and sample to **Supervisor, Garment-Cutting Room** for appropriate action.

May design garments.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 5; SVP: 5*;

TEMP: P, J, T;

APT: G(C), P, F, M;

INT: 5;

PD: 1a(S), 3a, 4(a,b,d,d), 5a, 6a, 7a, 8(a,c);

EC: 1(a,i,n);

PH: 2a, 3b.

7433.20 PATTERN DRAFTER

Marks outlines of patterns used for manufacture of garments on fabric or drafting paper to facilitate cutting operations:

Selects patterns from available stock, or obtains new patterns from **Pattern Maker, Garment Manufacture** according to specified work order; liaises with **Supervisor, Garment-Cutting Room** to ensure that specified fabric is available; arranges pattern on drafting paper or fabric to accommodate style, grain and weave of fabric, and minimise wastage; outlines patterns using pencil, ball-point pen, crayon or chalk and places identifying marks for sizes and quantities; compares pattern lay-out with specifications to ensure that all garment parts are included and that sizes and quantities are correct; informs **Supervisor, Garment-Cutting Room** when drafting is complete.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 2; SVP: 7;

TEMP: R, J, T;

APT: G(C), S, P, Q, K, M;

INT: 6;

PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,n), 7c;

PH: 2a, 3b.

7433.25 UPHOLSTERY CUTTER

Cuts material according to specifications for use in covering frames of upholstered furniture or making cushion covers:

Checks records or consults with superior to obtain cutting specifications; selects material such as vinyl and burlap to be used for padding and covering frames of upholstered furniture and making cushion covers; lays paper pattern on material and measures and marks cutting and sewing lines, using appropriate marking medium; cuts through layers, around contour of patterns, using motorised cutter or scissors; sorts and bundles parts according to colour and design, and sets them aside for distribution to assembly personnel.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(C), P, K, M;
 INT: 5;
 PD: 1(a[L],b,c), 3a, 4(b,c,d), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 6f, 7(c,d);
 PH: 2a, 3b, 4.

7433.30 PATTERN MAKER, TOWEL MANUFACTURE

Develops, modifies and/or prepares pattern designs and operates machines to punch holes in blank cards and lace pattern cards together:

Develops new or modifies existing designs on basis of current trends and seasonal interests; sketches designs on tracing paper and submits them to managerial personnel for approval; prepares pattern designs and plots diagrams on graph paper; indicates required number of pattern cards and size of punches to be used in pattern-punching operation; prepares written instructions for Weavers, Textile; examines fabricated sample and corrects errors in pattern if necessary; secures and tacks diagram to frame on front of pattern-punching machine and positions blank pattern cards under punches or cutting dies; aligns reference marks, and depresses clutch pedal and presses keys to activate machine to punch holes in blank cards, according to specifications; manipulates machine handles to advance pattern diagram and repeats punching operations until specified number of cards have been punched; numbers cards in consecutive order and checks for accuracy of numbering; prepares card-lacing machine for operation by threading it, adjusting tension and filling shuttle; places punched pattern cards singly on feed belt, following numerical sequence, and activates machine to lace cards together to form pattern chain; stops machine to re-thread it, replenish spools and adjust tension devices; checks completed pattern chain for slack or broken twine and repairs chain by manually tightening and knotting twine; applies glue to secure repaired area; pushes steel rods through cards for use on jacquard unit; ties and stacks laced pattern cards.

May be designated according to area of specialisation; for example,

CARD LACER, TOWEL MANUFACTURE
 PATTERN DESIGNER, TOWEL MANUFACTURE
 PATTERN PUNCHER, TOWEL MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
 TEMP: J, T;
 APT: G(C), P, Q, M, E, C;
 INT: 6;
 PD: 1(a[L],b), 4(b,c,d), 5a, 6a, 7(a,g), 8g;

EC: 1(a,i,m,n), 5a, 6f;
 PH: 3b.

7433.35 GARMENT CUTTER

Cuts through layers of fabric, following pattern contours, to produce parts of wearing apparel:

Spreads *marker* on cutting surface to obtain length of first layer of fabric; selects and positions appropriate die on cutting bed and marks reference points on fabric to facilitate cutting according to specifications; instructs Fabric Spreader on quantity and quality of fabric needed to produce garments; checks spread fabric to ensure that instructions are carried out and that lay-out of fabric design meets specifications; checks marker to ensure that all aspects of garment are included in pattern lay-out in correct sizes and quantity; inserts base of portable motorised cutter under layers of fabric and starts and guides cutter along contours of marker; places fabric for cutting shirt collars or cuffs on bed of die-cutting machine; manipulates levers and buttons to move cutting mechanism into position and make precision cuts on fabric; forwards cut parts for further processing; completes production records for submission to regulatory or superior officer.

May supervise activities of cutting room and cut separate parts of garments to replace faulty ones, draft patterns for standard designs and bundle garment parts where necessary.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R, T;
 APT: G(R), P, Q, K, M;
 INT: 6;
 PD: 1(a[L],b,c,d,h), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n), 6f, 7g;
 PH: 2a, 3b.

7434 SEWERS, EMBROIDERERS AND RELATED WORKERS

Workers in this unit group sew, repair and embroider garments and miscellaneous items such as sails and awnings.

7434.15 SAIL REPAIRER

Repairs damaged areas of sail, using hand and power tools:

Spreads sail over work area and examines it to determine kind of repairs required; measures damaged area with measuring tape and marks off area, using pen and ruler; selects material of matching weight, colour and type; draws pattern on material to match area to be patched and cuts material with scissors or cutting tool; configures

machine to match stitch pattern on sail; attaches self-adhesive material of matching colour to damaged area or sews sections together on machine, using thread; reinforces machine stitching when required, by hand sewing with waxed sail twine.

May modify sail to suit type of boat and replace parts such as grommets, rings or slides.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), P, K;

INT: 5;

PD: 1(a[L,M],b,c,e), 3(a,b,c), 4(a,b,e,f), 5a, 6a, 7(a,b,c), 8(a,b,c);

EC: 1(a,b,i);

PH: 2a, 3(a,b).

7434.20 CANVAS AWNING MAKER

Makes canvas awnings, using industrial sewing-machine:

Liaises with customer and/or visits site to determine type of awning needed; advises customer on selection of awning to suit decor; measures area, prepares initial estimate and discusses cost with customer; prepares working drawings for awning frames and unit costs of material; purchases material where necessary or obtains it from available stock; forwards drawings to Welder for assembly of metal frames and gives technical advice where necessary; cuts canvas awning for metal frames according to specifications, using measuring tape and scissors and/or prepared patterns as necessary; stitches canvas into required shape of awning, using industrial sewing-machine; positions templates at border edges and cuts serrated edges to form design; sews binding over edges to reinforce fabric and add style and finish; makes belt for attaching canvas awning to frame from matching fabric; pierces lace holes in belt at various intervals and inserts grommets, using manually operated machine; sews belting near edge of awning and attaches awning to frames, using nylon laces; supervises installation of awning or delivers completed awning and final bill to customer.

OCCUPATIONAL PROFILE

DPT: 262; ETD: 2; SVP: 2;

TEMP: D, P, J, T;

APT: G(C), S, P, Q, F, M, E;

INT: 6;

PD: 1(a[L],b,c,e,h), 2(a,b), 3b, 4(a,b,c,d,e,f), 5a, 6a, 7(a,b,c,d,e,g), 8(a,b,c), 9;

EC: 1(c,f,i,n), 5a, 6(b,f), 7(c,h);

PH: 3b.

7434.25 EMBROIDERER

Operates sewing machine to embroider decorative designs on fabric items by performing any combination of the following duties:

Discusses orders with customer to determine types of garment and colours required; traces pattern onto fabric; attaches hoops around area of fabric to be embroidered to prevent shifting; selects thread according to specifications; sets up sewing or embroidering machine; operates machine by manipulating presser-foot or computerised keyboard to embroider fabric, guiding fabric under needle and following markings where applicable; checks embroidery for defects and rips and repairs defective embroidery; scallops neck, armholes, hem and other parts of garments, makes button-holes and sews on buttons if required; cuts excess threads with scissors to neaten garment.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(C), P, F, E, C;

INT: 5;

PD: 1(a[S],h), 3a, 4(b,c,f), 5a, 6a, 7(a,c,d,g), 8c;

EC: 1(a,i,n);

PH: 2a, 3b.

7435 UPHOLSTERERS AND RELATED WORKERS

Workers in this unit group upholster furniture, make mattresses and fit and install other furnishings and interiors.

7435.15 UPHOLSTERER

Upholsters or repairs upholstery of furniture items and interior of vehicles by performing any combination of the following duties:

Liaises with customer to determine job requirements and advises on colour, style, quantity and quality of material; measures areas to be upholstered and calculates cost of completing job; dismantles units and removes worn or damaged fabric covering and padding from areas such as seat, arms, back and sides of items, using hand tools; checks for broken or loose springs, removes these using staple remover, and replaces them, using stapling gun; cuts fabric to required dimensions to form covers; places and secures padding over surface of workpiece; fits workpiece with prepared covers, slitting curved corners with shears where necessary, and secures covers, using specialised tools and glue; attaches edges, braids, buttons and other decorative fixtures; reassembles unit and installs or replaces unit wheels, legs and castors and vehicle matting.

May be designated according to area of specialisation; for example,
FURNITURE UPHOLSTERER
MOTOR VEHICLE UPHOLSTERER

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 2; **SVP:** 6;
TEMP: P, J, T;
APT: G(C), P, K, F, M;
INT: 5;
PD: 1(a[M],b,c,d,e,g), 3(a,b,c), 4(a,b,c,d,e), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,n), 5a, 7(c,d);
PH: 3b.

7435.20 MATTRESS MAKER/MattressAssembler
 Pads and/or covers coil-spring units or pre-cut foam to complete assembly of mattresses by performing any combination of the following duties:

Lifts and positions coil-spring units or pre-cut foam for making mattresses onto work table, with assistance of co-worker; covers surface of coil-spring unit with quilting or other material, pads corners with felt and secures to wires, using stapling gun; spreads fabric over pre-cut foam; turns unit to expose under-side and repeats operation to cover surface; places appropriate border around sides of mattress and pins it at various intervals in preparation for sewing; lifts mattress onto stitching table, pulls covered edges together and positions edges under feed plate of tape-edge sewing machine; activates and guides machine along table to stitch along contour of mattress, manipulating hand lever to turn corners and knee lever to control movement of machine; trims thread from mattress and places mattress in plastic bag.

May be designated according to area of specialisation; for example,
FOAM MATTRESS MAKER
SPRING-FILLED MATTRESS MAKER

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 2;
TEMP: R, T;
APT: G(R), P, M, E;
INT: 6;
PD: 1(a[L],b,c,d,e,h), 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b), 9;
EC: 1(a,i,m,n), 5a, 7c;
PH: 2a, 3(a,b).

7435.25 CASKET COVERER

Covers and lines caskets, using fabric such as plush or velveteen:

Discusses specifications for covering casket with superior; selects fabric and measures and cuts required quantity from bolt, using measuring tape and scissors; dismantles wooden upper and lower lids of casket, using screw driver; covers required surfaces with fabric and cuts along outline to obtain fit and avoid wastage; applies glue to surface, using brush, places cut fabric onto glued surface and manually smooths entire area to ensure bonding; places padding material in casket bed, covers padding and lines casket interior and upper and lower lids according to specifications; attaches skirts on inside edges of casket for neatness, style and finish; reassembles casket and attaches bolsters or other accessories as required; repeats operation for external covering of casket bed.

May emboss finish fabric, using dies, or ruffle or pleat fabric, using sewing machine

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 3;
TEMP: R, T;
APT: G(C), P, K, M;
INT: 6;
PD: 1(a[L],b,c,d,e), 3a, 4(a,b,c,d), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,n), 5a, 7c;
PH: 2a, 3(a,b).

744 LEATHER AND SHOEMAKING TRADES WORKERS

Workers in this minor group make leather from hides and skins; make and repair footwear, mainly of leather, and make saddles, harnesses and a variety of products from leather.

7441 TANNERS

Workers in this unit group make leather from hides and skins.

7441.10 TANNER

Procures and treats hides for conversion into leather:

Visits abattoir, selects and purchases hides and transports them to tannery; preserves hide by treating it in solution of salt or storing it in refrigerator; prepares hide for tanning by soaking it in cleansing solution, scraping flesh and other residual matter from skin and washing it in water; prepares tanning solution, submerges hide in solution and leaves it to tan for stipulated time; examines sample visually and continues or discontinues tanning process accordingly; applies oil to hide and hangs it to

dry; sorts and stores dry leather and presents it for sale to buyers; replenishes cleaning and tanning solutions periodically; disposes of tannery waste in environmentally friendly manner

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), M;

INT: 5;

PD: 1(a[M,H],c,d,e,g), 4(a,b), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b), 4a, 6a, 7(a,b,d);

PH: 2b, 3(a,b).

7442 SHOEMAKERS AND RELATED WORKERS

Workers in this unit group make and repair standard or special footwear and other leather articles.

7442.15 SHOE PATTERNMAKER

Prepares patterns for manufacture of shoes and monitors pattern production to ensure that design specifications are achieved:

Obtains information on current trends, styles and techniques of shoe-making from sources such as manufacturers' catalogues and magazines; confers with Marketing and Sales Manager and other sales personnel to determine customer preferences; obtains approval from management committee to commence production of new shoe styles and types; prepares shoe designs by placing paper tape or paper on last, and drawing sections, contours, cuttings and ornamental lines on tape or paper according to specifications of pattern; removes tape or paper with sketch of shoe design, traces outline and other relevant features on cardboard and cuts cardboard templates of *vamps*, *quarters* and other upper parts of shoe, using scissors and knife; prepares master templates by superimposing cardboard templates on metal sheet and cutting out shapes, using shears; submits master templates to Pantograph Machine Operator for reproduction in varying sizes; instructs production department to produce sample shoe; monitors sample production test-run for varying sizes, requests distribution of sample shoes and handles complaints; modifies pattern to ensure proper fit of shoe; attends trade conferences periodically to keep abreast of styles and technological developments.

May requisition lasts, leather soles and other materials from overseas suppliers

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 1;

TEMP: J, T;

APT: G(C), S, P, K, M;

INT: 1, 6;

PD: 1a(S), 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,m,n);

PH: 3b, 4, 5a.

7442.20 ORTHOPAEDIC SHOEMAKER

Manufactures and repairs specialised footwear for persons with foot or leg malformations:

Reads prescription, liaises with medical personnel and examines patient's feet to determine type of footwear required; measures feet with tape measure, notes abnormalities and prepares paper pattern; outlines pattern on thermoplastic material and activates machine to cut material to form build-up for inside of shoe; obtains impression of patient's foot on softened material to determine pressure points and shapes material to match foot, using sanding machine; selects mould suited to foot condition or prepares mould, using plaster of Paris; attaches thermoplastic and leather pallet to underside of mould; cuts out rubber lining and attaches it to pallet, using adhesive; mixes paste of wood flour and rubber latex and forms base by brushing paste onto build-up and allowing it to dry; sands base to obtain required shoe level; attaches upper sole and heel to build-up by performing tasks similar to those of SHOEMAKER; inserts metatarsal or rocker bar under heel or sole to alleviate foot discomfort; fits shoe on patient and adjusts it if necessary.

May alter ready-made orthopaedic footwear.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 5;

TEMP: J, T;

APT: G(C), P, F, M;

INT: 5;

PD: 1(a[L],b,c,b), 3(a,b,c), 4(b,c,d,e,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 6(b,e,f,i), 7(a,c);

PH: 3b.

7442.25 SHOEMAKER/Custom Shoemaker

Designs and makes custom-made shoes, using hand and machine tools:

Communicates with customer to determine requirements such as style and material required for making shoe; measures feet to determine size of last to be used; purchases shoemaking material; prepares designs for shoe by placing paper on last and drawing sections, contours and patterns required by customer; cuts templates for upper parts, using scissors and knife; superimposes paper templates on material and cuts parts accord-

ingly; stitches component parts, using sewing machine, and reinforces shoe by sticking pieces of leather to inner surfaces to form lining; tacks insole to last, using hammer and nails; shapes shoe by pulling upper over insole, using pincers, and checks toe and seat of upper to ensure proper alignment; tacks or sticks upper to insole and places steel or leather shank on sole to provide further reinforcement; trims excess from upper to facilitate attachment of welt and stitches welt to upper as necessary; attaches outsole to upper by sewing or sticking on welt and hammering outsole to upper to ensure proper bonding; builds shoe heel by tacking lifts of leather or rubber to base of outsole, using hammer and nails; trims edges of sole and heel, using rasp or sanding machine; applies dyes and polish to shoe, using brush, to obtain required colour and sheen.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 2; SVP: 3;

TEMP: P, J, T;

APT: G(C), P, K, F, M;

INT: 1, 6;

PD: 1(a[L],e,h), 4(b,c,e,f), 5a, 6a, 7(a,e,g), 8(a,b,e);

EC: 1(a,i,n), 6(b,f);

PH: 2a, 3b, 4, 5a.

7442.30 SHOE REPAIRER

Repairs and re-finishes footwear, using appropriate products, hand tools and equipment:

Receives instructions from superior or liaises with customer on services required; quotes charges and indicates time needed to carry out service; positions shoe on rests and removes heel piece or sole, using pincers and knife; operates sanding machine or applies sandpaper to prepare welt for attachment of new sole; measures and cuts sole or heel piece from material and attaches it to shoe by applying suitable adhesive and/or nailing it into place; removes old heel lift with hand tools and clears area for new lift, using standing drill; inserts new lift and positions shoe on rests to hammer lift into place; repairs or replaces broken heel and shank of shoe, using appropriate hand tools and equipment; mends torn shoe fabric and fastens sole material to shoe upper, using stitching machine or by hand sewing; modifies colour, height and size of shoe, using relevant products and/or tools; repairs belts, luggage, hand-bags and other products made from canvas, leather and related materials.

May perform duties of SMALL BUSINESS MANAGER.

OCCUPATIONAL PROFILE

DPT: 661; ETD: 2; SVP: 2;

TEMP: J, T;

APT: G(C), P, K, M, E;

INT: 5;

PD: 1(a[L],b,h), 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,c,d,g), 8(a,b,c), 9;

EC: 1(a,i,n), 5(a,b), 6(b,c,f), 7(a,b,c,e);

PH: 2a, 3b.

749 OTHER CRAFT AND RELATED TRADES WORKERS NOT ELSEWHERE CLASSIFIED

Workers in this minor group perform duties related to product-making which have not been assigned to workers in the preceding unit groups.

7499 OTHER CRAFT AND RELATED TRADES WORKERS NOT ELSEWHERE CLASSIFIED

Workers in this unit group perform duties related to fabrication and repair of articles which have not been assigned to workers in the preceding unit groups.

7499.15 MOULD MAKER, FIBREGLASS PRODUCTS MANUFACTURE

Makes mould from product model or blueprint, using fibreglass material:

Studies blueprint, sketch or product model and/or consults with management and customers to obtain work specifications; builds pattern for products such as flower-pots, laundry fixtures and water tanks, using hand tools and materials such as wood, clay, cardboard, rigid foam and laminate; applies release agent, fibreglass reinforcement plastics and polyester resin to pattern, to create or reproduce mould; extracts mould, examines same for defects and makes relevant adjustments; ensures fitness of mould for reproduction of items by filling cracks and holes, and smoothing, compounding and polishing surface; examines sample products for conformance to specifications; liaises with Fibreglass Laminator on reproduction of items; maintains records.

May prepare blueprints for products, showing style, shape, size and other general characteristics.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), N, S, P, Q, M;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(a,b,c,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,n), 6(d,e,f), 7(a,b,c);

PH: 3b, 4.

7499.20 MOULD MAKER, CULTURED MARBLE PRODUCTS

Prepares sketches of products, builds frame and makes prototype according to required specifications, and performs quality-control functions:

Prepares sketches showing style, shape, size and general characteristics of products such as cupboards, pedestals and bathtubs; consults with management and client and alters design as required; prepares blueprints of products in accordance with approved specifications and estimates material and labour inputs and cost of products; builds frames for products from materials such as wood, clay, cardboard or laminate, using hand tools and applying principles of drafting, moulding and casting; pours fibreglass onto frame to form mould in accordance with specifications; lubricates mould and pours in cultured marble compound to make prototype; leaves for specified time; performs duties of **QUALITY-CONTROL INSPECTOR** to determine adherence to specifications

May perform duties of **MIXER AND CASTER, CULTURED MARBLE PRODUCTS**.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 3; SVP: 4;
TEMP: V, P, J;
APT: G(C), N, S, P, Q, M;
INT: 1, 6;
PD: 1(a[L],b,c), 3a, 4(b,c,f), 5a, 6(a,b), 7(a,c,d,f,g), 8(a,b,c);
EC: 1(a,i,m,n), 5a, 6e, 7(b,c);
PH: 3b, 4.

7499.25 SAMPLE CONTAINER MAKER, PAPER PRODUCTS MANUFACTURE

Designs and fabricates sample paperboard products such as bags, boxes and display packages for marketing purposes:

Studies enquiry form and customer's sample to design optimum product; calculates measurements and plans layout of container; selects and cuts appropriate grade and size of paperboard to accommodate carton contents, using guillotine; adjusts knives, creasers and slotter; feeds paperboard through rollers and under slotter, turns hand wheel, depresses pedals and manipulates levers to fabricate product on sample bench; forwards container to **Graphic Designer** for finishing and execution of design or lettering; alters returned sample to satisfy customer's request.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 4;

TEMP: R, J, T;
APT: G(C), P, F, M;
INT: 6;
PD: 1(a[L,M],b,c,d,e,g), 4(b,c,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 7(c,d);
PH: 2a, 3(a,b).

7499.30 DIE MAKER, PAPER PRODUCTS MANUFACTURE

Constructs dies from plywood and steel strips for use on machine to cut and score paperboard and printed material:

Receives verbal instructions from superior and examines blueprint and specimen to determine specifications; cuts required size of plywood to construct die, using circular saw; lays out and draws die design on plywood, using blueprint and draughting instruments; prepares plywood to accommodate steel strips by punching pairs of pilot holes on it, using electric drill, cutting in specified areas and connecting outlines, using jigsaw; determines type of steel to be used at each location and marks same for easy reference; measures, cuts, bends and mounts steel strips into plywood to complete die, using ruler, hacksaw, shears and hammer; lines cutting strips with rubber to facilitate ejection of product and waste from die.

May lock die into chase in preparation for installation on press and place in storage until ready for use.

OCCUPATIONAL PROFILE

DPT: 381; ETD: 3; SVP: 4;
TEMP: R, J, T;
APT: G(C), P, F, M;
INT: 6;
PD: 1(a[M,H],b,c,d,e,h), 3e, 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 5a, 6(b,c);
PH: 3b.

7499.35 SPORTS GOODS REPAIRER

Repairs wide range of sports goods, using various materials and hand and power tools:

Receives damaged or defective sports goods from customer and completes job card; inspects items such as bats, balls, rackets, golf clubs, boots and fishing gear to determine nature of defect and appropriate repair method; collects required materials from stock; re-strings rackets on stringing stand, using tensioning device and wedgingawl; replaces valves and tubes and repairs punctures in balls; replaces studs in cricket and football boots, re-sticking and/or stitching soles of boots as necessary; repairs or replaces underwater equipment and fishing rod

parts such as handle, ferrule, rod tip and reel seat; smooths repaired areas and applies finish to restore original colour and lustre; glues and clamps broken cricket bats, bands blade to prevent splitting, using special tape, restores handle and replaces worn handle grip as required; repairs or replaces golf club heads and grip material on handle, using adhesive tape; covers billiard tables and fits new cushions and pockets as necessary; records completion of work and cost on job card and informs customer.

OCCUPATIONAL PROFILE

DPT: 264; ETD: 2; SVP: 4;

TEMP: V, J, T;

APT: G(C), P, F, M, C;

INT: 5;

PD: 1(a[L],d,e), 3a, 4(a,b,c,d,e,f), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n);

PH: 2a, 3b.

7499.40 FIBREGLASS BOAT BUILDER

Fabricates, joins and installs sections and parts to construct fibreglass boats:

Reads drawings to obtain specifications for construction of boat; performs duties of **MOULD MAKER**, **FIBREGLASS PRODUCTS MANUFACTURE** and **FIBREGLASS LAMINATOR** to make boat; fits and bonds longitudinal stiffeners and transverse bulk heads to inner side of hull in cast mould; extracts sections from mould; joins deck and hull sections of boats, using hand and power tools to caulk seams; patches areas of boat with filling compound such as gel or microballoon coating; sands, compounds and polishes rough spots; locates and marks position of hardware for installation purposes; bolts and screws consoles, seat boxes and other marine hardware, in accordance with specifications; cuts sections and/or components of hull to accommodate engine, docking and navigation lights and bow-eye, according to design; drills holes for installation of bow and hand rails, cleats, chocks and other accessories as necessary; test-runs equipment.

May paint boat and affix identifying labels.

OCCUPATIONAL PROFILE

DPT: 284; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), N, S, P, Q, M;

INT: 5;

PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,c), 5a, 6a, 7(a,c,d,e,g), 8(a,b,c);

EC: 1(a,i,n), 6(b,e,f), 7(a,b,c,d);

PH: 3b.

7499.45 FIBREGLASS LAMINATOR

Applies or weaves layers of fibreglass material on plastic, steel or wooden mould to make or repair fibreglass products:

Receives instructions from superior on work to be performed; assembles materials and tools such as fibreglass reinforcement plastics, resin, gel-coat, brushes, squeegee and rollers at work site; cleans mould with water or cleaning compound, polishes surface as necessary and applies release agent to facilitate removal of products; cuts fibreglass mat, woven roving or cloth to size, using shears; mixes resin, catalyst and other ingredients according to specifications, using mechanical mixer or stirrer; applies gel-coat to mould to produce glossy and coloured surface on finished items; places pieces of fibreglass reinforcement plastic onto mould and impregnates plastic with resin to form composite or weaves resin-saturated strips onto wooden mould to produce furniture; repeats process according to thickness required; smooths surface and removes entrapped air with squeegee; loosens moulded product with compressed air or water and extracts product manually or by use of overhead hoist; examines product for defects such as air bubbles, rough spots and uneven gloss and informs inspection personnel of same; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), P, M;

INT: 6;

PD: 1(a[L],b,c), 3(a,c), 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n) 2a, 4a, 6(d,e,i), 7(a,b,c,d);

PH: 2a, 3b.

7499.50 MOTOR-VEHICLE NUMBER-PLATE MAKER

Makes metal and plastic motor vehicle number plates by performing any combination of the following duties:

Liaises with customer for information on type of vehicle and indicates prescribed and permissible features for design of number-plate; quotes price of job and length of time required to complete number plate and writes job order; measures and cuts flexi-plastic or metal material into appropriate size, using hand or power tools; measures spacing for serial number and marks same using stencil and marking tool; traces marked lines on plastic, using knife and removes appropriate areas to facilitate application of paint with spray-gun; removes remaining paper backing plate and paints non-coated area; places adhesive reflective tape or applies paint onto metal to

create coloured background; prepares serial number from reflective tape of contrasting colour, using tracing techniques or appropriate stencils; attaches prepared or pre-manufactured serial numbers to plate on area indicated, using suitable adhesive where applicable; files sharp or uneven edges on number-plate.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L,M],b,c,d), 3a, 4(a,b,d,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5a, 6(b,d,f), 7(a,b,c,d);

PH: 2a, 3b

7499.55 TABLE PREPARER, CULTURED MARBLE PRODUCTS

Prepares work-table preparatory to casting of cultured marble products:

Receives blueprints from superior and examines them to determine measurements of products such as slabs and bathroom accessories; cleans work-table with soft cloth and cleaning compound such as acetone and toluene to prepare it for casting operation; measures and marks specifications of item on table top, using measuring tape or rule; selects dividers, cuts them to size, using hacksaw, positions them on table and fastens together with adhesive tape; applies wax strips manually to seal crevices between boards and table; operates buffing machine to polish table top and sprays or paints on gel-coat preparatory to pouring of marble compound.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(C), N, Q, M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c), 5a, 6a, 7a, 8(a,c);

EC: 1(a,i,m,n), 5a, 6e, 7(a,b);

PH: 2a, 3b.

MAJOR GROUP 8
Plant and Machine
Operators and Assemblers

81 INDUSTRIAL PLANT OPERATORS**811 MINING AND MINERAL-PROCESSING PLANT OPERATORS**

Workers in this minor group operate and monitor heavy equipment in quarries and plants processing mineral ore; erect and operate drilling plants and perform related tasks in the sinking and operation of wells.

8110 SUPERVISORS, MINING AND MINERAL PROCESSING PLANT OPERATORS

Workers in this unit group supervise and coordinate the activities of workers engaged in petroleum processing and stone-treatment plant operations.

8110.15 PRODUCTION SUPERVISOR-FOREPERSON, PETROLEUM INDUSTRY

Supervises and coordinates activities of workers engaged in various areas of oil production by performing any combination of the following duties:

Plans and coordinates operations in collaboration with subordinate supervisory personnel and engineering department personnel where applicable; supervises personnel engaged in production, workover and servicing operations on assigned rigs, oil wells and platforms; requisitions materials and supplies and approves purchase orders; ensures adequate supply of tools and equipment and arranges for transport of same to relevant complex; monitors performance of producing wells, drilling platforms, engines, pumps, separators and associated equipment, and operations of repair facilities; ensures that completion, maintenance and repair work on well are carried out on schedule and in conformity with approved standards; ensures adherence to safety procedures and practices on rig, oil well and platform and minimum pollution of surrounding area; examines daily reports prepared by subordinate supervisory workers and prepares progress and completion reports; trains personnel in safe operation of equipment and facilities; performs relevant personnel functions.

May be designated according to area of specialisation and/or level of responsibility; for example,

DRILLING SUPERVISOR
PRODUCTION SUPERVISOR, OIL FIELD
WORKOVER TOOLPUSHER, PETROLEUM
INDUSTRY

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
TEMP: D, P, J;

APT: G(T), S, Q;
INT: 6;
PD: 1a(L), 2a, 3(a,c,e), 4f, 5a, 6(a,b), 7(a,c), 8(a,b,c);
EC: 1(c,i,j,m,n), 4a, 5a, 6(a,b,f,h), 7(a,b,c,d,f,h);
PH: ---.

8110.20 SUPERVISOR-FOREPERSON, CEMENT PRODUCTION

Supervises and coordinates activities of workers engaged in various operations related to cement production:

Performs duties of PRODUCTION SUPERVISOR; verifies availability of raw materials required for slurry production; authorises pumping of finished slurry to cement plant; monitors slurry flow and instructs workers on cleaning of line; examines data relating to operation of rotary kiln and grinding mills and inspects plant equipment and machinery to verify proper functioning; supervises routine maintenance, periodic overhaul and repair of equipment and machinery as required; ensures maintenance of adequate water supply and testing of water for domestic consumption; refers problems, including major repair needs, to relevant personnel for remedial action.

May be designated according to area of specialisation; for example,

PROCESS FOREMAN, SLURRY PRODUCTION

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), P, Q;
INT: 6;
PD: 1a(L), 2a, 3a, 4(b,f), 5a, 6a, 7(a,b,d,g), 8(a,b,c);
EC: 1(c,k,m,n), 5a, 6(a,b,d), 7(c,h);
PH: 3b.

8111 QUARRY PLANT OPERATORS

Workers in this unit group operate and monitor machinery and equipment to drill holes for blasting in quarries

8111.15 DRILLING-MACHINE OPERATOR, QUARRYING

Sets up and operates drilling machine to bore blasting holes in rock at quarry site:

Drives drilling machine to work site and examines prepared area to ascertain location and drilling angles of boreholes; positions machine and activates hydraulic jack, using hand lever, to stabilise machine; removes drill bits from racks and connects stems to machine shank, using wrenches and spanners; operates machine by manipulating levers to drill boreholes in rock and clears

holes of drill chips, using compressed air; stops drill and installs longer drill bits as necessary to drill holes of greater depth; monitors drilling operation to detect binding and stoppage of drill and takes remedial action; removes drill stems when specified borehole depth has been reached.

May collect borehole samples for analysis, plug holes with wooden plugs to keep cavity free and lubricate equipment as required.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, S;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,d,e,h), 3(a,b,c), 4(a,b,e), 5a, 6(a,b), 7(a,d), 8(a,b,c);

EC: 1(b,f,i,m,n), 5(a,b), 6(b,c,d), 7(c,d,h);

PH: 3b.

8111.20 JACKHAMMER OPERATOR, QUARRYING

Operates jackhammer to drill holes in quarry rock face to facilitate blasting.

Clears surface of rock, using shovel or spade; connects compressor air lines to jackhammer and secures drill bit in hammer chuck; activates compressor and adjusts air pressure level in preparation for drilling; operates jackhammer to force drill into rock face; inserts longer drill bits as necessary; removes drill chips from borehole by pulling lever on hammer handle to force compressed air into cavity; loosens stuck drill bit by turning it with wrench; lubricates jackhammer periodically.

May sharpen drill bits and perform functions of BLASTER.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;

TEMP: R, S;

APT: G(R), K, M;

INT: 5;

PD: 1(a[H],b,c,d,e), 3(a,b,c), 4(b,e), 5a, 6a, 7(a,d), 8(a,b), 9;

EC: 1(b,i,n), 5(a,b), 6(b,c,d), 7(c,d,h);

PH: 3b.

8112 MINERAL ORE AND STONE-TREATING PLANT OPERATORS

Workers in this unit group operate and monitor machinery and equipment to treat stone and produce cement.

8112.15 RAW MILLER, SLURRY PRODUCTION

Operates automatic mill to mix slurry for use in manufacture of cement:

Checks status of slurry mill and auxiliary equipment from control panel and by direct observation; selects and sets process parameters such as temperature and rate of feed to produce slurry of specified quality; starts mill and auxiliary equipment and monitors control panel to ensure maintenance of optimum operating efficiency; inspects mill and notes mechanical problems such as leaks and blocked chutes; adjusts operating factors to correct fluctuations; regulates input of raw materials into mill according to results of laboratory tests on finished slurry; selects and activates pumps to convey slurry to storage tanks; changes screens, rotates nozzles, and clears blockages in chutes with assistance of other workers; reports equipment malfunctions to superior; records hourly readings of production factors.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 3;

TEMP: R, J, T;

APT: G(C), Q, M;

INT: 6;

PD: 1(a[L,M],b,d,e), 2a, 3(a,c,e), 4(b,e,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,f,k,n), 4a, 5a, 6(a,b,f,h), 7(c,d);

PH: 3b.

8112.20 CEMENT MILL OPERATOR

Operates automatic or semi-automatic grinding mills to grind and mix clinker and gypsum to make cement:

Monitors operations of cement mills and auxiliary equipment from control panel or by direct observation; checks factors such as power consumption, rejected raw material and sound levels to determine status of mills; regulates feed of clinker and gypsum into mills, as instructed by laboratory personnel, to maintain quality; records hourly readings of factors such as temperature and moisture of product; checks equipment by listening to sound of mill and touching motors and bearings to check temperature; checks lubrication system to ensure adequate oil levels and adds oil at required points; clears blockages of clinker and gypsum in feed chutes, using rod; communicates with superior or maintenance personnel on equipment malfunctioning; shuts down and starts up mill and auxiliary equipment as required from control panel and production floor; records tonnage of cement produced by mills.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(C), N, Q, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,e), 4(a,b,d,e,f), 5a, 6(a,b), 7(a,d), 8(a,b);

EC: 1(a,b,k,n), 5a, 6(a,b,d,f,h), 7(c,d);

PH: 3b.

8112.25 CEMENT MILL ATTENDANT

Tends cement mills to verify proper working condition and ensure correct supply of raw materials:

Checks lubrication system to ensure adequate oil levels and adds oil at required points; monitors extraction of clinker and gypsum from shed and filling of mill hoppers in automatic mill; examines conveyor belt and other moving parts and observes mill equipment to verify proper working condition; supplies clinker and gypsum to semi-automatic mill by opening flaps at entrances of hoppers and extraction chutes and starting conveyor to feed materials into specified hoppers; checks level of material in hoppers and clears blockages, using rod; reports anomalies or malfunctions to Cement Mill Operator or supervisory personnel; cleans spillages resulting from conveyor belt breakage.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 0;

TEMP: R, J;

APT: G(R), K;

INT: 6;

PD: 1(a[L,M],b,c,d,e), 2a, 3(a,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,b,f,k,n), 2a, 5a, 6(a,d,f,h,i), 7(c,d);

PH: 3b.

8112.30 SAND-PLANT CHARGEHAND

Operates sand-washing and drying equipment from control room and oversees workers engaged in tending equipment:

Assigns duties to subordinate workers and monitors their performance; starts water and slurry pumps, conveyors and shaker to bring water for washing sand from reservoir, transfer slurry to silos and release sand from silos; regulates temperature and drying time and starts rotary drier; starts sand-loading conveyor, opens silo outlet gate manually and activates vibrator on silo to release sand onto conveyor for loading into drier; verifies maintenance of correct drier temperature and reduces sand input in event of temperature reductions; observes control panel lights, gauges or meters to detect malfunctions in

equipment; climbs to top of silos periodically to ascertain stock of washed sand and determine need for recommencement of washing process; monitors stock of fuel and informs superior of fuel requirements.

May clear sand blockages manually or using power hose.

OCCUPATIONAL PROFILE

DPT: 632; ETD: 2; SVP: 4;

TEMP: J;

APT: G(C), E;

INT: 6;

PD: 1(a[L,M],d,e), 2a, 3e, 4(b,e), 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(a,b,f,i,n), 2a, 5(a,b), 6(b,d,h), 7g;

PH: 3b.

8112.35 SAND-PLANT ATTENDANT

Tends sand-washing and drying plant and maintains premises:

Removes debris from sand in wash-plant hopper; turns hand wheel to regulate spraying of water onto washing screen; moves chute to direct sand slurry into washing-plant silos; examines sand in silo to determine dryness and adjusts vacuum cyclone which separates sand and water; monitors temperature gauge on rotary drier and informs superior of reduction in temperature; clears sand blockages in silos and chutes manually or by using power hose; tends bagging machine to collect silica flour extracted from drier, weighs bags and closes them, using staples; assists with routine equipment maintenance work such as changing conveyor belts and greasing bearings; cleans sand spillages and maintains premises in clean and tidy condition.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), E;

INT: 6;

PD: 1(a[M,H],b,d,e), 2a, 3(a,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(b,f,i,n), 2a, 5(a,b), 6(b,d,f), 7g;

PH: 3b.

8112.40 STONE-CRUSHING-MACHINE OPERATOR

Tends machine to crush boulders and grade crushed material according to required sizes:

Activates stone-crushing machine, hopper and conveyor-belt system to commence crushing and grading operations; directs relevant worker to load hopper bin with

boulders; regulates flow of material from hopper bin to primary crusher by manipulating hand lever; clears blockages and breaks over-sized boulders, using iron bar and sledge-hammer, to ensure uniform flow of material to crusher; monitors flow of material along conveyor belt to secondary crusher for further crushing, and to screens for grading; cleans, lubricates and services crushing machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, S;
APT: G(R), M;
INT: 5;
PD: 1(a[H],b), 3(a,c,e), 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(b,f,k,m,n), 5(a,b), 6(b,c,d,f), 7(c,d,h);
PH: 3b.

8113 WELL DRILLERS AND BORERS AND RELATED WORKERS

Workers in this unit group operate equipment and machinery used in drilling, erecting and servicing wells and perform other related duties

8113.15 ROTARY DRILLER, PETROLEUM INDUSTRY

Operates draw works and associated equipment on oil field rigs to drill oil wells:

Checks functioning of equipment on rig at beginning of shift by monitoring charts and gauges and ascertains prevailing conditions on rig from outgoing shift worker; operates draw works and associated equipment on rig, using manual and foot controls to regulate rotating speed of drill pipe and weight on drilling bit in borehole, raise and lower drill pipe and casing out of and into well, and fish for lost tools and equipment in well; monitors gauges on draw works and associated equipment to determine optimum speed of drilling, weight on drilling bit and velocity, weight and viscosity of drilling mud in borehole; lowers photographic equipment into well and operates equipment to survey angle and direction of hole drilled; operates draw works and associated equipment to install pumping and/or producing pipe-string to complete well for oil production; monitors conditions on rig and in well to prevent or control well blowouts; supervises crew on rig floor and ensures adherence to industrial safety practices.

OCCUPATIONAL PROFILE

DPT: 232; ETD: 3; SVP: 7;
TEMP: S, J;
APT: G(T), N, P, M, E;
INT: 6;

PD: 1(a[M],d,e,h), 3(a,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,b,c,e,g), 8(a,b,c);
EC: 1(h,k,m,n), 4a, 5(a,b), 6(a,b,f,h,j), 7(d,h);
PH: 3b.

8113.20 ROTARY DRILLER, WATER WELL

Operates rotary drilling rig to drill water wells:

Supervises proper positioning of derrick, draw works and other related drilling equipment; starts diesel engine of draw works to erect derrick prior to commencement of drilling operations; checks tension of derrick guidewires to ensure proper anchorage of derrick mass; checks functioning of equipment on rig at beginning of shift by monitoring charts and gauges and consults with outgoing shift worker on prevailing conditions; operates manual and foot controls on draw works and associated equipment to drill water well; instructs helper to replace worn bit as necessary; operates winch to install casing to reinforce borehole walls and lower wash pipe for pumping sediment from well; directs subordinate drilling crew to concrete and gravel-pack well to reinforce casing and form filtering base for water; activates air compressor to force compressed air into borehole chamber to re-distribute gravel around filtering screens and lift water from base to surface; washes borehole chamber until clear water is obtained and collects water samples for laboratory testing; tests and records production capacity of well by measuring production against standard time.

OCCUPATIONAL PROFILE

DPT: 232; ETD: 3; SVP: 7;
TEMP: P, S, J;
APT: G(T), P, M;
INT: 5;
PD: 1(a[L],d,e,h), 3(a,e), 4(a,b,e), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(h,k,m,n), 4a, 5(a,b), 6(a,b,f,h), 7(d,h);
PH: 3b.

8113.25 DIRECTIONAL-DRILLING OPERATOR

Carries out sub-surface survey recordings of well boreholes and initial drilling operation to facilitate drilling of deviated oil wells:

Receives information from client oil company on projected depth, altitude and other drilling targets for borehole; consults with relevant company personnel on plan of approach and prepares programme; lowers camera and film reader into borehole to make and interpret photographic sub-surface survey recordings of borehole; drills hole to necessary degree and in given direction, using dynadrill, ensuring accuracy by inserting steering tool

into borehole and taking readings; recommends type of drilling assemblies needed to maintain hole's direction and angle of deviation and supervises preparation of assemblies; prepares survey record sheets and charts, plotting borehole depth, degree and direction of inclination of borehole and other pertinent data, and prepares reports for submission to client; services survey equipment periodically.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 6;

TEMP: P, J, T;

APT: G(T), P, Q, M;

INT: 6;

PD: 1(a(L), b, c, d, e), 2a, 3a, 4(a, b, c, e, f), 5a, 6a, 7(a, c), 8(a, b, c);

EC: 1(a, b, k, m, n), 6(a, b), 7h;

PH: 3b.

8113.30 ARTIFICIAL LIFT OPERATOR, OIL WELL

Ensures proper functioning of pumping and flowing mechanisms of oil well gas lift:

Checks intermitters to ensure that input of gas into well is sufficient to lift oil satisfactorily; reads wellhead charts to determine gas volumes and whether appropriate quantity of oil is lifted after input of gas; winds intermitter clocks periodically to ensure continuing operation; monitors functioning of gas clocks, wellhead valves and pumping units.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 5;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1a(L), 3a, 4(a, b, c), 5a, 6a, 7(a, c), 8(a, b);

EC: 1(b, i, n), 6a, 7h;

PH: 3b.

8113.35 FOAM OPERATOR, OIL WELL

Operates pumping unit to pump cleaning foam into oil well:

Monitors setting up of equipment flowlines; pressure-tests systems by operating pumping unit to pump water into lines; operates panel on unit to pump detergent, water and air into well, monitoring gauges on panel to ensure satisfactory operation of equipment; carries out routine repairs on equipment.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 4;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1a(L), 2a, 4(a, b, c), 5a, 6(a, b), 7a, 8(a, c);

EC: 1(b, h, k, m, n), 2a, 4a, 5(a, b), 6(a, f), 7(d, h);

PH: 3b.

8113.40 GRAVEL-PACK OPERATOR, OIL WELL

Operates switch panel on pumping unit to pump gravel, sand and water into oil wells to improve oil production:

Discusses job requirements with Petroleum Engineer to ascertain specifications; ensures that essential tools are sent to job location and that equipment is correctly placed; monitors assembly of gravel pack liner and running of liner into well, advising relevant personnel on technical aspects of operations; monitors making up and running-in of washpipe string and supervises connection of flowlines from pumping units to wellhead; pressure-tests lines for leaks by operating pumping unit to pump water into lines; operates unit to pump gravel, sand and water into well at specified rate; monitors gauges on panel to check surface pressure of pumping unit until well is gravel-packed at specified concentration; instructs Winch Operator to commence operations to release tubing and set packer in well.

May perform basic repairs on pumping equipment.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 3;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1a(L), 2a, 4(a, b, e), 5a, 6(a, b), 7(a, c, e, f, h), 8(a, b, c);

EC: 1(b, k, m, n), 4a, 5(a, b), 6(a, b, f), 7(d, h);

PH: 3b.

8113.45 POWER-TONG OPERATOR, OIL WELL

Operates power pack plant to join oil well casing pipe:

Monitors assembly of power pack unit on site; inspects threads on casing pipe to determine amount of torque required for joining casing; supervises Floormen, Oil Well in positioning of power tong and attachment of relevant connections in preparation for casing; starts diesel-driven motor to activate hydraulic power pack; operates power tong to join casing pipe according to specifications, observing gauges to determine when required torque is achieved; repeats operations until process is completed; collaborates with supervisory rig personnel on casing and related matters.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 3;
 TEMP: J;
 APT: G(C), M;
 INT: 6;
 PD: 1(a[M],b,d,e), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(b,i,j,k,m,n), 4a, 5(a,b), 6(a,b,h), 7(c,d,h);
 PH: 3b.

8113.50 OIL-WELL CEMENTER

Operates pumping unit to pump cement into oil wells:

Liaises with professional and technical personnel to discuss job and type and quantity of cement additives to be used in cementing of wells; monitors connection of flowlines to wellhead and pumps pressurised water into flowlines to check for leaks; weighs sample of cement slurry from hopper to ensure accordance of cement with density specifications; manipulates flow valve to control inflow of water into cement mixture and ensures maintenance of specified viscosity; operates unit to pump cement into well or well casing.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 3; SVP: 2;
 TEMP: R, J;
 APT: G(C), M;
 INT: 6;
 PD: 1(a[L],b,c,d,e), 2a, 4(a,b,e), 5a, 6(a,b), 7a, 8(a,b);
 EC: 1(b,i,j,m,n), 4a, 5(a,b), 6(a,f), 7(d,h);
 PH: 3b.

8113.55 COIL-TUBING OPERATOR

Operates coil tubing unit to clean oil wells:

Liaises with superior to obtain information on tools, equipment and techniques to be used on job; connects coil tubing injector to wellhead, with assistance of rig crew, and opens master valve on wellhead to facilitate entry of coil tubing into well; operates hydraulic controls on unit to run coil tubing into well and activates water pump to pump water into descending coil to displace foreign matter in well; monitors displacement of matter from well and repeats operation until well is clean; operates hydraulic controls to pull coil tubing out of hole; ensures that safety practices are observed during operations; prepares report on operations; performs general maintenance and repair of coil tubing unit and auxiliary equipment; signs receipts and delivery notes for supplies used during operations.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 3; SVP: 2;
 TEMP: R, J;

APT: G(C), M;
 INT: 6;
 PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7a, 8(a,b,e);
 EC: 1(b,h,k,m,n), 2a, 4a, 5(a,b), 6(a,f), 7(d,h);
 PH: 3b.

8113.60 FLOORMAN, OIL WELL

Assists in oil-well drilling and servicing operations by performing any combination of the following duties:

Attaches catlines to drilling pipes to be lifted from racks and joins and tightens drilling pipe over *kelly*, using pipe tongs; coils rope over pipe to facilitate pipe rotation, lifts out *slips* holding pipe to allow pipe to descend into well and replaces slips; unlatches elevator from box of pipes to allow lifting-block to rise up in elevator; pulls line from winch and clamps it to travelling block; performs various duties to prepare well for servicing; attaches elevators and tubing from well to travelling block to facilitate removal of polishing rods and attaches new rods to elevator for placement in hole; loosens nuts on well-head flange, using spanner, attaches lifting nipple to flange to facilitate removal; attaches elevator to pipe in well to facilitate lifting and loosens and tightens pipe, using wrench; rigs up baler and operates it to bale sand out of well; provides other assistance during well servicing of well as required; cleans and services tools to be used in drilling; assists Derrickman, Petroleum Industry in checking pumps and other equipment on rig.

May add barytes and chemicals to drilling fluid systems when necessary.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 6;
 TEMP: R, S;
 APT: G(R), K, F, M;
 INT: 6;
 PD: 1(a[H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,e), 8(a,b), 9;
 EC: 1(b,k,m,n), 4a, 5(a,b), 6(a,b,f,h), 7(d,f,h);
 PH: 3b.

8113.65 DERRICKMAN, PETROLEUM INDUSTRY

Climbs oil well derricks to assist in drilling or servicing of well and workover operations:

Climbs oil-well derricks to assist rig crew in pulling pipe out of well or running pipe into wells during drilling, well servicing or workover operations; attaches rope to pipe emerging from well during pulling of pipeline and secures pipe to hooks on derrick; releases pipe from derrick

and latches pipe onto elevator to run pipeline back into well; bleeds hydraulic valves on mobile oil-well servicing rig before elevation of rig; climbs rig to install safety latches to support upper section of rig; checks and connects pumps used to pump drilling or workover fluids into well; bleeds hydraulic valves before dismantling of rig; removes safety latches and stacks guylines to render rig safe for transportation.

May carry out routine servicing and repairs to basic drilling equipment.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 6;

TEMP: R, S, J;

APT: G(C), F, M, E;

INT: 6;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,e), 4(a,b,c,e), 5a, 6(a,b), 7(a,b,e,h), 8(a,b), 9;

EC: 1(b,f,h,k,m,n), 4a, 5(a,b), 6(a,b,f,h,j), 7(d,f,h);

PH: 3b.

812 METAL-PROCESSING PLANT OPERATORS

Workers in this minor group operate furnaces to smelt, convert, melt and reheat metals; operate metal-rolling mills; pour metal into moulds and operate metal-casting machines; alter the physical properties of metal objects by heating, cooling and chemical treatment methods; draw and extrude metals to make wire, pipes, tubes and similar products; operate equipment to plate and coat metal products; and perform related tasks.

8120 SUPERVISORS, METAL PROCESSING PLANT OPERATORS

Workers in this unit group supervise subordinates engaged in various aspects of metal production and processing.

8120.15 SUPERVISOR, CONTINUOUS METAL CASTING

Supervises and coordinates activities of workers engaged in continuous metal-casting operations:

Performs duties of **PRODUCTION SUPERVISOR**, specialising in area of metal casting; supervises Metal Casters and subordinate staff in setting up of casting machinery and ancillary equipment to ensure safety and operating efficiency; monitors casting process, ensuring that molten metal in *tundish* is maintained at adequate casting levels; ensures that temperatures of metal in ladles, tundishes and streams are taken and that samples are drawn for metallurgical testing to ensure adherence to

specifications; supervises adjustments to *heats*, through methods such as adding of alloys, stirring of metal in ladles and modification of temperature by subordinate staff; monitors cutting of billets, tubes or bars to ensure conformity to specifications; assists with preparation of budget proposals for casting section; plans, directs and coordinates work process, if at senior level.

May assist in setting up casting equipment and adding alloys to heats.

May be designated according to level of responsibility; for example,
GENERAL SUPERVISOR, METAL CASTING OPERATIONS

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;

TEMP: D, P, J;

APT: G(T), P, Q;

INT: 6;

PD: 1a(L), 2a, 3c, 4f, 5a, 6(a,b), 7(a,b,d,e), 8(a,b,c);

EC: 1(a,k,m,n), 2a, 5(a,b), 6(a,b,d,e,j,k), 7(a,c,e,h);

PH: 3b.

8120.20 SUPERVISOR, METAL-MELTING PLANT

Coordinates and supervises activities of workers engaged in melting, refining and tapping operations at metal plant:

Performs duties of **PRODUCTION SUPERVISOR** at metal-melting plant to direct activities of subordinates, using equipment associated with metal-melting operations; liaises with senior personnel in other departments to coordinate activities to achieve smooth work flow; completes shift log and discusses shift conditions with incoming supervisory personnel.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 5*;

TEMP: D, P, J;

APT: G(T), P, Q;

INT: 6;

PD: 1(a[L],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5(a,b), 6(a,b), 7(a,b,d,e,g), 8(a,b,c);

EC: 1(a,k,m,n), 2a, 5(a,b), 6(b,d,h,i,j), 7(c,d,h);

PH: 3b.

8120.25 PRODUCTION SUPERVISOR, METAL ROLLING/Operations Supervisor, Metal Rolling

Supervises and coordinates activities of metal-rolling mill to ensure adherence to production targets:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; supervises operations of rolling mill, ensuring that billet-rolling sequence is followed; coordinates activities of mill floor, roll and guide shops and maintenance department; reviews quality control findings to identify and assist in resolving rolling problems; prepares production reports.

May determine process specifications to be used

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, J;

APT: G(T), P, Q;

INT: 6;

PD: 1a(L), 2a, 4f, 5a, 6(a,b), 7(a,e), 8(a,b,c);

EC: 1(a,k,m,n), 2a, 5(a,b), 7(c,h);

PH: 3b.

8120.30 SUPERVISOR, COIL HANDLING

Supervises activities of coil-handling section of steel-rolling mill:

Performs duties of **PRODUCTION SUPERVISOR** in coil-handling area of steel-rolling mill; monitors and reports on status of equipment and supplies; verifies and reports on status of coils in each *heat*; ensures that coils are recycled, if necessary; examines defective coils and initiates corrective action.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, J;

APT: G(T), P, Q;

INT: 6;

PD: 1a(L), 3(a,e), 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,k,n), 2a, 5a;

PH: 3b.

8120.35 SUPERVISOR, METAL EXTRUDING

Supervises and coordinates activities of workers engaged in extruding metal into primary shapes:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; requests preparation of extruded samples from new dies to ensure adherence to shape and size specifications; informs die-shop staff of die assemblies to be prepared; determines production factors such as stretching, tension and aging time; monitors production process from loading of billets onto table of billet heater to shipping of finished product, to ensure observance of operational procedure and meeting of production targets; advises relevant personnel on availability of products for sale; maintains stock and production records.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: J;

APT: G(T), P, Q;

INT: 6;

PD: 1a(L), 3a, 4(b,c,d), 5a, 6a, 7(a,e), 8(a,b,c);

EC: 1(a,i,n), 2a, 5a, 6f;

PH: 3b.

8121 ORE SMELTING, METAL CONVERTING AND REFINING FURNACE OPERATORS

Workers in this unit group are involved in various aspects of metal smelting, converting and refining.

8121.15 MELTER, ELECTRIC-ARC FURNACE

Operates electric-arc furnace to produce steel according to specifications:

Inspects furnace and related equipment visually, determines condition and reports defects to superior; instructs subordinates to carry out required refractory repairs, prepares furnace for operation and performs related tasks for smelting, slagging and tapping processes; instructs crane operator to charge furnace with scrap metal and activates automatic feed systems to dump required quantity of direct-reduced-iron and other additives into furnace; sets gauges and control system according to specifications, activates mechanism to lower electrodes into furnace and powers electrical system to commence smelting operation; instructs subordinates to perform tasks such as taking temperature readings and extracting samples for laboratory testing; monitors smelting process and furnace conditions by observing and adjusting gauges; adds alloys and other materials, in keeping with laboratory recommendations, to produce steel according to specifications; adds fluxing agent to furnace to separate slag from metal and manipulates levers to tilt furnace for discharge of slag; inspects ladles for defects and signals crane operator to position ladle to collect molten metal from furnace; *taps* furnace to discharge molten metal into ladle by manipulating levers at control panel; responds to emergency situations at furnace and takes necessary corrective action; maintains production data and informs relief workers of abnormal conditions prevailing on shift.

OCCUPATIONAL PROFILE

DPT: 362; ETD: 3; SVP: 7;

TEMP: S, J, T;

APT: G(T), S, P, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5(a,b), 6(a,b), 7(a,b,d,e,g), 8(a,b);

EC: 1(a,k,m,n), 2a, 5(a,b), 6(b,d,f,h,i,j), 7(c,d,h);
PH: 3b.

8121.20 ELECTRIC-ARC-FURNACE OPERATOR

Maintains electric-arc furnace and performs related duties to ensure production of steel according to specifications:

Inspects furnace and related equipment and reports defects to superior; assists in maintenance of furnace by deskulling roof seals and tapping platforms, using wrecking bar and shovel; mixes and applies refractory material to furnace lining to reinforce damaged areas by operating gunning or spinning machines; re-lines and shapes pouring spouts with refractory material; coordinates operation of crane to provide hoisting services required for maintenance, charging and repair of furnace; prepares and uses oxygen lance to assist in formation of slag, clearance of slag door or taphole and re-treating of steel in ladle; extracts samples from furnace for laboratory testing by attaching sample collector to steel rod and inserting into furnace; inserts thermocouple into furnace to obtain temperature of *heat*; weighs alloys and other material for dumping into furnace to obtain required specifications; assists with general cleaning and tidying of furnace area

May operate fork-lift truck to assist with service and maintenance operations

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 7;
TEMP: J;
APT: G(C), P, M;
INT: 6;
PD: 1(a[M,H],b,g,d,e,f), 2(a,b), 3(a,c,e), 4(a,b,c,e), 5(a,b), 6(a,b), 7(a,b,d,g), 8(a,b);
EC: 1(a,k,m,n), 2a, 5(a,b), 6(b,d,g,i,h), 7(c,d,e,f,h);
PH: 3b.

8121.25 ELECTRIC-CRUCIBLE-FURNACE OPERATOR

Operates electric crucible furnace to melt non-ferrous metal and cast molten metal into tubes and bars:

Operates crane to lift containers of zinc, lead and copper and discharge contents into crucible to charge furnace; operates panel board to set temperature to required melting specifications; lights gas furnace of receiving crucible to maintain temperature of molten metal; checks furnace temperature, using pyrometer to verify smelting and casting temperatures, and makes adjustments ac-

cordingly; operates hydraulic pump on system to lift and tip furnace and allow molten metal to flow into receiving crucibles and casting system; adjusts furnace temperature when necessary to maintain melting and casting requirements; repeats operations until production quota is completed; replaces damaged crucibles periodically; maintains work area in clean and orderly condition.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 3;
TEMP: S, J, T;
APT: G(C), M;
INT: 6;
PD: 1a(M,VH), 2a, 3(a,e), 4(b,e), 5a, 6a, 7(a,d,e), 8(a,b);
EC: 1(a,f,k,m,n), 2a, 4b, 5(a,b), 6(b,d,e,g,h,i), 7(c,d,e,f,h);
PH: 3b.

8121.30 REHEATING-FURNACE OPERATOR

Operates reheating furnace to heat metal billets preparatory to rolling operations:

Reads furnace log book to ascertain status of furnace; examines rolling sequence information sheet to obtain heating specifications; adjusts flow of fuel to heat furnace and makes adjustments to temperature, fuel, water and air gauges to maintain desired furnace temperature for heating billets; monitors combustion, water and safety systems and informs superior of defects or failures; removes scale from furnace as necessary, using raking tool; logs production data and status of furnace and related equipment; keeps furnace area in orderly condition and ensures adherence to safety measures; responds to plant emergencies.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 5;
TEMP: R, J;
APT: G(C), M;
INT: 6;
PD: 1(a[L,M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,k,n), 2a, 5(a,b), 6(a,b,i), 7(c,h);
PH: 3b.

8121.35 WELDED-WIRE-MESH MACHINE OPERATOR

Sets up and operates machine to make wire-mesh screening according to specifications:

Studies work order specifications; selects appropriate gauge of wire and positions basket with wire on rotating stand, using overhead hoist; feeds wire manually through

spacers and tension rollers; selects and mounts wheels onto straightening machine to accommodate gauge and facilitate straightening of wire; adjusts guides to ensure proper feeding of wire and timing of arm strokes to ensure synchronisation with switchboard; checks and adjusts spot welders to verify working condition and replaces electrodes if necessary; operates switchboard to adjust water supply, air pressure and current flow; operates cross-wire machine to straighten and cut wire to required length; lifts and loads cross-wire manually into welding machine; sets guillotine to cut wire-mesh to specifications; activates welding machine to automatically weld wire-mesh; observes machine operation and stops machine if necessary to make adjustments; checks ends of wire-mesh for evenness and remedies defects, using bolt cutter; lifts and fits end of mesh into coiling machine, adjusts speed and starts machine to automatically coil length of welded wire-mesh; ties rolls to secure them and places them manually onto ramp for transport to storage area.

May operate fork-lift truck to transport wire to production area.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), K, M;
 INT: 6;
 PD: 1(a[H],b,c,d,h), 3(a,c), 4(a,b,e), 5a, 6(a,b),
 7(a,b,c), 8(a,b);
 EC: 1(a,i,j,m,n), 5a, 6(b,f,g), 7(c,d);
 PH: 3b.

8121.40 BATTERY-GRID CASTING MACHINE OPERATOR

Operates machine to manufacture grids for lead-acid batteries:

Reads worksheet and obtains specifications for casting grids; attaches mould to machine and loads lead alloy bars into melting kettle of machine; adjusts mechanism to control flow of molten lead and cooling water to mould; activates heating system of machine to heat kettle and mould in preparation for casting of grids; sprays mould with anti-adhesive solution to prevent adherence of molten lead; starts machine and monitors operation; stops machine when necessary and makes adjustments to correct malfunctions; removes grids from machine and cuts off excess webbing; stacks grids for storage.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
 TEMP: R, J;
 APT: G(C), M;

INT: 6;
 PD: 1(a[M,H],b,c,d,e), 3e, 4(b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 2a, 6(c,d,e,i), 7(a,b,d,e);
 PH: 3b.

8121.45 CUPOLA-FURNACE OPERATOR

Controls cupola-furnace to melt scrap iron or other metal to produce molten metal for casting:

Prepares furnace for charging by removing slag and other foreign material, using pneumatic clipper; loads specified amounts of metal ingots and scrap metal into furnace, using shovel, hoist and/or overhead crane; fires furnace and adjusts valves to regulate fuel and air injection rates and maintain required temperature; ascertains temperature of metal by observing colour of melt or by using pyrometer; sprinkles fluxing agent over surface of molten metal to form slag; extracts metal from furnace by breaking clay plug and allowing molten metal to flow into ladles or crucibles, or removes metal from furnace, using ladle, and pours it into moulds; repairs furnace lining by replacing faulty refractory brickwork to minimise heat loss and material wastage.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(a,b,c,e), 5a, 6a,
 7a, 8(a,b);
 EC: 1(a,i,n), 2a, 5(a,b), 6(b,i), 7(c,d,h);
 PH: 2a, 3b.

8121.50 ROTARY-FURNACE OPERATOR

Tends furnace to melt lead prior to casting operations: Seals tapping holes with clay and tapping rod to prevent escape of molten lead; lights wood fire to pre-heat furnace and facilitate ignition of natural gas or diesel fuel; signals Fork-Lift Truck Driver to charge furnace with lead mix; secures furnace door, ignites furnace, regulates flow of fuel and air to obtain required temperature and allows metal to heat for stipulated time; directs Fork-Lift Truck Driver to position pot at furnace and taps furnace to discharge molten lead and slag; draws sample of molten metal from furnace for laboratory testing; activates mechanism to rotate furnace and stop flow of metal when pot is filled; positions hook in molten lead to facilitate hoisting when lead solidifies; directs Fork-Lift Truck Driver to remove and replace other pots; cleans tap holes, chisels slag from runners and performs other routine maintenance duties.

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 2; **SVP:** 2;
TEMP: S, J;
APT: G(R), M;
INT: 6;
PD: 1(a[M],b,c,d), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,m,n), 2a, 5a, 6(b,d,e,i), 7(a,c,d,e,f);
PH: 3b.

8121.55 LEAD-KETTLE OPERATOR

Tends kettle to refine lead according to specifications:

Operates hoist to load pig lead into kettle for refining; operates control panel to fire kettle and regulate flow of fuel and air; observes melting process and agitates mixture to bring impurities to surface; removes impurities with ladle and collects sample of molten lead for laboratory testing; receives refining instructions based on laboratory report and adds specified metals and chemicals such as tin, sulphur and arsenic to *heat* to produce lead; removes agitator from kettle and operates overhead hoist to lower lead pump into kettle; positions mould adjacent to kettle and operates pump to fill mould with molten lead; maintains kettle by cleaning it and removing slag as required.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R;
APT: G(R), M;
INT: 6;
PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 2a, 5a, 6(b,d,e,i), 7(a,c,d,e,f);
PH: 3b.

8121.60 LEAD SMELTER

Tends smelting pot to make ingots for use in monotype and linotype machines:

Collects and transports raw materials from stock for smelting; uses spade to load mixture of lead, antimony and tin into smelting pot; sets time and temperature gauges and activates pot to heat metal for specified time; uses perforated ladle to skim off dross; ladles molten metal, or presses lever to release molten metal into trays or pig moulds; leaves metal to cool; places ingots into bins for transfer to linotype or monotype machines; cleans work area.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R;

APT: G(R), M;
INT: 6;
PD: 1(a[M],b,c,d), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 5a, 6(b,d,e,i), 7(a,b,c,d,e);
PH: 2a(P), 3b.

8122 METAL MELTERS AND CASTERS AND ROLLING-MILL OPERATORS

Workers in this unit group are involved in various aspects of metal melting, casting and rolling.

8122.05 ROLLING-MILL COORDINATOR

Oversees activities of rolling mill to ensure that steel products are manufactured to specifications:

Inspects roll and pass conditions and collar clearances to verify generation of correct stock size and optimum stand operation and recommends machining as necessary; inspects roll-cooling system throughout mill and recommends improvements; supervises rolling operation to ensure that product specifications are attained and that samples are collected and recorded; investigates equipment problems such as loose ends and guide misalignment and completes and forwards necessary reports to superior for technical advice where necessary; directs **Metal Rollers** on corrective action to be taken to minimise delays; informs **Reheating-Furnace Operator** of heating changes required for rolling operation; liaises with service department to obtain adequate spares; reports and requests corrections of deficiencies in spare rolls, guides and other accessories; analyses reports and records to assess past performance of guides, rolls and passes and plan their future use; informs superiors of conditions in rolling mill to enable planning and coordination; assists in training of **Metal Rollers**; ensures good housekeeping of production areas and reheating furnace of mill.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 7;
TEMP: D, J, T;
APT: G(T), P, Q;
INT: 6;
PD: 1a(L), 2a, 3(a,e), 4(b,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 2a, 5a, 6(b,d,h,i), 7c;
PH: 3b, 4.

8122.15 DIE-CASTING-MACHINE OPERATOR

Sets up and operates die-casting machine to form metal products such as electrical fittings, ornaments and components for household products:

Selects dies according to product to be made and affixes die to machine; ensures operating safety of die-casting

machine and of lubricating and water-cooling systems for dies; turns on electric-or gas-heating system to pre-heat die sections; manipulates lever to close and lock die; pours molten zinc from separate furnace into furnace reservoir of die-casting machine, using ladle, or deposits zinc bars into reservoir for melting; activates machine and manipulates hand plunger to force molten metal into die cavities and eject cast product; monitors casting process by observing pressure gauges and pyrometer; cleans machine, using flame torch and hand tools to clear casting chambers, and lubricates machine as necessary.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 5; SVP: 5*;

TEMP: R, J;

APT: G(T), P, K, M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 3a, 4(a,b,e), 5a, 6(a,b), 7(a,d), 8(a,b);

EC: 1(a,i,n), 2a, 4b, 5a, 6(b,d,e,f,i), 7(a,d,e,f);

PH: 3b

8122.17 METALLURGICAL PROCESS TECHNICIAN

Monitors metal-casting process, records testing and sampling information on molten metal and makes adjustments to ensure conformity with specifications:

Takes temperature of molten metal in ladle, draws samples and measures oxygen content, using thermocouple and other instruments, and forwards samples to laboratory for testing; communicates with laboratory personnel to obtain information on samples; makes adjustments to metal where necessary by adding insulant powder and alloys; operates stirring equipment to mix additives in ladle; repeats testing and sampling procedures for metal in *tundish* and casting stream and informs Metal Casters of deviations from specifications to enable necessary adjustments; collects and records information relating to metal used in casting.

OCCUPATIONAL PROFILE

DPT: 361; ETD: 3; SVP: 3;

TEMP: R, J, T;

APT: G(T), Q, M;

INT: 6;

PD: 1(a[L,M],b,c,d), 3a, 4(a,b,f), 5a, 6a, 7(a,c,d), 8(a,b,c);

EC: 1(a,i,k,m,n), 2a, 4b, 5a, 6(a,b,d,f,i), 7(c,d,e,f,h);

PH: 3b

8122.19 METAL CASTER

Sets up casting machinery and monitors casting process by performing any combination of the following duties:

Examines seals on mould bed to ensure their durability and changes them if necessary; activates machinery to position *tundish* cars for receiving tundishes; installs moulds and tundishes with assistance of Service Crane Operator, ensuring alignment of tundish nozzles over moulds; turns on preheaters to heat tundish nozzles; ensures that water pressure system around moulds and cooling chamber are in good working order; ensures that ladles of molten metal are positioned over tundishes in readiness for casting; removes plugs from tundishes, activates machinery and operates console to control casting process; observes process, monitoring flow of molten metal from ladle to tundish and casting stream; injects oxygen into molten stream, using oxygen gun, to disintegrate flashing and maintain even flow to moulds; assists in obtaining of ladle and stream samples of metal; gives technical advice to subordinate staff as necessary; inspects machinery and equipment regularly; identifies problems and reports incidences to superior; removes moulds and tundishes for maintenance; cleans and repairs equipment and tools, ensures maintenance of safety standards and adherence to rules and regulations and maintains work area in clean and tidy condition.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 6;

TEMP: S, J, T;

APT: G(C), P, M;

INT: 6;

PD: 1(a[L],b,c,d), 3a, 4(a,b,e), 5a, 6a, 7(a,c,d), 8(a,b);

EC: 1(a,f,h,k,m,n), 2a, 4b, 5(a,b), 6(a,b,d,f,h,i,j), 7(b,c,d,e,f,h);

PH: 3b

8122.21 COOLING-BED OPERATOR

Operates panel board to cut billets and transfer them to cooling bed by performing any combination of the following duties:

Operates panel board to release and position dummy bar chains for withdrawing cast metal bars and to control hydraulic and electrical systems and billet-cutting and cooling-bed operations; monitors withdrawal, cutting and discharge of billets to walking bed of cooling system; makes adjustments to equipment such as cutting torches where necessary; inspects equipment regularly; reports problems to superior and obtains technical advice where necessary; maintains work area in clean and orderly condition.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 6;

TEMP: R, S, J;

APT: G(C), M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4(a,b), 5a, 6a, 7(a,b,d,e), 8(a,b,c);
EC: 1(a,h,k), 2a, 5a, 6(a,b,d), 7c;
PH: 3b.

8122.23 LADLEMAN

Assists in preparation of ladle for receiving molten metal:

Inspects ladle and reports status to superior; cleans ladle and associated equipment by removing solidified slag and steel deposits, using chisels, hammer and crowbar; cleans nozzles of ladle with oxygen lance and replaces nozzles and plugs as necessary; lights and regulates burner to heat ladle to required temperature prior to tapping; assembles slide-gate mechanism at base of ladle and ensures that it is functioning properly; manipulates hydraulic unit of slide-gate to commence casting operations; signals crane operator to transport and position ladle for servicing, pre-heating, loading and discharging.

May be designated according to level of responsibility; for example,
 SENIOR LADLEMAN

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 3; **SVP:** 6;
TEMP: R, T;
APT: G(C), M;
INT: 6;
PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,b,d,e), 8(a,b);
EC: 1(a,k,m,n), 2a, 5(a,b), 6(b,h,i), 7(c,d,h);
PH: 3b.

8122.25 COIL COMPACTOR

Operates machine to compact and bind steel coils:

Loads tie-wire onto mandrel of compactor; activates coil-compacting machine from control table to automatically receive, compress and bind coils and eject them onto conveyor system; observes process and monitors control panel to verify smooth functioning of machine; checks dimensions of coils periodically, using gauge and micrometer; adjusts machine to correct minor malfunctions, using hand tools; makes jigs, fixtures and machine attachments as required; cleans compactor and replenishes supply of tie-wire.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 3; **SVP:** 5;
TEMP: R, J;
APT: G(C), M, E;

INT: 6;
PD: 1(a[L],b,d,e), 2a, 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(b,c);
EC: 1(a,k,n), 5a, 6(b,f,h), 7(c,d);
PH: 3b.

8122.27 ROLLING-MILL-PULPIT OPERATOR

Operates control board to regulate speeds of rolling-mill stands and operation of ancillary equipment:

Sets and adjusts rolling speeds of roughing and intermediate mill stands to enable proper entry and exit of steel stock and achieve tension- and compression-free rolling; sets controls to regulate ancillary mill equipment such as shears, vibratory conveyor, pinch rolls and cooling bed; communicates with other operating personnel of pulpit to coordinate rolling operations; monitors rolling process from control board to verify correct reduction and elongation of stock and detect problems such as tension and imbalance between stands; monitors functioning of hydraulic, pneumatic, lubricating, electrical and electronic systems used in pulpit; logs and reports operational delays and equipment malfunctions to Production Supervisor, Metal Rolling.

May assist in installation and adjustment of rolls, guides and other rolling-mill accessories

OCCUPATIONAL PROFILE

DPT: 362; **ETD:** 3; **SVP:** 4;
TEMP: R, J;
APT: G(C), N;
INT: 6;
PD: 1a(S), 2a, 4(a,b,c,d), 5a, 6(a,b), 7(a,b,c,d,e,f), 8(b,g);
EC: 1(a,f,k,n), 6d, 7c;
PH: 3b, 4

8122.29 METAL ROLLER

Sets up and adjusts rolling mill to roll steel to specified shape and finish:

Examines rolling schedule to determine product size and set-up requirements; installs and adjusts mill equipment and accessories such as rolls, guides, water-pipes, air eliminators and strippers; checks clearances and tolerances to ensure correct entry and delivery of steel stock; checks functioning of installed parts and inspects lubrication and water-cooling systems; corrects systems as necessary or requests assistance of maintenance staff; observes and measures stock during rolling process, using calipers, to verify reduction and finish according to

specifications; rectifies product defects or machine malfunctions by changing process parameters and cutting and removing defective stock; collects and forwards mill samples for quality control examination; records usage of guides and rolls, and reports on problems encountered; maintains spare parts and tools in serviceable condition and stores them in correct location.

May maintain mill floor in clean and tidy condition.

May be designated according to area of specialisation or level of responsibility; for example,

INTERMEDIATE MILL ROLLER

NO TWIST MILL ROLLER

ROUGHING-MILL ROLLER

OCCUPATIONAL PROFILE

DPT: 460; ETD: 3; SVP: 4;

TEMP: S, J, T;

APT: G(T), P, K, M;

INT: 6;

PD: 1(a[M],b,d,e), 2a, 3(a,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(a,k,m,n), 2a, 4a, 5a, 6(b,d,f,h,i), 7(c,d);

PH: 3b.

8122.31 COOLING-PROCESS-PULPIT OPERATOR

Sets and adjusts controls in pulpit of rolling-mill to regulate cooling and coiling of steel rods:

Sets controls to operate equipment such as water valves, pinch rolls, pyrometers, coolers, fans and dampers; adjusts pinch-roll and laying-head speeds in relation to finishing speed to obtain proper lay pattern and ring size of coils on conveyor; communicates by intercom with Stelmor-Reform Operator, Steel Mill to advise of adjustment of conveyor equipment; monitors area from water box to conveyor and logs and reports changes or malfunctions to Production Supervisor, Metal Rolling; regulates equipment to ensure production of proper coils; maintains log of equipment settings for each batch rolled and records changes.

May assist Metal Rollers in clearing backlogs on conveyor.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 4;

TEMP: J, T;

APT: G(C), Q;

INT: 6;

PD: 1a(S), 2a, 4(b,c,f), 5a, 6a, 7(a,b,e), 8(a,b,c);

EC: 1(a,f,k,l);

PH: 3b, 4.

8122.33 ROUGHING-MILL-PULPIT OPERATOR

Operates panel-board controls to feed steel billets through roughing mill:

Examines work order to determine product specifications; signals Reheating-Furnace Operator to discharge billet onto entry conveyor of roughing mill; starts machine to feed billet into rolls for single or successive passes, and adjusts controls as gauge and temperature of stock is reduced; monitors control board and observes rolling of product to verify correct functioning of equipment and maintenance of set-up specifications; informs Production Supervisor, Metal Rolling of first and last billet in each heat and strand in which located; records number of billets per heat fed through roughing mill and to continuous mills; reports equipment malfunctions to superior.

May assist Metal Roller with setting up of roughing-mill stands.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 3; SVP: 3;

TEMP: R, J, T;

APT: G(C), Q;

INT: 6;

PD: 1a(S), 2a, 4(b,f), 5a, 6(a,b), 7(a,b,e), 8c;

EC: 1(a,f,k,l,n), 6d, 7c;

PH: 3b, 4.

8122.35 STELMOR-REFORM OPERATOR, STEEL MILL

Tends equipment to convey and transfer metal coils to hooks:

Adjusts conveyor equipment on instructions from Cooling-Process-Pulpit Operator; monitors lay pattern and ring size of coils on conveyor; clears tangles on conveyor or scrap metal from around moving parts of equipment, using hooks; adjusts automatic shears to cut coils to specified lengths, verifying positioning over mandrel of reform chamber to ensure correct formation of coil; clears tangles on mandrel; places identification tags on hooks of carrier system; operates equipment to lower mandrel, align it with hook and transfer coil to hook; informs personnel in quality-control and coil-compacting sections of hooks carrying last coils of heat and shift.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 3; SVP: 3;

TEMP: S;
 APT: G(C), K, M;
 INT: 6;
 PD: 1(a[L], d, e), 3a, 4(a, b, e), 5a, 6a, 7a, 8(a, b);
 EC: 1(a, k, n), 2a, 5a, 6(f, h), 7c;
 PH: 3b.

8122.37 BRIQUETTING-PLANT OPERATOR

Operates control panel to control compression of metal dust into briquettes:

Adjusts panel-board controls to maintain specified processing conditions such as pressure, temperature and speed of particle screener, mixer-moulder, roller press, conveyor and other parts of briquetting plant; activates control buttons to release specified quantities of materials such as metal fines, hydrated lime and sodium silicate through system for forming briquettes; observes lights on panel for indications of malfunction and records same in production log; monitors processing operations to ensure smooth flow and adjusts die cavity of roller press, using hand tools to produce uniform briquettes; monitors filling of holding bins with briquettes and conveys bins to direct-reduced-iron section for melting of briquettes.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;
 TEMP: R, J;
 APT: G(C), P, M;
 INT: 6;
 PD: 1(a[M], b, c, d), 2(a, b), 3a, 4(a, b, f), 5a, 6(a, b), 7(a, e), 8(a, b, c);
 EC: 1(c, f, k, m, n), 5(a, b), 6(b, d, h), 7(g, d, h);
 PH: 3b

8122.39 REHEATING-FURNACE-PULPIT OPERATOR

Operates control panel to charge reheating furnace with metal billets and discharge billets from furnace:

Receives billet sequence instructions from superior and charges furnace with specified length, grade and size of billet; communicates with Reheating-Furnace Operator or other personnel by radio to coordinate charging and discharging operations; observes billets in transit to furnace and rejects defective ones; charges furnace by operating control panel in pulpit and discharges billets from reheating furnace; records production data; responds to plant emergencies

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 4;
 TEMP: R, J;

APT: G(R), M;
 INT: 6;
 PD: 1a(L), 4(b, f), 5a, 6a, 7a, 8(a, e);
 EC: 1(a, k, m, n), 5(a, b);
 PH: 3b.

8122.41 ROLLING-MILL-FLOOR OPERATOR

Assists in rolling steel billets into various products:

Assists Reheating-Furnace Operator with charging of billets into furnace; assists Metal Roller with assembly and adjustment of mill stands, using hand tools; cuts defective steel stock to clear rolling line, using cutting torch; manipulates products with tongs or hooks to clear congestion on cooling bed; assists with weighing and strapping of products into bundles; sorts and stores tools and mill equipment.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;
 TEMP: S, J;
 APT: G(C), K, M;
 INT: 6;
 PD: 1(a[M], b, c, d, e), 2a, 3(a, b, c), 4(a, b, c, e), 5a, 6a, 7(a, d), 8(a, b);
 EC: 1(a, k, m, n), 2a, 4a, 5a, 6(b, d, f, h, i), 7(c, d, h);
 PH: 3b.

8122.43 STRAIGHTENING-ROLL OPERATOR

Operates rolling machine to straighten warped or bent metal tubes, bars or rods by performing any combination of the following duties:

Transports metal bars, tubes or rods to conveyor, using fork-lift truck; activates conveyor to move bars or tubes to feed-rollers of machine; activates rolling machine to start straightening process and apply lubricant to prevent scratching of surfaces; checks material for straightness, using micrometer; positions material to be cut on cutting table and activates circular saw to cut bars or tubes to specified lengths; removes waste and places it in bins for further processing.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 0;
 TEMP: R, J, T;
 APT: G(R), P, M, E;
 INT: 6;
 PD: 1(a[M], b, d, h), 3a, 4(a, b, e), 5a, 6a, 7(a, d), 8(a, b);
 EC: 1(a, k, m, n), 5(a, b), 6(b, d, f, h), 7(c, d, e, h);
 PH: 3b.

8123 METAL HEAT-TREATING-MACHINE OPERATORS

Workers in this unit group are involved in heat treating metal.

8123.15 METAL HEAT TREATER

Heat-treats metal parts during and after manufacture to achieve specified metallurgical properties:

Studies specifications to identify heat-treating requirements and refers to graphs and tables to determine sequence of operations for achieving required metallurgical properties; prepares workpiece for heat treatment by cleaning and wrapping it in foil and packing it in carburizing medium or charcoal, depending on specifications; places workpiece in furnace, sets temperature and time of furnace; adjusts furnace atmosphere where applicable, and activates furnace by switching on or lighting burner; extracts workpiece from furnace with tongs and quenches it in appropriate medium such as air, water, oil or brine; performs tests on workpiece to verify achievement of specifications, using testing equipment such as hardness testers, and records findings; cleans tools and work station; requisitions stock such as charcoal, gas and oil.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 5;
TEMP: J, T;
APT: G(C), N, K, F, M;
INT: 5;
PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 2a, 5(a,b), 6(c,e,i), 7(a,d);
PH: 3b.

8124 METAL DRAWERS AND EXTRUDERS

Workers in this unit group operate and monitor machinery and equipment to draw and extrude metals.

8124.15 SHEATHING-EXTRUDER OPERATOR

Operates extruding machine to encase wire or cable in plastic sheath:

Selects and installs dies in extrusion head of machine according to required thickness of insulation; fills bins and hoppers with talc, plastic granules and colouring material; regulates temperature to melt granules; activates vacuum to transfer granules to grinder; adjusts controls to regulate factors such as speed of wire travel, temperature of extrusion die and air supply, to ensure uniform thickness of sheath; installs specified printing wheel to emboss identifying data on sheath; loads spool

of wire or cable onto pay-out stand, using hoist or fork-lift truck; threads wire or cable through machine and around take-up spool; starts machine and observes extruding, cooling, drying and recoiling operations to detect malfunctions; marks cable to indicate specific faults or stops machine to investigate recurring problem; changes spools in pay-out and take-up stands as necessary; records production data.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
TEMP: J, T;
APT: G(C), P, M;
INT: 6;
PD: 1(a[L],b), 2a, 3(a,c,e), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,k,n), 2a, 5a, 6(b,f,i), 7(a,b,c);
PH: 3b.

8124.20 WIRE DRAWER

Operates machine to draw wire through dies to reduce diameter to specifications:

Determines production specifications such as size of wire, number of passes and amount of reduction required; positions and secures specified dies in die-holders to produce required gauge; checks supply of coolant and drawing lubricant in machine; loads coil wire onto feed reel and empty spool, using hoist or fork-lift truck; tapers wire ends to facilitate threading, using electrical pointer or grinding machine; threads wire through dies, electrodes of annealing unit and capstan, and attaches end to empty spool; regulates factors such as operating speed and annealing voltage of machine at control panel; starts machine, observes drawing process, inspects drawn wire to verify conformance to specifications and makes necessary adjustments to machine; monitors control panel to detect equipment malfunctions and informs relevant personnel thereof; welds ends of new or broken wires to form continuous feed; removes filled spool and replaces it with empty spool; records production particulars

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
TEMP: R, J;
APT: G(C), P, M;
INT: 6;
PD: 1a(L), 3(a,c,e), 4(b,c,e,f), 5a, 6(a,b), 7(a,c), 8(a,b);
EC: 1(a,i,n), 5a, 6(b,f), 7(c,d);
PH: 3b, 4

8124.25 METAL EXTRUSION PRESS OPERATOR

Operates extrusion press to extrude aluminium into primary shapes:

Sets furnace controls to heat billets to specified temperature; adjusts controls on press according to size of die, pressure and extrusion speed required; regulates rate of extrusion to prevent metal rupture and adherence of metal to walls; activates machine to eject hot billet from furnace, lift billet cradle and align it with die and ram; activates ram to place billet in container of press and force it through die; observes extruded product to verify correct machine set-up and adjusts controls as required.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), M;
 INT: 6;
 PD: 1a(L), 3a, 4(b,c), 5a, 6a, 7(a,c,e), 8(a,b,c)
 EC: 1(a,i,n), 2a, 5a, 6(b,i), 7d;
 PH: 3b

8124.30 METAL EXTRUSION DIE-HEAD WORKER

Installs die assemblies and feeds billets and dummy blocks to extrusion press:

Places die assemblies in heater, using chain hoist; removes required assembly from heater according to product to be extruded; installs and aligns assembly on mandrel of extrusion press, using hand tools; applies graphite to billet ends prior to their entry into furnace to prevent them from sticking during extrusion process; positions hot billet and dummy block into billet cradle, using tongs; removes ejected billet end and dummy block from scrap tray after extrusion; places dummy block into quench tank for cooling and further use; places billet end in disposal bin; removes die assembly from press after production run; applies caustic and lubricant to dies to clean them and maintain their condition; maintains hand tools.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R;
 APT: G(C), M;
 INT: 6;
 PD: 1(a[M],b,c,d,e), 2b, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 2a, 5a, 6(a,b,f,i) 7d;
 PH: 3b

8124.35 METAL EXTRUSION STRETCHER OPERATOR

Operates machine as member of team to stretch and straighten extruded aluminium forms:

Regulates tension of stretching machine as instructed by Supervisor, Metal Extruding; activates walking beam to bring extruded forms within reach; lifts and positions forms on stretching table by hand; adjusts position of tailstock to suit length of form; opens end of form, using hand tools as required, and inserts jig; clamps form in stretcher vices; manipulates controls to start machine and stretch product; stops machine on signal from Supervisor, Metal Extruding; releases metal from vice, removes jig and stacks forms in designated place.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R, SI;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[M],b,d,e), 3a, 4(b,c,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,m,n), 5a, 6f;
 PH: 3b

8124.40 EXTRUSION LEAD-OUT WORKER

Guides extruded aluminium forms along run-out table to prevent deformations:

Grasps extruded product coming from extrusion press, using tongs; positions bar over top of run-out table to keep form in place; walks alongside run-out table, pulling product in straight line to prevent deformations; lifts and places product on walking beam for cooling and conveyance to hydraulic stretcher.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, SI;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[M],b,d,e), 4b, 7a, 8(a,b);
 EC: 1(a,i,n), 2a, 5a, 6(f,b);
 PH: 3(a,b)

813 GLASS AND CERAMICS KILN AND RELATED PLANT OPERATORS

Workers in this minor group operate furnaces and kilns to make glass, bake ceramic products and anneal and temper glass.

8130 SUPERVISORS, GLASS AND CERAMICS KILN AND RELATED PLANT OPERATORS

Workers in this unit group supervise workers engaged in operating kilns, furnaces and other machinery and equipment used in making glass, ceramic products or bricks

8130.15 FURNACE SUPERVISOR, GLASS MANUFACTURE

Supervises and coordinates activities of furnace workers in glass manufacturing establishment and monitors furnace conditions to ensure operating efficiency:

Performs duties of **PRODUCTION SUPERVISOR**; observes meters and gauges to ensure maintenance of processing conditions such as required temperature and pressure settings, and molten-glass levels; tests oxygen content of waste gases from furnace to determine pattern of fuel utilization and ensure that required atmospheric conditions are maintained in recuperators; makes necessary adjustments to maintain conformance with production specifications; checks furnace and auxiliary equipment to determine possible problem areas and recommends and/or implements preventative measures; instructs Refractoryman on relevant repairs to be made; reviews literature pertinent to glass manufacturing to keep abreast of developments; recommends improvement or modification to equipment and processing methods; calculates and records glass production statistics; prepares reports and charts on conditions of furnace.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 5*;
TEMP: D, J;
APT: G(T), P, Q;
INT: 6;
PD: 1(a[L], b, c), 2a, 3a, 4(a, b, f), 5a, 6a, 7(a, g), 8(a, b, c);
EC: 1(a, k, n), 2a, 5(a, b), 6(b, f, i), 7(c, h);
PH: 3b.

8130.20 BATCH SUPERVISOR, GLASS MANUFACTURE

Supervises and coordinates crushing, weighing and mixing of raw materials for making glass in batches:

Performs duties of **PRODUCTION SUPERVISOR**; ensures availability of adequate stock of raw materials to serve glass production requirements; supervises crushing of *cullet* and weighing and mixing of other raw materials such as sand, limestone and soda ash; instructs workers on

steps required to change to preparation of new colour; inspects used bottles brought in by members of public to ascertain suitability for use as *cullet*, verifies weight and prepares payment vouchers; plans and schedules maintenance of equipment to ensure availability for use; maintains records and prepares reports relating to use of raw materials and stock levels.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 5*;
TEMP: D, P, J;
APT: G(T), N, Q;
INT: 6;
PD: 1a(L), 4(b, f), 5a, 6a, 7(a, g), 8(a, b, c);
EC: 1(a, b, i, j, n), 5a, 6(d, h), 7c;
PH: 3b, 4.

8131 GLASS AND CERAMICS KILN AND RELATED PLANT OPERATORS

Workers in this unit group operate and monitor kilns, furnaces, machinery and other equipment to make glass, bricks or ceramic products.

8131.15 FORMING-MACHINE OPERATOR, GLASS MANUFACTURE

Tends equipment to blow molten glass in moulds to form glassware:

Monitors operation of bottle-forming machine and *lehr* to verify synchronisation of functions such as blowing, pressing and forming movement of feed and *lehr* conveyors; checks shearspray system and forehearth to ensure that processing conditions are maintained; swabs moulds periodically with chemical solution to cool moulds and prevent adhesion of glass; selects random sample of ware, examines it for defects and weighs it to ensure conformance to specifications; liaises with **Cold-End Chargehand, Glass Manufacture** to ascertain presence of additional defects such as cracks, warps or discoloration; makes minor adjustments to equipment and changes dirty and damaged moulds as necessary; reports problems to superior; cleans and tidies work area; maintains production records.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 4;
TEMP: J, T;
APT: G(C), P, M, C;
INT: 6;
PD: 1(a[M], b, c), 3a, 4(a, b, f), 5a, 6(a, b), 7(a, g), 8(a, b);
EC: 1(a, k, m, n), 2a, 4b, 5a, 6(b, f, i);
PH: 3b.

8131.20 TUNNEL-KILN OPERATOR

Tends tunnel kiln to fire blocks and tiles to specified hardness:

Reviews status of kiln by examining log entries and work sheet; examines kiln fixtures visually to ascertain their condition; supervises and assists with charging of cars into kiln; monitors gauges and makes adjustments to fixtures as necessary to keep temperature within critical limits for maintenance of production schedules; checks equipment periodically to ensure proper maintenance and functional efficiency; shuts down system during electrical power failure, monitors emergency electrical generating system and restarts and relights kiln on return of power; maintains production records and logs temperature readings, occurrences of plant failures and other abnormal conditions; reports serious irregularities to superior; performs duties of **TUNNEL-KILN ATTENDANT** and **BRICK-DRYER ATTENDANT** if required.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 4;
TEMP: R, J;
APT: G(C), Q, M;
INT: 6;
PD: 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,b), 8(a,b,c);
EC: 1(a,k,n), 2a, 6(b,d,f,i), 7(c,d,f,h);
PH: 3b.

8131.25 TANK-FURNACE OPERATOR, GLASS MANUFACTURE

Tends and monitors furnace and ancillary equipment to melt and fuse ingredients to make glass:

Observes gauges to determine level of molten glass in furnace, and adjusts controls to charge furnace with raw materials to maintain specified level; maintains processing conditions by regulating temperatures and combustion air, and checking water-cooling system and cooling fans; checks raw materials in storage silo and informs **Batch Supervisor, Glass Manufacture** of diminishing supply; ensures that emergency fuel supply and nitrogen bottles are maintained according to requirements; checks motors, gearboxes, bearings, pulleys, sprockets, filters and drain pipes; examines furnace walls for worn spots and leaks and reports problems to superior; inspects formed product visually for defects such as bubbles and colour tints to determine problems in melting process; cleans and maintains furnace platform, control room and related work areas; maintains production records and furnace log.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 3;
TEMP: J;
APT: G(C), P, M, C;
INT: 6;
PD: 1(a[M],b,c), 2a, 3a, 4(a,b,f), 5a, 6(a,b), 7(a,d,g), 8(a,b);
EC: 1(a,f,k,n), 2a, 4(a,b), 5(a,b), 6(b,f,i), 7(c,h);
PH: 3b.

8131.30 KILN OPERATOR, CERAMICS PRODUCTION

Tends kiln to fire ceramic products by performing any combination of the following duties:

Stamps trademark onto earthenware such as toilet-bowls and wash-basins; sorts articles preparatory to loading to facilitate optimum use of kiln capacity; installs shelves in kiln to accommodate layers of products as necessary; loads earthenware manually onto kiln base, stacks products on shelves, or packs saggars filled with tile biscuits on kiln conveyor; sets controls to regulate temperature and firing time, turns on electricity or gas supply to light burner and adjusts speed of conveyor as necessary; closes and secures kiln by turning hand wheels and tightening screws and activates kiln to begin firing process; monitors gauges and equipment visually to ensure smooth production flow; notifies superior of changes in processing conditions; unloads products from kiln as required; keeps log on processing and other problems; cleans and maintains equipment.

May examine fired articles for faults.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 2;
TEMP: J;
APT: G(C), M;
INT: 6;
PD: 1(a[L,M],b,c), 3a, 4(a,b,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,k,n), 2a, 5a, 6(f,i), 7(c,d);
PH: 3b.

8131.35 BRICK-DRYER ATTENDANT

Charges and discharges kiln cars into and from dryer to prepare clay blocks for firing:

Receives operating instructions from superior and liaises with outgoing **Brick-Dryer Attendant** to gather information on status of dryer; inspects loaded kiln car and makes adjustments to ensure that blocks are safely stacked; clears blockages or spillages in pre-dryer and dryer; positions loaded car in pre-dryer chamber and charges and discharges dryer by pressing buttons and manipula-

ting levers to open doors and activate hydraulic ram; monitors instrument gauges and records temperature, air pressure and other readings periodically; inspects equipment and fixtures, opens and closes vents and makes adjustments as necessary to control drying process; assists in positioning kiln cars for transfer to tunnel kiln

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(a,k,m,n), 2a, 4b, 5a, 6(d,f,h,i), 7(c,d,h);

PH: 3b.

8131.40 TUNNEL-KILN ATTENDANT

Charges and discharges cars of bricks into and out of tunnel kiln and assists with operation of kiln:

Receives operating instructions from superior and holds discussion with outgoing Brick-Kiln Attendant to gather information on status of kiln; removes kiln cars from dryer and charges them into and discharges them from kiln by pressing buttons and manipulating levers at timed intervals, in accordance with work-order sheet; inspects interior of kiln by looking through peepholes and assists in clearing blockages, using steel rod; keeps kiln exit and track free from broken debris; climbs to top of kiln and examines equipment such as fan and burners to ensure their functional efficiency; assists with emergency operations and maintenance of production records.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,b), 8(a,b);

EC: 1(a,k,m,n), 2a, 4b, 5a, 6(d,h,i), 7(c,d,h);

PH: 3b.

8139 OTHER KILN AND RELATED PLANT OPERATORS

Workers in this unit group operate and monitor machinery used to prepare ingredients to be used in manufacture of glass, ceramic products and bricks, and perform other related duties not assigned to workers in the preceding unit groups.

8139.15 SLIP-HOUSE ATTENDANT, CERAMIC WARE

Prepares slip for casting ceramic ware by performing any combination of the following duties:

Open main water valves to fill blunger with specified quantities of water; weighs raw material such as ball and china clay, silica quartz and feldspar, and transfers material to loading platform; lifts bags of raw material and pours material into blunger according to mixing sequence; adds chemical deflocculants and activates machinery to mix ingredients in blunger and produce slip; starts pump and opens outlet valves of blunger to transfer slip to rough storage tank, vibrating sieve and stock tank; removes residue from vibrating sieve manually; collects excess slip from casting house and pumps it into rough storage tank; deposits waste bisque ware into reclaim blunger for re-processing; performs duties of GLAZE MAKER to provide glaze for production purposes; cleans work area and equipment.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;

TEMP: J, T;

APT: G(C), M;

INT: 6;

PD: 1(a[M],b,c), 3a, 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,i,m,n), 4a, 5a, 6(a,d,e), 7(c,d);

PH: 3b.

8139.20 GLAZER, CERAMIC WARE

Tends equipment to glaze ceramic ware by performing any combination of the following duties:

Receives instructions from superior on work to be performed; obtains glaze mix from Glaze Maker, removes excess water, using scoop, and stirs mix to obtain desired consistency; draws sample and measures its density, using densitometer; submits sample for laboratory analysis and makes adjustments based on results; connects hoses to water faucets and pumps water to glazing stations; activates conveyor to move biscuits through processing stations; adjusts valve on waterfall machine to regulate flow of glaze and/or adjusts speed of conveyor line to ensure application of glaze at correct thickness; mixes fixatives to required strength for spraying onto ware; selects ware and positions it on conveyor belt or turntable; activates conveyor belt or turntable and applies glaze to articles, using spraying apparatus; adjusts valve or nozzle to regulate flow of glaze and/or adjusts speed of conveyor belt or turntable to achieve required thickness of glaze; removes glazed articles and places them on trolley for transportation to kiln; checks pick-up-weight of ware periodically by scraping glaze off item and

weighing scrapings; monitors cutting, spraying and blowing processes to ensure smooth production flow; repairs and mends *saggars*, using clay paste; maintains production records.

OCCUPATIONAL PROFILE

DPT: 385; ETD: 2; SVP: 2;

TEMP: J, T;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[L],c), 3(a,c), 4(a,b,c,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,k,n), 4a, 5a, 6(a,d,f), 7g;

PH: 2a, 3(a,b).

8139.25 GLAZE MAKER

Tends ball mill to grind and mix ingredients to produce glaze for coating ceramic items by performing any combination of the following duties:

Receives work instructions from superior; weighs ingredients such as *frit*, clay, water and pigment according to formula and dumps or pours them into mill; adjusts speed of equipment and sets timer according to processing specifications; depresses buttons on control panel to activate and regulate equipment and observes process periodically; draws samples, feels them to determine consistency, submits them to laboratory for analysis and makes adjustments based on laboratory report; attaches pump-hose to mill and opens valve to transfer mixed glaze through filter to holding vessel to remove unmilled ingredients; transports mixed glaze to Glazer or pumps glaze to storage tank; cleans equipment and adds crushing balls to mill as required; supervises assistant and maintains production records

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 2;

TEMP: J;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,c,d), 2a, 3(a,c), 4(a,b,d,e,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,f,k,m,n), 4a, 5a, 6(a,d,f), 7g;

PH: 2a, 3(a,b).

8139.30 BATCH PLANT ATTENDANT, GLASS MANUFACTURE

Prepares raw materials used in making glass by performing any combination of the following duties:

Off-loads bags of chemicals manually from trucks and stacks them in specified location; activates elevator to transfer bulk raw materials such as sand, soda ash and

limestone to silos; weighs small amounts of materials such as charcoal and chromite, using manual scale, and places them in bucket conveyor for transfer to mixer; tends automatic scale and hoist to weigh bulk materials, raise conveyor and empty materials into chute of mixer; starts mixer and pulls lever after stipulated time to release mixture onto conveyor for transport to batch silo; activates machinery to transfer cullet from storage bin to crushing machine; starts crusher to crush cullet to specified fineness; releases crushed cullet onto elevator for transfer to storage silo; activates vibrator to discharge specified amounts of cullet onto mixture in transit to batch silo; climbs to top of silos to verify levels of raw material, crushed cullet and batch mix

May be designated according to area of specialisation; for example,

BATCH MIXER, GLASS MANUFACTURE

RAW MATERIALS ATTENDANT, GLASS MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R, SI;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,c,d,e), 2a, 3(a,e), 4(a,b,e), 5a, 6a,

7(a,c,d,g), 8(a,b);

EC: 1(a,f,k,m,n), 5a, 6(b,d,f,h), 7(c,d);

PH: 3b.

8139.35 CLAY-BLOCK-EXTRUDER OPERATOR

Operates clay-extrusion machine to shape clay into building blocks and tiles according to specifications:

Activates control panel to start machine and convey pre-mixed clay from hopper through vacuum pan and die of extruder machine; opens valves to add water and oil as necessary to maintain required consistency of mixture and facilitate its passage through die; observes clay mixture in vacuum pan and monitors vacuum and amperage gauges to ensure that de-airing process is within acceptable limits; stops machine as necessary to correct machinery malfunctions and product defects or to clear blockages in die; changes cutting wire of block cutter and assists with replacement of dies and machinery repairs as necessary, using hand tools

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(C), M;

INT: 6;
 PD: 1(a[M],b,c,d,h), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,m,n), 5(a,b), 6(b,f), 7(c,d);
 PH: 3b.

8139.40 CLAY-CRUSHER OPERATOR/ Wet-Pan Operator

Tends clay-crushing machine and conveyors to prepare and transport clay for subsequent processing into building blocks and tiles:

Starts conveyors to deposit raw materials into crushing machine/wet pan and activates machine to crush and blend clay for further processing; monitors gauges, observes mixing operations and opens valve to add water as required to keep mixture at required consistency; activates control panel to route clay through various processing stations; stops machine and conveyor as required to clear blockages, adjust mechanisms, remove residual metal, prevent spillages and control flow of clay through system; reports mechanical malfunctions to superior and assists with repair of machinery.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
 TEMP: J;
 APT: G(C), M;
 INT: 6;
 PD: 1(a[M],b,c,d), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,b), 8(a,b,c);
 EC: 1(a,i,m,n), 4a, 5(a,b), 6(a,b,d,f), 7(c,d);
 PH: 3b.

814 WOOD-PROCESSING PLANT OPERATORS

Workers in this minor group operate and monitor equipment which saws and cuts wood in preparation for further use; convert wood and other materials into stock for making paper or operate plants which make paper from stock.

8141 SAWMILL, WOOD-PANEL AND RELATED WOOD-PROCESSING PLANT OPERATORS

Workers in this unit group operate machinery for sawing wood.

8141.15 BAND-SAW OPERATOR

Sets up and operates automatic or manual band-saw machine to cut logs into specified sizes:

Checks band-saw for defects such as cracks, bent and broken teeth and loss of tension; cleans saw guide, using metal plate, installs blade on pulleys and adjusts tension

by turning hand wheel and observing hydraulic pressure-gauge until correct adjustment is reached, or by depressing adjustment button; pours oil into lubricating cups to lubricate blade; sets saw to cut log into appropriate board sizes by turning pre-selection buttons or adjusting gauge and pushing carriage lever until correct measurement is achieved; pulls lever to advance log carriage for loading logs; loads and secures logs onto carriage, using cant-hooks and holding spikes, and ensures proper alignment, or directs loading operations to ensure proper placement of logs on ramp; activates band-saw and carriage to commence cutting operation; turns logs to make subsequent cuts, using cant-hooks or by pressing buttons; cleans work area, using shovel and broom.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[M,H],d,e), 4(a,b,e), 5a, 6(a,b), 7(a,f), 8(a,b);
 EC: 1(a,i,m,n), 5a, 6(d,f,h), 7(c,d);
 PH: 2a, 3b.

815 CHEMICAL-PROCESSING-PLANT OPERATORS

Workers in this minor group crush, grind, mix, blend, cook, roast, filter, separate, distil, refine and otherwise treat chemicals and other materials used in chemical and related processes.

8150 SUPERVISORS, CHEMICAL-PROCESSING- PLANT OPERATORS

Workers in this unit group supervise others engaged in operating machines to process chemicals or treat petroleum and petroleum-based products and by-products of natural gas

8150.15 SUPERVISOR, CHEMICAL- PROCESSING OPERATIONS

Supervises and coordinates activities of workers engaged in operating equipment to process and store chemicals:

Performs duties of **PRODUCTION SUPERVISOR**; reviews charts and graphs on control panel to detect operational problems and times at which corrective action was taken; issues work orders and safe-work permits; monitors activities such as weighing of materials and loading and operating of machines; reviews laboratory reports on samples tested and requests adjustments to products; orders plant shut-down in case of malfunction and participates in repair of equipment.

May advise customers on use of specialised equipment and product application.

May be designated according to level of responsibility; for example,
SUPERVISOR, GAS PLANT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;

TEMP: D, J, T;

APT: G (T), Q, M;

INT: 6;

PD: 1(aL), b, c, d, e), 3(a, c, e), 4(b, c, e, f), 5a, 6(a, b), 7(a, d, g), 8(a, b, c);

EC: 1(a, b, i, k, m, n), 5a, 6(b, f, j) 7(a, b, c, e, f);

PH: 3b.

8150.20 SUPERINTENDENT, LUBRICATING-OIL-BLENDING PLANT

Supervises operations and maintenance of equipment in lubricating-oil-blending plant:

Plans setting of plant for blending of different grades and types of lubricants and assigns personnel to clean blending kettles; monitors operation of equipment such as pump-houses, blenders and storage tanks, inspects equipment regularly to ensure maintenance of safe working condition and contacts maintenance department in case of equipment malfunction; checks manpower turn-out daily and adjusts work-load accordingly; makes spot checks on fire pumps at jetty and tank farm; checks loading-gantry area to ensure that pumps and metering units are in good working order.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 4; SVP: 7;

TEMP: D, P, J;

APT: G(T), V, Q;

INT: 6;

PD: 1a(L), 3a, 4(b, f), 5a, 6a, 7(a, g), 8(a, b, c);

EC: 1(a, b, i, m, n), 6(a, j), 7(a, b, c, e, f, h);

PH: 3b.

8150.25 PRODUCT AND OPERATIONS SUPERVISOR, PETROCHEMICALS

Supervises receipt and storages of bulk petrochemicals:

Supervises delivery of bulk products, such as gasolines, basic oils, white spirits, white oils, and liquid propane gas, to ensure that no contamination of products occurs and that samples of products are delivered for visual inspection and testing for water content; supervises witnessing of ullages of products received, oversees off-loading of products from barge to shore tanks and ensures

that tests are taken to verify that barge storage tank is empty; supervises disconnection and bleeding of hoses, bleeding of bulk storage tanks and taking of water-finding dips before products are pumped out of tanks; checks dip-reading charts to ascertain maximum daily stock levels and determine stock requirements for next day; liaises with distribution department to obtain estimates of daily sales and with vessel-programming personnel to inform them of bulk product needs; supervises discharge, receipt and storage of containers and additives to ensure observance of safety precautions and regulations; checks and signs time-cards and prepares accident reports; inspects statements of receipt and forwards statements to Stock Clerk, Lubricating-Oil Plant; supervises subordinate personnel; maintains good staff relations.

May take specific gravity of product to arrive at correct conversion factor for product storage.

OCCUPATIONAL PROFILE

DPT: 337; ETD: 4; SVP: 7;

TEMP: V, P, J;

APT: G(T), N, Q;

INT: 7;

PD: 1a(L), 2a, 3(a, e), 4f, 5a, 6a, 7a, 8(a, b, c);

EC: 1(a, b, i, j, k, m, n), 4a, 6a, 7(a, f, h);

PH: 2a, 3b.

8150.30 SUPERVISOR-FOREPERSON, LUBRICATING-OIL-BLENDING PLANT

Supervises operations in lubricating-oil-blending plant:

Checks stock levels in collaboration with Stock Clerk; ensures maintenance of stock levels; issues blending and filling requirements to laboratory for preparation of formulation to be used in blending products; informs Blender, Lubricating-Oil-Blending Plant of correct order of blending and ensures that operations are carried out according to requirements; ensures that base products are pumped off barges into correct storage tanks, that storage tank contents are circulated for thorough mixing, and that samples are sent for laboratory testing; ensures flushing of production lines to avoid contamination of products; supervises filling of containers by workers, ensuring that containers are filled with specified quantities and properly labelled and stored; reports malfunctions and plant breakdowns to maintenance department and ensures that production line is cleared by Fork-lift Truck Operators; checks stacking and storage of product additives and supervises cleaning of blending tanks; orders equipment, supplies and fuel for use in plant

May maintain production progress charts to facilitate production forecasting and ascertain trends in industry.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), Q;
INT: 6;
PD: 1a(L), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,m,n), 2a, 4b, 6(a,b,e,i), 7(a,b,d,e,h);
PH: 2a, 3b.

8150.35 TANKAGE SUPERVISOR

Supervises maintenance of pump-houses, blenders, additive plants, pipelines and related equipment:

Obtains information from logs on refinery operations over specific period; checks equipment and ascertains faults in machinery, such as leaking valves and lines, by consulting Pump-house Operators; prepares maintenance and hot work permits and passes for maintenance personnel or contractors; checks time-keeping records and arranges for replacement of absent employees or substitutes labour, where necessary, to accommodate operations in specified areas; coordinates with appropriate departments on maintenance of equipment; monitors operation of equipment such as pump-houses, blenders and storage tanks and inspects them regularly to ensure maintenance of safe working conditions; liaises with relevant personnel to ensure economic and efficient use of pumping and tankage equipment and with service department to ensure that complex and urgent repair of equipment is carried out; carries out relevant supervisory, personnel and administrative duties.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: V, D, P, J;
APT: G(T), V, S, P, Q;
INT: 6;
PD: 1a(L), 4b, 5a, 6a, 7(a,d), 8(a,b,e);
EC: 1(a,b,i,m,n), 4a, 6j, 7(a,b,c,g,f,h);
PH: 2a, 3b.

8151 CRUSHING, GRINDING AND MIXING EQUIPMENT OPERATORS

Workers in this unit group operate machinery to crush, grind, mix and blend chemicals and other related materials.

8151.15 MIXING-MACHINE OPERATOR/Compounder

Tends mixing machines and kettles to produce a variety of chemical products by performing any combination of the following duties:

Reviews work schedule and product formulae indicating product to be made and types and quantities of ingredients to be mixed or compounded; requisitions raw materials from warehouse or receives pre-weighed raw materials; weighs or measures specified quantities of materials, using industrial scales or measuring cylinders, and empties or pumps them in appropriate sequence, into mixing tanks or compounding vessels; starts vessels, sets speed and temperature gauge, and opens and closes steam and water valves as necessary; monitors blending process periodically to check consistency, viscosity and colour of product; draws sample and submits it to laboratory for analysis; makes necessary adjustments based on results and submits new samples to laboratory; forwards product to production line or fills containers with product and transports them to storage area; returns unused raw materials to stores; maintains records and submits them to superior; ensures good housekeeping of utensils and work area.

May pump product through filter press to remove impurities, label and keep samples from each compounded batch and operate water-treatment tanks.

May be designated according to area of specialisation; for example,

FILLER MIXER
STARCH MIXER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;
TEMP: J, T;
APT: G(C), P, Q, M;
INT: 6;
PD: 1(a[L,M],b,c,d), 2a, 3(a,c), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,k,m,n), 4a, 5a, 6(a,b,g,f,i), 7(a,b,c,e);
PH: 3b.

8151.20 NEUTRALISER-BLEACHER OPERATOR, SOAP MANUFACTURE

Tends mixing equipment to bleach and neutralise acid and make paste used in preparation of non-soapy detergents:

Weights ingredients where necessary and dumps them into mixing tank; activates pump and opens valves to introduce liquid ingredients such as water, sodium hydroxide, sulphonic acid and chlorine into mixing tank in specified sequence; reads quantitative measures to determine when required amounts of ingredients have been admitted; activates agitator to begin mixing process; checks paste visually and observes gauge to ensure that mix is proceeding according to product specifications;

draws sample, submits it to laboratory for analysis and makes adjustments as necessary; opens valve to transfer paste into holding vessel; records gauge readings and maintains production data; keeps work area and equipment tidy.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;
 TEMP: R, J, T;
 APT: G(C), P, Q;
 INT: 6;
 PD: 1a(L,M), 2a, 3a, 4(b,c,f), 5a, 6(a,b), 7(a,g), 8(a,b);
 EC: 1(a,f,i,k,m,n), 5a, 6(e,i), 7b;
 PH: 3b.

8151.25 CRUTCHER OPERATOR, SOAP MANUFACTURE

Tends crutchers to prepare soap mix for processing into soaps:

Weighs ingredients according to product formula and empties them into mixer in required sequence; activates mixing system, opens valves and tends pumps to introduce ingredients such as water and soap mix into mixing equipment; reads flow-meters to determine when required quantities of ingredients are introduced; sets temperature gauge according to type of soap to be made and starts agitator to mix ingredients; checks paste periodically to ensure adherence to specifications; draws sample and submits it to laboratory for analysis; weighs and dumps additional ingredients into mixer to bring slurry to desired consistency, if necessary; opens valve to pump mixture into holding vessel; maintains production data such as number of batches mixed.

May be designated according to level of responsibility; for example,

ASSISTANT CRUTCHER OPERATOR

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
 TEMP: R, J, T;
 APT: G(C), P, Q;
 INT: 6;
 PD: 1(a[L],b), 2a, 3a, 4(b,c,f), 5a, 6(a,b), 7(a,g), 8(a,b);
 EC: 1(a,i,k,m,n), 5a, 6(a,e,i), 7b;
 PH: 3b.

8151.30 PAINT TINTER/Paint Shader

Mixes stainers or pigment dispersions and other materials with preliminary mixtures of paint and related products to obtain required colour and consistency:

Draws samples of preliminary mixtures of products such as paints, lacquers and varnishes, writes identifying data on sample containers and submits samples to laboratory for colour and quality tests; examines tint cards received from laboratory to determine additional materials required to make product accord with specifications; weighs pigment dispersions, solvents and other materials and pours them into mixers; activates stirring machine and leaves it to operate for stipulated time; stops machine and removes sample; brushes sample and standard colour onto plates or cards and compares them visually to verify colour match; forwards sample to laboratory for testing; repeats process, adding materials to adjust mixture as recommended by laboratory personnel until mixture is approved; records production data such as type of product, batch number and time factors; retains brush-out cards and samples of approved batches; maintains small stock of pigment dispersions.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R, J, T;
 APT: G(R), Q, M, C;
 INT: 6;
 PD: 1(a[L],b,c), 3(a,e), 4(b,f), 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,i,n), 5(a,b), 6(a,d,e,f,h), 7(a,b,e);
 PH: 2a, 3b.

8151.35 MACHINE OPERATOR, PAINT MANUFACTURE/Mill Operator, Paint Manufacture

Tends grinding and mixing machines to make paint and related products:

Examines worksheet to determine materials required for individual job and requests materials from stores; locates appropriate pot or mixer unit, positions it under machine head and attaches grinding shaft or stirrer to machine head, using hand tools; weighs or measures materials to be processed; pours materials such as solvents, water, pigments, resins and dispersants into pot in required sequence, manually or using mechanical lift; stops and starts grinding and mixing machines at stipulated times to prepare bases for paint and related products and stirs mixtures; pumps mixture to storage pot or removes mixing unit from machine head; records production data.

May check dispersion with fineness gauge, take samples to laboratory for testing, prepare and affix job tags to mixing pots, clean machines and immediate work area and perform duties of FORK-LIFT TRUCK DRIVER.

May be designated according to level of responsibility or area of specialisation; for example,

**DISPERSION CHARGE-HAND
DISPERSION MIXER-OPERATOR
LOADING AND TINTING CHARGE-HAND**

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R, SI;
APT: G(R), K, M;
INT: 6;
PD: 1(a[M,H],b,c,d,e), 3(a,e), 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,n), 5(a,b), 6(a,d,e), 7(a,b,c,d,e,f);
PH: 3b.

**8151.40 MACHINE OPERATOR, PASTE-INK
MANUFACTURE**

Tends grinding and mixing machines to make paste printing inks:

Examines job card to ascertain type and quantity of paste printing ink required; selects, weighs and stacks raw materials for ink batches in preparation for processing; examines grinding and mixing machines to verify fitness for use; loads material into vessel of grinding machine to prepare ink bases; starts grinder and observes ground product for impurities and lumps; places raw materials into bowl of mixing machine in required sequence and mixes them for stipulated time to prepare ink slurry; adjusts roller clearance on blending mill to ensure even grinding and blending; starts mill, loads ink slurry into hopper and tends mill for specified time to grind slurry to required fineness; requests quality-control testing at machine or forwards sample to laboratory at each stage of production; re-grinds slurry, adds raw materials and re-mixes materials as required; places containers on scale at discharge end of mill and fills them to required weight; covers ink surface with glycerine paper to prevent skin formation; places lids on containers, affixes labels and places containers in storage area; cleans machines and work aids.

May be designated according to level of responsibility; for example,

CHARGE-HAND-OPERATOR, PASTE-INK MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R, SI;
APT: G(R), Q, M;
INT: 6;
PD: 1(a[H],b,c,d,e), 3(a,c,e), 4(b,e), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(a,i,n), 5a, 6(b,e,f), 7(a,b,d,e);
PH: 3(a,b), 4.

**8151.45 MACHINE OPERATOR, LIQUID-INK
MANUFACTURE**

Tends mixing machine to make liquid printing inks:

Examines job cards to ascertain type and quantity of inks required; selects and weighs ingredients for ink batches in preparation for processing; loads materials into mixing vessel; lowers and activates high-speed mixing head; removes sample of product and forwards it for quality-control testing and adjusts product as required; lifts mixing vessel, using hoist; places empty container on scale beneath vibratory sieve; pours ink through sieve to remove impurities and fill container according to weight; covers containers, affixes labels and transports containers to storage area; cleans machines, mixing vessels and work aids.

May drive fork-lift truck to transport materials.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R, SI;
APT: G(R), Q, M;
INT: 6;
PD: 1(a[M,H],b,c,d,e), 3(a,e), 4(b,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,n), 5(a,b), 6(b,e,f), 7(a,b,c,d);
PH: 3(a,b).

**8151.50 CRUSHER OPERATOR, CANDLE
MANUFACTURE**

Tends machine which crushes wax for use in manufacturing candles:

Off-loads boxes of wax slabs from pallet, unpacks boxes and places slabs at side of crushing machine; dumps slabs into machine hopper and operates controls to start, stop and regulate speed of crushing mechanism; moves lever to regulate flow of material into chute for conveyance to extrusion machine and prods wax mass with rod to prevent plugging of chute; observes vacuum mechanism to verify return of wax residues from extrusion machine; adjusts equipment as required, referring serious problems to superior; cleans machine and maintains work area by folding and stacking cartons and sweeping, scraping and steam-cleaning floor as necessary.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 0;
TEMP: R, SI;
APT: G(R), M;
INT: 6;
PD: 1(a[L,M],b,c,d), 2a, 3(a,c,e), 4a, 5a, 6(a,b), 7(a,d), 8(a,b);

EC: 1(a,i,n), 4a, 5(a,b), 6(a,b,f);
PH: 3(a,b), 4.

8152 COOKING, ROASTING AND RELATED HEAT-TREATING-PLANT OPERATORS

Workers in this unit group operate machinery to heat-treat materials.

8152.15 ROTARY KILN OPERATOR, CEMENT PLANT

Operates rotary kiln from console panel to process slurry into clinker in cement production:

Receives verbal report concerning operating events from previous shift and verifies with log records; examines console panel readings and makes adjustments to temperature and air pressure gauges and other operating systems to maintain production specifications; opens kiln hatch and inspects kiln visually through protective lens to check colour and size of flame and ensure that conditions are stable for burning; adjusts kiln temperature and rate of feed as necessary; maintains log on kiln operation

OCCUPATIONAL PROFILE

DPT: 382; ETD: 3; SVP: 6;
TEMP: J, T;
APT: G(C), P, Q, C;
INT: 6;
PD: 1a(L), 2a, 3a, 4(b,c,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
EC: 1(a,k,m,n), 2a, 5a, 6(d,i), 7h;
PH: 3b

8152.20 SOAP BOILER

Operates equipment to boil ingredients for processing into toilet and laundry soap bars:

Adjusts gauges and controls of processing equipment; opens valves to admit liquid ingredients such as caustic soda and tallow into kettle in specified sequence, and steam to heat mixture; reads gauges to determine when required amounts of ingredients have been admitted and leaves them to boil for specified period; adds brine to mixture to facilitate absorption of glycerol and opens valve to transfer mixture to holding tank preparatory to recovery of glycerine; observes mixture periodically for factors such as colour and consistency; dips trowel into soap mixture and observes run-off, and adds water, electrolyte or caustic soda to obtain required grain; draws sample for laboratory analysis; covers mixing tank and leaves products to cool and settle for specified period; raises or lowers pump-line to locate separation level of pure soap and residue; starts pump to transfer pure soap to storage tank for further processing by Crutcher Operator; lowers pump-line to bottom of tank to transfer

residue to reclaiming tank, adds additional ingredients and reboils mixture as required; maintains production data; cleans and tidies work area and equipment

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 6;
TEMP: J, T;
APT: G(C), P, Q, M;
INT: 6;
PD: 1(a[L,M],b,e), 2a, 3a, 4(a,b,e,f), 5a, 6(a,b), 7(a,g), 8(a,b);
EC: 1(a,i,k,n), 2a, 5(a,b), 6(a,b,e,i), 7b;
PH: 3b

8152.25 DRYING TOWER OPERATOR, SOAP POWDER MANUFACTURE

Operates heated-air tower from control panel to make soap powders:

Changes jets and makes minor adjustments to equipment according to type of product to be made; adjusts valves to regulate flow of air from hot-air furnace, and flow of slurry, oil and perfume from holding vessels; activates pumps to release ingredients from holding vessels into spray-drying tower; activates fan to draw air from hot-air furnace into tower to dry slurry; reads gauges to determine temperature and pressure of air and adjusts controls to maintain specified processing conditions; inspects product for characteristics such as density, colour and particle size; draws sample and submits it to laboratory for analysis; operates control to transfer soap powder from tower to silo; inspects operating units to ensure efficient functioning; cleans tower and clears blocked jets; supervises and directs activities of assistants; keeps log of tower operations

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 4;
TEMP: J, T;
APT: G(C), P, Q;
INT: 6;
PD: 1(a[S,L],b,c), 3a, 4(a,b,c,d,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);
EC: 1(a,i,k,m,n), 5a, 7(b,c);
PH: 3b

8152.30 ROTARY KILN ATTENDANT, CEMENT PLANT

Performs field checks on, and assists with, maintenance of rotary kiln machinery to ensure efficient production of cement:

Inspects and monitors machinery such as dust elevators, dust screens and slurry feeder to detect malfunctions and

refers problems to Relief Attendant, Cement Plant for necessary action; liaises with Rotary Kiln Operator, Cement Plant to ascertain quantity of slurry needed for processing into clinker; checks slurry overflow in basin to ensure adequate supply to kiln; observes operation of air compressors to ensure movement of slurry in basin; checks quantity of raw material entering kiln, using timing mechanism to ensure that stock levels tally with processing data; opens hatch on kiln body to draw samples of raw material periodically for laboratory testing.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;

TEMP: R, S, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 2a, 3a, 4(a,b,f), 5a, 6(a,b), 7(a,b,c,d), 8(a,b);

EC: 1(c,k,m,n), 2a, 4b, 5a, 6(a,d,f,h,i), 7(c,d,h);

PH: 3b.

8152.35 POT MAN, MASTIC ASPHALT

Tends propane-powered pot to melt mastic asphalt:

Smashes mastic asphalt blocks with sledge hammer and charges pot with asphalt pieces in preparation for melting; fires furnace and regulates pressure of propane flowing to furnace to maintain required temperature; monitors melting process, changes propane containers and adds supply of asphalt as necessary; activates agitator in pot when asphalt becomes liquified to maintain desired consistency; opens pot chute to allow liquid mastic asphalt to flow into bucket and hooks filled bucket onto hoist for use by Mastic Asphalt Spreader; dusts buckets periodically with anti-adhesive medium and cleans chute as required, using trowel; carries out routine maintenance and minor repairs on pot.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R, A;

APT: G(R), M;

INT: 6;

PD: 1(a[H],b,c,d,e,f), 3(a,e), 4(a,e), 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(b,j,l,n), 2a, 4a, 5a, 6(b,d,f,h,i), 7(a,b,d,h,i);

PH: 2a, 3b.

8152.40 MELTING-ROOM ATTENDANT, CANDLE MANUFACTURE

Tends equipment to colour wax used for making candles:

Dumps wax into melting vat and activates vat to begin heating and melting process; adds dyes to colour wax as required; removes sample of dyed wax and compares it

with standard colour to verify match; adds more dye to adjust colour as required; opens valve and drains wax into receptacle; pours wax into oiled trays and leaves it to harden; removes wax slabs at end of specified time and packs them into cartons and onto pallet; maintains equipment and work area by washing, scraping and steam cleaning.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M, C;

INT: 6;

PD: 1(a[L],b,c), 3(a,c,e), 4(b,e), 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 2a, 4a, 6a, 7d;

PH: 3(a,b), 4.

8153 FILTERING-AND-SEPARATING- EQUIPMENT OPERATORS

Workers in this unit group operate equipment to filter and separate chemicals and related materials.

8153.15 SCREENMAN

Tends machine to control flow of refined asphalt from still for straining and channelling to filling station:

Manipulates lever to discharge refined asphalt from still to screening box; discards impurities from screening box by opening and closing box as necessary; channels refined asphalt to filling station by activating and controlling appropriate pump.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), K, M;

INT: 6;

PD: 1(a[M,H],d,e), 2a, 3e, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 2a, 4b, 6(a,b,d,e,i), 7(a,b,d);

PH: 2a, 3(a,b).

8154 STILL AND REACTOR OPERATORS

Workers in this unit group operate equipment which distil and refine chemicals.

8154.15 OPERATING TECHNICIAN, CHEMICAL PLANT

Controls and operates equipment, unit or system of chemical plant to convert chemical substances into specified products:

Observes gauges, signals and recording instruments; manipulates valves and controls to regulate temperature, pressure and flow of steam, coolant and chemical con-

stituents through system to effect prescribed reaction within critical limits to produce ammonia, methanol, urea and other chemical products; records reading of various instruments in log; collects sample of product at various manufacturing stages for laboratory analysis; inspects plant equipment such as fans, valves and compressors, assesses condition and informs superior of defects and/or failure; diagnoses operating problems, recommends corrective action and implements changes to maintain proper plant operation; prepares or assists in preparation and isolation of equipment for programmed maintenance and conducts minor maintenance for safe and continuous operation of plant; assists superior in preparing work orders and safety permits; conducts weekly safety audits to ensure availability and efficient performance of equipment; checks supplies and informs superior of replacement needs; responds to plant emergencies such as power failures and fire outbreaks to prevent injury to personnel or damage to equipment.

OCCUPATIONAL PROFILE

DPT: 262; ETD: 5; SVP: 5*;
TEMP: S, J, T;
APT: G(T), Q, M;
INT: 6;
PD: 1a(L,M), 2(a,b), 3(a,e), 4(b,e,f), 5a, 6a, 7(a,b), 8(a,b,c);
EC: 1(a,b,f,k,n), 2a, 4a, 5a, 6(a,b,d,e,f,g,i,j), 7(a,b,e,f);
PH: 3b.

8154.20 OXYGEN-AND-NITROGEN-PLANT OPERATOR

Operates fully or semi-automated plant to produce oxygen and nitrogen:

Checks equipment and related accessories such as compressors, purifying towers, air dryer and air separation column to verify safe condition and adjusts them as required; activates equipment to filter, compress and liquify air and separate it into oxygen and nitrogen; monitors operation of equipment directly or from control panel, reading gauges and charts to verify that factors such as temperature, pressure and gas flow conform to specifications, and adjusts controls to correct factors; tests purity of gases produced, using gas-analysis apparatus, and ensures purity testing of gases in filled containers; ensures safe shut-down of plant to prevent accidental start-up or leaks; performs specialised equipment maintenance such as refilling of filters of purifying towers with water and caustic solution, and changing of dessicant in air dryer; cleans and lubricates equipment; carries out minor repairs and maintains general cleanliness of plant;

maintains equipment log sheets and records operational data in log or plant report.

May perform similar duties to produce argon and super-vise filling of cylinders, flasks and trailers.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 3; SVP: 3;
TEMP: J, T;
APT: G(T), F, M;
INT: 6;
PD: 1(a[L,M],b,c), 2(a,b), 3(a,c,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c,d,e), 8(a,b,c), 10;
EC: 1(a,b,f,k,n), 4a, 5a, 6(b,f,j), 7d;
PH: 3b.

8154.25 HYDROGEN-PLANT OPERATOR

Operates electrolytic cells and rectifier to produce hydrogen gas:

Inspects plant equipment to ensure operating efficiency; checks water level in electrolytic cells and tests to ensure purity of distilled water entering cells; activates rectifier to allow build-up of current to operating requirements; regulates voltage by manipulating voltage regulator; opens outlet valves in system and vents hydrogen in start-up operation and tests hydrogen for purity; locks off vent valves and opens inlet valve to allow entry of hydrogen into holding tank; starts compressor and opens outlet valves to blow down system and clean compressor; purges hydrogen gas line by opening inlet valves and purges bottle to release moisture prior to filling process; ensures that all system valves are closed off and turns on main valve to start filling process; ensures that cylinders are placed under manifold for filling, and removes and replaces filled cylinders; ensures maximum operating efficiency of plant by making periodic checks, blowing down system where necessary and performing minor maintenance work; ensures that equipment and accessories have been properly shut down and secured to prevent accidental start-up, leaks and loss of product; maintains production records.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 3;
TEMP: R, J, T;
APT: G(T), Q, M;
INT: 6;
PD: 1(a[M],c,d), 3a, 4(b,e,f), 5a, 6(a,b), 7(a,e), 8(a,b,c);
EC: 1(a,k,n), 5a, 6(b,j), 7d;
PH: 3b.

8154.30 CARBON DIOXIDE PLANT OPERATOR

Operates plant to process carbon dioxide gas into liquid:

Ensures that plant accessories and equipment are in safe and efficient condition for start-up operation; switches on water pump and fan of plant's cooling system; activates machine to start suction of piped carbon dioxide through scrubber and deodoriser to remove impurities; monitors process through sub-cooler, drier and condenser; purges system by opening valves and operating controls; starts compressor of refrigeration unit to liquify gas; monitors process by observing water-cooling system, gas temperature and pressure gauges; conducts purity tests at specific intervals, using caustic solution; operates machinery to manufacture dry ice from liquified carbon dioxide; ensures that plant operates at maximum efficiency by making periodic checks, blowing down system where necessary and performing minor maintenance repairs; ensures that equipment and accessories are properly shut down and secured to prevent accidental start-up, leaks and loss of product and raw material; supervises activities of Gas-Plant Attendant; maintains production records.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 3;
TEMP: R, J, T;
APT: G(T), P, Q, M;
INT: 6;
PD: 1a(M), 3a, 4(a,b,c,e,f), 5a, 6(a,b), 7(a,e), 8(a,b);
EC: 1(a,b,i,k,m,n), 4a, 5a, 6(b,f), 7(a,e,f);
PH: 3b.

8154.35 NITROUS OXIDE PLANT OPERATOR

Operates plant to process chemicals into nitrous oxide:

Ensures that purification towers of plant are filled with specified quantities of chemicals such as, potassium permanganate and caustic potash; checks melter to ensure that ammonium nitrate and water are at specified levels and concentration; activates switches to start and heat plant to required temperature for processing of chemicals into nitrous oxide; observes transfer of chemicals from melter to reactor through sight glass of reactor; identifies contamination in reactor by noting subtle changes in colour of ammonium nitrate; monitors process by reading flow meters and pressure gauges to ensure efficiency of operation and attainment of required pressure for filling of cylinders; conducts purity tests, using detector tubes and absorption-testing apparatus; activates compressor to commence filling of reservoirs; vacuums and fills cylinders from reservoirs, using pump; ensures that plant is operating at maximum efficiency by

making periodic checks and performing minor maintenance work; ensures proper shut down and securing of equipment and accessories to prevent accidents and loss of product or raw material; maintains production records.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 3;
TEMP: R, J, T;
APT: G(T), Q, K, F;
INT: 6;
PD: 1(a[L,M],d,e), 3(a,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,e,g), 8(a,b,c);
EC: 1(a,b,k,n), 6(e,j);
PH: 3b.

8154.40 ACETYLENE PLANT OPERATOR

Operates acetylene plant to process calcium carbide crystals and water into acetylene gas:

Examines plant equipment to ensure operating efficiency; checks acetylene cylinders to verify correct filling weight; vents residual acetylene gas or adds acetone where necessary, using manifold and air pump to achieve required weight; ensures that water in generator and oil in compressor are at requisite levels; dumps specified quantities of calcium carbide into generator hopper; ensures that cylinders are in position under manifold; activates switches to start mixing operation and process calcium carbide and water into acetylene gas; places calcium chloride crystals into container on filling line to facilitate removal of impurities and moisture from gas; turns on water sprinkler system to cool cylinders and maintain required filling pressure; weighs filled cylinders to ensure conformity with specifications; supervises activities of Gas-Plant Attendant; maintains production records.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;
TEMP: R, J;
APT: G(T), P, Q, M;
INT: 6;
PD: 1(a[M],b), 3a, 4(b,e,f), 5a, 6(a,b), 7(a,e), 8(a,b,c);
EC: 1(a,i,k,m,n), 4a, 5a, 6(a,e,j), 7(a,b,f);
PH: 3b.

8154.45 CHLORO-ALKALI PLANT OPERATOR

Controls chloro-alkali plant to produce bleach, hydrochloric acid and hydrogen:

Starts plant at control panel and activates controls to produce, filter and pump brine to storage tank; regulates flow of water and brine to electrolytic cells; checks

control panel to verify that factors such as current, pH and temperature conform to plant specifications; starts rectifier to supply current to cells and electrolyse brine; checks cells to verify correct rate of flow, temperature, voltage and amperage; activates and monitors compressor, drying and refrigeration units to purify and liquefy chlorine; pumps chlorine to burner and reactor units simultaneously to produce bleach, hydrochloric acid and hydrogen; draws samples of brine and products for laboratory analysis; opens valves to transfer products to storage tanks; inspects plant for leaks and other hazards.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 3; SVP: 1;
TEMP: J, T;
APT: G(C), K;
INT: 6;
PD: 1a(L), 3(a,e), 4(b,c,f), 5a, 6a, 7(a,c,d,e,f), 8(a,b,c);
EC: 1(a,i,k,n), 6g, 7(a,b,d);
PH: 2a, 3b, 4.

8154.50 ASPHALT-STILL ATTENDANT

Controls equipment to heat and refine crude asphalt:

Instructs subordinate to dump required amount of crude asphalt into still; opens steam valve and activates agitator by turning valves and manipulating levers to start refining process; monitors operation and regulates gauges and dials to maintain specified temperature in still for required time; adds flux and other additives as necessary; signals Screenman to discharge refined asphalt from still; maintains production records

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 3;
TEMP: R;
APT: G(C), M;
INT: 6;
PD: 1(a[M,H],d,e), 2a, 3e, 4(a,b,c,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,f,k,n), 2a, 4a, 6(a,b,d,e,i), 7(a,b,d);
PH: 2a, 3b.

8154.55 GLYCERINE PLANT OPERATOR, SOAP MANUFACTURE

Tends equipment to recover and refine glycerine from spent lye solution used in soap manufacture:

Operates pump to introduce lye into evaporator; adds chemicals such as caustic soda and ferric chloride to spent lye solution to precipitate residual soap stock; pumps soap stock to holding vessel for reprocessing; tests lye solution for pH levels, using litmus paper, and adds caustic soda to neutralise acidity as necessary; sets and

regulates controls on equipment such as evaporator, condenser and centrifuge to maintain specified temperature and pressure throughout distillation process for producing glycerine and salt; collects or makes brine as required; reprocesses glycerine according to level of purity required, draws sample of glycerine and submits it to laboratory for analysis; manipulates valve to transfer glycerine to holding tanks; paints and stencils drums, fills them with glycerine and transports them to storage area; maintains production data.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L,M],b,c,d), 2a, 3a, 4(a,b,c,e,f), 5a, 6(a,b), 7a, 8(a,b);
EC: 1(a,i,k,n), 5a, 6(a,b,e), 7b;
PH: 3b.

8155 PETROLEUM AND NATURAL-GAS REFINING PLANT OPERATORS

Workers in this unit group operate and monitor plants which refine, distil and treat petroleum and petroleum-based products and by-products of natural gas.

8155.15 PUMPMAN, PETROLEUM INDUSTRY

Pumps crude oil, blended oils and refined petrochemical products from ships to storage tanks on shore and vice versa:

Reads log to obtain information concerning pump-house operations during previous shift; observes flowmeters, pressure gauges and fluid levels to ensure that pumps and equipment are in good working condition and informs relevant department of discrepancies; rectifies situation according to instructions received from supervisory refinery personnel; starts pumps to load or unload vessels or transfer products during process operations; ensures that Pipeline Fitter, Oil Field installs blank caps in appropriate positions on lines to stop flow of undesired liquids and prevent contamination of products; reads amperage meter to ensure that pump is working and motor is not overloaded; oils and greases pumps and associated equipment to maintain them in good working condition; records information on daily loading and discharge operations at pump-house, indicating quantity and quality of fuel pumped, time pumped and vessel or storage facilities involved.

OCCUPATIONAL PROFILE

DPT: 385; ETD: 3; SVP: 6;
TEMP: R;

APT: G(C), Q, M;
 INT: 6;
 PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,n), 5a, 6(a,e), 7(a,b,f);
 PH: 3b.

8155.20 REFINERY OPERATOR, PETROLEUM INDUSTRY

Monitors refinery operations in assigned plant and makes adjustments to maintain product specifications:

Receives up-to-date report of refinery operations from co-worker on previous shift and notes information relating to malfunction or abnormal operation of refinery equipment, measures taken to relieve situations and other adjustments to be made; reads log and sample books; checks control panels at specified intervals, and monitors and records temperature, pressure and flow levels to ensure that operations are carried out according to specifications, and makes adjustments as necessary to maintain operating levels; checks instruction book to obtain information on repairs to pumps, automatic valves and other equipment; inspects pumps, heaters and compressors to ensure that temperatures and pressures are maintained and takes action to remedy problems; checks burners to ensure that flame pattern meets with specifications, to avoid onset and hastening of corrosion; draws samples of products such as butane and butylenes for testing; prepares maintenance job requests and plant work permits, issues plant work permits to maintenance crew and certifies satisfactory completion of work; checks emergency equipment such as fire extinguishers and hoses and reports defects; assists in shutting down or restarting sections of plant and informs senior personnel of abnormalities encountered; lights gas-heater burners to provide heat for distillation process.

May be designated according to level of responsibility; for example,
 SENIOR REFINERY OPERATOR, PETROLEUM
 INDUSTRY

OCCUPATIONAL PROFILE

DPT: 262; ETD: 3; SVP: 3;
 TEMP: R, S, J;
 APT: G(C), N, Q, M, C;
 INT: 6;
 PD: 1a(L), 3a, 4(b,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);
 EC: 1(c,k,n), 5a, 6(a,e,i), 7(a,b,c);
 PH: 3b.

8155.25 LUBRICATING-OIL BLENDER

Operates equipment to blend petroleum-based products according to specifications:

Prepares programme detailing contents of storage and blending tanks; reviews blending instructions and laboratory formulation to determine blending specifications and type of blending operation needed; lights boilers to build up required steam temperature, switches on blending system and opens fuel and water lines; sets meters on base-oil storage tanks to pump required amount of base oil into blending tanks; rolls drums of product additives to hoist for weighing, opens bungs on drum, using bung tool, and decants required weight of additives into base-oil tank; operates blending equipment and pumps to convey additives from decanting tank to blending tank for mixing with base oil and to circulate and blend products; checks progress of blending and draws product samples for laboratory testing; pumps finished product into storage tanks in designated areas; cleans blending tanks when necessary by pumping base oil at required temperature through tanks; maintains records on blending operations and informs superior of blending and pumping activities; supervises subordinate workers in blending room.

May ensure that equipment is in good working condition, check weighing and measuring equipment for accuracy and report defects to superior.

OCCUPATIONAL PROFILE

DPT: 365; ETD: 3; SVP: 3;
 TEMP: J, T;
 APT: G(C), M;
 INT: 6;
 PD: 1(a[L,M],b,d), 2a, 3(a,c), 4(a,b,e,f), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(c,k,m,n), 2a, 4(a,b), 5a, 6(a,b,d,e,i), 7(a,b,d,e,f,h);
 PH: 3b.

8155.30 GAUGER, PETROLEUM INDUSTRY

Measures quantity of crude oil or petrochemical products and collects samples for testing, at oil wells or storage tanks and ensures that equipment is functioning effectively:

Reads up-to-date reports on operations at storage-tank field or producing wells in field, consults with co-worker of previous shift, and performs physical check on tank and well equipment to ensure that recorded quantities of base oil, additives or crude oil are correct; reports discrepancies to superior; obtains specifications and other instructions for blending and forwards information to blending personnel; liaises with personnel in oil-stock department, lubricating oil blending plant and other units to obtain information; climbs tanks and takes measurements, using plumb bob and measuring tape or reads automatic gauge and logs information; checks line set-

tings and hose connections on storage tank line and wellhead valves in gathering stations to ensure that correct base oils, compounded oils, additives and crude oil are transferred uncontaminated to tanks, and that lines are free of obstructions or leaks; collects oil samples from wellhead or storage tanks and labels them for forwarding to laboratory; records readings from storage tank, temperature gauges and water dip-stick, according to prescribed schedule; checks records of flow pressure of producing wells to obtain information on functioning of well.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 3; SVP: 1;

TEMP: R, J;

APT: G(C), N, Q;

INT: 6;

PD: 1(a[L], d, e), 2(a, b), 3(a, e), 4(a, b, f), 5a, 6a, 7(a, c, d), 8(a, b, c);

EC: 1(a, b, f, k, n), 5a, 6(a, b), 7(a, b, d, e, f, h);

PH: 3b.

8159 OTHER CHEMICAL-PROCESSING-PLANT OPERATORS

Workers in this unit group operate machinery to process chemicals not classified in the preceding unit groups.

8159.15 GAS CYLINDER TESTER

Inspects, tests and maintains gas cylinders:

Sorts and examines cylinders coming into maintenance area to determine work requirements; tests cylinders to determine defects and ability to withstand pressure, using hydrotesting equipment; inspects interior of cylinders to detect deterioration, using inspection light; sets aside defective cylinders and notifies supervisory personnel; washes cylinders with water and solvent to remove grease and rust and dries them with nitrogen; changes and repairs cylinder valves and changes fusible plugs on acetylene cylinders; paints cylinders in approved colour codes to indicate designated contents; stamps gas type and hydrotest date on cylinders; requisitions raw materials and spare parts from stores as required; maintains tools and equipment used for cylinder maintenance; compiles records relating to inspection, testing and maintenance of cylinders, noting factors such as cylinder number and pressure, and manufacture and hydrotest dates.

OCCUPATIONAL PROFILE

DPT: 384; ETD: 3; SVP: 3;

TEMP: J, T;

APT: G(C), Q, K, M;

INT: 6;

PD: 1(a[M], b, c, d, e), 3(a, c), 4(b, e, f), 5a, 6(a, b), 7(a, c, d, g), 8(a, b);

EC: 1(c, i, n), 4a, 6a, 7(d, f);

PH: 2a, 3b.

816 POWER-GENERATING AND RELATED PLANT OPERATORS

Workers in this minor group operate equipment to produce electric power and control its distribution; operate and tend stationary engines and related equipment such as steam boilers, air and gas compressors, pumps, refrigeration, heating and ventilation systems and water treatment, waste disposal and similar types of equipment.

8160 SUPERVISORS, POWER-GENERATING AND RELATED PLANT OPERATORS

Workers in this unit group supervise others engaged in operating and monitoring machinery in a power-generating plant.

8160.15 PLATFORM SUPERVISOR, NATURAL GAS COMPRESSION

Plans, coordinates and monitors operation of platform machinery and equipment to ensure reliable supply of compressed natural gas:

Prepares periodic work programmes and assigns work schedules to Process Operators, Natural Gas Compression; supervises subordinate staff in routine maintenance of compressors and ancillary platform equipment, ensuring adherence to safety standards; drafts scope of work involved for modification and repairs to platform installations by contractors; witnesses acceptance tests on equipment repaired on platform and checks contracted work to ensure adherence to specifications; prepares safe-work orders and permits; coordinates and supervises transportation of personnel to and from platform; monitors availability and reliability of support services, and ensures efficient communication of information to and from platform; ensures that safety drills are carried out at stipulated times; assists in preparation of reports relating to platform operations; provides technical advice to subordinate staff and assists with training programmes.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 7*;

TEMP: D, P, J;

APT: G(T), N, P, Q;

INT: 5;

PD: 1a(L), 2a, 3a, 4f, 5a, 6(a, b), 7a, 8(a, b, c);

EC: 1(c, i, k, m, n), 2a, 5a, 6(h, j), 7(a, b, e, f, g, h);

PH: 3b.

8161 POWER-GENERATING PLANT OPERATORS

Workers in this unit group operate machinery and equipment for producing electric power.

8161.15 ELECTRIC-POWER PLANT OPERATOR

Operates power plant and associated equipment to generate electricity by performing any combination of the following duties:

Receives instructions from Electrical Engineer; checks water-treatment plant to verify proper functioning and ensure that surge tanks are full; examines pumps, fuel levels and flow of cooling water, and reports defects and/or abnormalities for appropriate corrective action; fires boilers to produce steam and starts turbo-alternators with current from battery banks; monitors temperatures, pressures, current and voltages of plant and makes relevant log entries; adjusts plant components such as boilers, turbines and generators to achieve required output; controls operation of auxiliary equipment such as water and vacuum pumps and steam condensers to synchronise incoming generating units with units in operation; keeps machinery and working areas clean and tidy and observes safety rules to minimise risk of accidents and/or injury.

OCCUPATIONAL PROFILE

DPT: 385; ETD: 2; SVP: 5;
TEMP: J, T;
APT: G(C), P, K, M;
INT: 5;
PD: 1(a[L],M),b,c), 2a, 3(a,c,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,c,h), 8(a,b,c);
EC: 1(a,k,m,n), 2a, 5(a,b), 6(a,f,g), 7(c,d);
PH: 3b.

8162 STEAM TURBINE, BOILER AND ENGINE OPERATORS

Workers in this unit group operate and monitor turbine engines and blowers used in refinery operations and boilers for steam-heated processes.

8162.15 TURBINE DRIVER, PETROLEUM REFINERY

Operates turbine engine and auxiliary equipment to send steam through lines to drive refinery machines:

Receives and studies report on condition of turbine and pump; checks turbine engine and related equipment by observing oil and water levels, position of steam inlet valve, and setting of bleed points; starts pump to drive engine by opening suction line of pump; bleeds pump casing to displace air and ensures that casing is filled with

oil; opens steam-inlet valve to maintain turbine speed and discharge valve on pump when required speed is attained; bleeds oil reservoir regularly to ensure exclusion of water; opens bleed valves to draw required samples of light or heavy distillates; labels samples and places them in boxes for collection by laboratory staff; records readings of oil and steam pressure, temperature and other required data at specified intervals; cleans pump and pump-houses, using cleaning agents and water as necessary.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 3; SVP: 2;
TEMP: R, J;
APT: G(C), F, M;
INT: 6;
PD: 1(a[L],h), 2a, 3a, 4(a,b,c,e,f), 5a, 6(a,b), 7(a,c), 8(a,b);
EC: 1(a,k,n), 2a, 4b, 5a, 6(a,e,f,i), 7(a,b,f,h);
PH: 3b.

8162.20 BLOWER OPERATOR, PETROLEUM REFINERY

Operates blower and related equipment to maintain air flow for machinery used in refinery operations:

Obtains report concerning condition of equipment from outgoing shift worker; checks functioning of blower and related equipment by observing oil levels and other relevant indicators, corrects abnormal conditions where necessary and reports to Petroleum Refinery Operator; adjusts blower speed to maintain air flow at rate specified by Petroleum Refinery Operator; observes fuel line to determine levels of lubricating oil and maintains levels as necessary; operates oil centrifuge machine to condition oil according to instructions; draws oil samples periodically for inspection and testing; records temperatures, pressures and flow readings of equipment at specified times; cleans blower, turbine and turbine house.

OCCUPATIONAL PROFILE

DPT: 385; ETD: 3; SVP: 2;
TEMP: R, J, T;
APT: G(C), Q, M;
INT: 6;
PD: 1a(L), 3a, 4(a,b,c,f), 5a, 6(a,b), 7a, 8(a,b);
EC: 1(a,k,n), 5a, 6(a,e,f), 7(a,b,f,h);
PH: 3b.

8162.25 BOILER OPERATOR

Operates boiler to produce steam for driving turbines and for industrial-process heating purposes:

Reads and interprets log report to determine operating

condition of boiler and effects necessary corrective measures; manipulates automatic and manual valves to regulate water pressure and level of dissolved solids within boiler; air flow to boiler and pressure to production points; checks and adjusts temperature, steam and gas pressure, feedwater pumps, water-softening equipment and blow-down valves to monitor and control boiler performance; checks operation of emergency equipment; shuts down boiler and auxiliaries in emergency situations and effects minor repairs, or refers matter to **Maintenance Supervisor**; operates switches, valves and regulators to light boiler and start boiler motor and fan; operates equipment to pour salt into boiler to regenerate soft water; maintains periodic records and prepares shift report to inform incoming **Boiler Operator** of existing conditions.

May test water samples on site or transmit same to laboratory for testing and take necessary corrective action.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 3; **SVP:** 2;
TEMP: R, A, J, T;
APT: G(C), M;
INT: 6;
PD: 1(a[L,M],b,h), 2a, 3(c,e), 4(a,b,f), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,b,k,l), 2a, 5(a,b), 6(b,i);
PH: 3b.

8169 OTHER POWER-GENERATING AND RELATED PLANT OPERATORS

Workers in this unit group operate, monitor and control compressors, stationary engines and waterworks equipment and tend furnaces which burn corpses or waste materials.

8169.15 PROCESS OPERATOR, NATURAL GAS COMPRESSION/Technician, Natural gas

Tends compressors and ancillary equipment and machinery on gas platform to ensure adequate supply of natural gas for operation of plant:

Performs duties of **GAS-COMPRESSOR, HOUSE-ATTENDANT**; operates mechanical equipment on gas platform and maintains fluid pressures and oil and water levels of gas compressors and associated platform equipment to ensure adequate supply of compressed gas; trouble-shoots and rectifies operational problems; isolates, starts or shuts down equipment for preventative maintenance; checks operating readiness of safety equipment and capsules; operates crane to receive freight,

water and fuel, relocate platform equipment and despatch unwanted material by boat; prepares platform logs, timetables and reports; takes weekly inventory of medical supplies, tools, stationery and other replaceable stock; maintains good housekeeping and safe work environment by washing platform and equipment when necessary.

OCCUPATIONAL PROFILE

DPT: 382; **ETD:** 3; **SVP:** 5;
TEMP: J, T;
APT: G(T), M, C, Q;
INT: 6;
PD: 1(a[M,H],b,c,d,e,h), 2a, 3(a,b,c,d,e), 4(a,b,c,e,f), 5a, 6(a,b), 7(a,b,g,h), 8(a,b,c), 9;
EC: 1(g,f,n), 2a, 4a, 5a, 6(a,b,e,f,g,h,i), 7(a,b,e,f,h);
PH: 3b.

8169.20 WATERWORKS OPERATOR

Operates, monitors and controls waterworks equipment:

Reviews log prepared by outgoing shift worker to determine general performance of waterworks equipment such as pumps, valves, filters and switch-gear; ensures proper operation of equipment and manipulates switches and valves to control inflow of raw water, filtration and outflow into distribution system; monitors equipment and records gauge readings; performs simple chemical tests to determine quality of water entering and leaving waterworks; observes chlorinating plant to ensure constant injection of specified chlorine quantity; compiles reports and maintains log of information on factors such as performance and utilisation of equipment, water pressure, system output and results of chemical analyses; cleans tanks and filter bed periodically; lubricates machinery as necessary and performs minor repairs and adjustments to equipment.

May be designated according to level of responsibility; for example,
WATERWORKS OPERATOR I/II/III

OCCUPATIONAL PROFILE

DPT: 385; **ETD:** 3; **SVP:** 2;
TEMP: R, J;
APT: G(C), P, Q, M;
INT: 5;
PD: 1a(L,M), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,g,h), 8(a,b,c);
EC: 1(g,k,n), 6(b,f), 7(b,c,d,f,h);
PH: 3b.

8169.25 STATIONARY-ENGINE OPERATOR

Operates stationary engines and related equipment such

as generators, pumps and compressors to provide heat, steam or power for industrial use:

Examines machinery visually to detect defects, checks water, oil and/or fuel levels and adjusts controls to starting position; starts engine and observes performance indicators such as lights, meters and gauges to ascertain operating condition of machinery; manipulates levers, hand wheel and/or valves to obtain required output of steam, pressure, heat or torque according to type of equipment; monitors operation to detect malfunction and prevent damage to machinery and equipment; replenishes fuel, lubricating and cooling fluids or other consumables; compiles records detailing information on machinery such as operating temperature and pressure, fuel consumption and other relevant factors; performs minor adjustments and repairs and refers complex work to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 2; SVP: 6;
 TEMP: J, T;
 APT: G(C), P, Q, K, M;
 INT: 6;
 PD: 1(a[L,M],b,c,h), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,c,h), 8(a,b,c);
 EC: 1(a,f,h,k,n), 2a, 5(a,b), 6(a,b,f,g,i), 7(a,b,d,f);
 PH: 3b.

8169.30 CREMATOR OPERATOR

Operates furnace to cremate human corpses:

Liaises with CREMATORIUM MANAGER to obtain work instructions; turns on gas and electrical supply to cremator, activates air compressor and burners and allows cremator to pre-heat for specified time; transports casket to cremator, using trolley; operates hydraulic lift to elevate casket to level of cremator door and pushes casket into furnace; closes furnace door and activates main burner to begin cremation process and adjusts fuel and air supply to maintain specified temperature; monitors cremator to ensure efficient functioning and regulates operating temperature as necessary; records operating temperature and gas and air pressure of furnace; stops cremator when burning process is completed and allows it to cool; scrapes ash from cremator floor and places it in container; prepares and attaches identification tag to container; removes metal particles from ash, using magnet; places ash in cremator to pulverise remaining bone fragments; deposits ash in urn at end of process; cleans cremator and performs minor maintenance work.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,c,d), 3(a,c,e), 4(a,b,c), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,l,n), 2a, 5a, 6(d,i), 7(b,c,d);

PH: 3b.

82 STATIONARY-MACHINE OPERATORS AND ASSEMBLERS

821 METAL- AND MINERAL-PRODUCTS-PROCESSING MACHINE OPERATORS

Workers in this minor group operate machines to form parts or finished products from metal and minerals.

8210 SUPERVISORS, METAL- AND MINERAL-PRODUCTS-PROCESSING MACHINE OPERATORS

Workers in this unit group supervise other workers who are engaged in the manufacture of products from metal or mineral materials.

8210.15 SUPERVISOR, METAL-BRIQUETTING AND LIME-PRODUCTION PLANTS

Supervises and coordinates activities of metal-briquetting and lime-production plants:

Performs duties of PRODUCTION SUPERVISOR with regard to production of metal briquettes and hydrated lime; determines operating parameters such as pressure, temperature, electrical supply and flow of raw material through system; analyses problems referred by superior and advises on corrective action; liaises with maintenance department with regard to maintenance and repair of equipment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, J, T;

APT: G(T), N, Q;

INT: 6;

PD: 1a(L), 2a, 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(g,f,i,n), 5a, 6(d,f,g), 7g;

PH: 3b.

8210.20 PRODUCTION SUPERVISOR, METAL PRODUCTS

Coordinates and supervises activities of workers engaged in the manufacture of metal containers: ³

Performs duties of PRODUCTION SUPERVISOR in

establishment which manufactures metal products; carries out final adjustments to metal-working machines in conjunction with maintenance personnel to ensure manufacture of products to specifications.

May be designated according to area of employment and level of responsibility; for example,
CHARGEHAND, METAL-CONTAINER MANUFACTURE
LINE SUPERVISOR, METAL-CAN MANUFACTURE
PRODUCTION SUPERVISOR, METAL FORMING

OCCUPATIONAL PROFILE

DPT: 130; **ETD:** 3; **SVP:** 6;
TEMP: D, J, T;
APT: G(T), P, Q, M;
INT: 6;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,c), 8(a,b,g);
EC: 1(a,i,k,n), 2a, 5a, 6(b,f), 7(a,d);
PH: 3b.

8210.25 SUPERVISOR, ELECTRIC-CABLE MANUFACTURE

Supervises and coordinates activities of workers engaged in making electric cables:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; liaises with personnel from quality-control and purchasing department to discuss deviations from product specifications, corrective measures required and requisition of materials; requests assistance from maintenance department in cases of malfunctioning of machinery.

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 6;
TEMP: D, J, T;
APT: G(T), P, Q;
INT: 6;
PD: 1a(L), 3a, 4f, 5a, 6(a,b), 7a, 8(a,b,g);
EC: 1(a,i,n), 5a, 6f;
PH: 3b, 4.

8210.30 FINISHING SUPERVISOR, CULTURED-MARBLE PRODUCTS

Supervises and coordinates activities of workers engaged in adding finishing touches to cultured-marble products:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; changes blade on cutting machine and cuts products such as door-inlays and counter-tops to requirements; forwards checked products to quality-control personnel for further inspection; advises custom-

ers on installation of products when necessary; installs products, using knowledge and applying principles of masonry, plumbing and related construction skills.

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 3; **SVP:** 5;
TEMP: D, P, J;
APT: G(C), N, P, Q, M;
INT: 6;
PD: 1(a[L,M],b,c), 2(a,b), 3a, 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,b,i,m,n), 5(a,b), 6(a,f), 7(a,c);
PH: 3b.

8211 MACHINE-TOOL OPERATORS

Workers in this unit group operate machines to bend, cut, punch, notch and fabricate metal products.

8211.15 METAL-BENDING-MACHINE OPERATOR

Operates variety of machines to bend metal stock according to specifications:

Studies specifications in work order to determine production requirements; selects and installs mandrel to accommodate material; inserts and bolts stops, rollers and die-blocks according to degree of bend required; positions workpiece against end and secures it between clamps; starts machine and feeds work-piece into it manually; loads completed parts into storage baskets or trolleys for distribution to production areas.

OCCUPATIONAL PROFILE

DPT: 364; **ETD:** 3; **SVP:** 3;
TEMP: R, J, T;
APT: G(C), K, M;
INT: 6;
PD: 1(a[M],b,c,d,h), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n), 5a, 6(b,f), 7d;
PH: 3b.

8211.20 CHAIN-LINK-MACHINE OPERATOR

Sets up and operates chain-link machine to make chain-link wire fencing according to specifications:

Studies work order to ascertain specifications; selects appropriate gauge of coil wire, loads wire onto guide baskets manually with assistance from other **Chain-Link-Machine Operators** or using hoist; threads wire through guides to facilitate feed through lubricant and weaving blades; checks fit of wire on blades to ensure proper feed through machine; test-runs machine to ensure formation of links to specified shape and dimensions; operates machine to automatically feed wire to form

chain-link; observes machine operation, and stops machine if necessary to make adjustments; checks chain-link rolls for loose ends and hand-crimps ends with pliers if necessary; off-loads rolls manually, and secures and transports them to storage area, using trolley; services machine by oiling and greasing shafts to prevent sticking and damage; performs minor mechanical repairs or reports malfunctions to superior.

OCCUPATIONAL PROFILE

DPT: 680; ETD: 2; SVP: 4;
 TEMP: R, I, T;
 APT: G(C), K, M;
 INT: 6;
 PD: 1(a[L],M),b,d,e), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,c), 8(a,b), 9;
 EC: 1(a,i,j,m,n), 5a, 7d;
 PH: 3b.

8211.25 METAL-PRESS OPERATOR

Operates pre-set power presses to cut, punch, notch and form metal stock according to specifications:

Positions and secures workpiece on machine bed, using jigs and hand tools; switches on press, depresses foot-control or manipulates hand lever to punch, cut or notch workpiece; bolts workpiece on brake press or roll former and manipulates hand control to bend or form piece according to specifications; stores completed parts on racks or in trolley or pallet for subsequent distribution to production area.

May transport material to work station manually or using overhead crane or trolley.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
 TEMP: R, J;
 APT: G(R), M, E;
 INT: 6;
 PD: 1(a[L],b,c,d,h), 3(a,e), 4(a,b,e), 5a, 6(a,b), 7(a,c), 8(a,b,e), 9;
 EC: 1(a,i,j,m,n), 5(a,b), 6(b,f), 7d;
 PH: 3b.

8211.30 METAL CUTTER/Metal-Sawing-Machine Operator

Operates metal-sawing machine to cut metal stock to specified dimensions:

Studies specifications on work order form to determine type and dimensions of metal stock required; moves metal from storage area to work station with assistance of other workers, using trolley, overhead crane or fork-lift truck; adjusts machine-stops for cutting stock to specified

length; clamps workpiece in position and operates metal-sawing machine to cut stock; packs stock for transport to production or storage areas.

May perform duties of METAL GRINDER as required.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;
 TEMP: R, T;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[M],b,c,h), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,c), 8(a,b);
 EC: 1(a,i,j,m,n), 5a, 6(b,f), 7c;
 PH: 3b.

8211.35 MACHINE OPERATOR, METAL-CONTAINER MANUFACTURE

Fabricates containers such as drums, pails and gas cylinders by performing any combination of the following duties:

Prefabricates components for drums, pails and gas cylinders by operating guillotine, circle shears and metal presses to cut, form, punch, notch and emboss sheet metal; manufactures containers by operating pre-set single-operation metal-working machines to roll, weld, expand, curl, flange, bead and seam metal stock; positions workpieces against stops on machine tables; closes safety devices and activates machinery; removes workpieces and places them on conveyor or forwards them for further fabrication; performs other tasks such as cleaning products, using solvent, transporting and stacking containers, touching up painted surfaces and replenishing flux and welding wire on welding machines; cleans machines and work area.

May label pails by screen printing sheet metal by hand before production or by using labelling machine on finished pails.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, J, T;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(a,i,j,m,n), 2a, 5a, 6(b,f,h,i), 7(c,d);
 PH: 3b.

8211.40 SLITTING-MACHINE OPERATOR, METAL PRODUCTS

Operates slitting machine to cut sheet metal into strips of specified widths:

Cleans and installs spaces and cutters on arbors of slitting machine; lifts and positions sheet metal on to pay-out reel, using overhead chain hoist; threads end of metal sheet through slitter, verifies width of strips to be cut, using rule and adjusts cutters accordingly; activates slitting machine to cut metal sheet into strips; examines strips for defects and burrs; secures ends of strips on recoiler, adjusts roller tension and starts machine; monitors machine operations, and informs superior to effect necessary adjustments to machines where necessary; removes coils from recoiler and stacks them in designated area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, SI;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[M],b,c,d,e), 3(a,e), 4(b,c,d,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,m,n), 5(a,b), 6(a,f,h), 7d;
 PH: 3b.

8211.45 METAL-CAN-BODY-MAKING MACHINE OPERATOR

Tends automatic or semi-automatic multi-operation machine to fabricate metal cans:

Stacks metal sheets on bed of slitting machine for cutting blanks; feeds blanks into hopper of automatic can-body-making machine and positions can tops on cans in transit to seaming machine; monitors automatic operations such as soldering, welding, lacquering, flanging and seaming; feeds rolled metal blanks over spindle of semi-automatic body-maker for soldering of lap seam; seams ends and rings to can body by placing can on machine base and pressing foot pedal to activate seaming mechanism; removes finished cans from conveyor and packs them as required.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L,M), 3a, 4b, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,k,n), 2a, 5a, 6(b,f), 7a;
 PH: 3b, 4.

8211.50 MACHINE OPERATOR, WIRE PRODUCTS

Tends one or more automatic machines to fabricate wire products such as staples, paper clips and zippers:

Adjusts machines according to size or grade of product to

be made; places wire coils on machine stands and threads wire through straightening rolls and die sets to prepare machines for operation; turns dial to regulate heat in gluing, painting and/or drying chambers; starts machine to cut, bend and/or shape products; examines samples for conformance to specifications; informs superior of malfunctioning of machine or product defects; feeds product through secondary machines where necessary for attachment of accessories; packs products into boxes and affixes labels; replenishes supply of raw material on machines; changes machinery fixtures such as worn dies and cutters periodically; cleans and lubricates machine and maintains work area.

May be designated according to area of specialisation; for example,

STAPLE-CLIP AND PIN MAKER
 ZIPPER MAKER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L],b), 3a, 4(b,c,e), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,i,n), 5a, 6f, 7d;
 PH: 2a, 3(a,b), 4.

8211.55 CORRUGATING-MACHINE OPERATOR, METAL PRODUCTS

Tends machine to corrugate metal sheets by performing any combination of the following duties:

Installs rolls and spacers in required position and sequence on machine stands, on instructions of superior; sets machine to cut required number of sheets to prescribed length, depending on production order; removes packing cover from coiled sheet and loads sheet on decoiler, using overhead hoist or fork-lift truck; threads end of sheet through roll former, adjusting pressure to hold sheet in place; starts machine from control board and monitors decoiling, forming and cutting operations to ensure even feeding of material and smooth and accurate cutting of sheets; informs superior of defects in product or malfunctioning of machinery; straps sheets together in approved quantities, using strapping tool, affixes identifying labels and stacks strapped sheets in designated area, using overhead hoist.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;

PD: 1(a[M],b,c,d,e), 3(a,b,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n), 5a, 6(b,f,h), 7d;
 PH: 3b.

8211.60 TUBE-MILL OPERATOR

Tends metal-working machine to fabricate tubes and angular sections from metal strips by performing any combination of the following duties:

Mounts specified rolls and spacers onto stands of roll-forming machinery, following instructions of superior; regulates automatic saw for cutting product to required length; places coils of steel strip on feed plate and threads end of metal between straightening rollers; starts equipment from control panel and monitors automatic operations such as flattening, forming, electric-resistance seam-welding, trimming, straightening, rust-proofing and shearing; cuts, clamps, welds and grinds ends of feed coils to form continuous feed; examines finished product visually and sets aside defective pieces; informs superior of machine malfunctioning or product defects; straps pieces of tubes into bundles, using strapping tool, affixes identifying labels to bundles and lifts and conveys them to designated area, using overhead hoist; collects metal cuttings and places them in bin for disposal.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[M],b,c), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n), 2a, 5(a,b), 6(b,f,g,h), 7d;
 PH: 3b.

8211.65 BOLT-, SCREW- AND STUD-MAKING MACHINE OPERATOR

Tends variety of machines to head, trim and/or thread metal bolts, studs and screws:

Inserts end of wire coil manually into heading machine, starts machine to automatically feed wire and form bolt head; shovels headed bolts into hopper and switches on machine to automatically trim head to required shape; shovels trimmed bolts into automatic thread-rolling machines to form threads on shank of bolts; loads bolts onto conveyor belt for feeding through heat-treatment equipment; positions stud-bars on feed rack and switches on threading machine to automatically feed them into machine bar and form threads on surface of bar; lifts threaded bar into position on stud-cutting machine to automatically cut studs to predetermined length; loads

screw blanks manually into feed mechanism and activates automatic machine to form threads on blanks; observes machine operations and stops machine, if necessary, to make minor adjustments; reports problems to superior.

May be designated according to area of specialisation; for example,

HEADER-MACHINE OPERATOR
 THREADING-MACHINE OPERATOR
 TRIMMING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L,M],b,c), 3(a,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n), 5a, 6(b,f), 7d;
 PH: 3b.

8211.70 WIRE SPOOLER/Cable Rewinder

Tends equipment to wind electric wire and/or cable onto spools:

Assembles spools and identifying labels at work station; positions spool on coiling head of winding machine and coil of wire or cable on stand, manually or using hoist or lift truck; sets counter or gauge according to length of material to be wound; secures end from supply coil to spool and pulls hand lever or operates foot controls to start and end winding process; cuts wire or cable, using pliers, removes full bobbin, affixes self-adhesive or other identifying label and packs bobbin onto pallet for removal to storage area; repeats process as necessary; keeps work area clean and tidy.

May tend wrapping machine to encase coils with plastic material.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L],b,h), 3a, 4(a,b), 5a, 6a, 7a, 8(a,c);
 EC: 1(a,i,n), 5a, 6f;
 PH: 3b.

8212 CEMENT AND OTHER MINERAL-PROCESSING MACHINE OPERATORS

Workers in this unit group tend or operate machines to mix, grind or polish cement or related products.

8212.15 MIXER AND CASTER, CULTURED-MARBLE PRODUCTS

Mixes and casts compound to produce cultured-marble products:

Weighs ingredients such as marble dust, resin and pigment according to formulae and dumps ingredients into mixing equipment; activates mixer and monitors mixing process to ensure that desired consistency is obtained; adds pigment and hardener as required; pours viscous compound onto work table and leaves compound to set, or manoeuvres spatula over mixture to obtain desired pattern as necessary; observes formed product to ensure conformity with requirements and forwards product to finishing department.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 3; SVP: 5;

TEMP: D, J;

APT: G(C), N, P, Q, M, C;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,i,m,n), 5a, 6e, 7(a,b,c);

PH: 3b.

8212.20 ASPHALT BATCHING PLANT OPERATOR

Operates control panel of asphalt mixing plant to produce materials for paving roads and other surfaces:

Receives instructions and specifications from superior; examines bitumen storage tanks, activates heating mechanism if necessary and monitors heating process to liquefy bitumen in preparation for processing; performs start-up routine by sequentially moving controls on panel to fire drying drums and activating motors, compressors, fans, pumps and other mechanisms in plant; sets gauges to regulate ratio of aggregate mix according to specifications; operates panel to control movement of aggregates and bitumen through various processing stages; observes gauges and adjusts controls to ensure that aggregate and bitumen are within specified temperature ranges; instructs truck driver to position truck for receiving hot-mix; sets controls and operates control panel to release stipulated quantity of mixed material into truck; weighs truck before and after loading to calculate tonnage of mixture supplied; prepares despatch ticket for truck driver and official records; instructs driving personnel to refill cold-storage silos with aggregate as necessary and informs superior of depletion of supplies; inspects asphalt-heating and pumping equipment periodically to detect malfunctions and performs routine maintenance on plant.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 4;

TEMP: J;

APT: G(C), Q, M;

INT: 5;

PD: 1(a[L],d,e,h), 2(a,b), 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,b,d), 8(a,b,c);

EC: 1(a,b,i,j,n), 2a, 5a, 6(b,f), 7(c,d,h);

PH: 3b.

8212.25 TERRAZZO-GRINDING-MACHINE OPERATOR

Operates terrazzo machine to grind and polish concrete or terrazzo surfaces:

Prepares machine for grinding operation by conducting routine maintenance, assembling components and filling water tank; starts machine and grinds terrazzo surface; instructs helper to spread sand and water over surface and sweep out slush to facilitate grinding process; renders floor surface with cement to fill small holes and regrinds surface when dry to obtain required smoothness; applies polish and/or other treatment compounds to floor and operates machine, fitted with polishing attachment, to shine floor; operates finishing machine to grind, smooth and polish staircases, corners, edges and curved surfaces.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[M,H],b,d,e), 3(a,c), 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,b,i,n), 4a, 5(a,b), 6(a,d,f), 7(c,d);

PH: 2a, 3(a,b).

8212.30 TERRAZZO TILE-PRESSER AND GRINDER

Operates tile presser and grinding machine to mould and grind terrazzo tiles:

Activates tile presser and manipulates lever to release terrazzo mixture onto conveyor belt for transfer into hopper; pushes mixture to centre of conveyor belt, using rake; starts machine to extrude mixture into tile moulds; levels mixture and places premixed concrete base onto tiles; lifts tiles from mould after specified time, examines them for defects and notifies production personnel accordingly; places pre-cast and cured terrazzo tiles into moulds of turntable on grinding machine; starts turntable and grinding process; removes ground tiles after specified time; passes tiles to helper for placing on drying rack.

May be designated according to area of specialisation; for example,

TERRAZZO TILE-GRINDING-MACHINE OPERATOR
TERRAZZO TILE-PRESSER-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,h), 3a, 4b, 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 4a, 5a, 6(d,f,h), 7(c,d);

PH: 2a, 3b.

8212.35 CONCRETE-BATCHING-PLANT OPERATOR/Concrete-Mixing-Plant Operator

Operates control panel of batching plant to mix concrete:

Receives mixing specifications from superior; activates control panel and manipulates lever on machine for transfer of water from measuring tank to mixing drum; sets scale for weighing gravel, sand and cement in preparation for mixing and activates conveyor belt to dump materials into mixing drum; starts mixing drum to mix concrete; manipulates levers to open chute and discharge batch of mixed concrete into truck and turns off controls when truck is loaded; prepares dispatch sheet providing relevant details about batch for driver and office records; refills main silo by attaching power hoses to storage silos and operating control panel to transfer cement to main silo.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R;

APT: G(C), M;

INT: 5;

PD: 1(a[L],b,d,e,h), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 4a, 5(a,b), 6a, 7c;

PH: 3b.

8212.40 CAST-CONCRETE-PRODUCTS MAKER

Produces cast concrete products, using wooden or metal moulds:

Assembles metal or wooden moulds, using nails, nuts and bolts; lubricates surfaces of moulds with oil to prepare for casting products such as sinks, cylinders, curb stones, flower pots and manhole covers; inserts auxiliary fixtures where applicable; measures and cuts reinforcing wire or steel rods, using measuring tape, hacksaw or bolt cutter, and places reinforcements crosswise in mould bed or

between outer and inner moulds where necessary; places inner mould into outer mould manually, or connects outer mould to push cart and positions it on floor over site of inner mould, and manipulates hydraulic lever to lift inner mould into outer mould; fills moulds with concrete mixture, by hand, using trowel, or mechanically by positioning band feeder over moulds and activating feeder to release concrete mixture periodically; activates mould vibrator or inserts portable vibrator into moulds to level and compact concrete according to specifications; removes products from moulds and applies mortar, dry cement or water, to obtain smooth finish; leaves products to set for specified time.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R, T;

APT: G(R), P, F, M;

INT: 6;

PD: 1(a[M],b,c,d), 3a, 4(b,c,d,e), 5a, 6(a,b), 7(a,c,d,f), 8(a,b);

EC: 1(c,i,m,n), 2a, 4a, 5(a,b), 6(a,f), 7(c,d);

PH: 3(a,b).

8212.45 CONCRETE-MIXER OPERATOR

Operates portable concrete-mixer to produce concrete:

Positions mixer in appropriate working area, plugs it into electric outlet or starts motor to commence operations; weighs or measures stipulated amount of graded aggregate and cement using scale or other measuring devices, and dumps ingredients into mixing drum; starts mixing process by manipulating lever and adds water until required consistency is obtained; tilts mixing drum by turning wheel or manipulating levers at either side of drum to allow concrete to fall into container for further use; manipulates lever to stop machine; cleans and maintains equipment.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1(a[H],b,c,h), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,n), 4a, 5(a,b), 6(a,f), 7(e,d);

PH: 2a, 3b.

8212.50 TERRAZZO MIXER

Prepares mixture for laying terrazzo floors and surfaces:

Selects terrazzo chips according to size and colour and measures stipulated quantities; washes chips with running water to remove dust particles and obtain true

colour; mixes chips with pigment, cement and water manually or in concrete mixer to obtain specified colour and consistency; collects mixture in containers for further use.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 5;
 PD: 1(a[M],b,c,d), 3a, 4b, 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,b,i,m,n), 4a, 6(a,d), 7(c,d);
 PH: 2a, 3(a,b).

822 CHEMICAL-PRODUCTS MACHINE OPERATORS

Workers in this minor group operate machines to process a variety of chemicals and other ingredients to produce pharmaceuticals, toiletries, explosives or photographic or other chemical products, or to finish, plate and coat metal articles to give improved protection against corrosion.

8220 SUPERVISORS, CHEMICAL-PRODUCTS MACHINE OPERATORS

Workers in this unit group supervise others engaged in operating machinery to process chemicals and other ingredients to produce chemical products or finish or plate and coat metal articles.

8220.15 SUPERVISOR, PHOTOGRAPHIC PROCESSING

Directs, supervises and coordinates activities of workers engaged in processing exposed photographic film to produce negatives and prints:

Studies assignment, determines manpower requirements and estimates photographic materials and supplies needed to complete job; requisitions materials and supplies from stores and suppliers and assigns duties to workers; monitors dark-room and photographic printing process and gives technical advice to ensure conformity with specifications; initiates plans to motivate workers to achieve production goals; coordinates activities of workers in department and liaises with other Supervisors, Photographic Processing and/or senior personnel to maintain efficient working relationships between units of establishment; arranges for training of new workers; recommends or initiates personnel actions such as promotions, transfers, discharges and disciplinary measures and maintains attendance and leave records; confers with workers or their representatives to resolve complaints and grievances.

May perform duties of **PHOTOGRAPHIC QUALITY CONTROLLER-ANALYSER**.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
 TEMP: D, J;
 APT: G(T), Q, C;
 INT: 6;
 PD: 1a(S), 4(a,b,f), 5a, 6a, 7(a,g,h), 8(a,b,e);
 EC: 1(a,i,j,m,n), 7(a,b);
 PH: 2a, 3b, 5a.

8220.20 SUPERVISOR, CANDLE MANUFACTURE

Supervises activities of workers engaged in production of wax products:

Performs duties of **PRODUCTION SUPERVISOR** in a production unit which manufactures wax products; sets up candle-making and candle-wrapping machines; inspects candles visually to ensure good quality; tests compatibility of wicks and wax by burning and observing candles; supervises or performs general maintenance of machines and carries out repairs as required; monitors stock of finished products and raw materials such as wax, wicks, dyes and packaging material and checks stock periodically; supervises and assists with off-loading of wax from shipping containers and packing of wax into warehouse.

OCCUPATIONAL PROFILE

DPT: 130; ETD: 3; SVP: 3;
 TEMP: V, J, T;
 APT: G(C), N, M;
 INT: 6;
 PD: 1(a[L],b,c), 2a, 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n), 5a, 6(a,f), 7(c,d);
 PH: 3b, 4.

8220.25 RUST-PROOFING SUPERVISOR

Supervises and coordinates activities of workers engaged in rust-proofing vehicles:

Performs duties of **PRODUCTION SUPERVISOR** in rust-proofing establishment; inspects vehicles to ensure that accessories are properly replaced and that rust-proofing meets with company standards; trains workers in areas such as use of equipment, determination of causes of rust and properties and application of rust-proofing compounds.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 4;
 TEMP: D, J;

APT: G(C), P, Q;
 INT: 6;
 PD: 1a(L), 3a, 4(b,d,f), 5a, 6a, 7(a,h), 8(a,b,c);
 EC: 1(a,i,n), 5a, 6a, 7(a,b);
 PH: 3b.

8221 PHARMACEUTICAL- AND TOILETRY- PRODUCTS MACHINE OPERATORS

Workers in this unit group operate machinery to produce pharmaceutical and toiletry products.

8221.15 BAR-SOAP-MACHINE OPERATOR

Operates machine to prepare toilet-soap billets and laundry-soap bars by performing any combination of the following duties:

Receives instructions from superior on work to be performed; attaches eye-plate to machine, using hand tools, according to shape and size of soap billet to be extruded; opens valve to release soap noodles or soap mix from holding vessel into amalgamator or atomiser; weighs perfume, dye and other required finishing ingredients, or receives pre-weighed ingredients, and pours them into amalgamator; starts agitator to begin mixing process; depresses hand lever to release mixture onto conveyor belt for transferring to bar-forming machine for kneading and compressing into billets; manipulates cold-water valves to cool machine; opens valves to introduce steam and cold water into heating and cooling coils, and create vacuum to draw soap mix through machine; observes extruded billet for conformity to colour and form specifications; tends cutting machine to cut billet into bars and places bars on racks or tends drying tunnel to dry bars; forwards billet or bars to Soap Cutter and Stamper for cutting into specified shape and stamping as necessary; collects soap shavings for reprocessing; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L,M],b,c,d), 3a, 4(a,b,c), 5a, 6(a,b), 7(a,g), 8a;
 EC: 1(a,i,k,m,n), 5a, 6(a,f), 7b;
 PH: 3b.

8221.20 MACHINE OPERATOR, PHARMACEUTICALS

Tends tablet-forming and filling machines to produce pharmaceutical products by performing any combination of the following duties:

Receives instructions from superior, on medicinal prepa-

ration to be made or packaged, and packaging materials to be used; selects and polishes die and punch according to size of tablet to be made, and installs them in tablet-forming machine; admits specified quantity of mixture in die; starts machine to compress mixture into tablets; tests hardness and weight of tablets, using hardness tester and balance scale; conducts friability test in timer clock to determine resistance of tablets to crushing and crumbling during transportation; submits samples of products for laboratory testing and production data to superior; tidies work area and machines; performs duties of FILLING-MACHINE OPERATOR to fill containers, sachets and bottles with products.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(C), P, K, M;
 INT: 6;
 PD: 1(a[L],b,c), 3(a,e) 4(a,b,c,e), 5a, 6(a,b), 7(a,g), 8(a,b,c);
 EC: 1(a,i,k,n);
 PH: 3b.

8221.25 SOAP CUTTER AND STAMPER

Tends equipment to cut and stamp laundry and toilet-soap bars:

Switches on machine to start cutting and stamping operations; examines soap bars for defects such as irregular shape and poor reproduction of embossed design; stops machine when unsatisfactory bars are detected; weighs soap bars periodically to determine adherence to specifications; submits sample to laboratory for analysis; packs finished product and forwards it for further packaging; collects soap shavings and transports them to soap-boiling area for reprocessing; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), P, K;
 INT: 6;
 PD: 1(a[L,M],b,c,d), 3a, 4(a,b,e), 5a, 6(a,b), 7a, 8a;
 EC: 1(a,i,k,m,n), 5a, 6(b,f), 7b;
 PH: 3b.

8222 METAL FINISHERS, PLATERS AND COATERS

Workers in this unit group operate machinery to plate, coat and finish metal articles.

8222.15 PASTING-MACHINE OPERATOR/ Lead-Acid-Battery-Plate Maker

Operates pasting machine and dryer to apply specified amount of lead-oxide paste to grids to make plates for lead-acid batteries:

Reads job order and programmes pasting machine to mix oxide paste and apply stipulated amount to battery grids; sets dryer at specified temperature; loads machine with grids, acids and required additives in preparation for pasting negative or positive grids; operates control panel to draw oxide from storage tank to mixing tank and hopper of pasting machine; starts machine to commence pasting operation, monitors process and stops machine when necessary to clear blockages or rectify malfunctions; removes pasted grids from machine and stacks them for storage.

May load materials manually into mixing and pasting machines.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L,H],b,c,d,e), 3e, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 5a, 6(a,d,e,i), 7(a,b,d,e);

PH: 3(a,b).

8222.20 VACUUM-METALLISER OPERATOR

Operates vacuum-metallising equipment to cover metal, plastic, glass or any other material with decorative or protective metal coating:

Positions articles to be coated on jig; threads coating material such as aluminium wires through filaments in vacuum chamber of metalliser; positions jig in metallising chamber and closes door to seal chamber; activates air-extraction pumps to create vacuum in chamber; operates control console to heat chamber to specific temperature and start vaporizing process to deposit metal coating on articles; operates pneumatic pump to replace air pressure in chamber on completion of cycle; opens chamber and removes coated articles; inspects articles for defects and corrects flaws as necessary.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(R), P, M, C;

INT: 6;

PD: 1(a[L],b,c,d,e), 3a, 4(a,b,e), 5a, 6(a,b), 7(a,c,d,g), 8(a,b,c);

EC: 1(a,i,n), 2a, 4b, 5a, 6(b,d,f,i,j), 7(a,b,e);

PH: 3b.

8222.25 CONTINUOUS-PAINTING-MACHINE OPERATOR

Sets up and monitors automatic spray-painting equipment to apply decorative finish to metal surfaces:

Prepares painting equipment by washing water pump and filter, blowing out compressor lines and removing scum from water in water tank; determines most effective spraying angle and positions nozzles and jigs accordingly; activates paint tanks and automatic paint guns; adjusts air-pressure of spraying equipment by manipulating valves to achieve desired spray pattern; sets speed of conveyor to synchronise with spraying action and sets temperature of oven in accordance with process conditions; regulates sensors from panel board to ensure presence of objects on conveyor; inspects painted objects visually and performs scratch-hardness test to determine conformity with specifications and standards; services, cleans and/or replaces equipment and parts such as filters, reflectors and radiators; notifies superior of defective paint finish and related problems; assists Spray-Room Attendant as necessary.

May perform duties similar to those of SPRAY PAINTER.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 4;

TEMP: J;

APT: G(R), P, M;

INT: 6;

PD: 1(a[L],b,c), 2(a,b), 3a, 4(a,b,e), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,b,i,k,m,n), 2a, 4a, 5a, 6(a,d,e,f,h), 7(a,b,d,e);

PH: 2a, 3b.

8222.30 METAL CLEANER

Tends equipment to remove grease, scale, rust and other impurities from metal surfaces preparatory to painting them by performing any combination of the following duties:

Removes rust from workpieces, using sandpaper, wire brush or cloth; sets temperature and manipulates knobs to light burners for heating solutions; hangs metal items on selected jigs, and loads jigs onto overhead conveyor or manipulates overhead hoist to lift heavy objects such as automobile frame for immersion and/or spraying in one or a series of chemical and rinsing cabins, and for passing through drier; activates conveyor, spray pump or sprink-

lers and monitors cleaning, rinsing and drying processes; weighs and adds specified amount of chemicals such as granodine or zinc phosphate to solutions to maintain consistency and strength; drains, cleans and refills tanks and does minor maintenance work on equipment.

May be designated according to area of specialisation; for example,
DEGREASER

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 3;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3(a,g), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(a,b,i,m,n), 2a, 4a, 5a, 6(a,e,f,h,i), 7(a,b,e);

PH: 3b.

8222.35 GAS CYLINDER FINISHER

Finishes gas cylinders by performing any combination of the following duties:

Loads manufactured cylinders onto conveyor of annealing furnace manually or using jig; offloads cylinders after annealing treatment and stacks them in storage area for cooling; tests cylinders to identify leaks, using hydrostatic equipment; marks leaks and records cylinder numbers and test dates; plugs cylinder openings to prevent damage to threads or entry of steel grit; starts grit blaster to clean cylinder surfaces and monitors automatic feeding of cylinders into machine, assisting manually as required; removes plugs from cylinders and cleans threads, using tap; lifts cylinders onto hooks for conveyance to painting booth; removes cylinders from hooks at exit of drying furnace; sets aside irregular-sounding cylinders for inspection; weighs cylinders and stamps weight and inspection mark; keeps written record of weights; applies sealing compound to cylinder opening, threads valves and tightens them to specified torque, using valving machine; transports cylinders to storage area; cleans machines and work area.

OCCUPATIONAL PROFILE

DPT: 384; **ETD:** 2; **SVP:** 1;

TEMP: J, T;

APT: G(R), Q, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,i,j,m,n), 2a, 5a, 6(f,h,i), 7(c,d);

PH: 3b.

8222.40 RUST-PROOFER

Sprays rust-proofing compound onto rust-prone areas of vehicles to minimise corrosion:

Inspects vehicle to determine job requirements; views microfiche cards showing vehicle structure to determine drilling position of holes for interior spraying of areas such as hood, trunk and door seams; removes accessories such as park lights, wing mirrors, battery, panels and moulding to facilitate spraying; drills holes as necessary, using drilling machine, and removes filings with air-hose; sprays affected areas with rust-removing compound and washes areas with water after specified time; selects spray nozzle according to area to be sprayed; attaches nozzle to air-gun and connects gun to pressure pump, using hand tools; adjusts pressure gauge according to type of rust-proofing compound used; holds gun at specified distance from surface in accordance with thickness of coating required and sprays area; inspects job visually and/or using inspection light to determine conformance to standards; replaces accessories and inserts plastic plugs to reseal holes; cleans vehicle or forwards it to relevant personnel for cleaning.

May change filter in pump.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 1;

TEMP: R, I;

APT: G(C), P, M;

INT: 6;

PD: 1(a[L],b,c), 3(a,e), 4(a,b,c), 5a, 6a, 7(a,c,h), 8(a,b,c);

EC: 1(a,i,m,n), 4a, 5a, 6(a,e), 7(a,b,d);

PH: 3(a,b).

8222.45 HOT-DIP GALVANISER

Operates cleaning and galvanising equipment to clean metal products and coat them with zinc to protect them against corrosion:

Prepares pre-treatment solutions and galvanizing bath according to specifications; adjusts heat source to maintain optimum conditions in galvanising bath; hangs workpieces on racks and lowers pieces individually into pre-treatment tanks to remove impurities, manually or by using hoist, or manipulates levers at control panel to ensure smooth flow of workpieces through continuous pre-treatment station; observes pieces and adjusts duration period of treatment as necessary to produce clean work for galvanising; removes pieces and immerses them in galvanising bath, or monitors processes through continuous bath, ensuring attainment of required coating weight and surface finish; inspects work visually after

final water quench for conformance with specifications; maintains strength of pre-treatment solutions by adding chemicals; replenishes galvanising bath with solid zinc and removes slag regularly; reprocesses rejected pieces; cleans work area and equipment.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L,M],b,c,e), 3a, 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,i,n), 2a, 4a, 5(a,b), 6(b,e,f,i), 7(a,b,d,e);
 PH: 3b.

8222.50 METAL-SURFACE PREPARER, MOTOR-VEHICLE ASSEMBLY

Prepares vehicle surface for painting by performing any combination of the following duties:

Assembles cleaning aids, such as acid and brush, at work station; brushes interior of vehicle frame with cleaning and de-rusting agents; monitors movement of frame through washing and phosphating chamber, electro-dip tank and oven; applies sealant to seams and removes excess; cleans body of vehicle with cleaning compound and wipes it with lint-free cloth; attaches hose to primer tank and spray-gun, using hand tools, and sprays surface of vehicle frame with primer; rubs body with abrasive paper to smooth surface; blows off dust from surface, using compressor, wipes surface with solvent and repeats priming process as necessary; forwards vehicle frame to SPRAY PAINTER for application of top coat.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L],b,c,d), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,i,n), 4a, 5a, 6(d,e,h), 7(a,b,c);
 PH: 3(a,b)

8222.55 FINISHER-BLOCKER, PRINTING PLATE

Operates machines to remove excess metal from non-printing area of printing plate and mounts and trims finished printing plates:

Places plate face-side-up on flat metal table and taps it with hammer to remove irregularities; operates router to remove excess metal from non-printing areas of plate by sliding router along fixed parallel bars and cutting face

side of plate; trims and separates plate to mount it on block by cutting it, using guillotine and bandsaw; cuts block to accommodate size of plate, using bandsaw; glues or nails plate to block to prepare it for printing; verifies thickness of plate and block by measuring them with printers' gauge, and trims, using bandsaw, to reduce thickness where necessary.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, T;
 APT: G(R), M, E;
 INT: 6;
 PD: 1(a[L],b,c,h), 3e, 4(a,b,d,e), 5a, 6a, 7(a,g), 8(a,b), 9;
 EC: 1(a,i,n), 7(c,d);
 PH: 2a, 3(a,b)

8222.60 ELECTROPLATER

Tends equipment to clean, rinse and electrolytically plate metal objects with non-ferrous decorative or protective metallic coating:

Receives instructions from superior on work to be performed; masks areas of items not requiring plating and places items such as ornaments, furniture and motor-vehicle accessories on rack or loads small items such as bolts into perforated barrel; manipulates overhead crane to lift barrel and dip it into tank of acid solution, or manually immerses other items into tank for cleaning; removes items from tank and scrapes off residual coating such as paint or rust when necessary; rinses items in water and detergent and dips them into alkaline solution to neutralise effects of acid; forwards specified items for buffing and polishing preparatory to plating and cleans them further to remove grease, polishing compound and other impurities; immerses objects in plating solution, adjusts flow of current through plating solution to facilitate coating of objects and leaves items in plating solution for specified time, according to size and shape of objects, and thickness of coating required; removes objects, rinses excess plating solution and repeats plating cycle according to type of coating required; hangs objects on racks to dry, or manipulates crane to dump items into basket and place basket in centrifugal drier; removes basket at end of drying process; filters sediments from plating solutions and keeps work area tidy.

May coat objects non-electrolytically by immersing them in electro-less plating tank.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, J;

APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L,M],b,c), 3a, 4(a,b,e), 5a, 6a, 7(a,d,g),
 8(a,b,c);
 EC: 1(a,i,m,n), 4a, 6(b,d,e), 7(a,b,c,d,e);
 PH: 3b.

8222.65 METAL FINISHER

Finishes metal utensils, using hand tools and polishing and sanding equipment:

Attaches utensils such as pots and pot covers to holding device and removes excess metal, using hacksaw, circular saw or file; cleans interior and exterior of utensils, using sandpaper or electric sander to obtain smooth finish; wipes surfaces clean, using cloth; stacks utensils in preparation for delivery.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L,M],b,c,d), 3a, 4(a,b,d,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 5(a,b), 6(b,d,f,g,i), 7(c,d);
 PH: 2b, 3(a,b).

8223 PHOTOGRAPHIC-PRODUCTS MACHINE OPERATORS

Workers in this unit group operate and monitor equipment to process photographic film and make prints.

8223.15 RECTIFIER OPERATOR

Operates rectification printer to remove distortions from original photograph and reproduce transformed images:

Reads job order to determine printing specifications such as frame number, roll number, size and quantity of required print; selects roll of film from library, mounts and secures it on rectifier by inserting and locking roll on spindle; threads film through guides to take up spool and advances film to required frame; adjusts focal plane to obtain enlargement or reduction and tilts light source and easel to correct variation in photograph; adjusts aperture and sets timer to obtain correct exposure; positions paper on copy board, secures it with vacuum pressure and paper weight and exposes photographic paper to produce test print; processes print by feeding it into automatic processor or treating it manually in chemical baths; examines print, observes its quality, makes necessary adjustments and operates machine to complete job; performs duties of PAPER-PROCESSOR OPERATOR to obtain paper prints.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 3; SVP: 4;
 TEMP: R, J, T;
 APT: G(C), P, K, M, C;
 INT: 1, 6;
 PD: 1(a[L],b,c,e,h), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,d,f,g,h);
 8(a,b,c);
 EC: 1(a,i,l,n), 4a, 6(b,c,d,e), 7(a,b);
 PH: 2a, 3(a,b).

8223.20 PHOTOGRAPHIC LABORATORY TECHNICIAN

Produces enlarged or reduced photographic prints from negatives, using projecting printer and processor:

Examines envelope for printing instructions and specifications; selects negatives for printing, inserts them into holder of printer, centres them and slides holder under light and adjusts carriage of printer to obtain required size of print, using graduation on carriage-bar as guide; focuses enlarger/reducer and obtains sharp image by turning hand wheel, determines filtration reading, using colour probe, and sets enlarger/reducer and timer for printing; places photographic paper on test board, centres each quadrant of test board under light, removes cover to expose paper and starts machine, or mounts test frame on easel of enlarger/reducer, advances photographic paper, and starts machine to produce set of test prints; removes test prints and stores them in light-resistant container; starts processing machine, adjusts controls and feeds or threads printed paper to develop print; views prints under filters and adjusts machines as necessary; submits final test print to superior for issuance of final print order; makes further adjustment where necessary and loads and operates machine to produce final print.

OCCUPATIONAL PROFILE

DPT: 382; ETD: 3; SVP: 4;
 TEMP: R, J, T;
 APT: G(C), P, M, C;
 INT: 1, 6;
 PD: 1(a[L],b,c,d,e), 3e, 4(a,b,c,d), 3e, 4(a,b,c,d), 5a, 6a, 7(a,c,f,g,h), 8(a,b,c);
 EC: 1(a,i,n), 6(b,c,d,e), 7(a,b);
 PH: 2a, 3(a,b).

8223.25 CONTACT-PRINTER OPERATOR

Operates electronic photographic printer and processor to obtain diapositive and paper prints from negatives:

Reads job sheets to determine specifications such as type of print, negative identification and number of prints required; positions test sheet of paper/film on platen, adjusts raster to required printing area, programmes

printing mode and sets timer to prepare printer for production; mounts and secures roll of negatives on printer and threads roll through rollers to take-up spool to prepare negative for reproduction; positions and secures photographic paper/film on printer and operates machine to print test copy; removes test-print from printer and feeds it into processor to develop image; examines test-print and readjusts controls of printer and processor to improve quality of print if necessary; operates machines to print and process required copies; sorts and stacks prints; records production data.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;

TEMP: R, J;

APT: G(C), P, K, M, C;

INT: 6;

PD: 1(a[L],b,c), 3e, 4(a,b,c,f), 5a, 6a, 7(a,c,f,g,h), 8(a,b,c);

EC: 1(a,i,n), 6(c,d,e), 7(a,b,i);

PH: 2a, 3(a,b).

8223.30 MICROFILM-MACHINE OPERATOR/Microfilm Clerk/ Microfilm Technician

Operates photographic equipment to produce miniature copies of documents:

Examines document to determine type of camera and size of film required for reproduction; prepares document for microfilming by removing staples, repairing torn pages and sorting pages as required; loads film into camera, positions and secures document on camera, adjusts and focuses lens as necessary and depresses button to photograph documents; removes exposed film from camera and places it in developing processor to develop latent image; removes developed negative from processor and checks it for density and clarity by feeding it through microfilm-inspection station; duplicates copy as necessary by using duplicating machine, inserts negatives into aperture card, cartridge, microfiche card or microfilm jacket, using appropriate machine and labels to prepare microfilm copy for storage and easy retrieval.

May store microfilm in file cabinet and record data

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;

TEMP: R, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[L],b,c), 3e, 4(a,b,c,d), 5a, 6a, 7(a,c,h), 8(a,b,c);

EC: 1(a,i,n), 6e, 7b;

PH: 2a, 3(a,b).

8223.35 PHOTOGRAPHIC-PRINTER OPERATOR/Photographic, Technician, Photographic Printing

Operates photographic printer to produce prints from negatives:

Mounts roll of sensitised paper on spindle of printer and threads paper through guides and rollers and onto take-up spindle; installs film holder according to type of film to be used; turns on light to view negative and obtain filtration readings, using probe; adjusts time buttons, slopes and filtration according to calibrated readings; turns lens-holder to obtain appropriate lens and sets printer to size of photograph required; reads and classifies image to improve quality by inserting negatives into printer and pressing appropriate key for colour correction; exposes negative to transfer image onto photographic paper by pressing appropriate buttons; removes photographic paper from cabinet on completion of job or when roll is filled, and places paper in light-proof container; removes negatives from machine.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 3;

TEMP: R, J;

APT: G(C), P, K, M, C;

INT: 1, 6;

PD: 1(a[L],b,c), 3e, 4(a,b,c,d), 5a, 6a, 7(a,c,f,g), 8(a,c);

EC: 1(a,i,j,l,n);

PH: 2a, 3(a,b), 4.

8223.40 PHOTOGRAPHIC LABORATORY TECHNICIAN, COLOUR-FILM PROCESSING/Colour-Film Developer

Operates automatic processor to develop exposed film and produce colour negatives:

Prepares processor to develop film by activating heating system, opening chemical and water valves and turning on compressor to circulate chemicals; prepares film to make negatives by opening roll of film in dark-room, hanging film on rack according to size, attaching weight to lower end of strip and storing racks in cabinet; mounts racks of film on guide slot of processor and operates machine to develop and dry film; monitors operation of machine by listening to sounds emanating from processor and rectifies faults if necessary; performs routine maintenance such as cleaning and lubricating machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;

TEMP: R;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L],b,c), 3e, 4(a,b,c,d), 6(a,b), 7(a,f,g,h),
 8(a,b);
 EC: 1(a,i,j,l), 4a, 6(b,c,d,e), 7(a,b);
 PH: 3(a,b).

**8223.45 PAPER PROCESSOR OPERATOR/
 Photographic Laboratory Technician,
 Paper Processing**

Operates paper-processing machine to develop latent images into photographic prints:

Starts paper-processing machine, adjusts thermostat and activates chemical- and water-supply pumps to prepare machine for printing; removes exposed rolls of photographic paper from envelope or container, mounts them on receiving spindle and attaches loose ends to leader belt in preparation for processing; starts machine to process and dry prints; monitors operations and makes adjustments as necessary; removes reel from receiving rack on completion of job or when reel is filled; performs routine maintenance such as cleaning and lubricating machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;
 TEMP: R;
 APT: G(R), P, K, M;
 INT: 6;
 PD: 1(a[L],b,c), 3e, 4(a,b,c), 5a, 6(a,b), 7(a,c,g,h),
 8(a,b);
 EC: 1(a,i,j,l,n), 2a, 4a, 6(b,c,d,e), 7(a,b);
 PH: 3(a,b).

**8223.50 X-RAY-FILM DEVELOPER/
 Darkroom Technician, X-Rays**

Tends processing machine to develop X-raynegatives for diagnostic purposes:

Cleans tank and chamber of processor to remove foreign particles by dismantling and washing racks and changing water filter when necessary; mixes developing chemicals with water and pours mixture into respective tanks or opens valve of automatic supply system to replenish tank and maintain required level; starts machine and monitors operation to ensure efficient functioning; processes film to develop image by removing film-cassette from hatch, unloading film and feeding film into automatic processor; cleans, reloads and replaces cassette in hatch; examines processed negatives and places them in light-resistant wallet for submission to Radiographer; maintains inventory of necessary supplies and submits new orders to Radiographer for requisitioning.

May develop film manually in series of chemical baths.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
 TEMP: R;
 APT: G(R), M;
 INT: 5;
 PD: 1(a[L],b,c), 4(b,e,f), 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,k,n), 4a, 6(b,c,d,e,k), 7(a,b);
 PH: 3(a,b).

**8229 OTHER CHEMICAL-PRODUCTS
 MACHINE OPERATORS**

Workers in this unit group operate equipment to make chemical products other than those referred to in the preceding unit groups.

8229.15 MATCH-MACHINE ATTENDANT

Operates equipment to apply flammable tips to wooden splints to make safety matches:

Heats match-head composition in storage tank to required temperature; opens tank valve and directs flow of composition to composition table; sets thermostat and turns valves to admit heated water to table and regulate temperature and viscosity of composition; activates and adjusts match-machine to immerse splints to specified depth in composition; monitors operation of machine to ensure even and consistent feeding of splint to match-chain; observes size of match-heads to determine conformity to specifications and makes necessary adjustments; monitors temperature of paraffin by observing gauge and test-dipping match and ensures adequate supply of hot paraffin; verifies correct dipping of matches in paraffin tank; controls heat build-up of match-machine by adjusting oil supply and spraying table with water; replenishes supply of match head composition on table; records production information such as number of trays dipped per hour, machine down time and quantity of wasted splints and matches; maintains match-machine.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L,H],b,d,e), 3(a,e), 4(a,b,e,f), 5a, 6(a,b), 7a,
 8(a,b,c);
 EC: 1(a,i,l,n), 2a, 4a, 5a, 6(d,f,i), 7(a,b,c,d);
 PH: 3b, 4.

**8229.20 CANDLE-MAKING MACHINE
 OPERATOR**

Tends machinery to make candles, using extrusion method:

Threads wick material through guides of extruding machine, using wicking needle; lifts chute cover to permit flow of crushed wax into machine hopper; operates machine mechanisms to extrude candles and cut them to required length, mill tips and trim bases; collects ejected candles from tray of milling machine, places them in container and onto conveyor for subsequent reprocessing; operates bench saw and separate milling machine to cut and grind tips of larger candles

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), P, K, M;
 INT: 6;
 PD: 1(a[S,L],b,c), 3a, 4(b,c), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,n), 5a, 6(a,f);
 PH: 2b, 3(a,b), 4

823 RUBBER-PLASTIC-AND LEATHER-PRODUCTS MACHINE OPERATORS

Workers in this minor group operate machines to make tyres for vehicles or to knead, blend and form rubber, rubber compounds, leather or plastics to produce various components and articles.

8230 SUPERVISORS, RUBBER- PLASTIC- AND LEATHER-PRODUCTS MACHINE OPERATORS

Workers in this unit group supervise and coordinate the activities of workers engaged in plastic or rubber-products-processing operations.

8230.10 SUPERVISOR-FOREPERSON, RUBBER- AND PLASTIC-PRODUCTS MANUFACTURE

Supervises and coordinates activities of workers engaged in processing plastic or rubber material and fabricating related products:

Performs duties of **PRODUCTION SUPERVISOR**; supervises and coordinates activities of workers engaged in tyre building, finishing, recapping and repairing and in manufacturing plastic pipes and other rubber and plastic products through extrusion and injection moulding processes.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: V, D, I, J;
 APT: G(T), Q;
 INT: 6;

PD: 1a(L,M), 4(b,d), 5a, 6(a,b), 7a, 8(a,b,c);
 EC: 1(a,k,m,n), 2a, 6(a,b,d,e), 7(a,d);
 PH: 2a, 3b.

8231 RUBBER-PRODUCTS MACHINE OPERATORS

Workers in this unit group operate and monitor machinery and equipment which manufacture tyres and other rubber products and perform other related duties.

8231.15 TYRE BUILDER

Assembles beads, plies, treads and other components on forming machine to build tyres according to specifications:

Positions beads on bead applicator of machine, slides pocket around collapsed rotating drum and resets drum or starts rotation of bell-former drum and winds specified length of ply around drum to commence construction of tyre; folds and secures end of plies into drum, manually, and brushes solvent onto ply to prepare ply for bonding; depresses foot pedals to insert beads, remove bead applicator and position rollers that press pre-fabricated beads and turn edge of plies under and over beads; winds breakers and chafers on ply as necessary, according to specifications; aligns side walls and treads on drum by centring with gauge and starts drum to wind tread on plies; splices end of tread, using edge-reel tool, and starts drum and rollers to bond tread and ply; colour-codes raw tyres with marker to indicate size of tyre; removes tyre by depressing pedal to collapse drum or open bell-housing and lifts tyre onto adjacent rack.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;
 TEMP: R, T;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[H,VH],b,e,h), 4(b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,n), 5a, 6(a,b,c,f), 7(b,d);
 PH: 2a, 3(a,b).

8231.17 BEAD-FORMING MACHINE OPERATOR

Sets up and operates bead-forming machine to coat strands of steel wire with rubber to form beads for use in making pneumatic tyres:

Installs forming wheels, dies and baffles on bead-forming machine and turns set-screws to adjust guides, spring tension, bead cutter arm and bead-forming-wheel cycle according to specifications, using wrenches and other hand tools; threads specified number of wires from spools through tuber die and into machine for forming into

layers of beads, and threads rubber compound from spool through water treatment station to extruder for coating strands of wire; regulates water supply to cool beads at treatment stations; starts machine, monitors operation and adjusts controls as necessary to maintain production standards; removes beads from forming wheel on completion of cycle, tapes cut ends of beads and stores beads on rack for further processing; replenishes supplies of wire and rubber compound on machine as necessary.

OCCUPATIONAL PROFILE

DPT: 680; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,c,d,e,h), 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b), 7d;

PH: 2a, 3b.

8231.19 TYRE-MOULD CHANGER/Tyre-Mould-Repairer

Changes moulds and formers and maintains and repairs tyre-curing presses and tyre-building machines:

Replaces defective bladders, steam hoses and other components, and cleans plugged vents and holes in tyre-moulding press, using hand tools and air hose; changes and adjusts size of mould on tyre-building machine to accommodate specific size of tyre, using hand tools such as spanner, wrenches and allen keys; sandblasts rusted parts of machines to prevent corrosion; operates fork-lift truck to remove heavy parts from machines.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 3;

TEMP: R, SI, T;

APT: G(R), P, M;

INT: 6;

PD: 1(a[H,VH],b,c,d,e), 3(a,b,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b), 9;

EC: 1(a,k,n), 2a, 6(e,f,i), 7d;

PH: 2a, 3(a,b).

8231.21 TYRE-BEAD FILLER/Bead Wrapper

Operates bead-wrapping machine to reinforce and wrap tyre bead with filler and rubberised tape:

Paints bead with adhesive solution to facilitate bonding, using paint brush, and positions and sticks layer of filler around outer edge of bead; positions bead on guide wheel of wrapping machine and sets roller clamps to hold bead; folds end of wrapping tape around bead and filler; starts machine by depressing foot pedal and guides wrapping tape onto bead to attach tape to bead; cuts tape with knife

and sticks loose end to bead manually; releases clamps and places bead on storage rack; ties and tags specified quantities and types of beads into bundles.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, SI;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,c,e,h), 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b), 7d;

PH: 2b, 3(a,b).

8231.23 CUTTER OPERATOR, TYRE MANUFACTURE

Operates machine to cut rubber or rubberised fabric to make components for construction of tyre:

Reads programme sheet to determine cutting specifications; adjusts automatic cutter for angle and length of cut and sets guides, fences and rollers as required to prepare machine for operation; feeds machine with material manually, with assistance if required, or by activating feeding mechanism for automatic continuous feed; starts machine and monitors operation; examines sample, measuring product dimensions and adjusts machine where necessary to ensure maintenance of quality standards; rolls cuttings or stacks them in containers for further processing.

May be designated according to area of specialisation; for example, BIAS-CUTTER OPERATOR, if engaged in operating machine to cut rubberised fabric on the bias; TREAD-CUTTER OPERATOR, if engaged in operating machine to cut treads and side-walls to specific length in preparation for building tyre.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(R), M;

INT: 6;

PD: 1(a[M,H],b,e), 3e, 4(h,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6f;

PH: 2a, 3(a,b).

8231.25 TYRE MOULDER

Tends battery of semi-automatic presses to vulcanise pneumatic tyres:

Cleans mould, using air hose to remove residual deposits from previous tyre; examines tyre cover for quality control stamp; lifts appropriate tyre cover from trolley

and positions in mould; activates air compressor to inflate tyre cover and facilitate shaping during processing; operates controls to close mould and commence automatic curing process; removes tyre from mould at end of cycle and throws onto conveyor belt in preparation for further processing.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,c,f,h), 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 2a, 5a, 6(a,b,c), 7d;

PH: 2b, 3(a,b).

8231.27 UNDER-TREAD-CALENDER OPERATOR

Operates under-tread-calender machine to line under-side of tread with film of rubber to form cushion backing for tyres:

Attaches die and accessories to machine and adjusts steam and water valves to regulate temperature of extruder and milling units of calender machine; starts machine to extrude film of rubber; controls conveyor belt transporting tread over adhesive treatment station, through applicator and between rollers to attach and secure rubber cushion on tread; monitors bonding process to ensure conformity to standards; stops machine to rectify malfunction and/or remove defective product; replenishes supply of adhesive and raw rubber for treatment station and extruder unit of machine; cleans die-head daily, using solvent and air-gun to remove residual compound from head

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M,H],b,c,d,e), 2a, 3a, 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b,c,d,e,i), 7(b,d);

PH: 2a, 3(a,b).

8231.29 FABRIC-CALENDER OPERATOR

Operates calender to coat fabric with rubber to form rubberized fabric sheeting used in tyre manufacture:

Adjusts temperature control system of calender to heat rollers to specific temperatures; threads leader material through machine rollers and water-coolant tank to let-off reel and attaches end to fabric to pull onto take-up

spindle; adjusts knives to trim material to specific width by turning set screws and moving knives along bar; presses buttons and manipulates levers to start machine, activates feeding mechanism, regulates speed of conveyor and adjusts rollers to specific settings to calender material; observes calendered material for defects such as bubbles, lumps, streaks and holes and marks faulty stock; repeats process to coat opposite side of fabric; measures thickness and width of calendered stock with gauge and rule to ensure conformity with specifications; faces rolls of rubberised sheeting with liner to prevent sticking; lifts rolls of material on and off machine with assistance from helpers, using hoist and pulley.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(C), K, M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c), 9;

EC: 1(a,k,m,n), 2a, 6(a,b,d,e), 7d;

PH: 2a(P), 3(a,b).

8231.31 TYRE REPAIRER

Repairs defective or damaged motor vehicle tyres by performing any combination of the following duties:

Raises vehicle, using appropriate jack, unbolts wheel, using power wheel-nut remover or wheel spanner, and removes tyre from vehicle, manually or using power hoist; locates puncture in tubeless tyre by visual inspection or by immersing inflated tyre in water bath and observing air bubbles; encircles puncture, using chalk, and cleans puncture with round rasp; inserts rubber plug into puncture, using insertion tool and adhesive solution; separates tubed tyre from rim, using mechanical tyre changer or lever and hammer; removes inner tube, inspects tyre and/or tube, removes foreign particles and locates puncture; cleans surface of puncture area on tube and/or inner casing of tyre, using scraper, wire brush, knife or air-gun; seals puncture by refilling area with rubber cement or covering it with selected patch, using hand roller or vulcanising plate to secure bonding; re-assembles wheel and places it on balancing machine to determine counterweight required for proper balance; attaches required weight to rim of wheel, using hammer; replaces wheel on vehicle.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), K, M;

INT: 6;

PD: 1(a[M,H,VH],b,c,d,e), 3(a,c), 4(a,b,d,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 4a, 6(b,e,i), 7d;
PH: 2b, 3(a,b).

8231.33 MILL OPERATOR, RUBBER

Operates machine to knead and heat raw rubber for processing into rubber products:

Adjusts hot-water valve to regulate temperature of machine rollers; starts machine and feeds rubber stock through rollers for kneading; cuts sheets of rubber from roller, using knife, to check for consistency; bundles and re-feeds rubber between rollers to obtain specified consistency or guides it to conveyor belt; monitors heating and kneading operations and stops machine periodically to clear blockages and/or make adjustments to ensure conformity to standards.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[H,VH],b,d,e), 3a, 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 2a, 6(a,b,d,e,i), 7(b,d);
PH: 2a, 3(a,b).

8231.35 TYRE RECAPPER/Tyre Retreader

Tends machines to recap tyres by performing any combination of the following duties:

Reads job cards to determine specifications such as size and kind of tyre and inspects tyre to determine suitability for recapping; plugs punctures, using plug tool, plug and rubber compound when necessary; operates buffing machine to remove worn tyre treads in preparation for retreading; measures circumference of tyre and records size and type of tread on job card; mounts tyre on cementing machine, cleans buffed surface and coats it with adhesive to accommodate new tread; cuts required length of cured tread or *camelback* and coats inner surface with rubber-bonding compound; mounts tyre on building machine and inflates it to specific pressure; repairs defects with rubber compound, winds cured tread or camelback around casing and secures end with bonding solution to retread tyre; depresses foot pedal to rotate tyre and press rolling tool against tread to secure bonding; encloses tyre in curing envelope, removes it from building machine and inserts curing tube inside tyre; mounts tyre on curing rim and loads it into curing chamber for processing; removes casing from building machine, inserts air bag of specified size in casing and clamps it into suitable mould; inflates air bag to specified pressure and

heats mould to required temperature to vulcanise tyre; removes tyre from processing chamber or vulcanising mould after stipulated time and prepares it for delivery by painting side walls and placing it on storage rack.

May attach lugs to heavy-duty tyre or tend machine to automatically ingest, extrude and apply rubber to buffed tyre.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[M,H],b,c,d,e,h), 3e, 4(a,b,e,f), 5a, 6a, 7a, 8(a,b), 9;
EC: 1(a,k,n), 2a, 6(a,b,d,e,i), 7(a,b,d);
PH: 3b.

8231.37 RUBBER-MOULDING-PRESS OPERATOR/Rubber Moulder

Operates moulding press to mould rubber components and articles:

Selects required mould according to specifications indicated on job sheet; cleans, assembles and attaches mould onto press; manipulates levers to activate air and steam systems for heating moulds; positions rubber in cavity of mould, closes and locks mould in press, sets timer and starts press; removes mould from press and strips articles from mould.

May trim excess rubber from product, using knife.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R;
APT: G(R), K, M;
INT: 6;
PD: 1(a[L,M],b,c,d,e), 3e, 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,j,n), 2a, 6(b,d,e,i), 7(b,d);
PH: 3b.

8231.39 EXTRUDER OPERATOR, RUBBER PRODUCTS

Sets up and operates extruding machine to produce continuous strips of rubber for making rubber products:

Examines programme sheet to determine specifications such as shape required and grade of compound to be used; selects and mounts die on machine, using hand tools; connects and secures steam, air and water hoses to die-head and activates hoses to maintain machine temperature at required level; activates feeding mechanism to

automatically load machine or swabs machine chamber with non-stick agent and loads it manually; starts machine to commence processing; adjusts controls or attaches choke to die-head to synchronise speed of conveyor belt with speed of extruded rubber; monitors operations and examines extruded product for defects such as wrinkles, bubbles and splits; stops machine to cut off defective material, reload machine, or clear blockages.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 3(a,e), 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 2a, 6(a,b,d,e,i), 7(b,d);

PH: 2a, 3(a,b).

8231.41 TYRE TRIMMER

Tends trimming machine to remove excess rubber formed on outside surface of tyre during moulding process:

Lifts, positions and locks tyre on roller shaft of trimming machine; starts machine to rotate tyre and presses trimming knife against parts of tyre to remove excess rubber; stops machine and removes trimmed tyre from machine; completes production records.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), K, M;

INT: 6;

PD: 1(a[M],b,c,d), 4(b,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5a, 6b, 7(c,d);

PH: 3b.

8231.43 RUBBER-BAND MAKER

Tends machine to make rubber bands:

Adjusts machine to cut rubber bands to specified thickness; selects required colour of rubber tube from carton and unrolls tube; inserts tube under machine roller and presses lever to clamp tube; activates cutting blades to start cutting process; stops machine and removes tube end from catch bin; depresses floor pedal to release rubber bands from machine bin into larger receptacle, where applicable; conveys bands to packing area; maintains machine and cleans work area.

May dip tubes in soap-suds to facilitate cutting, guide tubes through roller and spread bands to dry before packing them.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b), 3a, 4b, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 5a, 6(b,f), 7d;

PH: 2a, 3(a,b), 4.

8232 PLASTIC-PRODUCTS MACHINE OPERATORS

Workers in this unit group operate and monitor machines which manufacture various plastic components and articles.

8232.15 PLASTIC-SIGN MAKER

Fabricates plastic signs:

Liaises with customer to discuss specifications and/or prepared artwork; drafts lettering and/or design for sign, using specialised instruments; enlarges design to desired size, using projector, to facilitate making of moulds; lays out final artwork on wooden surface to make moulds of elements in sign, using woodworking machines and hand tools; places mould on bed of vacuum-forming machine, and places plastic sheet on top of mould; fastens sealing frame around plastic sheet; activates machine to apply heat to soften plastic sheeting and draw softened plastic onto mould to form product; sprays cold water or operates air hose or fan to cool plastic and removes product from mould; applies appropriate liquid pigment to reverse side of sign, using paintbrush or spray-gun to obtain desired colours; marks and removes area of rubber coating where colour is desired; applies paint according to outlines, mixing desired colours where applicable and using paintbrush or spray-gun; trims excess moulding material from sign, using shears or bandsaw; mounts sign on rigid backing, using screws or rivets, or fastens sign onto light-box where applicable.

May install electrical wires on frame of sign.

OCCUPATIONAL PROFILE

DPT: 261; ETD: 3; SVP: 4;

TEMP: R, J, T;

APT: G(C), S, P, M;

INT: 5;

PD: 1(a[M],b,c), 3a, 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,n), 2a, 5a, 6(b,i), 7(b,c,d);

PH: 2a, 3b.

8232.20 PLASTIC-MOULDING-MACHINE OPERATOR

Operates moulding machine to form products from thermoplastic materials:

Sets machine controls to regulate factors such as temperature, pressure and time; presses buttons to heat moulding chamber of machine for removal of residual plastic material; activates vacuum pump to load machine with thermoplastic resin pellets or positions and secures plastic sheet on top of mould; sets counter, starts machine and monitors operation; records gauge readings periodically during production and adjusts controls to ensure that specified moulding temperature and pressure are maintained; informs superior of machine malfunctioning and other irregularities; removes product from machine and trims excess material, using knife; examines product visually for defects such as cracks and dents and stacks acceptable products for shipping or storage; records production data; cleans and lubricates machine.

May perform duties of DIE AND MOULD SETTER.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;
TEMP: R;
APT: G(R), K, M;
INT: 6;
PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(b,d,e,f), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,k,n), 2a, 5a, 6(d,i), 7(b,d);
PH: 2a, 3b.

8232.25 EXTRUDING-MACHINE OPERATOR, PLASTICS

Operates machine to extrude thermoplastic materials into film, tubular and sheet form:

Examines work order to determine specifications such as size, colour, gauge, type of thermoplastic resin and accessory equipment needed for products such as containers, pipes and drinking straws; fills bin with specified resin pellets and attaches required accessory equipment; sets controls to regulate vacuum pressure, air pressure and temperature for processing; inches machine and attaches plastic material to film, sheet or tubing for threading through rollers and treatment station; adjusts machine and sets counter, speed and position of knife according to cut required; starts machine to commence production; monitors operation to ensure conformance to specifications; starts and stops machine for re-adjustment and re-threading as required; records production data.

May perform duties of DIE AND MOULD SETTER.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R;
APT: G(R), M;

INT: 6;
PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b), 9;
EC: 1(a,k,n), 2a, 5a, 6(c,d,i), 7(b,d);
PH: 2a, 3b.

8232.30 MACHINE OPERATOR, PLASTIC- BAG PRODUCTION

Operates machine to produce moisture-proof bags and wrappers by performing any combination of the following duties:

Examines work order to determine production specifications; loads material on machine spindles or feed roller with assistance from helper; mixes adhesive according to specifications and fills machine receptacle in preparation for production; threads material through machine, regulates temperature, pressure and speed and attaches auxiliary equipment to machine as required; inches machine to align material and obtain sample and inspects sample or forwards it to quality control personnel to ensure conformance with specifications; adjusts machine as required; sets counter, starts machine and monitors operations; removes filled core from machine and weighs products; completes production records; cleans machine and tidies work area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R;
APT: G(R), K, M;
INT: 6;
PD: 1(a[M],b), 3(c,e), 4(a,b,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,m,n), 2a, 6(d,i), 7(b,d);
PH: 2a, 3b.

8232.35 MACHINE OPERATOR, PLASTIC PRODUCTS

Operates machine to assemble plastic components into composite products:

Cleans and sanitises machine preparatory to production of plastic items such as toothbrushes; reads job sheet and obtains and positions raw material adjacent to assembling machine; loads machine stations with required materials; test-runs machine and makes adjustments to disks, polishers and trimmers as necessary to assemble product according to specifications; starts machine and monitors its operation; removes finished product from machine and stacks it in preparation for packaging; observes machine indicators, interprets problem signals, locates problem and takes necessary corrective action; completes production data.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L],b,c,e), 3(a,c,e), 4(a,b,c,f), 5a, 6a, 7a,
 8(a,b);
 EC: 1(a,k,n), 5a, 7c;
 PH: 3b.

825 PRINTING-, BINDING-, AND PAPER-PRODUCTS MACHINE OPERATORS

Workers in this minor group operate various types of printing and copying machines, machines to bind and emboss books or machines to make various articles from paper, paperboard and similar materials.

8250 SUPERVISORS, PRINTING-, BINDING- AND PAPER-PRODUCTS MACHINE OPERATORS

Workers in this unit group supervise and coordinate the work of personnel engaged in printing occupations.

8250.15 SUPERVISOR-FOREPERSON, PAPER AND PAPERBOARD PRODUCTS MANUFACTURE

Plans, supervises and coordinates activities of workers engaged in producing paper and paperboard products:

Performs duties of **PRODUCTION SUPERVISOR** in unit which processes and manufactures paper and paperboard products; prepares and submits reports to **Production Manager**, indicating data such as production record of various machines, down-time, work stoppages and other production variables.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
 TEMP: D, P, J;
 APT: G(T), Q;
 INT: 6;
 PD: 1a(L), 4(b,D), 5a, 6(a,b), 7a, 8(a,b);
 EC: 1(a,k,m,n), 6b, 7(c,d);
 PH: 3b.

8251 PRINTING-MACHINE OPERATORS

Workers in this unit group operate machines which print on paper, plastic and other materials.

8251.15 BOX PRINTER

Sets up and operates letterpress or flexographic printing

press to cut and crease paperboard cartons and print designs and lettering on cartons according to specifications:

Examines job order and production sheet to obtain printing specifications; adjusts feed-table and attaches pre-mounted stereo to cylinder; fills ink fountain with required colour and quality of ink and adjusts ink-delivery system; sets knives to prepare machine for job; test-runs machine to obtain sample, examines sample and makes further adjustments to improve print and correct dimensions; directs assistants to load feed-table and perform other related duties; starts machine and monitors operation to ensure good quality printing; records production data.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 6;
 TEMP: R, J, T;
 APT: G(C), K, M, C;
 INT: 6;
 PD: 1(a[H,VH],b,c,d,e,h), 4(a,b,c,d,e,f), 7(a,c,g),
 8(a,b);
 EC: 1(a,i,j,n), 6b;
 PH: 2a, 3b.

8251.17 EMBOSSE/Embossing-Machine Operator

Sets up and operates machine to emboss stationery and other specialty items:

Reads press order and/or receives verbal instructions from **Printing Supervisor** to determine printing specifications; mounts and locks required female block on chase, using *furniture*, *quoins* and other hand tools; installs *forme* and male block onto machine by raising clamps, matching corresponding registration marks to ensure perfect alignment and locking them into position, using gauge and other hand tools; threads foil paper across platen between blocks to gild embossed design; operates press to obtain first impression by manipulating levers; adjusts alignment and adds paper-facing to female block to improve image for further impressions; loads paper stock on machine and opens suction valves to width of paper; starts machine to commence production and monitors operation, making adjustments as necessary to ensure conformity with standards and rectify malfunction.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 5;
 TEMP: R, J, T;
 APT: G(C), K, M;
 INT: 6;

PD: 1(a[L,M],b,c,d,e,h), 3a, 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,j,n), 5(a,b), 6f, 7c;
PH: 2a, 3(a,b).

8251.19 FLEXOGRAPHIC PRINTER/

Flexographic Pressman

Sets up and operates flexographic press to print design on plastic or paper:

Examines job card and reviews instructions from **Printing Supervisor** to determine printing specifications; loads and threads machine with required stock, such as plastic or paper; selects and installs mounted cylinder on machine, using hoist, wrenches and support brackets; blends required ink, fills ink tray, adjusts rollers and printing cylinder to required tolerances, and sets heating system, where necessary, to prepare machine for production; inches machine, makes adjustments to obtain satisfactory sample and forwards sample to superior for approval; sets counter and starts machine to commence production; monitors operations and examines print to ensure adherence to specifications; replenishes stock and cleans stereotype as necessary; records production data for submission to **Production Manager**; cleans and lubricates machine periodically.

May attach auxiliary equipment on printer for scoring and perforating operations, and perform tasks of **PLATE MOUNTER**.

OCCUPATIONAL PROFILE

DPT: 662; **ETD:** 3; **SVP:** 5;
TEMP: R, J, T;
APT: G(C), K, M, C;
INT: 6;
PD: 1(a[L,H],b,c,d,e,g,h), 3(a,c), 4(a,b,c,e,f), 7(a,c,g), 8(a,b);
EC: 1(a,i,j,n), 2a, 5a, 6(b,d);
PH: 2a, 3b.

8251.21 DIE CUTTER, PRINTING

Sets up and operates platen press to cut and score paper:

Reads press order and/or receives verbal instructions from **Printing Supervisor** and examines specimen to determine specifications; places cutting die in chase and locks die into position to prepare for operation, using *furniture*, *quoins* and *quoin keys*; installs and locks *forme* on machine, using wrenches and other hand tools; inserts cutting and scoring rules on die-cutting plate or matrix to obtain necessary effects; starts machine and cuts and inspects sample to determine conformity with specifications; adjusts plate, die and rules to correct imperfections;

loads paper stock on machine and opens suction valve to width of paper; starts machine to commence operation, and monitors process to ensure conformity with standards and rectify malfunctioning.

May perform duties of **EMBOSSER**.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 3; **SVP:** 5;
TEMP: R, J, T;
APT: G(C), P, K, M;
INT: 6;
PD: 1(a[L,M],b,c,d,e,h), 3a, 4(a,b,c,e), 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,n), 5a, 6f, 7c;
PH: 1a, 2a, 3(a,b).

8251.23 OFFSET-PRESS OPERATOR

Sets up and operates offset printing press to produce printed material from lithographic plates:

Reads press order and/or reviews verbal instructions from **Printing Supervisor** to determine printing specifications; prepares machine for printing by checking and adding fountain solution, inking rollers, adjusting rollers to obtain even impression and regulating moisture delivery to plate cylinder, by turning series of thumb screws and using hand tools; measures plate with gauge and builds up plate thickness with sheets of paper as necessary, to prepare plate for installation on machine; clamps prepared plate into position on cylinder and adjusts tension, using wrench and spanner; runs machine to obtain first proof and checks printing layout, ink tone and colour registration; re-runs machine to obtain satisfactory proof and submits proof to superior for approval and issuance of final print order; sets counter and activates machine to commence printing process; monitors operations and adjusts machine as necessary until completion of production run; records production data for submission to superior.

May clean and lubricate machine, and load and unload stock and printed material from machine.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 3; **SVP:** 5;
TEMP: R, J, T;
APT: G(C), M, C;
INT: 6;
PD: 1(a[M],b,c,d,e,h), 3a, 4(a,b,c,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
EC: 1(a,i,j,m,n), 5a, 6f, 7c;
PH: 2a, 3(a,b).

8251.25 WEB-PRESS OPERATOR

Sets up and operates web-feed rotary press to produce printed matter according to specifications:

Reads press order to determine printing specifications and paper requirements; prepares plate for installation on machine; prepares machine for printing by threading paper through and around rollers to cutter, installing plate and clamping it into position on cylinder and filling ink and water fountains; opens required ducts and engages appropriate mechanisms, using hand tools and manipulating levers; test-runs machine, examines ink tone, layout and alignment and adjusts mechanisms to obtain satisfactory proof; submits proof to superior for final print order; sets counter and starts machine to commence production; monitors operation and adjusts machine as necessary to maintain printing standard; replenishes paper supply as necessary; completes production data at end of run.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 5;

TEMP: R, J, T;

APT: G(C), M;

INT: 6;

PD: 1(a[L,M],b,c,d,e,h), 2a, 3(a,e), 4(a,b,c,e,f), 5(a,b), 6(a,b), 7(a,c,g), 8(a,b);

EC: 1(a,i,j,m,n), 6(e,f), 7g;

PH: 2a, 3b.

8251.27 PRINTING-MACHINE OPERATOR, TEXTILE MANUFACTURE

Sets up and operates printing machine to print patterns of various designs and colours on textiles:

Receives instructions from superior and/or reads job card to obtain printing specifications such as colouration, screen sequencing and quantity of fabric to be used for printing; prepares cylinder for printing by mounting rings, inserting squeegee mandrel and installing assemblage on sample table; aligns reference mark on machine to corresponding mark on screen and locks assemblage in position; repeats process with each cylinder to complete preparation of cylinders for printing; installs and secures prepared cylinders on printing machine in proper sequence, with assistance of subordinates; sets controls and gauges to regulate tension and speed of printing machine; starts machine and conveyor belt to carry cloth under printing cylinders and to next processing station; monitors operation and starts and stops machine if necessary to realign rollers, change colouration or correct malfunctioning; instructs helpers to attach hoses, start pumps and replenish or change printing paste; maintains production records.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 3; SVP: 4;

TEMP: R, T;

APT: G(C), K, M, C;

INT: 6;

PD: 1(a[M,H],b,c,d,e), 3(a,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,j,m,n), 2a, 4(a,b), 6(a,b,e,f), 7(b,d);

PH: 2a, 3(a,b).

8251.29 LETTERPRESS OPERATOR/Platen-Press Operator

Sets up and operates letterpress to produce printed materials:

Determines printing specifications from press order and/or receives verbal instructions; obtains *forme* from Compositor, Hand, and prepares same for positioning on machine by levelling set-type with wooden mallet and planer and locking it into *chase*, using *quoin*, quoin key and *furniture*; prepares machine for printing by locking chase on machine, filling ink fountain with specified ink, and loading required paper on machine; inches machine, adjusts alignment and adds backing paper to chase as necessary to obtain satisfactory proof; examines proof for errors, makes adjustments to meet specifications and submits proof to Printing Supervisor for approval and issuance of print order; sets counter and starts machine to commence production; monitors operation and adjusts machine as necessary until completion of production run; removes printed sheets periodically from machine and replenishes stock as necessary; records daily production data for submission to superior; performs routine maintenance on machine.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;

TEMP: R, J, T;

APT: G(C), M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 3a, 4(a,b,c,e,f), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,j,m,n), 5a, 6(e,f), 7g;

PH: 2a, 3b.

8251.31 ETCHING-MACHINE OPERATOR

Tends machine to etch photo-printed metal plates:

Examines prepared plate and blocks out flaws, using artist's brush and appropriate liquid; cleans plate with nitric acid to remove grease and other matter; mounts and secures plate in etching machine and starts machine to spray etching solution against plate and commence etching process; starts refrigerator to cool mixture of nitric

acid, oil and water in machine; stops machine after stipulated time and removes plate; repeats cleaning process and leaves plate to dry; forwards plate for cutting and mounting; changes chemicals in etching machine periodically.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, SI;

APT: G(R), P, M;

INT: 6;

PD: 1(a[L],b,c,e), 3e, 4(a,b,d), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 2a, 4a, 6(c,d,e,i), 7(a,b,e);

PH: 2a, 3(a,b).

8251.33 PRINTING-MACHINE TENDER, TEXTILE MANUFACTURE

Tends heat-treatment chambers to dry or steam fabric to fix printed design:

Assists with loading fabric on machine and threading it through processing chambers; sets gauges to regulate heat and flow of steam and fabric through chambers; activates systems, monitors process and starts and stops systems as necessary to take corrective action; observes operations as cloth winds onto rolls or passes through folding attachment into bins and notifies superior of flaws; aligns end of new cloth with end of cloth on machine and sews ends together with portable sewing machine.

May be designated according to area of specialisation; for example,
DRYER TENDER, TEXTILE MANUFACTURE
STEAMER TENDER, TEXTILE MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), K, M;

INT: 6;

PD: 1(a[M,VH],b,c,d,e), 3(a,e), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,j), 2a, 4(a,b), 6(a,b,i);

PH: 2b, 3(a,b).

8251.35 THERMOGRAPHIC PRINTER

Tends thermographic machine to produce raised printing on cards, letterheads and other items:

Fills hopper on conveyor belt or dusting tray with thermographic powder for dusting wet print; adjusts guides and rollers to accommodate size of printed material by moving fences and positioning rollers, using screwdriver and

wrench; places discharge tray in position and activates machine, conveyor belt and vacuum system; regulates printing process to achieve optimum results by setting heat and speed control knobs according to type of material being printed; feeds items onto conveyor belt for transfer to heating unit for processing, observes operation and makes adjustments as necessary; removes items from delivery tray at regular intervals and stacks them for cutting.

OCCUPATIONAL PROFILE

DPT: 686; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), K, M;

INT: 6;

PD: 1(a[L],b,c,h), 3e, 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,k,n), 6i;

PH: 2a, 3(a,b).

8251.37 GOLD-BLOCKING-MACHINE OPERATOR

Operates machine to emboss book titles with gold foil or other decorative medium:

Adjusts bed of machine to accommodate job; selects characters and sets title according to specifications; takes blind impression and makes adjustments to correct flaws; threads foil or other decorative material through machine, and loads book covers in preparation for embossing; manipulates lever to emboss covers as required; removes and stacks completed covers.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1(a[L],b,c,d,e), 4(a,b,c), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n);

PH: 3b.

8252 BOOKBINDING-MACHINE OPERATORS

Workers in this unit group operate machinery to bind books.

8252.10 BOOKBINDING-MACHINE OPERATOR

Sets up and operates bookbinding machines to sew, cut, fold, collate or perform other book-finishing operations:

Sets up and adjusts bookbinding machines to perform tasks, using wrenches and other hand tools; operates ma-

chines to fold and cut sheets, sew *signatures*, collate and glue sheets and insert staples, by manipulating levers and depressing buttons and foot controls; adjusts machines, using hand tools, to correct malfunctions and alignment problems; stops machines and records production data on completion of job; cleans and lubricates machines, using dust-cloth, handbrush and oil, and performs other routine maintenance duties as necessary.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 5;

TEMP: R, J;

APT: G(C), F, M, E;

INT: 6;

PD: 1(a[L],b,c,d,e,h), 3e, 4(a,b,c,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c), 9;

EC: 1(a,i,j,n), 5a, 6f, 7c;

PH: 2b, 3(a,b), 4.

8253 PAPER- AND PAPERBOARD-PRODUCTS MACHINE OPERATORS

Workers in this unit group operate and monitor machines to produce bags, boxes, cartons and personal and household paper products.

8253.15 BAR-SETTER, PAPERBOARD-CORRUGATING MACHINE

Sets up corrugating machine to cut and score stipulated sizes of corrugated paperboard for manufacturing cartons:

Examines production plan and work sheet, obtains instructions from superior and determines specifications of containers; calculates and measures cutting and creasing dimensions, using ruler; adjusts and tightens knives and creasers along machine bar, using hand tools; test-runs machine to obtain sample for submission to superior and adjusts bars as necessary; starts and monitors machine operations, and makes further adjustments, if required, to maintain production standards.

May assist Paperboard-Corrugating-Machine Operator, with performance of duties.

OCCUPATIONAL PROFILE

DPT: 680; ETD: 3; SVP: 6;

TEMP: R, T;

APT: G(C), K, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b,c), 7d;

PH: 3b.

8253.20 PAPERBOARD-CORRUGATING-MACHINE OPERATOR

Operates corrugating machine to form corrugated paperboard material for manufacturing cartons:

Examines worksheet, obtains instructions from superior and determines quality and quantity of materials needed; directs helper to mount and load bales of paperboard on machine; threads paperboard through feed, tension, heating, corrugating and gluing rollers; makes adjustments on machine to accommodate width of paperboard; activates glue pump and inches machine to obtain suitable sample; starts machine, monitors operation and makes adjustments when necessary to maintain production standards; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 6;

TEMP: R, T;

APT: G(C), K, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 4(a,b,c), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b), 7d;

PH: 3b.

8253.25 PAPERBOARD-BOX CUTTER

Operates machine to cut and crease paperboard sheets to form box blanks:

Reviews production schedule to determine job order and relevant printing specifications; selects, positions and locks required *forme* on machine; adjusts *fences* and guides, using hand tools, adhesive tape and wooden blocks, and attaches and adjusts auxiliary equipment where necessary to prepare machine for production; test-runs machine, obtains sample and verifies dimensions; makes necessary adjustments to correct alignment and inserts packing material to improve cut where necessary; sets counter and starts machine to commence production; feeds and removes individual paperboard sheets during die-cutting operation, or loads automatic feed-table and monitors operation; lubricates machine and cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;

TEMP: R, T;

APT: G(C), K, M, E;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(b,d), 7c;

PH: 3b.

8253.30 PAPER-BAG-MAKING-MACHINE OPERATOR

Sets up and operates machines to produce paper bags of stipulated sizes:

Examines job order to obtain specifications such as size of roll and grade of paper required; loads and threads roll of paper through machine, using hoist and hand tools; attaches and adjusts appropriate gears and auxiliary equipment; adjusts machine fingers and grippers and inches machine to verify adjustments; activates adhesive-applicator pump and smoothing bar by manipulating levers; test-runs machine to obtain sample for submission to superior and makes adjustments to machine if necessary; starts and monitors machine operation and replenishes supply of paper and adhesive; records production data for submission to superior; cleans and tidies work area.

May operate machine to print information on products.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;
TEMP: R, T;
APT: G(C), K, M;
INT: 6;
PD: 1(a[M,H],b,c,d,e), 3e, 4(a,b,c,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 5a, 7c;
PH: 3b.

8253.35 PAPERBOARD-BOX FINISHING-MACHINE OPERATOR

Sets up and operates machine to perform intermediate or finishing operations in manufacture of paperboard boxes:

Obtains instructions from superior and reviews production schedule to determine product specifications; sets up machine, using rule and hand tools, and manipulates levers to adjust creasing and cutting bars, guides and fences and other auxiliary equipment; calibrates stitching mechanism and loads machine with required stock such as boxes, glue and staples; inches machine to obtain sample, examines same and makes further adjustments to ensure adherence to specifications; starts machine and monitors operation; records production data for submission to relevant personnel.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;
TEMP: R, T;
APT: G(C), K, M;
INT: 6;
PD: 1(a[L,M],b,c,d,e,h), 4(a,b,c,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b), 7(c,d);
PH: 3b.

8253.40 MACHINE OPERATOR PERSONAL, PAPER PRODUCTS

Operates machines to produce personal paper products:

Cleans and sanitizes machine and equipment by spraying them with disinfectant, using air hoses; obtains raw materials such as compressed wood-pulp, adhesive and tape, and loads machines in preparation for production process; test-runs machine, obtains and inspects sample and makes adjustments if necessary; starts machine to commence production of items such as disposable diapers and sanitary napkins; monitors operation and stops machine when necessary to free blockages and replenish supply of raw materials; cleans machine and tidies work area; prepares production records for submission to superior.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
TEMP: R, T;
APT: G(C), M;
INT: 6;
PD: 1(a[L,M],b,c,e), 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7a, 8(a,b);
EC: 1(a,k,n), 5a, 7c;
PH: 3b.

8253.45 MACHINE OPERATOR, HOUSEHOLD PAPER PRODUCTS

Operates machine to produce household paper products by performing any combination of the following duties:

Obtains instructions from superior on products to be made, such as paper towels, napkins and plates; positions reels of paper and paperboard on machine stands, manually or using hoist, and threads end of reel through machine rollers and guides; fills tanks with glue or water as required, to glue materials into paperboard cores and secure free end of paper rolls; changes dies, cutters and embossers and adjusts temperature, tension and slitting, counting and perforating mechanisms on machines, according to type and dimensions of products to be made; starts machines, obtains sample, examines it for defects and makes required adjustments; monitors production process, clears blockages and observes movement of products to packaging department; cleans machines and tidies work area.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;
TEMP: R, SI;

APT: G(R), P, K, M;
 INT: 6;
 PD: 1(a[L,M],b,c), 3a, 4(b,e), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(a,i,m,n), 5a, 6(c,f), 7c;
 PH: 3b.

8253.50 PAPERBOARD-SUITCASE MAKER

Operates machines to shape shells of paperboard suitcases:

Sets up stamping and bending machines for preparing suitcase shells according to specifications; cuts paperboard sheets for base and top of suitcase, using cutting machine; positions paperboard sheets on stamping machine and activates machine to mitre corners; adjusts bending machine to accommodate sheet size, positions sheets on machine and activates machine to bend and shape corners according to specifications; cuts strips for sides of suitcase and bends and shapes them on machine to fit shells; mounts and secures sides on shells, using stapling machine, and forwards shells to finishing department.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;
 TEMP: R, T;
 APT: G(R), P, K, M;
 INT: 6;
 PD: 1(a[L],b,c,h), 3a, 4(a,b), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(a,i,n), 5a, 6f;
 PH: 3b.

826 TEXTILE-PRODUCTS MACHINE OPERATORS

Workers in this minor group operate various types of machines to spin and wind thread, weave fabrics, bleach or dye textile products or sew or embroider garments.

8260 SUPERVISORS, TEXTILE AND LEATHER PRODUCTS MACHINE OPERATORS

Workers in this unit group supervise other workers who are engaged in operating machinery used to produce textile or leather products.

8260.15 SUPERVISOR, TEXTILE MANUFACTURING

Supervises and coordinates activities of workers engaged in textile manufacturing and finishing:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; determines dye specifications; writes formulae and mixing and dyeing instructions for Fabric-

Dyeing Operator; examines fabric to ensure attainment of colour specification and gives additional instructions as necessary; designs *beams* in accordance with pattern specifications and inspects them preparatory to weaving operations; supervises workers engaged in inspection of product; investigates cases of low production levels, in liaison with subordinate supervisory and operational staff; advises management personnel on depletion of stock and amount and type of yarn to be purchased; submits order forms for replacement of machinery parts to purchasing department; interviews workers seeking employment at mill.

May be designated according to area of specialisation; for example,
FINISHING SUPERVISOR, TEXTILES
TOWEL-MILL SUPERINTENDENT

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
 TEMP: D, P, J, T;
 APT: G(T), P, Q, C;
 INT: 6;
 PD: 1a(L), 4(b,d), 5a, 6a, 7(a,g), 8(a,b,g);
 EC: 1(a,i,n), 5a, 6(a,f);
 PH: 3b

8260.20 SUPERVISOR, GARMENT MANUFACTURE

Monitors and supervises workers involved in construction of garments to ensure maintenance of standards and maximum productivity:

Consults with superior to obtain information on garment to be constructed; checks production sheet to ascertain stitching operations and other specifications concerning assembly of garments; distributes bundles of garment parts to **Sewing-Machine Operators**; ensures that workers are assigned appropriate sewing machines, and that machines are in good working condition and that correct threads and stitch tensions are used; monitors assembly of garments, giving technical advice to ensure conformity with and maintenance of standards, and removes faulty garment parts; checks production levels of **Sewing-Machine Operator**; notes variations in production levels and reassigns employees if necessary, to improve stitching techniques or upgrade output levels; inspects completed garments and allocates work to employees engaged in finishing tasks such as trimming, folding and pressing to prepare garments for marketing; collects daily work sheets from employees, compiles information collected and forwards same to **Production Manager** for processing of wages by accounting unit of company; identifies machines for servicing and maintenance.

May collect stitched garment parts from Sewing Machine Operators and redistribute them to maintain continuity in sewing operations.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, J, T;

APT: G(C), P, Q;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(b,f), 5a, 6a, 7(a,c,e,g), 8(a,b,c);

EC: 1(a,i,m,n), 5a, 7c;

PH: 2a(P), 3b, 4.

8260.25 SUPERVISOR, HAT MANUFACTURE

Supervises activities of workers involved in manufacture of hats:

Performs duties of PRODUCTION SUPERVISOR; checks company listing of production lines of hats and/or selects styles from customers' orders to prepare efficient and economical work programme for production line; liaises with bond personnel to obtain raw materials from bond.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, P, J;

APT: G(T), P, Q, C;

INT: 1, 6;

PD: 1a(L), 4f, 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,n), 5a;

PH: 2a(P), 3b.

8260.30 LAUNDRY SUPERVISOR

Supervises subordinate laundry staff to ensure proper laundering of items:

Organises and plans operational activities for laundry; supervises subordinate departmental staff engaged in activities such as washing, ironing and dry-cleaning of clothes and linens, ensuring that laundering standards are maintained; requisitions supplies and collects and distributes them to individual units of department; monitors functioning of laundry equipment and makes arrangements for repairs when necessary; trains and advises workers in techniques of machine operation.

May be designated according to level of responsibility; for example,

LAUNDRY SUPERVISOR I/II

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, P, J;

APT: G(C), Q;

INT: 6;

PD: 1a(L), 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,j,m,n);

PH: 3b.

8261 SPINNING- AND WINDING-MACHINE OPERATORS

Workers in this unit group operate or tend machines to prepare yarn for weaving.

8261.15 WARP OPERATOR/Warper Tender

Tends machines to wind yarn onto reel and beam preparatory to weaving:

Reviews and interprets instructions from superior to determine yarn size, colour, metreage and number of yarn ends to be wound onto reel; positions and sets up *creel* to correspond with pattern specifications; pulls yarn ends from packages mounted on creel through tension device and reed, using hook, and fastens ends onto reel; sets counter to record number of metres wound and starts warper; makes adjustments to machine to ensure correct positioning of yarn onto reel; observes yarn to detect breaks and build-up of lint; locates broken yarn ends and ties end to corresponding ends on reel; clears reed of lint; stops machine, and cuts yarn and ties ends together; repeats process until required number of ends and metres are wound onto reel; positions reel on beamer and ties unit ends from reel onto loom beam; starts machine to transfer warp yarn onto beam; cleans and tidies machines and work area.

May remove loom beam at end of warping process.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: J;

APT: G(R), K, M, C;

INT: 6;

PD: 1(a[L,M],b,c), 4(a,b,c), 5a, 6a, 7(a,c,e), 8(a,b,c);

EC: 1(a,i,n), 5a, 7c;

PH: 3b.

8261.20 WINDING-MACHINE OPERATOR, TEXTILES

Tends machine to wind strands of yarn onto packages of various sizes for use in weaving process:

Obtains yarn packages, cones or pirns and positions them at work station; places cones or pirns on spindles and threads machine to begin winding process; starts machine, observes process to detect breaks in yarn, and knots broken ends together, using knoter; reports machine

malfunctions to superior; stops machine and removes cone when required yardage is wound; packs full cones and pirns in boxes, according to colour of yarn; cleans and tidies work area and machines.

May be designated according to area of work; for example,

FOSTER WINDER

PIRN WINDER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: J;

APT: G(R), P, M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(b,c), 5a, 6(a,b), 7(a,d,g), 8(a,b,c);

EC: 1(a,i,n), 5a, 6f;

PH: 3b.

8262 WEAVING- AND KNITTING-MACHINE OPERATORS

Workers in this unit group operate machines to weave and knit textile products.

8262.15 WEAVER, TEXTILES

Operates jacquard loom to weave specified patterns on towels:

Ensures correct set-up of loom for starting operations; starts loom and monitors weaving process to detect faults such as *stop marks*, *looping*, broken picks and ends, soiled yarn, inconsistent pile and incorrect pattern; stops loom and corrects faults where possible or notifies superior; adjusts pattern chain and re-starts loom; marks or cuts fabric when sufficient yardage has been woven; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;

TEMP: J, T;

APT: G(C), P, K;

INT: 6;

PD: 1a(L), 3(a,c), 4b, 5a, 6(a,b), 7(a,c,d,g), 8(a,b);

EC: 1(a,i,n), 5a, 6f, 7c;

PH: 2a, 3b.

8262.20 KNITTING-MACHINE ATTENDANT

Monitors and adjusts automatic machine to knit hosiery:

Adjusts automatic knitting machine and threads it with specified yarn; test-runs machine and examines product sample to ensure conformance to specifications; activates machine to knit batch of hosiery; checks random

samples of product, using inspection board, and adjusts machine if necessary; monitors machine functioning by observing indicator light; stops and checks machine to determine cause of malfunctions; performs minor repairs as required and/or refers major repair needs to superior; removes and replaces product-disposal bag from machine chute at regular intervals.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(R), P;

INT: 6;

PD: 1(a[L],b,c), 3(a,c), 4(a,b), 5a, 6(a,b), 7(a,c), 8(a,b);

EC: 1(a,k,m,n), 5a;

PH: 3(a,b), 4.

8263 SEWING- AND EMBROIDERING-MACHINE OPERATORS

Workers in this unit group operate sewing machines to construct or repair garments, embroider designs on garments, and attach accessories.

8263.15 SEWING-MACHINE OPERATOR, GARMENT INDUSTRY

Operates industrial sewing machine to construct, repair or renovate garments:

Threads machine with specified thread and manipulates knobs and screws to set stitch length and adjust tension in preparation for sewing operation; positions workpiece on machine and secures it by lowering presser foot; depresses foot pedal to commence sewing process and guides workpiece manually through feeding plate; observes stitching process to detect irregularities and stops machine as required; inserts special attachment and performs operations such as ruffling and serging of material; cuts thread and removes workpiece; reports machine defects or discrepancies found in design to superior; makes minor adjustments as necessary; ties completed workpieces into bundles and records production data.

May be designated according to area of specialisation; for example,

RUFFLER/GAUGER

SAMPLE MAKER, GARMENT MANUFACTURE

SERGER

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(C), M;

INT: 6;
PD: 1(a[L],h), 3a, 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8g, 9;
EC: 1(a,i,n), 5a, 6f, 7c;
PH: 2b, 3(a,b).

8263.20 UPHOLSTERY STITCHER

Sews cushion covers and coverings for upholstered furniture:

Obtains cut fabric parts for stitching from Upholstery Cutter; selects notions such as zippers and threads; prepares piping for trimming by placing cord into fold of bias fabric and stitching along fold to secure cord in position, using sewing machine; positions and stitches zipper onto fabric to form opening for cover, using zipper attachment; mounts and stitches cushion parts and upholstery covers, incorporating piping and other material as necessary to complete assembly.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 2; **SVP:** 2;
TEMP: R, T;
APT: G(R), P, M, E;
INT: 6;
PD: 1(a[L],h), 3a, 4(b,c,d), 5a, 6a, 7(a,c,g), 8c;
EC: 1(a,i,n), 5a, 7c;
PH: 2(a,b), 3(a,b).

8263.25 QUILTING-MACHINE OPERATOR

Operates quilting machine to quilt fabric:

Loads bolt of upholstery fabric, padding and lining onto racks of quilting machine and threads them through feed rollers and onto feed bed; assembles pre-cut material in frame of quilting machine, lifts frame onto bed of machine and locks it into position; inserts specified quilting discs into disc holder of machine, sets machine needles to required distance from each other, places bobbins on spindles and threads machine in preparation for sewing; presses buttons to start and stop quilting process; cuts quilted material from bolts when job is completed.

May be designated according to area of specialisation; for example,

DOUBLE-NEEDLE QUILTING-MACHINE OPERATOR
MULTI-NEEDLE QUILTING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 2; **SVP:** 2;
TEMP: R, T;
APT: G(R), K, M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4(a,b,c,e), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,n), 5a;
PH: 3(a,b).

8263.30 MACHINE EMBROIDERER

Operates sewing machine to embroider garment parts:

Selects pattern and sewing threads to be used for embroidering garment parts or other items; ensures that specified pattern tape is installed on embroidery machine; threads machine in preparation for stitching; places outer ring of embroidery hoop into wooden mould, positions garment part onto hoop and inserts inner ring of hoop into outer ring to secure fabric; removes mounted hoop from mould and positions it on bed and feed plate of embroidery machine; turns knobs to centre workpiece and manipulates hand lever to start and stop embroidering process; clips threads with scissors on completion of pattern; removes workpiece from bed of machine, dismantles hoop and removes workpiece.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 0;
TEMP: R, T;
APT: G(R), K, F, M;
INT: 6;
PD: 1(a[L],h), 3a, 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,n), 5a;
PH: 2b, 3(a,b), 4.

8264 TEXTILE BLEACHING, DYEING AND CLEANING MACHINE OPERATORS

Workers in this unit group operate equipment to bleach, dye, wash and dry-clean fabric products.

8264.15 FINISHING-RANGE OPERATOR, TEXTILES

Controls textile treatment stations to finish textiles for marketing:

Instructs helpers to load roll of fabric on to machine and thread fabric through treatment stations; adjusts controls and switches on console panel to de-size, bleach, dye, fix or perform other finishing operations on fabric, according to specifications; starts machine, observes controls and makes adjustments to ensure operational efficiency; records production data.

May be designated according to level of responsibility; for example,

BACK TENDER, FINISHING RANGE, TEXTILES
FRONT-END TENDER, FINISHING RANGE, TEXTILES

OCCUPATIONAL PROFILE

DPT: 665; **ETD:** 3; **SVP:** 3;

TEMP: R, J;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[M,VH],b,c,d,e), 3(a,e), 4(a,b,e), 5a, 6a,
 7(a,g), 8(a,b);
 EC: 1(a,i,j,m,n), 2a, 4b, 6(b,i), 7h;
 PH: 2b, 3(a,b).

8264.20 FABRIC-DYEING-MACHINE OPERATOR

Tends machine to dye fabric:

Reads work sheet and/or receives instructions from superior to obtain production specifications; threads fabric through batch-dyeing machine or sews end to *leader* for threading fabric through continuous-dyeing machine; fills vat or trough of machine with specified quantities of water and adds dyestuff and stipulated finishing chemicals; sets thermostat, tensioner and speed, according to specifications, by turning knobs and manipulating levers on control panel; starts machine to begin dyeing process; monitors process and stops and restarts machine as required to take corrective action; adds other substances such as salt and soda ash at required time; cuts sample from fabric during various stages of process for verification with colour specifications; completes production sheets; cleans and tidies work area.

May be designated according to area of specialisation; for example,

BATCH-DYEING-MACHINE OPERATOR
 CONTINUOUS-DYEING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;
 TEMP: R, T;
 APT: G(C), M, C;
 INT: 5;
 PD: 1(a[L],b,c), 3a, 4(b,f), 5a, 6a, 7(a,d,g), 8(a,b,c);
 EC: 1(a,i,n), 2a, 4a, 5a, 6(d,f);
 PH: 3b.

8264.25 SANFORISER OPERATOR

Tends machine which shrinks fabrics to specified width:

Threads machine with dry fabric; sets machine according to desired shrinkage; monitors process for adherence to specifications; cuts sample for verification with shrinkage requirements; reprocesses fabric as necessary; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;
 TEMP: R, T;

APT: G(C), M;
 INT: 6;
 PD: 1a(L), 4b, 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 2a, 4a, 5a, 6f;
 PH: 3b.

8264.30 TENTER-FRAME OPERATOR, TEXTILES

Tends tenter-frame to dry and/or starch fabrics:

Transports wet fabric to feed-end of tenter-frame, using trolley; sews fabric to *leader* in machine; manipulates switches and buttons to set machine according to desired width of fabric and starts machine to dry fabric; mixes starch according to specifications and pours it into trough; starts machine to impregnate fabric with starch solution and to dry fabric; measures width of fabric emerging from machine and ensures conformity with machine reading; tends calender machine to impart lustre to finished fabric as required.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;
 TEMP: R, T;
 APT: G(C), M;
 INT: 6;
 PD: 1a(L), 4b, 5a, 6a, 7(a,d,g), 8(a,b,c);
 EC: 1(a,i,m,n), 4a, 5a, 6f;
 PH: 3b.

8264.35 HOSIERY DYER

Tends machine to dye hosiery:

Checks job sheet to determine quantity, style and colour of hosiery to be dyed; turns on valve to fill machine drum with water; loads quantity of bagged hosiery into machine drum and activates machine; measures and adds required chemicals to water; mixes dye solution following standard formula and adjusts formula if necessary to suit weight and type of fabric to be dyed; pours dye solution into machine drum; turns on steam valve to heat water, monitors thermometer and turns off valve when required temperature is attained; examines sample from each batch at end of dyeing cycle, comparing it with standard sample to detect variations in colour; reformulates dye and adds further quantities, if required, to attain desired standard; activates valves to empty and fill machine; adds fabric softener during rinsing cycle.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 4;
 TEMP: J, T;
 APT: G(C), N, C;
 INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,n), 4(a,b), 5a, 7e;
PH: 3(a,b), 4.

8264.40 MACHINE OPERATOR, LAUNDRY
 Tends machines to clean clothing and household fabrics by performing any combination of the following duties:

Examines pieces of clothing or fabric for damage, spots and/or stains; removes client's personal belongings for safe keeping; sorts articles according to colour and type of garment; pours cleaning solution into dispensing compartment of laundering machines; loads individual machines with articles to wash, dry-clean and/or dry items; starts machines and monitors process to ensure functional efficiency of machines; unloads machines on completion of process and folds and counts items.

May perform duties of **LAUNDRY PRESSER**.

May be designated according to area of specialisation; for example,

DRYING-MACHINE OPERATOR
DRY-CLEANING-MACHINE OPERATOR
TUMBLER OPERATOR
WASHING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R, I;
APT: G(R), M, C;
INT: 5;
PD: 1(a[L],b,c,e), 3(a,c,e), 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(a,i,n), 2a, 4(a,b), 5a, 6(d,e), 7(b,d);
PH: 2a, 3b.

8264.45 LAUNDRY PRESSER

Operates steam-pressing machine to press cleaned clothing and other items:

Removes item from hanger, cart or conveyor and positions it on table of pressing machine; lowers head of pressing machine onto surface of fabric; manipulates hand lever and depresses foot pedal to release steam from pressing head and table to press items for specified time; raises head of pressing machine, re-positions item and repeats pressing process as necessary; hand-presses items to give finished appearance; folds pressed items or places them on hanger.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R, I;

APT: G(R), M;
INT: 5;
PD: 1(a[L],b,d,e,h), 3(a,e), 4(a,b,e), 5a, 6a, 7(a,c), 8(a,b);
EC: 1(a,i,n), 2a, 4b, 6i;
PH: 2(a,b), 3(a,b).

8264.50 BLEACH- AND-WASH MACHINE OPERATOR, TEXTILES

Tends machines to bleach and wash cotton fabric by performing any combination of the following duties:

Measures and pours quantities of bleaching chemicals into mixing tank and adds water according to strength of bleach required; threads bleaching tub with *greige* and transfers bleach solution from mixing tank to bleaching tub; starts machine to begin bleaching process; fills washing tank with water and opens valve to admit steam at various stages of process; transfers bleached fabric to washing tank and adds detergent at specified point in process; monitors processes to ensure adherence to specifications; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R, T;
APT: G(C), M;
INT: 6;
PD: 1(a[L],b,c), 4b, 5a, 6a, 7(a,d,g), 8(a,b);
EC: 1(a,i,m,n), 2a, 4a, 5a, 6a, 7a;
PH: 3b.

8265 SHOE-MANUFACTURING-MACHINE OPERATORS

Workers in this unit group operate and monitor machines which cut, shape and stitch together shoe components to produce footwear.

8265.15 SHOE-SEWING-MACHINE OPERATOR

Operates sewing-machine to stitch shoe components together:

Threads machine and adjusts tension of thread by moving hand lever, in preparation for sewing; depresses lever to lower presser foot of machine and stabilise shoe components during stitching; stitches components along appropriate markings; trims excess thread, using scissors, and remedies defective stitching; replaces empty spools and broken needles; lubricates machine, using oil-can.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 2; **SVP:** 3;
TEMP: R, SI, T;

APT: G(R), K, M;
 INT: 6;
 PD: 1(a[L],h), 4(a,b,c), 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,i,n), 6f;
 PH: 2a, 3(a,b), 4, 5a.

8265.20 CLICKER-MACHINE OPERATOR

Operates clicker machine to cut shoe components:

Selects appropriate cutting dies; lays material on cutting table, inspects it for defects and places die on material, in preparation for cutting; activates clicker machine, positions press over die and lowers press to cut upper and lower components of shoes; repositions die to continue cutting process; records number of parts cut; clears work area of left-over materials.

May lubricate machine, using oil-can.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), P, K, M;
 INT: 6;
 PD: 1(a[L],b,e), 4b, 6a, 7a, 8a;
 EC: 1(a,i,n), 5a, 6(b,d);
 PH: 2a, 3(a,b), 4.

8265.25 SHOE-LASTING-MACHINE OPERATOR

Operates shoe-lasting machine to shape and attach upper part of shoe to insole:

Applies adhesive cement to insole of shoe, using hand-brush; positions and fastens insole on last, using hammer and nails, and places last on holding device of lasting machine, in preparation for lasting operation; starts machine to commence operations and sets timer to regulate lasting time; inserts uppers of shoe between pincers of lasting machine and depresses foot pedal to pull uppers onto last, shape front and seat, and fasten upper to insole; checks alignment of front and seat and remedies defects to obtain satisfactory lasting.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, SI;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[L],b,h), 4(b,e), 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n), 5a, 6f;
 PH: 2a, 3(a,b), 4.

8265.30 FOOTWEAR-UPPER PREPARER

Operates machines to prepare upper part of shoe for sewing by performing any combination of the following duties:

Starts and regulates skiving machine; positions upper part of shoe on feeder blade to skive edges as required; inscribes guide marks on uppers, using hand-press or stencils, and applies adhesive to edges to facilitate bonding; folds edges of upper, using folding machine; applies adhesive to upper and attaches leather or other materials to form inner lining of shoe; starts and adjusts eyeletting machine to obtain specified eyelet spacing and places upper under presser foot of machine in preparation for attaching eyelets; depresses foot pedal to fasten eyelets to upper.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), K, M;
 INT: 6;
 PD: 1a(L), 4(b,c), 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n), 5a, 6(b,f), 7b;
 PH: 2a, 3(a,b), 4.

8265.35 SHOE-SOLE FITTER

Operates sole-fitting machines to attach sole to upper part of footwear by performing any combination of the following duties:

Sorts soles according to shoe type and size; applies adhesive to sole or welt and upper part of shoe or places sole or upper in pre-heating oven to re-activate adhesive; positions shoe on press for manual operation or positions mould of upper or sole on last, if using injection-moulding or vulcanising machine; activates press or operates machine to bond sole to upper, and obtains and checks bonding of sample; requests assistance of technical personnel if required; inspects shoes for defects and to ensure that proper bonding is achieved and remedies defects; trims excess rubber from sole, smooths inner surface of shoe and places shoes on rack for cleaning and packaging.

May sew sole to welt, and affix accessories to shoe

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[L],b,d,e,h), 4(a,b), 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,n), 2a, 6(b,f), 7(a,b,d);
 PH: 2a, 3(a,b), 4.

8269 OTHER TEXTILE-PRODUCTS MACHINE OPERATORS

Workers in this unit operate or tend machines to perform functions which have not been referred to in the preceding unit groups.

8269.15 TRIMMING-MACHINE OPERATOR

Operates machine to remove excess fabric from factory-produced items such as apparel:

Positions items such as collars and cuffs on feeding plate of machine; depresses foot pedal to operate cutting mechanism and cut away excess material, following contour of items.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 0;
TEMP: R, T;
APT: G(R), P, M;
INT: 6;
PD: 1(a[L],b,h), 3a, 4(b,c), 5a, 6a, 7(a,g), 8(a,b,e);
EC: 1(a,i,n), 5a, 7(c,d);
PH: 1a, 2a, 3(a,b), 4.

8269.20 HAT BLOCKER/Hat-Blocking-Machine Operator

Tends machine to press hat bodies to specified shapes and sizes:

Obtains hat-manufacturing specifications from superior; heats hat-blocking machine by turning on gas or electric heating system; selects hat bodies of sisal, felt or crinoline, and prepares bodies for blocking by wrapping them in burlap to retain moisture or by steaming them over boiler to soften them; pulls softened hat body over inner-hat mould and places outer mould over hat body; depresses foot pedal to close mould and turns hand wheel on hat-blocking machine to secure hat body in position; ties cord around hat body near base of mould to form welt, where applicable; leaves hat body to dry for specific time to avoid shrinkage and obtain required shape; removes shaped hat body from hat-blocking machine by depressing appropriate foot pedal and turning hand wheel

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 4;
TEMP: R, J;
APT: G(C), P, K, M, E;
INT: 6;
PD: 1(a[L],b,c,e,h), 3(a,e), 4(b,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,n), 2a, 4b, 5a, 6i;
PH: 2b, 3(a,b).

8269.25 GLOVE TURNER AND FORMER

Turns and shapes gloves by performing any combination of the following:

Places fingers of glove over lower die of turning equipment, depresses foot pedal to release upper die and pulls glove fingers over upper die of machine to turn glove inside out; pulls turned glove over heated hand-shaped form to shape and press it; removes glove after specified time.

May press gloves, using mechanical laundry presser.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: R;
APT: G(R), P, M;
INT: 6;
PD: 1(a[S],b,c,h), 3a, 4(a,b), 5a, 6a, 7a, 8(a,e);
EC: 1(a,i,n), 5a;
PH: 1a, 2a, 3(a,b), 4.

8269.30 MACHINE OPERATOR, HAT MANUFACTURE

Operates sewing-machine to secure wire and binding on shaped hat brim and to stitch banding or sweat bands to hats, using any of the following methods:

Cuts excess fabric from brim of hat, using scissors or cutting machine; positions wire on edge of brim of shaped hat body and places edge on feeding plate of sewing-machine; stitches and turns edge of brim to conceal wire; cuts wire to specific length, using pliers, places it on edge of hat brim and stitches it in position; stitches binding onto brim to conceal wire, using appropriate machine; positions inner surface of hat brim on feeding plate of machine; inserts banding into attachment of machine, and activates machine to stitch banding or sweat band to hats.

May be designated according to area of specialisation; for example,

HAT-WIRING-MACHINE OPERATOR
HAT-BINDING-MACHINE OPERATOR
HAT-BANDING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;
TEMP: R, T;
APT: G(R), F, M, E;
INT: 6;
PD: 1(a[L],h), 4(a,b,e), 5a, 6a, 7(a,e,g), 8c;
EC: 1(a,i,n), 5a, 6f, 7(c,d);
PH: 2b, 3(a,b).

8269.35 FABRIC CUTTER

Operates machine to cut fabric according to specifications:

Cuts length of material from bolt of fabric and places material on feeding plate of cutting machine; adjusts cutting knives by turning appropriate screws, nuts and bolts to obtain correct tension and cutting width; fastens strips of paper over take-up roller on machine to allow for smooth rolling of cut fabric; depresses foot pedal to start cutting process, guiding fabric along feeding and cutting plate; fastens loose end of fabric with adhesive tape on completion of cutting and rolling process and removes completed roll of cut fabric.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 0;

TEMP: R, T;

APT: G(R), P, M, E;

INT: 6;

PD: 1(a[L],b,c,h), 3a, 4(a,b,c), 5a, 6a, 7(a,c,g), 8(a,c);

EC: 1(a,i,n), 5a, 6f, 7(c,d);

PH: 3b.

8269.40 COLLAR-BAND CREASER

Operates creasing machine to crease shirt-collar bands:

Selects die according to size of collar required and places it in well of creasing machine; adjusts creasing mechanism by turning screws and knobs on machine, using screwdriver when necessary; places cut collar band and lining into die-well and pushes buttons simultaneously to start creasing process; repeats operation to crease additional collars until quota is completed.

May operate emergency foot lever at base of machine to stop creasing process.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), K, M;

INT: 6;

PD: 1a(L), 3a, 4(b,c), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 5a;

PH: 2a, 3(a,b).

8269.45 FABRIC SPREADER

Operates spreading machine to facilitate pattern-marking and cutting of garment parts:

Lifts bolt of fabric, positions it on carriage of spreading machine and threads loose end of fabric through feed rollers to enable fabric to spread smoothly; measures first

layer of fabric, aligning edge with marks on table, to accommodate pattern layout of required garments; operates equipment by manipulating hand levers and pushing along track over table to spread fabric in even layers; cuts fabric from bolt, using scissors, or operates machine to cut fabric.

May spread fabric manually.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[L,M],b,c,d,e,h), 3a, 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,n), 7(a,d);

PH: 1a(P), 3(a,b).

8269.50 TYING-MACHINE OPERATOR, TEXTILES

Tends automatic tying machine to tie warp ends from full beam of yarn to corresponding ends from empty loom beam:

Positions full beam of yarn onto loom device and unwinds specified amount of yarn, preparatory to tying-in operations; selects limited number of ends from full beam and removes tangles and kinks, using brush; matches ends from full beam with ends from empty beam; clamps both sets of ends together on tying machine; starts tying mechanism manually and observes its performance to ensure proper functioning of machine selector; applies silicone solution to clamped section of yarn, using brush; starts machine to tie ends from full beam to corresponding ends from empty beam and cut off excess yarn; scrutinises ends and manually ties ends omitted by machine; reports machine malfunctioning to superior; cleans and tidies work area and machines.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), P, M;

INT: 6;

PD: 1(a[L],b,c), 4(a,b,c), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 5a;

PH: 3b, 4.

8269.55 GARMENT FOLDER

Tends machine to fold and press garments:

Places garment on bed of machine, positions workpiece over expander, and depresses foot pedal to shape and

press workpiece and hold it firmly for folding; places cardboard within garment, prior to folding, to strengthen package and/or maintain shape of garment; folds garment to form neat convenient shape and pins it in significant places to hold it together; places garment in plastic bag.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), P, F, M, E;
INT: 6;
PD: 1(a[L],b), 3a, 4(a,b,c), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 4b, 5a;
PH: 1a, 2b, 3(a,b).

827 FOOD AND RELATED PRODUCTS- PROCESSING MACHINE OPERATORS

Workers in this minor group operate various types of machines to process food and make food products for human and animal consumption.

8270 SUPERVISORS, FOOD AND RELATED PRODUCTS-PROCESSING MACHINE OPERATORS

Workers in this unit group supervise workers engaged in operating and tending machines which process food stuffs and manufacture food, beverage and related products.

8270.15 PRODUCTION SUPERVISOR-FORE- PERSON, SUGAR PROCESSING

Supervises activities of workers engaged in operating equipment for the production of sugar by performing any combination of the following duties:

Performs duties of **PRODUCTION SUPERVISOR** at sugar factory or refinery; monitors processing operations and advises subordinates to adjust machinery as necessary to ensure smooth and proper operation at optimum productivity level; examines results of laboratory quality-control tests to determine quality of incoming sugar cane; ensures correct addition of water; checks mud level in clarifiers and instructs subordinates to fill and shut off as required; tests consistency of syrup in vacuum pan and inspects samples to ensure that sugar product is of requisite quality; supervises weighing, bagging and storage activities; liaises with engineering personnel to facilitate optimum utilisation of equipment.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;

TEMP: D, J, T;
APT: G(T), M;
INT: 6;
PD: 1a(L), 2a, 3(a,e), 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,k,n), 2a, 5a, 6(a,b,f,i), 7(b,c,d);
PH: 1a.

8270.20 SUPERVISOR, FOOD AND BEVERAGE MANUFACTURE

Supervises and coordinates activities of workers engaged in food and beverage production and processing activities:

Performs duties of **PRODUCTION SUPERVISOR**, specialising in the area of food and beverage production and processing; checks product visually and/or by testing, feeling and weighing it at various stages of production, to ensure adherence to standards; supervises packaging operations where applicable.

May be designated according to area of specialisation; for example,
SUPERVISOR, BAKERY OPERATIONS
SUPERVISOR-FOREPERSON, DAIRY PRODUCT
PROCESSING
SUPERVISOR-FOREPERSON, MEAT PROCESSING

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: D, P, J;
APT: G(C), P, Q;
INT: 6;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,i,k,n), 2a, 5a, 6a;
PH: 3b, 4.

8270.25 SUPERVISOR, TOBACCO PREPA- RATION AND CIGARETTE MAKING

Supervises and coordinates activities of workers engaged in tobacco processing and cigarette making to ensure consistency in volume and quality of production:

Performs duties of **PRODUCTION SUPERVISOR**; liaises periodically with sales and warehouse personnel to determine brands of cigarettes requiring increased production; checks raw materials, machinery and equipment and plans production schedules to produce required quantities of cigarettes within specified periods; examines cigarettes at intervals to ensure that they are properly filled and glued; troubleshoots and makes minor adjustments on machinery and consults with **Mechanical Engineer** on major repair requirements

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, P, J;
APT: G(C), P, Q, M;
INT: 6;
PD: 1a(L,M), 3(a,e), 4(a,b,e,f), 5a, 6(a,b), 7a, 8(a,b,c);
EC: 1(a,k,m,n), 5a, 6(b,f), 7b;
PH: 2a, 3b.

8270.30 CHARGEHAND-OPERATOR, SUGAR PROCESSING

Oversees and assists in activities of workers at sugar factory or refinery by performing any combination of the following duties:

Oversees off-loading of sugar cane at factory and allocation of cane to milling section; monitors cutting and grinding of cane and subsequent processing operations in sugar manufacture; operates machinery in cases of illness or absenteeism among subordinates; supervises washing and cleaning of equipment and examines equipment visually for defects; resolves work problems or reports to superior; prepares logs and reports on factory operations for submission to superior.

OCCUPATIONAL PROFILE

DPT: 635; **ETD:** 2; **SVP:** 6;
TEMP: R;
APT: G(C), M;
INT: 6;
PD: 1a(L), 2a, 3(a,c,e), 4(a,b,c,f), 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,k,m,n), 5(a,b), 6(a,b,f,h), 7(b,c,d);
PH: 3b, 4.

8270.35 SUPERVISOR-FOREPERSON, COCOA AND COFFEE WAREHOUSE/Floor Manager, Cocoa and Coffee Warehouse

Grades incoming produce, determines processing requirements and oversees warehouse activities:

Reads scale to determine weight of cocoa and coffee beans and berries delivered to warehouse; inspects produce visually, or using moisture meter and classifies into standard grades to determine rates of payment; prepares invoices and forwards to Cashier, Office for payment to produce growers; determines processing needs and instructs workers accordingly; supervises other workers engaged in loading, processing and bagging produce.

May assist with processing of produce and equipment maintenance.

OCCUPATIONAL PROFILE

DPT: 437; **ETD:** 2; **SVP:** 3;
TEMP: J, T;

APT: G(C), N, Q;
INT: 6;
PD: 1(a[L],b,c,d,e) 2a, 3(a,c), 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,f,i,n), 5a, 7(b,c,d);
PH: 1a, 2a, 3b, 4.

8271 MEAT- AND FISH-PROCESSING MACHINE OPERATORS

Workers in this unit group operate and monitor machines used to clean and mince meat or fish, process meat and manufacture meat and fish products such as hams, sausages and breaded fish.

8271.15 FISH-PROCESSING-MACHINE OPERATOR

Sets up and operates machines to mince fish portions and prepare breaded fish:

Installs conveyor belt, scanning drums and other attachments in preparation for mincing operation; positions containers to collect minced and unwanted fish parts; obtains cleaned fish portions from cold-storage department; activates machine to commence operations; places fish portions in funnel of machine for mincing; monitors operation, adjusts separator scanning drums to obtain proper mince and stops machine to clear blockages; installs attachments such as blending container, conveyor rollers and other relevant fixtures to prepare machine for production of breaded fish; fills receptacles on machine with ingredients such as pre-mixed batter, breaded material and fish portions; starts machine and activates conveyor rollers, vacuum blower and pump to commence production; monitors operation and regulates machine to synchronise flow of ingredients from receptacles to conveyor; informs superior of machine malfunctions; cleans and lubricates machines as required.

May place minced-fish compound in mould in preparation for freezing.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 2; **SVP:** 2;
TEMP: R;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b,c,d,e), 4(a,b,e), 5a, 6a, 7(a,c), 8(a,b);
EC: 1(a,i,n), 5(a,b), 6(b,f), 7(b,d);
PH: 2a, 3(a,b).

8271.20 FISH- AND SHRIMP-CLEANING- MACHINE OPERATOR

Sets up and operates machine to clean fish and shrimp:

Installs knife guard on machine, positions chute and container to receive waste and cleaned fish or shrimp and attaches shrimp peeler on conveyor rollers when necessary; adjusts rotating drum and cutting knife of fish-cleaning machine or shrimp peeler to remove unwanted part of fish or shrimp; fills thawing tank and feed machine with water for washing fish or shrimp during cleaning process; activates machine and conveyor belt to transport fish or shrimp for cleaning and feeds fish into conveyor chute as necessary; stops and starts machine and conveyor belt to clear blockages or regulate supply on conveyor belt as necessary.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,d,e), 4(a,b,e), 5a, 6a, 7(a,e), 8(a,b);

EC: 1(a,i,n), 4a, 5(a,b), 6(b,f), 7d;

PH: 1a, 2a, 3(a,b).

8271.25 SLICING-MACHINE OPERATOR/ Food Slicer

Operates machine to slice food products:

Turns hand screws on machine to adjust guides and clamps according to size of food slab to be sliced; places food product such as ham, bacon or sausage on bed of machine and turns dials to indicate number and thickness of slices desired; pulls lever to clamp product to machine bed and starts feeder; activates rotating slicer to automatically cut, count and stack slices of food product; weighs specific number of slices to check accuracy of machine and makes necessary adjustments to achieve desired weight; removes imperfect slices and places stacks of sliced product on conveyor for transfer to packaging area; cleans machine when operation is complete.

May carry food product from storage area to slicing machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,d), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 6(b,f), 7b;

PH: 2a, 3(a,b).

8271.30 SMOKE-ROOM ATTENDANT

Tends smoke chambers to cook and preserve meat and fish:

Loads trolleys and cages with fish or meat products such as bacon and ham and pushes trolleys into smoke chamber; fills hopper of smoker with sawdust, using shovel, and ignites sawdust, using burner or match; starts electrical blower to admit air and blow smoke into chamber; observes gauges, turns steam valve and adjusts ventilators and dampers to regulate temperature, humidity and density of smoke required for cooking and curing meat or fish; monitors colour, texture and temperature of products to ascertain progress of smoking process; turns valve to reduce heat when cooking is complete and maintains smoke for further drying and curing of meat and fish; pushes trolleys of finished products from smoke chamber to packaging or storage areas.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, I;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,c,d,e), 3a, 4(b,e), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,n), 2a, 6i, 7(b,c,d);

PH: 2a, 3(a,b).

8271.35 SAUSAGE-MIXING-MACHINE OPERATOR

Tends machine that mixes ground meats and condiments to make sausage:

Pulls lever on mixing machine to admit ground meat of varying types and quantities into receptacle; selects pre-mixed condiments such as salt, sage, peppers and spices from spice room, examining labels to verify content and date of preparation; adds specified quantities of seasonings to ground meat and starts machine to mix contents to form paste; monitors temperature of mixture and adds ice or cold water to achieve required consistency and maintain low temperature; activates pump to force sausage emulsion through chute into hopper of stuffing machine; cleans mixing container with warm water, using pressure hose.

May grind meat prior to mixing and operate sausage-stuffing machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, I;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5a, 6f, 7(b,d);

PH: 2a, 3(a,b).

8271.40 ANIMAL-SKINNING-MACHINE ATTENDANT

Tends machine to separate skin and/or fat from meat for further processing:

Positions receptacle at disposal end of machine to receive skin or fat; activates feeder rollers of machine; places meat on machine counter and feeds it between rollers to skinning blades for separation; clears machine blockages; deposits skin or fat into receptacle or trolley for transport to cold-storage area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,d,e,f), 4(a,b,e), 5a, 6a, 7a, 8a;

EC: 1(a,i,n), 4a, 5(a,b), 6(a,b,d), 7d;

PH: 2a, 3(a,b).

8271.45 SAUSAGE-STUFFING-AND LINKING-MACHINE OPERATOR/ Sausage Stuffer

Tends machine to force meat paste into casings and twist casings into links to form sausages:

Secures machine attachments such as hoses and filling and stuffing horn, fills compression chamber of machine with prepared meat or fish paste manually or mechanically, tamps paste with shovel to remove air pockets and closes chamber tightly; turns valve to admit compressed air into cylinder, slides casings over filling nozzle, turns hand wheel to control quantity of paste for each casing and moves lever to discharge paste into casing; feeds end of filled casing onto linking device to form linked sausages as required; seals ends of filled casings, using automatic sealing machine, and hangs linked sausages on trolley for transfer to packaging area or to smoke room for further processing.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c,e), 3a, 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5a, 6(a,f), 7(b,d);

PH: 1a, 2a, 3(a,b).

8271.50 PICKLE-INJECTION-MACHINE OPERATOR/Pickle Pumper

Tends machine to inject pickle solution to preserve and flavour meat cuts:

Attaches hoses to transport solution from storage tank to injection machine and positions receptacle at disposal end of machine to receive meat portions; fills storage chamber with water, adds specified quantity of ingredients to produce meat flavouring and preserving solution and activates vacuum pump to mix solution; places meat on conveyor for transport to injection station, turns valve to regulate flow and pressure of curing solution, starts machine and activates conveyor belt to begin injection process; regulates speed of machine and adjusts height of injecting needles to dimensions of meat cuts by turning hand wheel and using wrenches; weighs meat before and after process to ensure injection of specified amount of curing solution; cleans machine when processing activity is completed.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c,d), 4(b,e), 5a, 6a, 7(a,e), 8(a,b);

EC: 1(a,i,n), 4a, 5a, 6a, 7(b,d);

PH: 1a, 2a, 3(a,b).

8271.55 POULTRY-PROCESSING-PLANT WORKER

Slaughters and dresses poultry by performing any combination of the following duties:

Slits throat of fowl, using knife, suspends slaughtered bird on overhead conveyor and monitors passage of birds through scalding and plucking units; severs legs at first joint, using knife, and drops feet into container; grasps carcass and opens abdominal cavity to pull out entrails; separates and washes gizzard and heart and holds gizzard over machine roller to remove skin; monitors passage of bird through washing and cooling units; removes carcass from conveyor, stuffs abdominal cavity with neck, feet and giblets and places chicken in bin for transfer to cold storage or for further processing.

May package feet, neck and giblets separately and cut chicken into parts.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L],d,e), 3(a,e), 4(a,b,c,e), 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 4a, 6(a,b,f,i), 7(b,d);

PH: 2a, 3(a,b).

8272 DIARY-PRODUCTS MACHINE OPERATORS

Workers in this unit group operate and tend machines which process milk and manufacture milk-based products such as ice-cream and yogurt.

8272.15 CONDENSED-MILK MAKER

Operates mixing equipment to produce condensed milk:

Loads mixing machine with liquid and powdered milk, fat and sugar, in measured quantities, according to formula, sets timer on mixing machine, starts mixing equipment to reconstitute milk and monitors operation until mixing is complete; activates pump to transfer liquid to condenser, operates vacuum pan to extract water from mixture and achieve specified consistency and draws off sample for laboratory testing; liaises with laboratory personnel to obtain test results; activates pumps to transfer milk to filling machine; pulls lever to start conveyor carrying sterilised cans for filling and monitors automatic filling operations; cleans equipment by flushing them with warm water to remove all traces of milk.

OCCUPATIONAL PROFILE

DPT: 385; ETD: 3; SVP: 3;

TEMP: R;

APT: G(C), M;

INT: 6;

PD: 1(a[L],e), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 6f, 7b;

PH: 2a, 3(a,b).

8272.20 MILK-PROCESSING-EQUIPMENT OPERATOR

Operates equipment to process fresh milk and other dairy-based products according to formulae and standard procedures:

Ensures proper set-up and working condition of equipment; activates pump to sterilise processing pipes and vats with cleaning solution and rinses unit with water; starts pump and opens valves to transfer milk from storage tanks to processing unit; pours measured amounts of liquid or powdered ingredients such as egg powder, peanut concentrate, stabilising agent and vitamins into milk, according to specified product; switches on stirring mechanism to obtain smooth mixture and draws sample for laboratory testing; opens steam valve to heat milk to required temperature for pasteurising and observes temperature and pressure gauges to ensure conformity with specifications; opens valve to circulate refrigerant through coils to cool product; records processing time, temperature and volume readings and signals to packaging personnel to indicate readiness of product for packaging.

May train recruits in performance of tasks.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;

TEMP: R;

APT: G(C), M;

INT: 6;

PD: 1(a[L],b,d), 3(a,e), 4(a,b,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 4a, 6(a,b,i), 7b;

PH: 2a, 3b.

8272.25 CHOCOLATE-MILK-GRANULE MAKER

Operates mixing, drying and grinding equipment to produce chocolate-milk granules from specified ingredients, according to formula:

Examines mixing machine to ensure readiness for operation; pours ingredients such as powdered milk, sugar and cocoa powder from measured bins into mixing container, turns valve to admit flow of water in specified quantity and adds vitamins, using dispenser; sets timer and monitors operation of mixer until mixing is complete; draws sample of mixture for laboratory testing and liaises with laboratory personnel to obtain test results; opens discharge chute to allow flow of mixture into drying trays, stacks trays on mobile racks and pushes racks into drying oven; lights oven burner, switches on fan to circulate hot air to accelerate drying process and monitors process until formation of crisp cake; cracks cake into small portions, using mallet, loads hopper of grinding machine manually and starts grinding operations to produce granules of chocolate milk.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(C), K, M;

INT: 6;

PD: 1(a[L],b,d,e,h), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 6i, 7b;

PH: 2a, 3(a,b).

8272.30 MARGARINE PROCESS WORKER

Operates equipment to mix and churn ingredients to produce margarine:

Examines equipment to ascertain operating condition, checks pipes, valves and couplings and tightens these as necessary, using wrenches; manipulates controls to admit measured quantities of blended oils, milk, flavouring, brine and vitamins into steam-heated mixing tank; starts agitators in tank to blend and emulsify ingredients, observes temperature gauges and adjusts steam valves to

ensure specified operating temperature; measures additives such as colouring and preservatives and pours them into mixing vat; monitors mixing and churning processes and stops agitators when cycle is complete; takes sample for laboratory testing; sets temperature of cooling unit and pumps mixture through unit; opens valve to discharge cooled margarine into storage tanks or pumps margarine through machine to extrude and cut in solidified form into blocks of required shape and weight; cleans equipment, using steam and hot water jets.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R;

APT: G(C), M;

INT: 6;

PD: 1(a[L,M],b,c), 2(a,b), 3a, 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,k,n), 2a, 4b, 6(a,b,i), 7b;

PH: 2a, 3b.

8272.35 YOGURT-MAKING-MACHINE OPERATOR

Tends equipment to produce yogurt from dairy base-mix and other ingredients:

Examines equipment to ensure working condition and tightens valves and couplings as necessary, using wrenches; sanitises mixing tank and auxiliary equipment with pre-mixed chemicals and rinses them with water; starts pump to transfer yogurt base-mix from storage into maturation tank and adds measured quantity of culture-mix to start fermentation process; activates flow of steam through pipes in maturation tank to heat mixture; switches on mechanical agitators and monitors fermentation process to ensure that required temperature is maintained for stipulated time; starts pump and opens valve to transfer fermented base-mix through cooling pipes into storage tank; places fruit into attached hopper if required and pumps it into yogurt; sanitises filling machine and auxiliary equipment and rinses them with water; loads machine with plastic containers, foil covers and labels in readiness for packaging, sets expiry date on printing device of machine and starts automatic filling operations; monitors processes and replenishes supply of containers, covers and labels as required; cleans equipment by loosening valves and couplings and flushing with water; prepares daily production report sheets.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,e,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 2a, 4a, 6(a,e,i), 7b;

PH: 2a, 3(a,b).

8272.40 PASTEURISING PLANT OPERATOR

Tends equipment to pasteurise raw milk and milk products:

Couples pipes and valves connecting sterilising-fluid storage vats to processing tank to prepare for operations, and opens valve to pump sterilising solution and rinsing water through pipes, tank and fittings; starts pump to transfer raw milk or milk products from storage vats into processing tank and opens steam valve to pasteurise product; monitors thermometers and gauges and makes necessary adjustments to maintain required temperature for specified period; records processing time and temperature; opens valve to circulate refrigerant through pipes to cool products; cleans pipes, valves and tank by flushing them with warm water.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1a(L), 3a, 4(a,b,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 2a, 4a, 6(a,b,i), 7b;

PH: 2a, 3(a,b).

8272.45 MILK-PROCESSING-EQUIPMENT OPERATOR, ICE-CREAM MANUFACTURE/Mixer, Ice-cream Manufacture

Tends equipment to process milk used in the manufacture of ice-cream, by performing any combination of the following duties:

Checks oil level in homogenizer and liaises with maintenance personnel to replenish supply if required; activates water pump to flush out mixing vat, sterilises vat with anti-bacterial solution and fills it with specified amount of water; activates heating system to heat water; inserts thermometer into mixing vat to test water temperature and turns off system when desired temperature is attained; weighs or collects specified amounts of ingredients such as milk, sugar and stabiliser, adds ingredients to water in vat and starts agitator to mix ingredients; reheats mixture to required processing temperature and checks reading on gauge or thermometer to determine readiness of mixture for cooling; activates cooling system, sets pressure gauge on homogenizer and manipulates levers to pump and transfer mixture from mixing vat into homogenizer, through surface cooler and into cool-

ing tank; checks level of mixture in cooling tank at end of specified period to determine readiness of mixture for churning; empties mixture into receptacle, strains it where applicable and pours it into ice-cream freezer; cleans equipment and work area and flushes out connecting lines, using anti-bacterial solution; refers routine maintenance and machinery repair needs to superior or maintenance personnel.

May activate pump to automatically transfer ice-cream mixture from mixing vat to storage tank on attainment of required temperature, mix ingredients used in manufacture of frozen milk-lollies and ices and perform routine maintenance and minor repairs to equipment.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,c,d,h), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 4b, 5a, 6(a,i);

PH: 2a(P), 3b.

8272.50 LOLLY-MOULDING-MACHINE OPERATOR/Lolly-Making-Machine Operator

Tends machine to mould, freeze and wrap lollies by performing any combination of the following duties:

Checks sample of base mixture in storage tank by observing, smelling and tasting it to ensure palatability; consults with relevant personnel to ensure readiness of mixture for further processing; performs routine maintenance checks on machine and cleans machine parts prior to start of operation; activates steam system and vacuum unit to sterilise and dry moulds; connects auxiliary hoses, lines and other attachments; activates pump to transfer specified quantities of base mixture to flavouring tank, where applicable; measures volume of mixture entering tank, using rod; pours flavouring and colouring into tank and starts agitator to mix ingredients; pumps flavoured mixture from tank to machine filler; starts machine to mould, freeze and wrap lollies; checks temperature of brine in machine tank, using thermometer, or takes sample of cold brine to quality control personnel for testing to ensure correct temperature for freezing lollies; activates cold and warm brine pumps to maintain adequate temperature for making lollies; monitors processing operations and takes temperature readings to ensure adherence to standards; discards sub-standard products, replaces lolly-sticks manually where applicable or removes mis-shapen lollies for hand-packaging; makes corrective adjust-

ments to machine or refers repair needs to maintenance personnel; checks supplies of base mixture and packaging materials; supervises activities of subordinate production personnel to ensure smooth running of operations; cleans machine, work area and floor, using brush, detergent, and steam and water hoses.

May insert sticks into lollies, thread wrapping paper or paper bags through feeding device on machine, fill and activate dip-pan to coat lollies and maintain production records.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), K, M;

INT: 6;

PD: 1a(L), 4(a,b,f), 5a, 6a, 7a, 8(a,b), 10, 11;

EC: 1(a,i,j,n), 3a, 4a, 5a, 6a;

PH: 2a(P), 3b.

8272.55 ICE-CREAM-FREEZER OPERATOR

Tends ice-cream freezer to make ice-cream, by performing any combination of the following duties:

Checks ice-cream mixture in storage tanks by observing, tasting and smelling mixture to ensure freshness and palatability, and reports to superior as required; ensures secure attachment of connecting lines and pumps from storage tank to freezer, connects lines if necessary and flushes lines or sterilises freezer prior to start of operations; releases batch of ice-cream mixture from storage container to freezing drum or activates agitator in storage tank and adds fruits, nuts and flavouring as required; pumps mixture from storage tank to ice-cream freezer; turns on switches to start beating and churning processes and sets temperature gauge on freezer; adjusts air and pressure gauges to control level of ammonia in freezer to facilitate freezing process; weighs samples of ice-cream and observes texture and consistency to ensure adherence to desired standards; adjusts ammonia and air levels as required; positions ice-cream cartons under filler-head of freezer at end of churning and pulls lever to facilitate flow of ice-cream into cartons; covers cartons and places them in freezing cabinets and/or blast-freezer for hardening; stacks cartons in cold-storage room at end of specified period; cleans and sterilises machinery and equipment, flushes connecting lines and pumps or activates automatic cleaning system; cleans and scrubs work area; refers machinery repair needs to maintenance personnel.

May set up freezer, tend filling machine, supervise filling and capping of cartons, maintain production records and perform routine maintenance duties.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), K, M;

INT: 6;

PD: 1(a[L],c), 3(a,e), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b), 10, 11;

EC: 1(a,i,n), 3a, 4a, 5a, 6a;

PH: 2a(P), 3b.

8273 GRAIN AND SPICE MILLING OPERATORS

Workers in this unit group operate and monitor machines used to grind and mix spices and grains to produce human or animal food.

8273.15 EXTRUDING-MACHINE OPERATOR, ANIMAL FOOD MANUFACTURE

Operates machines and equipment to mix and cook ingredients according to formula to make animal food:

Weighs or measures specified quantities of ingredients such as meat, fish meal, cereals, trace minerals and vitamins; dumps ingredients into hopper of mixing machine and observes mixing to ensure thorough blending; starts pump to transfer contents of mixer into pressure chamber of extruding machine and turns valves to admit pre-mixed water and steam to cook and moisturise ingredients; observes dials to monitor temperature and pressure in chamber and regulates flow of steam accordingly; pulls lever to start extrusion of mixture; sets knives at output end of extruder to cut extruded strip into pellets and starts conveyor belt to carry pellets to drying and packing area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1(a[M],b,c), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 6(b,f,i), 7(a,c,d);

PH: 2a, 3(a,b).

8273.20 WHEAT MILLER

Operates machinery to grind wheat for manufacture of flour:

Starts machinery such as cleaners, conveyors, sifters and rollers to begin processing of wheat; opens slide gate on conveyor spout to allow wheat to flow from holding bins to grinding rollers and to subsequent processing stations; sets rollers to extract flour from wheat according to size and hardness of grain and adjusts feed gates to spread grain evenly across rollers during grinding; regulates

flow of additives from feeders to blending machine by turning hand wheel; withdraws samples of flour periodically for testing and visually examines product to check for proper breakdown of grain; monitors production process to ensure efficient functioning of equipment; clears blockages in equipment, using mallet or air hose; records relevant production information.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 6;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b), 3(a,c), 4(b,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,f,k,n), 5(a,b), 6(b,f), 7c;

PH: 3b.

8273.25 RICE-DRYING-EQUIPMENT OPERATOR

Operates machines to dry rice in preparation for milling:

Activates conveyor vacuum cyclones and cleaner in preparation for cleaning and/or drying rice; opens feed gates and valves to transport cleaned rice from cleaner to dryer; lights furnace and activates inlet fan to convey hot air into silos to dry rice for specified period and adjusts flame of furnace by turning hand wheel to obtain required drying temperature; tests moisture content of rice, using moisture meter, and adjusts furnace temperature accordingly; monitors drying process to ensure efficient functioning of equipment; opens chutes to convey dried rice to rice mill as required; reports breakdowns to maintenance department.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],d,e), 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 5(a,b), 6(d,i), 7(c,d);

PH: 2a(P), 3b.

8273.30 PELLET-MILL OPERATOR

Operates machine to convert livestock feed into pellets:

Inspects storage bin to determine feed stock levels; activates pellet machine and conveyor in preparation for production of pellets; sets gauge to admit specified amount of steam pressure into machine to soften feed-stock for processing; opens slide gate and turns hand wheel to regulate flow of feed to machine rollers; adjusts rollers to cut feed pellets into specified size and crumble pelletised feed as required; monitors production process

to ensure efficient operation of rollers and makes further adjustments to machine as necessary; clears blockages, using appropriate hand tools; cleans and lubricates machine; records relevant production information.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],d), 3a, 4(b,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 5(a,b), 6d, 7(a,d);
PH: 2a(P), 3b.

8273.35 RICE MILLER

Operates machine to clean, hull and polish rice:

Gauges contents of silos to determine stock level of rice; activates conveyor and cleaning, hulling, polishing and selecting stations of rice-milling machine to begin processing of rice; opens slide gate and valves to regulate flow of rice and compressed air to processing stations; examines processed rice periodically to ensure that proper quality is obtained and adjusts machine accordingly, using appropriate hand tools; clears clogged spouts and chutes, using mallet; monitors milling operations to ensure efficient functioning of machines.

May clean and lubricate machine on completion of work and perform minor maintenance repairs.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],d,e), 4(b,d,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 2a, 5a, 6(c,d,i), 7(b,d);
PH: 2a(P), 3b.

8273.40 SPICE MILLER

Operates milling machine to grind whole spices:

Loads hopper of milling machine with whole spices; positions containers at disposal end to receive ground spices and unwanted matter; activates machine to start grinding operations; manipulates lever to regulate flow of spices entering machine and monitors activity to ensure efficient operation; examines crushed spices periodically to ensure that desired consistency is obtained and adjusts machine manually as necessary; cleans machine and work area when assignment is completed.

May perform duties of SPICE AND SEASONING MIXER.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b), 3a, 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 5(a,b), 6d, 7(b,c);
PH: 2a, 3(a,b).

8273.45 FEED MIXER

Tends machines to weigh and mix ingredients to produce livestock feed:

Dumps sacks of meal, mash, grain and other bulk ingredients manually into hopper of mixing machine or operates control panel to convey ingredients from storage bins to scale and into hopper; weighs and manually mixes additives such as vitamins and minerals, according to specifications, and adds them to hopper; sets timer and starts machine to commence mixing operations; activates elevators and conveyors to transport mixed feed from mixer to storage bins or to pellet machine for further processing; checks levels of raw materials periodically and requests replenishment as necessary; records relevant production information.

May collect samples of finished product for laboratory testing.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[M,H],b), 3a, 4(b,c,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 5(a,b), 6d, 7(c,d);
PH: 3b.

8273.50 SPICE AND SEASONING MIXER

Tends machine to mix and blend spice and seasoning ingredients according to specified formulae:

Selects, measures and weighs specified quantities of ingredients for manufacturing liquid and dry seasonings and related products; transports raw materials to machine area where applicable and loads items into hopper or conveyor of unit; activates machine for crushing, blending, mixing and/or liquifying raw material, by setting and regulating speed, temperature and other functions of mixing unit; stops machine at intervals during production to collect samples for testing by quality-control department; releases mixture into containers of measured capacities and labels containers as required; performs routine maintenance on machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L,M],b), 3a, 4b, 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 5a, 6d, 7(b,c);
 PH: 2a, 3(a,b).

8273.55 SILO ATTENDANT

Operates conveyor to transport grain to silos and processing departments:

Consults records to determine location of empty silos; collaborates with processing departments to determine raw material requirements; activates conveyor to transport grain such as corn, wheat or soya from cargo vessel to silo and from silo to processing department or loading station, regulating flow of grain and speed of conveyor during operations; gauges contents of silos periodically to determine stock levels of grain; records information pertaining to type and quantity of grain received, name of vessel and other details.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R);
 INT: 6;
 PD: 1a(L), 4(b,c,f), 5a, 6a, 7a, 8(a,b);
 EC: 1(c,f,k,n), 5a, 6d, 7(c,d);
 PH: 2a(P), 3b.

8274 BAKED-GOODS, CEREALS AND CONFECTIONERY PRODUCING AND PROCESSING MACHINE OPERATORS

Workers in this unit group operate or tend machines to perform functions such as mixing, milling, moulding, baking, roasting or packaging of cereals or confectionery products.

8274.15 FRYER OPERATOR, SNACK MANUFACTURE

Tends frying machine to fry pellets for production of snacks such as potato, corn and onion chips:

Turns on gas or electricity supply, starts machine and sets gauge at specified temperature for frying product; transports drums of oil, using hand trolley, and loads oil into storage tank, using hand pump; controls knob to fill fryer to required level and adds measured amounts of flavouring to flavour-applicator on tumbler; positions conveyor belt to receive and transport pellets; loads hopper with raw pellets, assisted by helper; presses buttons to activate

main pump, blower and burner to heat oil to required temperature and feed pellets into fryer when correct temperature is attained; monitors gauge to ensure that correct temperature is maintained during frying; monitors colour of pellets during frying and tastes product to ensure that texture and flavour conform to desired standards; transfers samples to quality-control personnel to determine moisture content; adjusts gauge on fryer to reduce or increase frying time as required; activates tumbler to apply flavouring to fried pellets; removes and discards burnt pellets from inspection belt; activates conveyor belt to transfer processed pellets for packaging; cleans machine, using steam, water and air hoses; performs routine maintenance duties and refers major repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 1;
 TEMP: R, J;
 APT: G(R), K, M, C,
 INT: 6;
 PD: 1(a[L,M],b,c,d), 2a, 3e, 4(a,b,c,e), 5a, 6(a,b), 7(a,g), 8(a,b), 11;
 EC: 1(a,i,k,m,n), 2a, 5a, 6(a,f,i);
 PH: 1a(P), 2a(P), 3b, 4.

8274.17 SYRUP-MAKING MACHINE OPERATOR

Tends machine to prepare ingredients for manufacture of candy:

Liaises with storage attendant to ensure availability of raw material for making required amount of candy syrup; positions holding tank on machine and attaches strainer to collect strained syrup; opens valve to heat machine and sets gauges on steam valves and syrup-making machine to ensure correct temperature for syrup-making operations; activates switch and pulls levers to release water, glucose and sugar into syrup-making machine and start mixing and boiling processes; places container under drain valve and opens valve to collect sample of syrup; checks colour, texture and viscosity of sample and liaises with superior to ensure conformity with desired standards; stops machine and turns off supply of steam at end of specified boiling period; measures and pours specified quantities of flavouring and colouring into feeding receptacles on machine; sets metering pumps and opens valves to release flavouring and colouring into syrup as required; cleans machine and holding tank; makes minor adjustments to machinery and refers major repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 0;

TEMP: R, J;
 APT: G(R), K, M;
 INT: 6;
 PD: 1(a[L],b,c), 3a, 4(a,b,e), 5a, 6(a,b), 7(a,g), 8(a,b),
 EC: 1(a,i,m,n), 2a, 5a, 6(a,i);
 PH: 1a(P), 2a(P), 3b.

8274.19 DOUGH MIXER

Tends dough-mixing equipment to mix ingredients for making baked products:

Consults work sheet to determine production requirements and dough-mix specifications; operates hoist to dump ingredients such as flour, yeast and water into mixing trough or sets machine to regulate quantity of ingredients entering mixing chamber; sets machine to mix dough for specified time and activates mixer to commence mixing operations; monitors and regulates speed of mixer; tests texture and temperature of mixture to ensure conformity with specifications and continues mixing process as necessary; stops machine periodically to clear blockages; deposits dough in trough in preparation for cutting and separation when mixing is completed; activates conveyor belt to transport dough to divider blades to automatically cut dough into appropriate product sizes; reports machine breakdowns to maintenance department; prepares production status reports.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1a(M), 4(b,c,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,k,n), 5(a,b), 7c;
 PH: 1a, 2a, 3b, 4.

8274.21 MACHINE OPERATOR, DOUGH PRODUCTS

Operates machines to blend ingredients and knead, extrude and cut dough products by performing any combination of the following duties:

Liaises with superior to determine mixing specifications or to obtain ingredients; sets up machine by installing tools such as die, pre-mixer, trim knife and divider rollers; turns on switches to activate pumps, sets gauges to release specified quantities of ingredients into mixing unit of machine, mix ingredients and extract excess air and moisture from dough; monitors automatic controls and emergency signals and checks consistency, quantity and level of dough in mixing unit prior to extrusion process; turns on machine to flush out residual material and checks appearance of freshly-blended mixture to

ensure non-contamination; sets timer and activates mechanism to produce products; observes colour, shape and size of products to ensure conformity with desired standards; tests product by feeling, weighing and grinding it and using moisture tester to determine texture and moisture content; adjusts water gauge or adds semolina as required to correct moisture content; arranges product on racks in drying room and leaves it for specified period; forwards products to coating station or packaging department; tidies work area and cleans machines, using hand tools, air and water hose and anti-bacterial solutions; refers machinery repair needs to superior or maintenance personnel.

May be designated according to area of specialization; for example,

EXTRUDING-MACHINE-OPERATOR, CEREAL MANUFACTURE

MACHINE OPERATOR, PASTA MANUFACTURE

MACHINE OPERATOR, SNACK MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L,M],b,c,h), 3(a,e), 4(a,b,d,e), 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,i,j,k,n), 5a, 7c;
 PH: 3b.

8274.23 DOUGHNUT MAKER

Prepares and fries doughnut batter to produce doughnuts:

Weights specified ingredients or obtains pre-packaged ingredients and mixes them manually or mechanically to form doughnut batter, ensuring that specified texture is achieved; cuts doughnuts manually into required shapes, using cutters, and places tray containing doughnuts into fryer, or loads cutting chamber of doughnut machine with dough and lights or switches on fryer; pours oil into frying chamber of machine adjusts operating speed of machine to regulate flow of doughnuts from cutting to frying chamber and sets temperature gauge at specified level; turns doughnuts during frying to prevent sticking; glazes doughnuts, using substances such as sugar, syrup or honey.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c,d), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 6i;
PH: 1a, 2a, 3b, 4.

8274.25 BISCUIT-CUTTING-MACHINE OPERATOR

Operates machine to flatten and cut dough into specified shape for making biscuits:

Installs cutting dies in relevant chamber of machine to cut dough into required size and shape for making biscuits; fills hopper on conveyor with ingredients to flavour biscuits; activates machine, sets it to required operating speed and adjusts flattening rollers to roll dough to specified size; transports dough to cutting machine, using trolley; positions dough on hoist and activates lift to dump dough into hopper for rolling and cutting; weighs shaped dough periodically to ensure that specified weight is maintained; monitors process to ensure efficient operation and makes adjustments to machine as necessary; clears machine blockages periodically; reports breakdowns to maintenance department.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R;
APT: G(R) M;
INT: 6;
PD: 1(a[L,M],b,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 5(a,b);
PH: 2a, 3b

8274.27 OVEN TENDER

Tends oven to bake bread, cakes and other bakery products:

Monitors products in proofing room to ensure that adequate rising is achieved; transports products from proofing room to oven; lights oven chamber and preheats oven to specified temperature; opens oven and loads trays containing products onto shelf for baking, using *peel*; monitors colour of products during baking to ensure that adequate baking is achieved; removes baked goods from oven and places them on racks for cooling.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[M],b,c,d,e), 4(a,b,e), 5a, 6a, 7(a,c), 8(a,b);
EC: 1(a,k,m,n), 2a, 6i;
PH: 1a, 3(a,b).

8274.29 BAKING-MACHINE OPERATOR, ICE-CREAM-CONE MANUFACTURE

Tends cone-baking machine to produce ice-cream cones:

Turns on gas supply in oven of machine, lights pilot and main flame and heats machine; starts machine to deposit and bake batter in moulds, to make ice-cream cones; examines and tests samples to ensure adherence to required specifications by observing their colour, breaking them to determine texture and tasting them; adjusts heat in oven and/or speed of machine to produce cones of required colour; stops machine to repair or replace scraper blade to ensure proper trimming of cones; consults superior to request modification of formulae as required; stops machine and turns off gas supply to terminate cone-baking operations; maintains production records; cleans and scrapes machine of residue, using hand broom and spatula; performs routine maintenance, including lubrication, and refers machinery repair needs to superior.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R, J;
APT: G(R), M, C;
INT: 6;
PD: 1a(L), 3(a,e), 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b), 11;
EC: 1(a,i,j,n), 2a, 5a, 6i;
PH: 2a, 3b.

8274.31 COATING-MACHINE OPERATOR, SNACK AND CEREAL MANUFACTURE

Tends machine to cover cornmeal and other pellets with coating mixture for production of snacks and cereals:

Measures and pours specified quantities of prepared mixture or ingredients such as oil, milk and cheese into mixing vat or drum, according to formulae; activates pump and agitator on mixing vat or drum to mix flavored slurry; positions tumbler and connects flavour hose in preparation for coating operations; checks readiness of pellets for processing by reading temperature gauge on drier or consulting with supervisory or quality-control personnel; activates tumbler and conveyor to feed pellets from drier to tumbler; starts pump and opens jets to spray slurry, syrup or vitamin solution from mixing vat or drum onto pellets in tumbler; adjusts speed of conveyor and tumbler to coat pellets to specified thickness; checks coating of products such as corn curls, cheese balls, frosted flakes and puffed cereal, to ensure adherence to specifications; liaises with supervisory or quality-control personnel for testing and tasting of product; forwards coated products to packaging department; cleans and

services machines and reports major malfunctions to supervisory personnel; sweeps and cleans floor to remove spillages.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R) M;
INT: 6;
PD: 1(a[L,M],b,c,h), 3e, 4(a,b,c), 5a, 6(a,b), 7(a,g), 8(a,b);
EC: 1(a,i,k,m,n), 2a, 5a, 6a;
PH: 3b.

8274.33 CANDY-MAKING-MACHINE OPERATOR, CONFECTIONERY MANUFACTURE

Tends machine or equipment to make confectionery by performing any combination of the following duties:

Obtains product specifications and liaises with production personnel to ensure availability of ingredients; prepares equipment for operation by turning on power supply and manipulating valves to release water and steam to clean and dry vats and lines of machine; activates conveyor belt, cooling systems and mixer and adds measured amounts of ingredients as necessary; observes colour and texture of mixture and liaises with superior to ensure adherence to standards; opens valves to pump stipulated quantities of water and other ingredients such as sugar and corn syrup from storage tanks to cooker; starts cooker and sets thermostat at specified temperature to make candy; activates vacuum pump to extract excess water from syrup; takes temperature and pressure readings at prescribed periods to determine readiness of product for further processing; monitors and opens valve on mixing pot to facilitate flow of candy onto cooling bands or manipulates pump lever to release cold water into cooling belt of cooker to cool and harden candy; observes candy mixture during cooling operations, adjusting speed of processing systems as required; positions trolley at emptying point of cooker and pulls lever to discharge candy into trolley; transports supplies of raw materials such as sugar, glucose and chewing-gum-base to mixing machine, using fork-lift truck; dumps measured quantities of materials into mixer and adds flavouring and colouring; dusts work table with sterilised talc; manipulates controls to dump chewing-gum onto table and cuts gum into workable portions, using sharp implement.

May be designated according to area of specialisation; for example,

BATCH-COOKER OPERATOR, SOFT CANDY

CANDY-COOKING-MACHINE OPERATOR, HARD CANDY MIXING-MACHINE OPERATOR, CHEWING-GUM

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[L,M],b,c,h), 2a, 3(a,e), 4(a,b,c), 5a, 6(a,b), 7(a,g), 8(a,b);
EC: 1(a,i,n), 2a, 5a, 6(a,i), 7(a,b);
PH: 3b.

8274.35 MACHINE OPERATOR, CEREAL MANUFACTURE

Tends a variety of machines to produce cereal products by performing any combination of the following duties:

Weights ingredients such as bran, oats, corn, malt and sugar, adds specified amount of water and dumps mixture into cooker; secures lid of cooker and activates cooker to begin cooking process; opens valve to admit steam and manipulates knobs on control panel of cooker to adjust temperature, pressure and cooking time according to specifications; draws samples and examines them for colour and consistency; stops and uncovers cooker and activates mechanism to expel cooked corn or bran mixture onto conveyor; activates conveyor to transfer product into drier; starts drier and monitors drying process; empties dried cereal mixture into container, weighs mixture to ensure adequate removal of moisture and dumps mixture into tempering bin for air-drying; records time, date and other data on tempering bins; attaches full tempering bin to feeding end of flaking machine and pulls lever to empty contents into machine; operates control panel of flaking machine to adjust temperature, pressure, spacing of rollers and flow rate of grain into machine; ensures continual feeding of product into machine and inspects samples to ascertain thickness and consistency of flakes; operates control panel to siphon flakes into oven for toasting or to transfer flakes to packaging department; lights oven burners and adjusts temperature of oven; starts conveyor to move flakes through ovens; inspects toasted flakes for correct colour, consistency and shape and picks out defective ones; monitors transfer of product to coating station, holding tanks or packaging department; reports problems to superior and cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), P, M;

INT: 6;
PD: 1(a[L],b,c,d), 2a, 3(a,e), 4(a,b,f), 5a, 6(a,b),
 7(a,d,g), 8(a,b), 11;
EC: 1(a,f,k,m,n), 2a, 4b, 5a, 6(f,i);
PH: 3b.

8274.37 MACHINE OPERATOR, GRANOLA PRODUCTION

Tends a variety of machines to produce granola:

Weights ingredients such as oats, bran, wheat germ, water, sugar and flavouring; sets temperature on kettle and prepares syrup by pouring in liquid ingredients according to formula; dumps dry ingredients into mixer and activates mixer to begin mixing process; adds syrup gradually to coat dry mixture; pours and spreads mixture on tray for baking; empties baked product into mixer to separate into granules and adds other ingredients such as raisins and nuts; forwards product to packaging department on completion of mixing process; cleans and tidies work area and machines.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 0;
TEMP: R, SI;
APT: G(R), P, M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,m,n), 2a, 6f, 7c;
PH: 3(a,b).

8274.39 STORAGE TANK ATTENDANT, CONFECTIONERY MANUFACTURE

Deposits raw materials such as sugar and glucose into storage tanks in preparation for candy-making operations:

Liaises with supervisory personnel to ensure availability of ingredients; operates fork-lift truck and elevator to transport bags and drums containing sugar and glucose onto loading platform; pumps glucose into storage tank, using air-hose; activates conveyor to dump sugar into separate storage tank; checks levels of sugar and glucose at intervals to maintain specified quantities.

OCCUPATIONAL PROFILE

DPT: 683; **ETD:** 2; **SVP:** 0;
TEMP: R, J;
APT: G(R), M, E;
INT: 6;
PD: 1(a[L,M],b,c,h), 2a, 3(a,e), 4(a,b,e), 5a, 6a,
 7(a,d,e), 8(a,b,e);
EC: 1(a,h,i,n), 4b, 5a, 6(a,b);
PH: 3b.

8274.41 FIRE WORKER, CONFECTIONERY MANUFACTURE/Confectionery Cook

Cooks batches of confectionery ingredients over open fire according to specified formulae:

Weights or measures ingredients such as sugar, corn syrup and cream of tartar and places them in cooking utensils; cooks ingredients over open fire to boiling point, stirring occasionally; covers utensils and inserts thermometer into mixture through hole in cover to take temperature readings of mixture; turns valves to adjust fire and control temperature as required; removes cooking utensils from fire when specified temperature is attained; pours confectionery mixture onto cooling tables; cleans cooking and measuring utensils and floor with soap, water and anti-septic solution; removes burnt confectionery spillage from furnace, using sharp instrument.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 0;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L,M],b,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 2a, 4b, 5a, 6i;
PH: 1a(P), 2a, 3b.

8274.43 BATCH-ROLLER ATTENDANT, CONFECTIONERY MANUFACTURE

Tends machine to roll hot candy into strips in preparation for shaping and cutting:

Dusts rollers and rotating discs of batch-roller with sterilised talc prior to start of operations, to prevent adherence of candy; heats batch-roller and starts machine; turns on switch to regulate flow of candy from continuous line into batch-roller or removes candy from table or pulling-machine and feeds it between rollers of machine; dusts machine with sterilised talc at regular intervals; pushes lever on machine to adjust rollers to receive candy and to reverse action of rollers to stretch and compact candy to required rope-like strip size; guides candy-rope manually through rotating discs of machine and observes rope in motion to detect size discrepancies and adhesions; removes undersized ropes and replaces them between rollers of machine; makes minor adjustments to batch-roller if required, to ensure conformity with desired standards; feeds strip discharged from batch-roller into moulding or cutting machine; cleans machine, using spatula, brush, detergent, steam, water and air-hoses; performs routine maintenance and refers machinery repair needs to superior or maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), P, M;

INT: 6;

PD: 1(a[L],b), 4(a,b), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 5a, 6i, 7(b,c);

PH: 1a(P), 3(a,b), 4.

**8274.45 COATING-PAN ATTENDANT,
CONFECTIONERY MANUFACTURE**

Coats candy with gum solution and powdered sugar to provide specified finish:

Liaises with superior to determine colour and amount of candy to be coated; sifts sweets, using hand sifter to remove crumbs, and dumps specified quantity of candy into coating pan; dissolves measured amount of gum arabic in hot water and adds colouring to make coating solution; presses foot lever to start pan revolving and pours portion of solution over whirling sweets; sprinkles powdered sugar onto candy to reduce sticking and separates stuck candy by hand, or using spatula; sets thermostat on blower to specified temperature and starts blower to dry candy; applies successive layers of solution onto candy until specified thickness of coating is attained; sprinkles candy with sterilised talc to polish coating; removes product when desired standard is attained by scooping it out of revolving pan; stops revolution of coating pan; cleans coating pans, using water hose; refers machinery repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), K, M, C;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 4a, 5a, 6a, 7c;

PH: 1a(P), 2a(P), 3b.

8274.47 COOLING-DRUM ATTENDANT

Tends equipment and machinery to cool, pull and harden confectionery in preparation for further processing:

Activates cooling-drum to cool candy from batch-cooker and adjusts timer in accordance with desired size and weight of candy to be made; manipulates lever to release hot or cold water into cooling drum to obtain desired texture of candy; checks candy manually to ensure correct viscosity for further processing; spreads sterilised talc onto pulling-machine to prevent adherence of candy and positions candy in readiness for pulling; adjusts timer on machine to suit type of candy to be processed, acti-

vates switch to lower pulling device onto candy and starts machine; stops machine to reposition or remove candy at end of prescribed period; checks colour and texture of candy to determine whether further pulling is required; cleans machine and equipment, using air and water hoses; performs routine machinery maintenance and refers major repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3(a,g), 4(a,b,c), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,n), 2a, 5a, 6(a,i), 7g;

PH: 2a(P), 3b.

8274.49 COOLING-TABLE ATTENDANT

Tends cooling-table to soften or harden candy prior to further processing:

Applies oil or fat to cooling-table to prevent adherence of candy; adjusts lever to release flow of hot or cold water inside cooling-table to soften or harden candy as required; dumps candy from trolley onto cooling-table and sprinkles flavouring onto candy; checks candy manually to ensure correct viscosity for further processing; removes candy from cooling-table, places it on pulling-machine table if required and/or loads it into hopper of moulding-machine for rolling, cutting and wrapping; cleans cooling-table with hot water and air-hoses.

May pull candy to required viscosity, using pulling-machine.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3(a,g), 4(a,b,c,d,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 2a, 5a, 6(a,i);

PH: 1a(P), 2a(P), 3(a,b).

**8274.51 EXTRUDER OPERATOR, CHEWING-
GUM MANUFACTURE**

Tends machine to shape chewing-gum into continuous strip:

Cleans table and applies sterilised talc to prevent adherence of chewing-gum; turns on gum extruder and adjusts thermostat to heat machine to specified temperature; cuts gum into workable portions and dumps it into hopper of machine; starts machine to shape chewing-gum into continuous strip, adjusting speed of machine to regulate

size of strip; stops machine to correct malfunctioning and remove waste as required; cleans machine by scraping off gum residue, using air hose; reports major machine malfunctions to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L],b,c), 2a, 3(a,e), 4(a,b), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 5a, 7c;
 PH: 1a(P), 2a(P), 3(a,b).

8274.53 MIXING-MACHINE OPERATOR, LIQUID CHOCOLATE

Tends equipment to mix liquid chocolate for use in manufacture of chocolate confectionery:

Weighs ingredients such as cocoa butter, powdered milk, lecithin and fat and dumps them into mixing machine; sets machine temperature and opens valve to admit steam into jacket of machine to melt ingredients; mixes ingredients by activating agitator and pumps ingredients into holding tank after specified period; adjusts heat of holding tank and speed of stirrers to maintain mixture at required consistency; cleans and tidies work area and reports problems to superior.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), P, M;
 INT: 5;
 PD: 1(a[L],b), 3(a,e), 4b, 5a, 6a, 7(a,d,g), 8(a,b);
 EC: 1(a,i,m,n), 2a, 5a, 6(f,i), 7(b,c);
 PH: 3b.

8274.55 CHOCOLATE-MOULDING- MACHINE OPERATOR

Tends machine and equipment to deposit prepared liquid chocolate into moulds to form chocolate products of various shapes:

Opens valve to transfer liquid chocolate from holding tank to depositor of moulding machine; sets temperature and opens valve of moulding machine to admit steam into jacket of depositor to maintain specified consistency of liquid chocolate; adjusts depositor according to quantity of chocolate to be released into moulds; places appropriate moulds on conveyor, according to shape of product to be made, and sets speed to synchronise with rate of release from depositor; starts process and inspects and weighs sample of filled moulds to ensure adherence to

specifications; adjusts temperature of cooling tunnel and monitors process through to wrapping station or packaging department to prevent blockages along conveyor; cleans and tidies work area and reports problems to superior.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), P, M;
 INT: 5;
 PD: 1(a[L],b,c), 3a, 4b, 5a, 6a, 7(a,d,g), 8(a,b);
 EC: 1(a,i,m,n), 2a, 6(f,i), 7b;
 PH: 3b.

8274.57 MACHINE OPERATOR, CHOCOLATE-NUT COATING

Tends machine to coat nuts with syrup, chocolate and colouring mixture:

Weighs roasted nuts, dumps them into pan and activates pan; starts pump to transfer liquid chocolate from holding tank to hopper of spraying machine; adjusts and activates spray nozzles according to thickness of coating required for products; weighs and adds flavouring and colouring ingredients to final coating, according to specifications; examines sample of product to determine adequacy of coating; stops pan from revolving and opens pan to transfer contents into container; forwards container to packaging work station; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), P, F, M;
 INT: 5;
 PD: 1(a[L],b,c), 3a, 4b, 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,i,m,n), 6f, 7b;
 PH: 3b.

8274.59 EXTRUDING/ENROBING- MACHINE OPERATOR

Tends machines and equipment to extrude and enrobe confectionery with liquid chocolate:

Measures and dumps ingredients for product filling such as nougat, caramel or fudge into cooker, according to formulae; sets temperature of cooker, and starts and monitors cooking process; starts pump to transfer contents from cooker to hopper of extruding machine; affixes die onto extruding machine, according to type and shape of product to be made, and starts extruding process; forwards extruded items to cooling tunnel if necessary; sets cutter and slitter according to length and width of strips required for enrobing; loads hoppers of deposition

machines with other fillings such as nuts and raisins and sets deposition rates; opens valve to transfer liquid chocolate from holding tank to receptacle of enrobing machine and regulates machine temperature to maintain consistency of chocolate; sets speed of conveyor to synchronise operation and to position strips under nozzle of enrobing and deposition machines and activates machines; monitors deposition and enrobing of products to ensure conformity with standards; adjusts temperature of cooling tunnel as necessary and monitors passage of products through tunnel to packaging department.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), P, M;

INT: 5;

PD: 1a(L), 2a, 3a, 4b, 5a, 6a, 7(a,d,g), 8(a,b);

EC: 1(a,i,m,n), 2a, 6f, 7(b,c);

PH: 3b.

8274.61 MACHINE OPERATOR, WAFER PRODUCTS

Tends machines to produce and fill wafers:

Obtains pre-packaged ingredients from laboratory personnel, weighs other ingredients and dumps them into mixer, according to product specifications; installs beaters, opens valve to admit specified quantity of water and activates mixer; draws sample and checks consistency of mixture; starts pump to transfer batter from mixer to holding tank; adjusts spray nozzles to eject batter onto revolving drum and sets temperature of drum according to thickness of wafers required; monitors dumping of baked wafer sheets onto conveyor; weighs, mixes and dumps ingredients for cream filling into hopper of filling machine; installs and adjusts nozzles on filling machine according to quantity of cream filling to be deposited; starts conveyor to position wafer sheets under nozzles and activates filling-deposit mechanism; monitors movement of wafers through cooling tunnel; adjusts cutter according to size of wafer, activates cutter and monitors movement of wafers to packaging department; keeps production records.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), P, M;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(b,d), 5a, 6a, 7(a,g), 8(a,b);

EC: 1(a,i,m,n), 2a, 6(f,i), 7b;

PH: 3b.

8274.63 MILLING-MACHINE ATTENDANT, PASTA MANUFACTURE

Tends milling machine to grind recycled pasta trimmings to be used in manufacture of pasta products:

Positions bags at discharge end of mill in preparation for recycling operations; loads pasta trimmings into mill hopper and activates mill to grind pasta into semolina; adjusts hatch on mill to control flow of product during grinding; removes and secures filled bags; starts blower to clear connecting lines from milling-machine hopper; checks supplies of raw materials and inspects sifter prior to start of operations; weighs specified quantities of ground pasta trimmings; transports semolina and recycled trimmings to mixing machine, using elevator or conveyor belt, loads them into machine hopper and starts machine to mix raw materials; activates blower and rotary air-lock on machine and adjusts valve to regulate flow of flour through sifter; monitors emergency light on panel to ensure presence of adequate quantity of material in machine hopper; liaises with Fork-lift Truck Operator to arrange for replenishment of supplies; activates blower to transfer mixed ingredients from holding tank to extrusion press for processing of pasta; maintains records of raw material used; cleans machine, work area and floor, using broom, vacuum cleaner and air-hose; refers machinery maintenance and repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), K;

INT: 6;

PD: 1(a[L,M],b,c), 3(a,e), 4(a,b,e,f) 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6a, 7g;

PH: 1a(P), 3b.

8274.65 MIXER, ICE-CREAM-CONE MANUFACTURE

Tends equipment to mix batter for making ice-cream cones:

Collects ingredients such as flour, corn starch, lard and salt and stores them in containers prior to mixing them; opens tap on water hose to fill mixer with quantity of water indicated by water gauge; weighs and measures ingredients according to formula and dumps them into mixer, using scoop; starts mixer to blend ingredients for specified time and adds colouring during mixing process; places receptacle below mixer to collect batter and manipulates lever on mixer to discharge batter into receptacle; positions feeding bin onto cone-baking machine; transports receptacle to cone-baking machine, using trolley, and opens tap on receptacle to transfer

batter to feeding bin; liaises with superior to discuss quality of batter; adds ingredients to improve texture and taste as required; cleans machine, receptacles, hoses and pump; refers machinery repair needs to superior.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L,H],b,c,d), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,j,n), 2a, 5a;
PH: 2a, 3b.

8274.67 MOULDING-MACHINE OPERATOR, CONFECTIONERY MANUFACTURE

Tends moulding machine to shape candy prior to cutting:

Applies sterilised talc to moulding machine to prevent adherence of candy; selects, cleans and installs die in machine; feeds candy-rope discharged from batch-roller into moulding-machine, for shaping prior to cutting; removes undersized ropes and replaces them in batch-roller for further processing; cleans machine, using steam and air-hoses; performs routine machinery maintenance and refers repair needs to maintenance personnel.

May perform duties of BATCH-ROLLER ATTENDANT or tend specialised machine to roll, cut and wrap candy.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), P, M;
INT: 6;
PD: 1a(L), 4(a,b), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 5a, 6a, 7c;
PH: 1a(P), 2a, 3(a,b), 4.

8274.69 NOODLE MAKER/Noodle Cutter

Tends equipment to roll and cut sheets of dough into strands to make noodles:

Places receptacle at discharge end of noodle-making machine to receive spillage; installs specified die on machine, manually or using hand tools; starts machine, loads trough with sheet of dough and feeds dough through machine roller, levelling it at intervals; observes and feels dough to ensure attainment of required consistency for cutting into noodles; adjusts roller to regulate thickness of dough; packs noodles into troughs and trims them manually or cuts them to specified length, using scissors, and forwards them for further trimming; organises and

assists in arrangement of racks of noodles in drying rooms for prescribed periods prior to packaging; cleans equipment, using brush and scraper, and sweeps and mops up spillages from floor.

May spread noodles in wire baskets and place them onto racks, prepare steam cookers for pre-cooking noodles and manipulate chain hoist to lower racks of noodles into steam cooker.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), K;
INT: 6;
PD: 1(a[L],d), 3e, 4(a,b,d), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,m,n), 5a;
PH: 2a(P), 3b.

8274.71 PACKAGING-MACHINE OPERATOR, FOOD PRODUCTS

Tends machines to fill, wrap and seal packets by performing any combination of the following duties:

Receives and interprets packaging instructions to determine type of machine and packaging material to be used; checks and adjusts machine set-up and activates heating mechanism of sealing machine where applicable; positions supply of wrapping material on machine, replenishing supply as necessary; test-runs machine to verify proper functioning and activates conveyor or feeder system to convey product to packaging section; monitors cutting, wrapping and sealing operations and observes samples periodically to ensure proper presentation, weight and sealing; stops machine to clear blockages, make adjustments and remove damaged products or wrapping materials; stacks or places packed products into cartons, sealing and labelling products if necessary; cleans work area of spillages; reports machine defects to superior or maintenance personnel.

May apply sterilised talc to machine to prevent adherence of food product and maintain production records.

May be designated according to area of specialisation; for example,
FOOD-WRAPPING-AND-SLICING-MACHINE
OPERATOR
PACKER-SEALER, FOOD PRODUCTS
WRAPPING-MACHINE OPERATOR, CONFECTION-
ERY MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R, SI, J;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L],b,c), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n), 5(a,b), 6(b,f,i);
 PH: 1a, 3(a,b), 4.

8274.73 STRIPPER OPERATOR, PASTA MANUFACTURE/Cutter Operator, Pasta Manufacture

Tends machine to cut pasta products to specified lengths:

Starts machine to strip or cut pasta products such as macaroni and spaghetti to specified lengths; activates elevator to transfer product from accumulator to conveyor and turns on blower and stripper to cut product and pre-grind trimmings; observes length of product to ensure adherence to desired standards and refers to maintenance personnel for machine adjustments if required; checks appearance of product to detect spoilage and consults with superior or quality-control personnel to report problems; activates conveyor bucket to transfer product to packaging department; cleans machine, using brush and vacuum hose; refers machinery repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L), 4(a,b), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,n), 5a, 6f;
 PH: 2a(P), 3b.

8275 FRUIT-, VEGETABLE- AND NUT-PROCESSING MACHINE OPERATORS

Workers in this unit group operate and monitor machines which extract juice from fruit and vegetables or oil from nuts and which process fruit, vegetables and nuts by drying, cooking and/or canning them.

8275.15 EDIBLE-OIL EXTRACTOR/Coconut-Oil Extractor

Operates and controls equipment to extract edible oil from copra:

Loads copra from storage area onto conveyor, using mechanical shovel and starts conveyor to transfer copra to chopping machine prior to loading it into hopper of hammer-mill; turns hand wheel of hammer-mill to adjust space between rollers according to size of copra pieces and degree of crushing required, depresses button to start rollers and pulls lever to release chopped copra for

crushing; positions funnel on pump-tank to receive oil from crushed copra and activates conveyor to transfer copra residue to meal-washer for maximum extraction of oil; starts pump to filter oil through filter-press, pumps oil to scale tank and records weight of each batch of oil; activates pump to transfer oil to holding tanks for further processing; starts conveyor elevator to take coconut meal to bagging area.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L,M), 2a, 3(a,e), 4(a,b,e,f), 6a, 7a, 8(a,b);
 EC: 1(a,k,n), 5a, 6(a,b), 7(b,d);
 PH: 2a, 3(a,b).

8275.17 EDIBLE-OIL REFINER

Operates equipment to refine vegetable oil for use in food preparation:

Starts pumps and turns valve to transfer raw oil and caustic solution from storage vats to refining tank, in specified quantities; sets dials and thermostat on control panel to operate refining equipment; switches on agitator in processing tank to blend oil and caustic solution and allows mixture to stand for specified time; opens valve at base of processing tank to precipitate fatty acids or soap stock and activates pump to transfer oil to bleaching kettle; adds measured amounts of bleaching agents to oil and allows mixture to stand for specified time under vacuum pressure; starts pump to force oil through filter press to remove impurities, draws samples of oil at various stages for laboratory testing and makes adjustments based on laboratory results; monitors and periodically records processing data.

May direct and assist assigned trainees.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 3; SVP: 2;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L,M],b,c), 2a, 3(a,e), 4(a,b,e,f), 5a, 6a, 7(a,c,g), 8(a,b,c);
 EC: 1(a,k,n), 2a, 6(a,b,e,i), 7(a,b);
 PH: 2a, 3b.

8275.19 COPRA PROCESSOR

Processes coconut kernels to form copra:

Loads kernels into dryer by lifting bags and emptying

contents into dryer bin, with assistance from Agricultural Labourer; sets thermostat and timer of dryer and activates heating mechanism; monitors process and adjusts thermostat as required; allows copra to cool after processing; instructs subordinate to shovel contents of dryer into bags and arranges for delivery of bagged copra to factory; records production data; maintains dryer and adds fuel and lubricants as necessary.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[M,H],b,c,d,e), 3e, 4(a,b,e,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,n), 2a, 6(a,b,i), 7(b,c,d);

PH: 1a, 2a.

8275.21 FRUIT-JUICE BLENDER

Tends equipment to blend fruit juices to make beverages according to formulae:

Examines equipment to ensure cleanliness and good working condition and flushes processing tank, pipes and valves; opens valve to permit flow of fruit juices from storage vats into blending tank; monitors filling process and reads volume gauges to ensure flow of specified quantities of unblended juices; adds measured amounts of juice concentrate and preservative such as sodium benzoate, activates mechanical agitators in blending tank and adds sugar to juice if required; opens valve to pump blended juices to holding tanks or to bottling or canning machines.

May operate equipment to filter and pasteurise blended juices.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3a, 4(a,b,e), 6a, 7a, 8(a,b);

EC: 1(a,k,n), 7b;

PH: 2a, 3(a,b).

8275.23 CITRUS-JUICE-EXTRACTOR OPERATOR

Operates machines to wash, crush and extract citrus juice from fruits:

Empties containers of specified citrus fruit into tank of fruit-washing machine, manually or using electrically

powered hoist, and activates washer; installs juice funnel onto juice extractor to direct juice through pipes to holding tanks; activates extractor and pulls lever to release fruit from washer; observes fruit passing down chute to extractor, manually removes unsuitable fruit and clears blockages; monitors fruit-crushing operations to detect machine malfunctions and take corrective action; examines residual pulp to ensure maximum juice extraction and stops crushing machine when juice tanks are filled; cleans and lubricates machinery as necessary.

May operate juice-blending equipment if required.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,c), 3a, 4(a,b,e), 6a, 7(a,g), 8(a,b);

EC: 1(a,k,n), 5a, 6(a,b,f), 7b;

PH: 2a, 3(a,b).

8275.25 COOK, FOOD PRESERVATION

Tends steam kettle or heat exchanger to cook condiments, cordials and preserves:

Obtains work instructions and specifications from quality control department; loads vessel with ingredients required for making products such as cordials, concentrates, condiments, sauces and preserves; stirs ingredients manually or mechanically, sets timer and adjusts temperature and steam pressure of kettle or heat exchanger, according to specifications; cooks mixture by turning valve to admit steam into kettle or by operating pump to channel mixture to heat exchanger; monitors process to ensure adherence to cooking specifications; pumps cooked products to storage containers for cooling or further processing; reports problems to quality control department; cleans and sterilises cooking utensils.

May measure ingredients prior to loading of kettle and assemble and dismantle product flow-lines as required.

May be designated according to area of specialisation; for example,

COOK, CONDIMENTS

COOK, CORDIALS

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b), 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 6(a,i);
PH: 2a, 3b.

8275.27 MIXER, FOOD DRESSINGS

Tends machine to mix and blend ingredients for manufacture of food dressings:

Obtains specifications for manufacture of product from quality control department; weighs specified amounts of ingredients for making mustard, mayonnaise and other dressings and dumps ingredients into mixing hopper; sets meters and gauges and turns valves to allow required volume of liquid ingredients such as oil, water and vinegar to flow from storage tanks to mixing chamber; starts machine and regulates mixer and temperature gauge; extracts and visually inspects samples to ensure thorough blending and continues mixing operation if necessary; submits final sample to quality control department for testing; starts pump to transfer contents of mixer to mill for further blending and/or to storage tank and filling machines; records relevant production data.

May be designated according to area of specialisation; for example,

MAYONNAISE MIXER
MUSTARD MIXER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 5(a,b);
PH: 2a, 3b.

8275.29 NUT-ROASTER OPERATOR

Tends roasting machine to roast nuts:

Activates roasting machine to rotate tumblers and oven; turns valve to adjust gas flow and checks flame to ensure that correct colour is attained; loads specified amount of nuts into hopper to be fed into roaster and shuts off supply of nuts from roaster as required; tastes samples of product at end of specified roasting time to ensure attainment of proper quality and determine whether further roasting is required; re-adjusts gas flow to reduce or increase oven temperature as required for subsequent batches; records duration of roasting time for information of quality control personnel; opens oven door to facilitate ejection of nuts and spreads and levels product in tray, using rake; activates cooling blower and scoops product into plastic bags at end of specified cooling period; weighs bags of nuts, records weight and stacks them for packaging and

sealing; cleans machine and refers repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b,c,d,e), 2a, 3(a,e), 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b,c), 11;
EC: 1(a,i,k,n), 2a, 5a, 6i;
PH: 1a(P), 2a(P), 3(a,b).

8275.31 NUT-FRYER OPERATOR

Tends machine to fry and salt nuts:

Checks quality and level of used oil for odours and rancidity and takes sample for further testing by quality control personnel; operates pump to change oil when necessary; checks oil level and replenishes supply as required; activates fryer, adjusts temperature gauge and ensures attainment of correct temperature for frying nuts; directs assistant to load hopper and release nuts into fryer; pours specified quantities of additives such as salt and anti-oxidants into feeder; adjusts controls on vibrator to attain required rate of salt flow onto fried and cooled nuts; checks nuts visually for correct colour and tastes samples to ensure adherence to production standards; positions bags at end of tray to receive processed nuts and stacks bags for packaging and sealing; cleans machine, using pump and water-hose; refers repair needs to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b,c,h), 3(a,e), 4(a,b,c,d,e), 5a, 6a, 7(a,g), 8(a,b,c), 10, 11;
EC: 1(a,i,k,m,n), 2a, 5(a,b), 6i, 7b;
PH: 2a(P), 3b.

8275.33 PEANUT-BUTTER MIXER

Operates machine to grind and mix ingredients to make peanut butter:

Loads hopper with nuts, sugar, salt and other ingredients; activates mixing machine to grind nuts and mix ingredients for production of peanut butter; synchronises speed of machine and flow of ingredients from storage tank to primary grinder; monitors mixing operations and adjusts gauges to ensure that temperature and mixing specifications are maintained; takes samples for testing by quality

control personnel; pumps mixture to secondary mixer for further processing and to other machine apparatus for cooling; records relevant production data; cleans machine when work process is completed.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],d,e), 3a, 4(a,b,c), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 5(a,b);
PH: 2a, 3b.

8275.35 BLANCHING-MACHINE OPERATOR

Tends machine to blanch fruit and vegetables prior to canning and preservation:

Turns valves to fill hopper of blanching machine with water and admit steam to blanching chamber; sets gauges to regulate temperature and blanching time; activates machine and conveyor belt to feed products to blanching machine; examines products to ensure that proper blanching is achieved and removes foreign matter; cleans machine at end of process.

May operate machine to can vegetables prior to cooking.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1a(L), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 5(a,b), 6f;
PH: 2a, 3(a,b).

8275.37 PEANUT-BLANCHER OPERATOR

Tends blanching machine to peel peanuts for further processing:

Loads peanuts into hopper; activates machine and extractor fan for blanching process; checks visually to determine flow-rate of peanuts through blancher and adjusts gate to regulate flow; activates sifter and inspection belt to facilitate checking and removal of sub-standard nuts by assistant; cleans machine and reports machine malfunctions to maintenance personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), M;
INT: 6;

PD: 1(a[L],b,c,h), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,k,m,n), 5a;
PH: 1a(P), 2a(P), 3(a,b), 4.

8275.39 FILLING-MACHINE OPERATOR, FOOD CANNING PLANT

Operates equipment to can food by performing any combination of the following duties:

Loads canning machine with cans and lids; positions required pallet on can-track; sets up machine to commence operations by installing attachments, and turns valves to regulate quantity of food entering cans from holding vats or conveyor; starts machine to begin canning and sealing process; activates pump to fill hopper with brine, elevator to lift cans to required height on track and conveyor to transport cans and foods to filling station; monitors operation to ensure proper filling and sealing of cans; stops conveyor as necessary to remove blockages or defectively filled containers; reports machine malfunctioning to maintenance department.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), P;
INT: 6;
PD: 1(a[L],b,c,d), 3(a,c,e), 4(a,b), 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,k,m,n), 5(a,b), 6(b,f,h);
PH: 1a(P), 3a(P), 3b.

8275.41 RETORT OPERATOR, FOOD PRESERVATION

Tends steam retort to cook canned foods:

Receives work instructions and specifications from quality control department; operates hoist or activates conveyor to load retort chamber with filled cans and closes and seals chamber by turning hand wheel or pulling levers; places recording chart on panel and sets gauges to control cooking temperature and time according to specifications; operates panel to admit steam to cooking chamber and begin cooking process; monitors gauge to ensure that temperature in chamber is maintained at specified level and makes appropriate adjustments; opens chamber lid when cooking is complete; removes basket containing canned foods from chamber to cooling trough, using hoist; prepares relevant production status reports.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;

INT: 6;
 PD: 1a(L), 4(a,g,f), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 2a;
 PH: 3b.

8276 SUGAR-PROCESSING AND-REFINING MACHINE OPERATORS

Workers in this unit group operate and monitor machines which crush sugar-cane and process cane juice into refined sugar.

8276.15 PAN BOILER, SUGAR PROCESSING

Operates and monitors vacuum pans to boil syrup to required consistency:

Receives instructions from superior about type of sugar to be boiled; turns valves to produce vacuum in pan and fill pan to appropriate level with syrup drawn from suction box, or java sugar drawn from receivers; opens steam valves to admit steam into pans to boil syrup or java to required density; monitors steam pressure, temperature and vacuum gauges to ensure maintenance of specified levels; draws sample periodically, using proof stick, places sample on glass slides and examines sample visually or by touch to determine whether crystal formation is of desired standard; turns valves to introduce molasses or syrup into pan and dilute syrup with water, or transfers limited quantity of syrup into additional pan or java into receivers, and repeats boiling process to control grain formation; monitors boiling process, testing grain size at intervals; presents sample to superior for approval when satisfactory grain size is attained; strikes pan by manipulating levers and valves to break vacuum seal and shut off steam; opens valve to discharge *massecuite* into crystallisers for further processing; records relevant data.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 4;
 TEMP: R, J, T;
 APT: G(C), P, M;
 INT: 6;
 PD: 1a(L), 3a, 4(a,b,c,d,e,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,k,n), 2a, 5a, 6i;
 PH: 3b.

8276.20 CLARIFIER OPERATOR, SUGAR PROCESSING

Monitors and regulates continuous clarifiers to clarify cane juice:

Opens valve to permit entry of cane juice into clarifiers, as instructed by superior; ensures that mud from juice settling in clarifiers is pumped out into rotary vacuum filters at optimum rate and adjusts rate of pumping as

necessary; monitors and regulates flow-rate of clarified juice from storage tanks to evaporators.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 3;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L],b), 2a, 3(a,c,e), 4(b,e), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,k,n), 5a, 6(a,b,f,h), 7(b,c,d);
 PH: 2a, 3b.

8276.25 SUGAR CURER

Operates centrifugal sugar-curing machine to separate sugar crystals from *massecuite*:

Pulls lever to release sugar from pug-mill into basket of centrifugal machine; turns wheel to start machine and rotate basket to separate sugar crystals from *massecuite*; stops rotation of machine, using hand-brake, adds water to remove excess molasses from crystals and restarts machine to dry sugar; stops machine on completion of cycle and removes bottom drop-valve of basket to allow discharge of sugar; places plough in basket to scrape sugar from sides onto conveyor belt for bagging, storage or transportation; monitors discharge of sugar to avoid spills and replaces drop-valve after flow of sugar ceases; repeats operation as necessary; performs minor maintenance and repair work on equipment.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 2;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[M],b,h), 2a, 3(a,c,e), 4(b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,n), 5a, 6(a,b,f,h), 7(b,d);
 PH: 2a, 3b.

8276.30 CARBONATION WORKER, SUGAR PROCESSING

Operates and monitors machinery and equipment used in refining sugar-cane liquor:

Reads gauges in control room to ensure that system is operating efficiently; obtains periodic test results detailing pH levels of sugar-cane liquor from laboratory personnel, and opens or closes valves to raise or reduce level of carbon dioxide entering liquor, according to test results; observes level of liquor in filter press to ensure free movement of liquor through system; closes valves to filter press in cases of chokes; opens sludge valves, signals to Pump Attendant, Sugar Processing to obtain

water for washing filter press and opens sluicing valve when washing operation is completed to refill filter press and continue processing of liquor; informs **Pump Attendant, Sugar Processing** when liquor is ready for pumping to fine-liquor press; monitors gas gauges and visits boiler house in case of pressure failure, ascertains cause of failure and takes corrective action; records stoppages due to power failure or equipment breakdowns and forwards report to engineering personnel; performs minor maintenance and repair work.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,d), 8(a,b,c);
EC: 1(a,k,n), 4b, 5a, 7b;
PH: 2a, 3b.

8276.35 EVAPORATOR ATTENDANT, SUGAR PROCESSING

Operates evaporators to remove excess water from sugar-cane juice to obtain syrup of required consistency:

Ensures that evaporator is under vacuum; opens evaporator valve to admit cane juice from clarifier; checks level of juice in evaporator to determine amount of steam needed for boiling; opens steam valve to permit steam to enter evaporator; reads gauges to note vacuum and steam pressure levels and temperature of juice; checks consistency of juice through inspection windows to determine optimum level of steam pressure and adjusts controls as necessary; regulates flow of cold water to cool hot vapours released at top of evaporator; opens valves to transfer boiling juice from one evaporator to another for reboiling; releases final syrup into storage tank for further processing; carries out routine maintenance of evaporators.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1a(M), 2a, 3(a,c,e), 4(b,e), 6a, 7a, 8(a,b,c);
EC: 1(a,k,n), 5a, 6(a,b,i), 7(b,d);
PH: 3b.

8276.40 CENTRIFUGAL-MACHINE OPERATOR

Operates centrifugal machine to cure sugar:

Starts conveyor belt and fan and visually checks oil levels

and tubing in basket of centrifugal machine to ensure proper functioning; starts and adjusts machine for automatic operation and charges basket with small quantity of *massecuite* for sample run; draws and examines sample to determine consistency; readjusts machine controls to regulate curing time and intake volume of *massecuite* and water or steam to produce sugar of required consistency; takes *brix* reading of molasses in basket during operation, using hydrometer; checks level of molasses in tank and pulls plunger to send molasses to appropriate tanks or requests pumping of molasses to tanks by **Pump Attendant, Sugar Processing**; checks consistency of sugar during curing period and adjusts time and water controls if required; ensures proper functioning of gauges and conveyor belt; checks level of sugar in bin to determine whether additional sugar from machine can be accommodated; performs minor maintenance and repair work as required.

May start conveyors to transfer sugar for bagging and operate granulator to produce refined sugar.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1a(L), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,n), 2a, 5a, 7b;
PH: 2a, 3b.

8276.45 CARBONATION ASSISTANT, SUGAR PROCESSING

Prepares lime mixture and other chemicals used in sugar-refining process:

Mixes solution for liming tank, following instructions of **Carbonation Worker, Sugar Processing**; lifts bags of lime and empties them through hatch into liming tank; opens valve to add specified quantities of water and activates tank to start mixing process; inspects solution periodically to ensure proper mixing; checks lime pots to ensure that mixture is moving freely through system; signals to **Pump Attendant, Sugar Processing** to stop pump to clear choked valves; replenishes sulphur chamber with solid sulphur if necessary; lights oven to burn sulphur and activates fan to blow sulphur fumes through system to sulphur tower.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 6;

PD: 1(a,[H],b,c), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b,c);
 EC: 1(a,f,k,n), 2a, 5a, 6(e,i), 7(b,d);
 PH: 3b.

8276.50 JUICE-SCALE OPERATOR, SUGAR PROCESSING

Controls juice pump to pump cane juice from juice scale to liming tank:

Performs duties similar to those of PUMP ATTENDANT, SUGAR PROCESSING; reads juice scale and pH meter to determine quantity and acidity of juice entering liming tank; regulates valves to add lime and other chemicals to cane juice in tank to keep pH level within specified parameters; reports wastage due to overflow and leaks in equipment and faulty operation to superior; tidies work area; performs minor maintenance and repair work.

May assist in clearing choked pump by removing crushed cane from clogged valves.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L), 3a, 4b, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,k,m,n), 4(a,b), 5a, 6a, 7(b,d);
 PH: 2a, 3b.

8276.55 PUMP ATTENDANT, SUGAR PROCESSING

Tends and monitors pumps to transfer various liquids during processing of sugar and related products:

Assists with routine servicing of pumps and ensures that they are maintained in good working condition; starts pumps and monitors pumping process to ensure that specified quantity of liquid such as water, sugar-cane juice or molasses is transferred to, or from, storage and/or processing tanks; regulates speed of pumps to control flow of material on instructions from superior, or in response to instrument readings or signals; stops and restarts pumps when necessary; keeps records of related data; performs minor maintenance and repair work on pumps.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L), 2a, 3a, 4(b,f), 5a, 6a, 7(a,d), 8(a,b,c);

EC: 1(a,k,m,n), 4(a,b), 5a, 7(b,d);
 PH: 2a, 3b.

8276.60 CARRIER OPERATOR, SUGAR PROCESSING

Operates sugar-cane carrier to convey sugar-cane through shredding knives to cane mill for grinding:

Activates cane carrier and knives and sets operating speed; monitors cutting of cane by knives to ensure free feeding of cane to mill; stops carrier, using chain, blocks in case of chokes, lowers carrier, rotates knife engine until it is free and raises carrier to normal position; signals mill-handling personnel to cease or resume mill-feeding operations when carrier is stopped or restarted; performs minor maintenance and repair work on carrier.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L,M), 3a, 4b, 5a, 6a, 7a, 8a;
 EC: 1(a,h,k,m,n), 5a, 7b;
 PH: 3b.

8277 COFFEE, COCOA AND CHOCOLATE PREPARING AND PRODUCING MACHINE OPERATORS

Workers in this unit group operate or tend equipment to roast, blend, grind or otherwise process coffee or cocoa products.

8277.15 EXTRACTOR OPERATOR, INSTANT COFFEE MANUFACTURE

Operates equipment to draw liquid coffee extract from ground coffee beans:

Observes master-control panel and gauges to determine readiness of equipment for operation; opens valve to feed ground coffee beans into extracting receptacle; turns hand wheel and sets dial to regulate flow and temperature of water entering extractor; monitors pressure gauges and adjusts them as necessary to control filtration and degassing of extract; manipulates controls on panel board to pump and regulate flow of coffee extract to spray-drying unit; examines samples of extract, using equipment such as thermometer and hydrometer; records test data for each production cycle; pumps caustic solution through pipes, valves and containers to clean equipment; assists in routine maintenance of equipment.

May instruct and supervise subordinates in performance of similar tasks.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 3;
TEMP: R, J, T;
APT: G(C), K, M;
INT: 6;
PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,i,m,n), 2a, 6i, 7b;
PH: 2a, 3b.

**8277.20 EVAPORATOR OPERATOR,
 INSTANT COFFEE MANUFACTURE/
 Drier, Instant Coffee**

Operates spray-drying equipment to produce instant coffee from liquid extract:

Monitors control panel of machine and other equipment to determine readiness for of spray-drying equipment operation; selects nozzle according to type of powder required and attaches it to spray unit, using wrench; ignites furnace and turns on air fans and water supply; manipulates controls to produce vacuum in coffee-drying cylinder and balance air and water flow to obtain required temperature; operates control panel to blow liquid coffee extract through nozzle of spray unit into evaporator chamber; pulls lever to introduce hot air into chamber and evaporate water from coffee extract to produce instant coffee powder; weighs powder to determine density, referring to density chart; examines coffee sample visually on white background for variations in appearance such as specking and irregular colour; maintains production records.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 3;
TEMP: R, J, T;
APT: G(C), P, M, C;
INT: 6;
PD: 1a(L), 3(a,e), 4(a,b,c,f), 5a, 6a, 7(a,c,g), 8(a,b);
EC: 1(a,i,n), 2a, 6(b,i), 7b;
PH: 2a, 3(a,b)

8277.25 COFFEE ROASTER

Tends electric or gas-fired ovens to roast green coffee beans:

Weights batch of pre-selected coffee beans, using scale hopper, and opens chute to convey beans to oven cylinder; sets controls to regulate speed of cylinder rotation, oven temperature and roasting time, according to blend of coffee required; monitors roasting process and adjusts controls as necessary; transfers roasted beans to cooling trays and activates air blower to cool beans; pulls lever to dump beans into storage hopper or onto conveyor belt for transport to coffee-grinding machine; maintains production records.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 3;
TEMP: R;
APT: G(R), M;
INT: 6;
PD: 1(a[L],d,e), 3(a,e), 4(a,b,c,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 6(b,f,i), 7b;
PH: 2a, 3(a,b).

**8277.30 COCOA- AND COFFEE-PROCESS-
 ING WORKER/Cocoa and Coffee
 Warehouse Worker**

Operates machines to process cocoa and coffee beans and berries by performing any combination of the following duties:

Off-loads bags of beans and berries from vehicle, places bags on scale for weighing and transfers bags to storage areas for inspection; empties beans into troughs of electrical dryers and tends dryers until beans reach required degree of dryness; bags beans and transfers them to hullers, sifters and graders; activates machines and pours beans into hoppers; assists flow of beans into intake chute, using shovel; activates conveyor to carry beans from huller to sifter; monitors flow of beans and clears blockages in conveyor; adjusts cut-off slides to control flow of beans and to change bins or bags; examines processed beans to verify hulling, cleaning and grading to specified standards and adjusts machines as required, using hand tools; fills and weighs bags and stitches tops of bags, manually or using motorised bag closer; transports bags to storage area and loads them manually or by use of conveyor belt into vehicle for shipment; maintains processing equipment; cleans working areas.

May operate rotary dryer to clean, dry and polish cocoa beans.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 2;
TEMP: R;
APT: G(R), M;
INT: 6;
PD: 1(a[H],b,c,d,e), 2a, 3(a,e), 4(a,b,c,d,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,m,n), 2a, 5a, 6(b,d,f), 7(b,c,d);
PH: 2a, 3b.

**8277.35 CHOCOLATE MOULDER/
 Chocolate Slater**

Fills moulds with chocolate paste to make bars of drinking chocolate:

Fills moulds with chocolate paste and scrapes off excess

paste, using spatula; stacks moulds on metal trays or racks, places them in freezer and covers same; observes consistency of chocolate bars at end of specified freezing time to ensure conformity with desired standards; removes chocolate bars from moulds manually; places required quantity of bars into bags and seals and labels bags; weighs sample packages to ensure adherence to weight requirements; stacks product in cartons for further packaging and marketing; cleans moulds, trays and racks, using hot water; sweeps and scrubs work area and floor.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,n), 3a, 4a, 5a, 7b;

PH: 3b, 4.

8277.40 COCOA-BEAN GRINDER-BLENDER

Tends equipment to grind and blend cocoa beans into paste:

Weights specified amounts of shelled cocoa beans and pours them into receptacles, using scoop; adds spices such as cinnamon, nutmeg and bay leaves to cocoa and positions receptacles at discharge end of mill to receive product; loads cocoa mixture into mill hopper and starts equipment to grind mixture into mush; transfers mush to blender and activates equipment to further refine chocolate into paste; checks texture and consistency of chocolate at end of specified blending time by dropping small quantity from spoon to determine its readiness for moulding; maintains records of grinding and blending times on chalkboard; dismantles, cleans and lubricates equipment; cleans receptacles, work area and floors; reports malfunctioning of equipment to superior.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 4a, 5a, 7b;

PH: 3b.

8277.45 COCOA-BEAN ROASTER/ Cocoa Bean Parcher

Tends equipment to roast, crack and shell cocoa beans to be used in making drinking chocolate:

Checks cocoa-bean parcher and cleans it if necessary to ensure its readiness for commencement of operations;

weighs specified amount of cocoa beans and loads them into parcher, using scoop; checks dryness of beans to determine parching time needed; closes and activates parcher; turns on gas supply and lights fire under parcher to roast or parch beans; turns off gas supply at end of specified roasting time and stops revolution of parcher; unbolts and lifts cover on parcher and rotates wheel manually to empty contents of parcher into receptacle for cooling prior to further processing; loads mill hopper with cocoa beans and starts mill to crack and shell beans; adjusts speed of equipment if required to ensure adequate shelling of beans; reloads machine hopper to shell uncracked beans; maintains records of processing times on chalkboard; cleans machine floor; reports machinery repair needs to superior.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3(a,c), 4(a,b,d,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 2a, 5a, 6i, 7b;

PH: 2a(P), 3b.

8277.50 COFFEE GRINDER

Tends equipment to grind roasted coffee beans to specified grain size:

Loads roasted coffee beans from cooling trays or storage bins into hopper of grinding machine; adjusts grinding rollers and cogs by manipulating gears and levers to obtain size of coffee grains required; starts machine, opens chute to release beans from hopper into grinding section and monitors grinding operation to ensure proper functioning of equipment; starts conveyor to transfer ground coffee to storage receptacle or for further processing; cleans coffee residue from equipment.

May perform duties of COFFEE ROASTER.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), K, M;

INT: 6;

PD: 1(a[L],b,e), 3(a,e), 4(a,b), 6a, 7a, 8(a,b);

EC: 1(a,i,n), 6(b,d,f), 7(b,c);

PH: 2a, 3(a,b).

8278 TOBACCO-PRODUCTS-PROCESSING MACHINE OPERATORS

Workers in this unit group prepare, operate or tend machinery to process tobacco to make cigarettes.

8278.15 TOBACCO-CUTTING-MACHINE OPERATOR

Sets up and operates machine to cut and shred tobacco for making cigarettes:

Positions and secures knives in cutting machine, using wrenches, and sets dials or alters gears to vary depth and coarseness of cut as required; starts and test-runs machine and activates conveyor to transfer tobacco from storage silo to cutting machine; regulates flow of tobacco to prevent jamming; monitors cutting operation, inspects shredded tobacco at discharge end of machine to determine conformity of cuts with specifications and makes adjustments as necessary; places filled bins of cut tobacco on pallet for transfer to cigarette-making machine or storage area; changes worn knives and automatic sharpening device as required, using screwdriver and wrenches; cleans machine and work area after each run.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L,M],b,c), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5(a,b), 6(b,d), 7(b,c);

PH: 2a, 3(a,b).

8278.20 TOBACCO CONDITIONER

Tends conditioning chamber to moisten and loosen compressed tobacco leaves to facilitate further processing:

Turns hand wheel to open door of conditioning chamber; operates fork-lift truck to transfer bales of compressed tobacco leaves from storage area to chamber and closes door; starts vacuum pump and turns valve to admit jets of steam and water into chamber; monitors and regulates dials and gauges on control panel to maintain moisture content, temperature and pressure levels according to specifications; operates fork-lift truck to remove bales from conditioning chamber after predetermined period, and to place them into recirculating vessel; activates vessel to separate leaves and facilitate conveyance to storage silo; cleans equipment and work area.

May perform minor equipment adjustments and replace parts, using hand tools.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 3; SVP: 1;

TEMP: R;

APT: G(R), M, E;

INT: 6;

PD: 1(a[L,M],b), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b), 9;

EC: 1(a,i,n), 2a, 5(a,b), 6(b,d,f,i), 7(b,c);

PH: 2a, 3(a,b).

8278.25 CIGARETTE-MAKING-MACHINE OPERATOR

Tends machine to encase shredded tobacco in continuous paper roll to make cigarettes:

Places roll of cigarette paper on spindle of machine and feeds paper manually through guides and rollers; loads hopper with filter tips if required and fills gum reservoir; sets automatic printing device to print trademark and other identifying marks in appropriate position; adjusts cutting device according to length of cigarette required and places bin at discharge end of machine to collect cigarettes; manipulates lever to regulate flow of tobacco on conveyor into cigarette-making machine; starts machine and monitors operating process; and examines samples of cigarettes for defects such as open seams, faulty cuts or improper printing, and adjusts machine settings as necessary; replenishes paper, gum and ink supplies as required; replaces filled cigarette bins and collects faulty cigarettes in designated receptacle to reclaim tobacco; cleans machine and work area, using brushes and vacuum hose.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 6;

PD: 1(a[L],b,c), 3(a,e), 4(a,b,d), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,k,n), 5(a,b), 6d, 7(b,c);

PH: 2a, 3(a,b).

8279 BREWERS AND WINE AND OTHER BEVERAGE-MAKING-MACHINE OPERATORS

Workers in this unit group operate and monitor machines which blend, ferment and distil grains and fruit to produce beer, wine and other alcoholic and non-alcoholic beverages and condiments.

8279.15 STILL OPERATOR, LIQUOR PROCESSING

Tends still to distil alcoholic beverages:

Opens valve to transfer wash from fermenting tank to still, in preparation for distillation process; adjusts valve to control temperature of still and rate of flow of distilled liquid through still and auxiliary equipment such as stripping columns, rectifier, condenser and tail-box, and into storage tank; observes gauges, dials and charts to ensure that temperature of still and rate of flow of

distillate are maintained according to formula; monitors control panel to check progress of distilling operation, records instrument readings periodically and makes adjustments as necessary.

May assist with general maintenance of equipment.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 4;

TEMP: T;

APT: G(C), M;

INT: 6;

PD: 1a(L), 3e, 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b,g);

EC: 1(a,k,n), 7b;

PH: 2a, 3(a,b).

8279.17 FERMENTATION EQUIPMENT OPERATOR, BEERMANUFACTURE

Operates equipment to control fermentation of prepared mash and yeast to produce beer:

Opens valve to transfer liquid mash from plate cooler into collecting vessel and pumps measured quantity of mash into fermentation vat; opens valve on yeast tank to add yeast to mash in fermentation vessel according to formula; manipulates valves on steam-heating coils in fermentation vessel to maintain correct temperature during fermentation; draws sample of product at intervals, performs specific gravity tests and adds yeast, sugar or water as necessary; removes excess yeast when fermentation process is complete by skimming or suction, and returns sample to tank; pumps fermented liquid to settling or lagering tank and allows it to stand for specified period to produce beer; pumps beer through filters, to remove yeast particles and sediments, and into holding tanks, in preparation for filling operations; flushes fermentation tank with water; supervises assistants in performance of related tasks.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 3; SVP: 2;

TEMP: R, J;

APT: G(C), M;

INT: 6;

PD: 1a(L), 2a, 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,f,k,n), 2a, 4(a,b), 6(a,i), 7b;

PH: 2a, 3b.

8279.19 LIQUOR BLENDER

Operates mixing and filtering equipment to blend alcoholic beverages according to formula:

Attaches hoses and sets up pumps to transfer alcohol from storage vats to mixing vats; reads automatic gauges to

determine quantities of liquor in vats; pumps measured volume of liquor and de-ionised water into mixing vat and operates compressor to agitate and mix product according to formula; draws sample of blended liquor for testing; adjusts blend as necessary and allows mixture to settle for stipulated time; pumps blended beverage through filter-bed to bottling vat or shipping tank; cleans and prepares filter-bed for next batch and washes hoses and vats after use.

May be designated according to level of responsibility; for example, BLENDING CHARGEHAND, LIQUOR PRODUCTION, if also engaged in supervising subordinates, testing strength of blended liquor, recording data regarding liquor stocks and liaising with excise personnel.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R, J, T;

APT: G(R), M;

INT: 6;

PD: 1(a[M,H],b,c,d,e), 3(a,c,e), 4(b,e,f), 5a, 6a, 7a, 8(a,b);

EC: 1(a,f,k,n), 4a, 6b, 7a;

PH: 2a, 3b.

8279.21 BREWHOUSE OPERATOR

Grinds and cooks malt to prepare mash for use in beer manufacture:

Opens malt bags, using knife, pours malt onto grid over suction pipe and activates pump to transfer malt to malt-crushing mill; pulls lever on hopper to facilitate entry of ground malt into *mash tun*; starts mechanical agitator to mix malt and water and opens valve to steam-heat mixture to predetermined temperature for specified period; activates pump to transfer mash to brewing kettle, adds hops and other ingredients and allows mixture to stand for specified time to produce wort; pumps wort by centrifugal force onto plates of cooling unit and collects spent grain in designated hopper.

May be designated according to area of specialisation; for example,

COOLING-MACHINE OPERATOR
KETTLE OPERATOR, BEER PROCESSING
MALT-COOKER
MASH TUN WORKER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 3; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 6;
PD: 1(a[L,M],b,c), 2a, 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,f,k,n), 2a, 4(a,b) 5a, 6(a,i), 7(b,c);
PH: 1a, 2a, 3(a,b).

8279.23 BLENDING ATTENDANT, AROMATIC BITTERS PRODUCTION

Tends equipment to make aromatic bitters:

Prepares ingredients for bitters by grinding and sifting them and dumps them into hopper for conveyance to percolators; opens valves to permit flow of alcohol over ingredients and monitors gauges to determine pressure within percolators, volume of alcohol used, and time taken for percolation; opens valves to add water to product to achieve desired dilution; operates pumps to transfer product to holding tanks; takes dip-stick readings of contents of tank if required; takes samples of product for laboratory testing or performs simple tests on product ingredients as required.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 2;
TEMP: R, J, T;
APT: G(R), M;
INT: 6;
PD: 1(a[M,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(b,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,f,i,k,n), 7(a,c);
PH: 2a, 3(a,b).

8279.25 SOFT-DRINK MIXER

Operates equipment to prepare and mix ingredients to make aerated soft drinks:

Operates chlorination and filtration equipment to prepare water for soft-drink manufacture and pumps water into mixing tank; adds specified quantity of sugar to water and operates mechanical agitators to prepare syrup; filters syrup to remove foreign matter and treats it with ultraviolet rays to kill bacteria; adds appropriate colouring and flavouring such as fruit-juice concentrate and other extracts or solutions to syrup; pumps syrup to proportioning unit to mix it with treated water and monitors passage of mixture through cooling and carbonation unit for aeration.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 2;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b,c), 2a, 3(a,e), 4(a,b,e), 6a, 7a, 8(a,b);
EC: 1(a,i,n), 5a, 6f, 7b;
PH: 2a, 3(a,b).

8279.27 VINEGAR MAKER

Operates processing equipment to produce vinegar:

Requisitions base alcohol from storage section; connects auxiliary lines to processing equipment; calculates quantities of ingredients required to make individual batches of vinegar; pumps specified quantities of alcohol, acetic acid, water, mineral salts and bacterial agent into acetators or vinegar generators and sets controls to begin vinegar production; adjusts valves to regulate flow of air entering mixture and sets thermostat to control temperature of mixture; tests strength of vinegar at specified intervals; pumps finished product to holding tank; sets temperature control on pasteurising equipment and pumps vinegar from holding tanks through filters and pasteurisers into storage tanks; dilutes vinegar according to specifications by pumping appropriate quantity of water into storage tank; tests acidity of finished product; records production data; supervises assistants in performance of duties; cleans and sterilises equipment.

OCCUPATIONAL PROFILE

DPT: 261; **ETD:** 3; **SVP:** 1;
TEMP: P, J, T;
APT: G(C), Q, M;
INT: 6;
PD: 1(a[L],b,c,d,e), 3a, 4(b,e,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,k,m,n), 2a, 5a, 6i, 7b;
PH: 3b.

8279.29 BEER PASTEURISER

Tends machine to pasteurise canned or bottled beer:

Opens valve to start flow of hot water and steam into pasteurising unit; switches on conveyor to move filled beer containers through unit; monitors temperature and pressure gauges to ensure that temperature is maintained for required period and turns valve to increase or reduce steam input as necessary; assists movement of pasteurised bottles or cans from machine table onto conveyor, manually or using metal bar, to prevent jamming, and removes damaged containers from conveyor; observes pasteurising machine to detect malfunctioning and takes corrective action; cleans equipment and work area.

May lubricate moving parts of machine.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 3; **SVP:** 1;
TEMP: R;
APT: G(R), M;
INT: 6;
PD: 1(a[L],d), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 2a, 4(a,b), 6(a,i), 7b;
PH: 2a, 3(a,b).

8279.31 PROCESS OPERATOR, LIQUOR MANUFACTURE

Tends battery of processing tanks to prepare and distil alcoholic beverages by performing any combination of the following duties:

Cleans and sterilises tanks; adds yeast, molasses, water and nutrient to yeast-growing tank and allows yeast to develop for required time; pumps yeast into fermentation tanks and opens tank valves to allow entry of measured quantity of molasses and water; draws samples periodically, tests them for specific gravity and adds water and molasses to tanks as necessary to achieve desired consistency; opens steam valves to heat mash in propagator and sets temperature-control system to complete mash-sterilisation cycle; takes samples from fermentation tanks at regular intervals, tests them for specific gravity and logs findings; monitors temperature of fermenting wash to ensure proper fermentation; opens valve to transfer wash from fermenting tank to charge-tank of still in preparation for distillation process.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
TEMP: R, I, T;
APT: G(R), M;
INT: 6;
PD: 1(a[L,M],b,d,e), 2(a,b), 3e, 4(a,b,c,f), 6a, 7a, 8(a,b,c);
EC: 1(a,b,f,k,n), 2a, 4a, 6a, 7b;
PH: 2a, 3(a,b).

8279.33 WINERY WORKER

Tends variety of equipment and machinery to crush grapes and filter and pasteurise fermented wine by performing any combination of the following duties:

Loads conveyor to transfer bulk-dried grapes to crusher or disintegrator and into fermenting tank, using pitchfork and wooden shovel; measures specified quantities of water, sugar, concentrated fruit juice, yeast and chemicals, and adds them to contents of tank; starts agitator to mix ingredients and allows mixture to stand for required time to induce fermentation and sedimentation of wine particles; monitors temperature of wine during fermentation, and turns valve to admit steam or coolant into heat exchangers of tank to maintain specified temperature; operates pump to transfer wine from fermenting to cooling tank to prevent further fermentation; pumps cooled wine through pasteurising unit and filter press to remove sediments and into tanks for blending or holding; fills

barrels with wine, using portable pump, weighs barrels on platform scale and marks weight and type of wine on barrels; cleans and sterilises tanks and hoses.

May be designated according to area of specialisation; for example,
GRAPE-CRUSHING-MACHINE TENDER
WINE FILTERER
WINE PASTEURISER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L,M],b,c), 2a, 3(a,e), 4(a,b,e) 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 2a, 4b, 6i, 7b;
PH: 2a, 3(a,b).

8279.35 FILLING-MACHINE OPERATOR, BEVERAGE-BOTTLING PLANT

Operates equipment to bottle beverages by performing any combination of the following duties:

Cleans and sterilises valves and tubes of filling machine; places bottles onto conveyor where applicable; removes rejected bottles from inspection section of conveyor line; monitors blower on filling machine to ensure that it is functioning efficiently; activates pump to fill tank of bottle-filling machine with appropriate beverage, repeating operation as necessary; loads bottle caps into hopper of capping machine and switches on machine to pull caps into conveyor; monitors machine-filling and capping operations to ensure filling of bottles with required quantity of beverage and adjusts valves on machine as necessary; places labels into labelling machine and dumps glue into machine hopper; monitors labelling process and replenishes machine with labels and glue as required.

May wash machine and conveyor belt, tend machine to pack cartons with full bottles, pack misplaced bottles by hand, load cartons onto pallet or tend automatic palletiser and record production information.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), P;
INT: 6;
PD: 1(a[L],b,c,d), 3(a,c,e), 4(a,b), 5a, 6(a,b), 7(a,g), 8(a,b,c);
EC: 1(a,i,k,m,n), 5(a,b), 6(b,f,h);
PH: 3b.

828 ASSEMBLERS

Workers in this minor group perform limited, specialised tasks in assembling components according to specifications.

8280 SUPERVISORS, ASSEMBLERS

Workers in this unit group supervise subordinates engaged in assembling components into various types of products.

8280.10 SUPERVISOR, ASSEMBLERS

Supervises and coordinates activities of workers engaged in assembly of various products:

Performs duties of **PRODUCTION SUPERVISOR**, supervising workers engaged in assembly of fixtures, machinery, equipment and/or other products; collaborates with managerial personnel to plan production schedule; checks stock inventory and completes requisition form to order necessary tools, parts and materials.

May inspect machinery and make minor adjustments and repairs and operate specialised tools and devices to spot-check jobs.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, P, J;

APT: G(T), P, Q;

INT: 6;

PD: 1a(L), 3a, 4(b,f), 5a, 6(a,b), 7(a,c), 8(a,b,c);

EC: 1(a,i,u), 5a;

PH: 3b.

8281 MECHANICAL-MACHINERY ASSEMBLERS

Workers in this unit group assemble components to produce mechanical machinery and equipment.

8281.15 ASSEMBLER, AGRICULTURAL, EARTH- AND MATERIAL-MOVING EQUIPMENT

Assembles earth-moving, industrial and agricultural equipment such as back-hoes, loaders, farm tractors, fork-lift trucks and excavators, according to manufacturers' specifications:

Unpacks, sorts and transports components to assembly area, using overhead crane or fork-lift truck; positions and bolts frame to body of equipment to accommodate blade, and bolts hydraulic arm to frame; positions and attaches components such as blades, buckets, front and rear ends and booms to frame, using hand tools and lifting

devices; installs accessories such as canopies, control knobs, hydraulic sittings and seat by screwing, bolting, hammering and pressing them into position; pumps oil into hydraulic system to pressurise system; fills water, oil and fuel receptacles on machine; lubricates moving parts; operates unit to test performance and makes necessary adjustments.

May install electrical system and customer-specified attachments and paint installed components.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 4;

TEMP: R, T;

APT: G(C), P, K, M;

INT: 5;

PD: 1(a[M,H],b,c,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7a, 8(a,b);

EC: 1(a,h,i,m,n), 5a, 6(b,f,h), 7d;

PH: 3b.

8281.20 AUTOMOBILE ASSEMBLER

Assembles vehicles such as cars, trucks and pick-ups in progressive assembly lines by performing any combination of the following duties:

Positions and welds parts such as floor pans and frames to form body of vehicle; operates portable sanders, buffers and vibrators to smooth welded joints; adjusts body parts, using hand tools, to ensure proper alignment and fit; operates spray-painting equipment to paint metal components of vehicles; seals joints and seams, using caulking gun, to prevent leaks in assembled body; fastens components and sub-assemblies to body of vehicle by bolting, screwing, snapping, clipping and pressing them into position; installs electrical-wiring harnesses and soft trim such as door panelling, carpeting and rubber matting; pours oil, brake fluid and coolant into respective reservoirs, as specified.

May activate body-dip mechanism to clean and coat vehicles.

May be designated according to area of specialisation; for example,

AUTOMOBILE ASSEMBLER, BODY SHOP

AUTOMOBILE ASSEMBLER, FINAL LINE

AUTOMOBILE ASSEMBLER, PAINT SHOP

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 3;

TEMP: R, T;

APT: G(C), P, K, M;

INT: 6;

PD: 1(a[L],b,c), 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b);
EC: 1(a,h,k,m,n), 2a, 5(a,b), 6(b,c,i), 7(a,c,d,j);
PH: 2a, 3b.

8281.25 RADIATOR ASSEMBLER-FITTER

Assembles and fits radiators for industrial machines and automobiles:

Reads manuals and measures model to obtain manufacturing specifications; sets up and operates fin machine to form and cut fins coinciding with height of radiator; cuts tubes to specified lengths, using hacksaw; sets up and operates presses and manipulates folding machines to form and bend tube plates; assembles radiator core by clamping tubes and fins into jig; attaches tube plates manually to core; dips plate-core assembly in flux to prepare it for soldering; places unit in oven or heats it with blow-torch to bind fins and tubes and secure plates; assembles radiator by soldering tanks, side bands and new core together; tests assembly for leaks, using appropriate leak-detection techniques; paints unit to enhance appearance, using spray-painting apparatus.

May set up and operate tube machines to form and cut brass material into required tubes.

OCCUPATIONAL PROFILE

DPT: 682; **ETD:** 2; **SVP:** 4;
TEMP: R, J, T;
APT: G(C), N, P, K, M;
INT: 6;
PD: 1(a[M],b,c,h), 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,c), 8(a,b);
EC: 1(a,i,m,n), 2a, 4(a,b), 5a, 6(b,c,e,i), 7(a,b,d);
PH: 3b.

8282 ELECTRICAL MACHINERY AND EQUIPMENT ASSEMBLERS

Workers in this unit group assemble components to produce electrical machinery and equipment.

8282.15 BATTERY ASSEMBLER

Assembles and secures components to build lead-acid batteries by performing any combination of the following duties:

Reads work-order sheet to determine work to be performed; feeds pairs of pasted plates into cutting and cleaning machine to separate plates and trim and clean lugs; assembles sets of positive and negative plates and separators according to specifications; forms cells by inserting assemblage into cell compartment of battery box for automatic brazing, or into jig for manual brazing;

performs electrical tests, using appropriate tester; fuses inter-cell connectors manually or by feeding them into sealing machine, or by applying pre-heated sealing compound; labels battery, using mallet and marking die; fills holes on lid of battery, using acetylene torch, lead and mould; forwards battery to acid-filling station.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 3; **SVP:** 3;
TEMP: R, T;
APT: G(R), M;
INT: 6;
PD: 1(a[L],M],d,e), 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 5a, 6(a,c,d,e), 7(a,b,d,e);
PH: 3b.

8282.20 BATTERY CHARGER

Charges lead-acid storage batteries with direct current according to specifications:

Positions batteries on charging table and places plugs over cells of acid-filled batteries to prevent spillage during charging process; attaches battery to electric circuit of charges, using connectors and jumper cables; calibrates charger according to specifications, activates it and leaves it for stipulated time; switches off charger, removes connectors and jumper cables from batteries and checks strength of battery with testers and meters; inserts cell covers on acceptable batteries, and labels and places batteries on conveyor belt for storage or distribution.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 3; **SVP:** 2;
TEMP: R, T;
APT: G(R), M;
INT: 6;
PD: 1(a[M],b,c,d,e), 4(b,e), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 6(a,d,e,i), 7(a,b,d,e);
PH: 3b.

8282.25 ASSEMBLER, ELECTRICAL FIXTURES

Assembles lighting fixtures, switch panels, meter bases and related electrical fixtures:

Checks frames of lighting fixtures and rejects defective ones; attaches and secures clamp plates, lamp holders, ballasts and connectors to frame, using hand tools; wires lighting fixture; fits bulb into fixture and tests fixture to ensure its functional efficiency; attaches cover to assembly to secure bulb when assembly process is completed; bores holes manually or mechanically on metal chassis of switch panel and meter bases; bends and forms metal platforms for interior of assembly as necessary; sorts and

pre-assembles interior parts such as logs, shafts and connectors and makes electrical connections; mounts pre-assembled components on metal chassis of electrical apparatus, using appropriate hand tools; tests functioning of moving parts and makes adjustments as necessary; mounts cover on assembly when process is completed.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;
TEMP: R, J;
APT: G(R), P, M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4b, 5a, 6a, 7(a,d,g), 8(a,b);
EC: 1(a,i,n), 6g;
PH: 2a, 3b.

8282.30 ASSEMBLER, ELECTRICAL AND GAS APPLIANCES

Assembles domestic appliances such as stoves and refrigerators:

Collects appliance parts such as motors, panels, burners and wire harnesses; fits and aligns parts on chassis; secures components, using hand and power tools, screws and bolts; packs insulating material between panels; positions wire harness and other electrical fixtures and attaches them to cabinet of appliance, and makes electrical connections; operates vacuum pump and refrigeration charging unit to fill system with refrigerant where applicable; seals inlet tubes by soldering them; inserts movable components such as trays, shelves and burners.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;
TEMP: R, J;
APT: G(R), F, M;
INT: 6;
PD: 1(a[M,H],b,c,d,e), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(a,i,m,n);
PH: 1a, 2a, 3b.

8282.35 CIRCUIT-BREAKER ASSEMBLER

Assembles electrical circuit breakers, using appropriate tools and equipment:

Sorts components such as calibrating screw, springs and handles for assembly of circuit breakers, places casings in appropriate position and inserts components; tests breaker to ensure its functional efficiency, and makes adjustments, using screwdriver; adjusts calibrating machine to required amperage and time and sets breakers accordingly; inserts breaker into chamber of machine and activates machine to begin calibration process; monitors

operation of machine by observing gauges and dials and removes breakers when calibration process is completed; adjusts defective breakers, using hand tools; repeats calibration process as required and inserts additional parts into casings of circuit breaker; operates riveting machine to fasten casings to form housing; affixes identification labels

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(R), F, M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,h,i,m,n), 5a, 6(b,f), 7c;
PH: 3b, 5a.

8282.40 LIGHT-BULB ASSEMBLER

Assembles light bulbs by performing any combination of the following duties:

Positions glass tubing on flaring machine station to flare glass and cut to required length; inspects flared pieces of glass for defects and removes defective pieces; cuts additional glass tubing to required length, using abrasive wheel to make bulb stem; feeds fuse wires and pieces of glass into stemming machine to form mounted stem; inserts filament coil into mounting machine, using tweezers to position filament on stem; places stem and glass shell on sealing machine to fuse shell to stem, remove air and fill bulb with inert gas; operates machine to fill metal cap with liquid sealer; affixes cap to bulb assembly and places semi-finished assembly on conveyor of basing machine for sealing cap and soldering electrode to cap; removes defective light bulb components periodically; reports machinery malfunctions to maintenance department.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
TEMP: R, J, T;
APT: G(R), M, P;
INT: 6;
PD: 1(L), 3a, 4b, 5a, 6a, 7(a,e), 8(a,b);
EC: 1(a,i,n), 2a, 5a, 6(b,d,f,i), 7(a,e,f);
PH: 2a, 3b.

8282.45 ASSEMBLER, ELECTRICAL MOTORS

Assembles components to make electrical motors:

Prepares work table and lays out components of motor; inserts and attaches components such as armature, field coil and brush board to housing of motor; makes electri-

cal connections and solders wires, using soldering iron; trims excess wire if necessary; conducts electrical tests to ensure functioning of parts, using testing devices; mounts and aligns cover on motor casing; date-stamps motor and test-runs it to ensure its functional efficiency.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: R, J;
APT: G(R), K, F, M;
INT: 6;
PD: 1(a[M],b), 3(a,c), 4(b,c,e), 7(a,c,d,g), 8(a,b);
EC: 1(a,i,n), 2a, 6g;
PH: 2a, 3(a,b).

8282.50 BLENDER ASSEMBLER

Assembles components and sub-assemblies of blender by performing any combination of the following duties:

Sorts components such as motor, switch bracket and power cord to be used in assembly of blender; affixes components such as motor, shaft and bearing to blender base and aligns parts as required; positions basic assembly on conveyor for transfer to testing station; attaches peripheral components such as blender jar, cutter cup and lid to complete assembly of blender; wraps and boxes jar in preparation for packaging operations.

May be designated according to area of specialisation; for example,

ASSEMBLER, BLENDER BASE

ASSEMBLER, BLENDER JAR

ASSEMBLER, BLENDER CUTTER-CUP

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), K, F, M;
INT: 6;
PD: 1a(S), 4(b,c), 7(a,c), 8g;
EC: 1(a,i,n), 5(a,b);
PH: 2(a,b), 3(a,b), 4, 5a.

8282.55 ASSEMBLER, SEWING MACHINES

Assembles industrial sewing machines according to manufacturers' specifications:

Opens delivery boxes to examine and verify contents; assembles, positions and mounts machine stand on table, using hand tools such as spanners, screwdrivers and wrenches; bolts electric motor onto machine; assembles machine components such as drip trays, treadle control and machine hood and mounts and secures them on table; connects electrical wires and motor to treadle unit; installs

drive belt and thread stand on pulleys and table respectively; lubricates moving parts of machine.

May assist in servicing and repairing sewing machines and demonstrate operation and use of machine to customers.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R, T;
APT: G(R), P, M;
INT: 6;
PD: 1(a[M],b), 3(a,c), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,m,n), 6b;
PH: 1a, 3(a,b).

8283 ELECTRONIC-EQUIPMENT ASSEMBLERS

Workers in this unit group assemble components to produce electronic equipment.

8283.15 COMPUTER ASSEMBLER

Assembles computer hardware according to manufacturers' specifications:

Checks list of required parts against stock records to ensure availability of parts; selects parts in preparation for assembly of computer and consults manufacturer's specifications to determine function of individual computer circuits; tests components such as integrated circuits, capacitors, resistors and diodes, using test equipment; installs integrated circuit holders on circuit board, secures them by soldering them into position and inserts circuits into holders, using hand tools; places circuit board in holding fixtures, conducts tests to ensure efficient functioning of same, and remedies minor defects; installs power supply circuit, disk drives and other hardware fixtures; conducts program diagnostic test to ensure proper functioning of equipment.

OCCUPATIONAL PROFILE

DPT: 681; ETD: 2; SVP: 2;
TEMP: R, J, T;
APT: G(R), P, M;
INT: 6;
PD: 1(a[L],b), 3(a,c), 4(b,c,e), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,i,n), 6g;
PH: 2a, 3b, 4, 5a.

8283.20 ASSEMBLER, ELECTRONIC EQUIPMENT

Assembles components to produce electrical and electronic products by performing any combination of the following duties:

Selects numbered and colour-coded components such as resistors, capacitors and coils from supply bins; identifies position of components on printed circuit board and mounts components by inserting wire projections into board; terminates ends by placing them into soldering machine, or by using soldering iron; mounts additional components, checks circuit board and resolders faulty wires; clips projecting wires to specified lengths, using pliers; assembles main chassis to house modules, using hand tools; mounts modules into chassis and measures and cuts colour-coded wires, using hand tools; installs and secures components for items such as record players, tape recorders, television sets and speakers; performs simple tests to ensure functionality of items; checks item visually to ensure correct placement of components, consulting manufacturer's manual where necessary; mounts decorative panels, control knobs and other fittings; tests assembled items during specified period to ensure that they are functioning efficiently; refers defective equipment to Electronics Engineering Technician.

May be designated according to area of specialisation; for example,

ASSEMBLER, RADIO/TELEVISION

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R, J, T;

APT: G(R), K, F, M;

INT: 6;

PD: 1(a[L],b), 4(b,c,e), 5a, 6(a,b), 7(a,c,f,g), 8c;

EC: 1(a,i,m,n), 5a, 6(g,i);

PH: 3b, 4, 5a.

8284 METAL-, RUBBER- AND PLASTIC- PRODUCTS ASSEMBLERS

Workers in this unit group assemble components to produce metal, rubber or plastic products.

8284.15 ASSEMBLER, METAL FURNITURE

Assembles metal furniture items according to manufacturers' specifications:

Studies specifications on work-order forms to determine assembly requirements; selects components and checks them visually for defects; installs parts such as casters, rubber tips, handles and legs by hammering them onto furniture parts; fits components such as rails, bases, door catches, hinges, seats, and chair backs onto frames by riveting, bolting, screwing, pressing and/or hammering them into position; fits accessories such as locks and locking bars by clipping and hooking them and ensures that they are in proper working condition; inserts parts such as drawers, shelves, slides and ladders into slots or

holes; checks for correct alignment of items and makes adjustments as necessary; stacks completed units in storage area for inspection before delivery to retail outlets.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, J, T;

APT: G(R), K, M;

INT: 6;

PD: 1(a[L],b,c,d), 3(a,c), 4(a,b,c,e), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,i,m,n), 5a;

PH: 2a, 3(a,b).

8284.20 ASSEMBLER, METAL PRODUCTS

Assembles metal products such as louvres, doors and windows:

Checks components for defects and to ensure presence of correct number of parts for assembly; positions pre-cut metal sections and sub-assemblies such as riveters, crimpers and presses, on work-bench of machines; installs and fastens components such as brackets, clamps, protective strips, locks and handles by pressing, pushing, hammering, crimping, riveting, screwing and bolting them into position; places pre-cut glass into metal frame and secures it; installs rollers by inserting pins, with hand-press, to facilitate sliding action of doors and windows.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 3;

TEMP: R, T;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[M],b,c,d,h), 3(a,c), 4(a,b), 5a, 6a, 7(a,c), 8(a,b,c);

EC: 1(a,i,n), 5a, 6(b,f), 7d;

PH: 2a, 3(a,b).

8284.25 COIL-SPRING-UNIT ASSEMBLER, HAND

Assembles coil springs to form spring units for use in production of mattresses and seats by performing any combination of the following duties:

Obtains specifications from superior and selects coil-springs, threads specified length of wire through coil springs and moves assemblage along wire to complete first row of spring unit; repeats threading process, connecting each coil at top and base of coil spring of previous row until required width of unit is obtained; lifts unit onto table with assistance of helper and positions unit under vise of spring-clipping machine; activates machine to

close connecting hooks of coil on assembled coil-spring unit, inspects units on examination table, tightens loose clips and takes other corrective action to ensure conformity with specifications; selects length of reinforcing wire, positions wire at upper edge of spring unit and draws it along perimeter, bending at corner edges to facilitate turning; secures wire to coil springs, using stapling gun; turns unit over to expose opposing surface and repeats operation to complete reinforcement of upper and lower edges; positions coil springs at intervals between upper and lower edges of unit to form spring wall and secures coil springs, using stapling gun.

May attach assembled coil-spring unit to wooden frames, using pneumatic stapling gun and reinforcing wire.

May be designated according to area of specialisation; for example, BOX-SPRING MAKER if engaged in assembling coil springs for manufacturing of box bed.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, T;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[L],b,c,d,e), 3a, 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,m,n), 5a, 6b;

PH: 2a, 3(a,b).

8284.30 TROPHY MAKER-ASSEMBLER

Makes and assembles trophies according to catalogue or customers' specifications by performing any combination of the following duties:

Selects components of trophy such as base, columns, lids, risers and ferrules, from stock, or cuts and shapes parts according to specifications; drills holes in base to accommodate assembly rods and drills corresponding holes in lid, using hand drill or drilling machine; selects columns and cuts them to required length if necessary, using hacksaw; assembles components of trophy, using screw-driver and socket wrench; glues felt to bottom of trophy or mounts trophy on wooden or metal feet; sketches design of metal plaque for trophy and cuts metal to shape of design; polishes and finishes metal; fastens figure, plaque or decorative item to trophy, using adhesive or pins; removes protective paper from metal components and cleans and polishes trophy.

May engrave trophy, using engraving machine.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J, T;

APT: G(C) S, P, K, F, M;

INT: 5;

PD: 1(a[L],d), 3a, 4(a,b,c,e), 5a, 6a, 7(a,d,g), 8(a,b,c);

EC: 1(a,i,n), 6f, 7c;

PH: 2a, 3(a,b).

8284.35 FILTER ASSEMBLER

Assembles automotive and industrial filters according to manufacturing standards by performing any combination of the following duties:

Strips and compresses element paper, secures and staples ends, loads paper into boxes and forwards to assembly area; pours adhesive into top and bottom caps of filter; places perforated core or element into caps, ensuring that pleats are evenly placed around circumference of cap; positions sub-assembly of filter element into stabilising spring and canister; installs rubber gasket, stabilising disc and spring to complete assembly of base-plate and canister lid; operates seaming machine to secure filter elements and complete filter assembly; selects filtering media according to type of filter being assembled and affixes it to supporting mould with adhesive; positions assembly on heating table for uniform bonding and places it onto water-soaked sponge for cooling before final inspection by Quality-Control Inspector.

May be designated according to area of specialisation; for example,

AIR-FILTER ASSEMBLER

OIL-FILTER ASSEMBLER

FILTER-SEAMING-MACHINE OPERATOR

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R, T;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[L],b,c), 4(a,b), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 5a, 6(a,d);

PH: 1a, 3(a,b).

8285 WOOD AND RELATED MATERIALS PRODUCTS ASSEMBLERS

Workers in this unit group assemble products made of wood and related materials.

8285.15 FURNITURE ASSEMBLER

Assembles and fastens together pre-cut wooden furniture parts to form sub-assemblies or complete items of furniture:

Liaises with superior or studies assembly diagram to

determine job specifications; examines parts to be assembled, trims joints where necessary to achieve snug fit, using hand or machine tools, and applies glue to joints; knocks parts together with mallet according to assembly diagram and clamps assembled item to hold it firmly together until glue dries; checks item for squareness, using trisquare, or for other specified angles, using template, and makes adjustments where necessary; inserts dowels, pins, screws or corner blocks to reinforce joints, using hammer and screwdriver; removes excess glue and carries completed item to drying area.

May scrape and sand assembled furniture pieces.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J, T;

APT: G(R), S, P, K, F, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 3(a,c), 4(a,b,c,d,e), 5a, 6a, 7(a,c,d), 8(a,b);

EC: 1(a,i,m,n), 5a, 6e, 7c;

PH: 2(a,b), 3(a,b).

8285.20 ASSEMBLER, UPHOLSTERED FURNITURE

Assembles springs, padding and covered parts of upholstered furniture items, by performing any combination of the following duties:

Installs metal clips at specified intervals on edges of seat frame, using stapling gun; measures and cuts spring to required length, using pliers; attaches spring to first metal clip and threads it through remaining clips to form base of seat; obtains appropriate wooden parts, padding and lining for furniture frames from superior; pads furniture parts, covers them with upholstery fabric, and secures fabric, using stapling gun; attaches covered parts to frames to form arms, backs, sides, and seats; cuts slits in fabric, using shears, to shape and fit curves and corners of furniture; attaches braids, bindings or skirts to complete assembly of chairs, sofas and other furniture items.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, T;

APT: G(R), P, M;

INT: 6;

PD: 1(a[M],b,c,d), 3(a,c), 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,i,n), 5a, 7(c,d);

PH: 2(a,b), 3(a,b).

8285.25 ASSEMBLER, WOODEN FURNITURE FRAMES

Assembles wooden frames for upholstered furniture:

Selects and measures pre-cut wooden parts to be used for making frames for upholstered furniture and marks areas for joining, using pencil; glues pieces together to form complete frame; staples mounted parts to reinforce joints, using stapling gun, taps with hammer to ensure firmness and leaves assembled frame to dry.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[M],b,c,d), 3a, 4(a,b,c,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(a,i,n), 5a, 7(c,d);

PH: 2(a,b), 3(a,b).

8286 PAPERBOARD, LEATHER, TEXTILE AND RELATED PRODUCTS ASSEMBLERS

Workers in this unit group assemble components made of paperboard, leather, textile and related products.

8286.15 SUITCASE FINISHER

Finishes suitcases by performing any combination of the following duties:

Positions shells for top and base of suitcase on aluminium frames and secures them, using stapling machine, or positions aluminium strip on top and bottom edges manually and places in stamping machine to attach to suitcase; inserts middle bar for locks, handles and hinges and installs closing devices according to specifications; places suitcase on jig to align top and base and installs accessories, using riveting gun; places adhesive strip between grooves of frame; conceals rivets and staples as required; feeds welt into sewing machine attachment and stitches it onto suitcase base and top to seal joints.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), P, K, M;

INT: 6;

PD: 1(a[M],b,c), 3a, 4(a,b,c), 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 5a, 6f;

PH: 2a, 3(a,b).

8286.20 HANDBAG FINISHER

Attaches snaps, frames and other accessories to handbags by performing any combination of the following duties:

Fills clamping device with appropriate snaps, washers and metal frames; places appropriate sections of bags on device and depresses foot pedal to force snaps into materials or clamp and tighten frames on edges and corners of bags; operates rivetting machine to attach handles to bags; repeats process as necessary to attach decorative accessories to bags; inspects work and sets aside faulty bags for repair.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: J, T;
APT: G(R), K, M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 5a;
PH: 1a, 2b, 3a, 4.

8289 OTHER ASSEMBLERS

Workers in this unit group assemble components to make products other than those made by workers in the preceding unit groups.

8289.15 PAINT-BRUSH ASSEMBLER

Assembles paint brushes by performing any combination of the following duties:

Positions bin at discharge end of flirting machine to collect brush-heads; activates conveyor belt and flirting machine for removal of loose filling material such as bristles or fibres and to eliminate tangles prior to trimming; adjusts brush-holder on trimmer and activates trimming machine; guides brush along machine stand to trim filling material to specified length; places brush-heads in bin and conveys them to assembly table; collects paint-brush handles from labelling machine or attaches adhesive labels to handles manually; inserts handle into ferrule of brush-head and secures it, using stapling machine or by boring holes and driving nails through ferrule and into brush handle; checks appearance of brush, removes loose bristles or fibres and/or cleans ferrule as required; packs specified quantities of paint brushes in cartons and dates cartons to facilitate maintenance of production records; secures and stacks cartons for storage.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[S,L],b,c), 4(a,b,c,e,f), 6a, 7a, 8(a,b,c);
EC: 1(a,i,m,n);
PH: 1a, 2a, 3(a,b), 4.

8289.20 BROOM FINISHER

Finishes brooms by performing any combination of the following duties:

Fastens plastic cap onto sealed shoulder of broom, using stapling gun; replenishes supply of staples when required; trims excess twine from stitched brooms, using knife, and removes loose fibres manually to improve appearance of broom; adjusts guillotine to suit width of broom to be trimmed, places broom on guillotine stand and operates cutter manually to trim off excess fibre; reverses position of broom and repeats trimming process to obtain even finish; glues labels to broom handle; stacks specified number of brooms and ties them together with string in preparation for marketing.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1a(S,L), 4(a,b,e), 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 6b;
PH: 2a, 3(a,b).

8290 SUPERVISORS, OTHER STATIONARY-MACHINE OPERATORS AND ASSEMBLERS

Workers in this unit group supervise workers engaged in operating or tending machinery and/or assembling products other than those referred to in the preceding unit groups.

8290.15 COLD-END SUPERVISOR, GLASS MANUFACTURE

Oversees sorting and packing activities in glass-making establishment:

Performs duties similar to those of PRODUCTION SUPERVISOR; determines glass bottles to be labelled on sleeving machine and instructs workers accordingly; supervises workers engaged in assembling cartons, sorting and packing bottles, marking and recording defects and transporting pallets; informs ceramic-labelling department of defects affecting printing; advises other departments on placement of pallets in warehouse; verifies transfer of rejected bottles to cullet yard.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
TEMP: D, J, T;
APT: G(T), P, Q;
INT: 6;
PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);
EC: 1(a,k,n), 5a, 6f;
PH: 3b.

8290.20 PRODUCTION SUPERVISOR, CERAMIC LABELLING

Supervises and coordinates activities of ceramic-labelling department in bottling plant:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; obtains preliminary sketches and ideas for labels required by customer from **Marketing and Sales Manager**; sets out design on bottle to be labelled to determine design possibilities; consults **Graphic Designer** to discuss design requirements; lays out positives returned by **Graphic Designer** and forwards them for preparation of screen; observes setting-up of ceramic-labelling machine and verifies set-up, using measuring instruments; forwards printed sample to **Marketing and Sales Manager** for approval; meets with customer to discuss design modifications and requests corrected graphic design for final production.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, P, J, T;
APT: G(T), S, P, Q;
INT: 1, 6;
PD: 1a(L), 3(a,e), 4(b,f), 5a, 6a, 7(a,c,d,g), 8(a,b,c);
EC: 1(a,i,n), 2a, 5a, 6h, 7b;
PH: 3b, 4.

8290.25 CHARGEHAND/SET-UP WORKER, CERAMIC LABELLING

Sets up machines to apply ceramic labels on glass bottles, fuse labels to surfaces and anneal bottles, and performs related supervisory duties:

Sets up ceramic-labelling machine with assistance of **Ceramic-Labeling-Machine Operator**; monitors clarity and positioning of design on printed bottles and readjusts machine as required; advises on adjustments to be made to design; sets temperature controls of furnace according to specifications; adjusts push-bar stacker and conveyor speed to regulate loading of bottles onto furnace mat and length of time bottles remain in furnace; starts furnace and monitors loading of bottles; observes bottles emerging from furnace to detect defects and determine reason for defects; supervises workers engaged in operating machines, loading and packing bottles and transporting cartons; maintains log.

OCCUPATIONAL PROFILE

DPT: 130; ETD: 3; SVP: 5;
TEMP: R, J, T;
APT: G(T), P, M;
INT: 6;
PD: 1(a[L],d,e), 3(a,e), 4(a,b,f), 5a, 6a, 7(a,c,g),

8(a,b,c);

EC: 1(a,i,k,m,n), 2a, 5a, 6(f,g,h,i), 7d;

PH: 3b, 4.

8290.30 GANTRY FOREPERSON, FUEL- PLANT

Supervises despatch operations at fuel-loading gantry:

Takes opening readings from tank-loading meters to note quantity of fuel in storage tanks for tally with previous day's sales figures; receives fuel-requisition papers from **Heavy-Vehicle Drivers** and issues loading ticket to permit filling of trucks; tests for presence of water in storage tanks after filling, using water-dip-stick; checks loading tickets stamped by metering machine to verify amounts loaded into wagon tanks, signs tickets and gives permission for vehicles to leave loading area; coordinates activities of subordinates at fuel plant.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;
TEMP: R, J;
APT: G(C), N, Q;
INT: 7;
PD: 1a(S), 2a, 3(a,e), 4f, 5a, 6a, 7(a,c), 8(a,b,c);
EC: 1(a,b,i,m,n), 5a, 6(b,c,i), 7(a,e,d);
PH: 2a, 3b, 4.

8299 OTHER STATIONARY-MACHINE OPERATORS AND ASSEMBLERS NOT ELSEWHERE CLASSIFIED

Workers in this unit group operate or tend stationary machinery and assemble products not referred to in the previous unit groups.

8299.15 GAS-PLANT ATTENDANT

Fills storage vessels with gases and assists with maintenance of gas plant and equipment:

Vacuums storage vessels such as gas cylinders, flasks and trailers to remove residual gases and other contaminants, using vacuum pump; fills storage vessels with liquefied or compressed gases, using compressor and manifold; observes tare-scale indicator or pressure gauge to fill vessel to specified weight or pressure; places protective cap over valve; transports cylinders and flasks to storage area; tests purity of gas products, using gas-analysis apparatus; completes reports, detailing number, type and size of vessel filled and time taken; carries out maintenance tasks such as examining returned cylinders to verify fitness for use, changing cylinder-head valves, and washing cylinders; paints cylinders in appropriate colours to indicate contents; cleans and lubricates gas-plant equipment; performs repairs under supervision, and as-

sists with maintenance of plant cleanliness; maintains equipment log-sheets.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 2;

TEMP: R, T;

APT: G(C), Q, M;

INT: 6;

PD: 1(a[M],b,c,d,e), 2a, 3(a,c,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,d,e,g,h), 8(a,b);

EC: 1(c,i,k,m,n), 4a, 5a, 6(b,f,j), 7(a,b,c,d,e,f);

PH: 3b.

8299.17 GANTRY ATTENDANT, FUEL PLANT
Tends equipment on fuel gantry to fill storage tanks of road-tank wagons:

Opens valves on gantry to prepare for loading of road-tank wagons; receives loading ticket from Heavy-Vehicle Driver, inserts ticket into slot on meter and sets meter to record amount of fuel loaded into tank; checks indicator light to ensure that grounding cable is attached to vehicle prior to filling operations; places nozzle of fuel line into manhole on truck and activates pump to fill tank on wagon with required amount of fuel; removes ticket from meter and seals off manhole on wagon, using sealing gun, on completion of filling operations; ensures that grounding cable is detached from vehicle; turns off valves on gantry at end of day's operations.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 2;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b,e), 2a, 3(a,e), 4(a,b,f), 5a, 6a, 7(a,e), 8(a,b,e);

EC: 1(a,k,n), 5a, 6(b,e,i), 7(a,e,f);

PH: 3b.

8299.19 GUILLotine OPERATOR

Operates guillotine to cut paper to required size:

Reads press order and/or receives verbal instructions from Printing Supervisor to obtain specifications such as quality, quantity and colour of paper and size of cuts; calculates dimensions for multiple cuts to obtain required size and minimize wastage; adjusts guides on guillotine to accommodate stock according to cutting specifications; loads paper on machine, supporting it against guide to ensure proper alignment, and clamps it firmly on machine bed by depressing foot control; operates machine to cut paper by pulling levers and depressing switches; examines cut stock and corrects imperfections,

using hand knife, or readjusts and operates machine as necessary; records production data; performs routine maintenance on machine such as cleaning, lubricating, and changing cutting blade.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 5;

TEMP: R, J, T;

APT: G(R), M, E;

INT: 6;

PD: 1(a[L],b,c,d,e,h), 3(a,e), 4(a,b,e,f), 5a, 6a, 7(a,d,g), 8(a,b);

EC: 1(a,k,m,n), 6f, 7d;

PD: 2(a,b), 3(a,b).

8299.21 COLD-END OPERATOR, GLASS MANUFACTURE

Inspects and packs glass bottles in glass-manufacturing plant:

Inspects bottles coming out of annealing furnace to detect flaws; sets aside samples of faulty bottles and places others on conveyor for transport to cullet yard; installs rolls of labels on sleeving machine and changes label-backing strip to accommodate light sensor; packs bottles into cartons at end of line and stacks cartons on pallet or ensures proper line-up of containers for automatic packing and activates packing mechanism; operates machine to wrap packed bottles for transport to warehouse; sorts bottles returned by customers or sets them aside for sorting.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 4;

TEMP: R;

APT: G(R), P, M;

INT: 6;

PD: 1(a[L],b), 3(a,e), 4b, 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,k,n), 5a, 6b;

PH: 3b.

8299.23 CERAMIC-LABELLING-MACHINE OPERATOR

Operates machine to print designs or labels on glass bottles:

Installs screens and squeegees on ceramic-labelling machine and makes electrical connections to heat machine; changes grippers at loading and unloading stations and makes adjustments for proper placement of design; places ceramic-paint chips into machine reservoirs for heating and spoons liquified paint onto screen plates; test-runs machine to observe application of paint onto bottles; inspects bottle to check clarity and location of label and

re-adjusts height of screens and positioning of bottles as required; re-starts machine and observes feeding of bottles from conveyor, printing of labels and release of bottles onto conveyor for delivery to storage area.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 3;
TEMP: R, J;
APT: G(C), P, M;
INT: 6;
PD: 1(a[M],b,c,d,e), 3(a,e), 4b, 5a, 6a, 7(a,c,d,g), 8(a,b);
EC: 1(a,i,k,m,n), 2a, 5a, 6(f,g,h,i), 7(b,d);
PH: 2a, 3b, 4.

8299.25 COIL-SPRING-UNIT ASSEMBLER

Operates automatic machines to produce coil-spring units for use in mattress-making by performing any combination of the following duties:

Positions rolls of wire on racks of machines and threads wire through guides to feed bed; presses buttons to activate coil-spring-making machine and start production of coil spring; adjusts coil-assembling machine to obtain specified width of required coil-spring unit, using screw-driver; places coil-springs in jaws of machine and activates machine to close jaws and start assembly of coil-spring unit; lifts unit off table with assistance of Upholstery Helper; places reinforcing wire at top and bottom border edges of unit; inserts spring walls at intervals between borders and secures them in position, using stapling gun.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
TEMP: R, T;
APT: G(R), P, K, M;
INT: 6;
PD: 1(a[M],b,c,d), 3a, 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b,c);
EC: 1(a,i,m,n), 5a, 6(b,f);
PH: 3b.

8299.27 FILLER-CAPPER, PAINT PRODUCTS

Fills and caps containers of paint and related products:

Reads worksheet and/or receives instructions from superior; locates vat with required mixture and transports it to stirring machine; positions vat under machine head, attaches stirrer to machine, starts machine and leaves it running for stipulated time; stops stirring machine, removes vat and positions it at filling station; attaches extension pipe to outflow valve of vat and fits appropriate strainer to end of pipe; opens valve and releases liquid into filling tray; feeds container into semi-automatic machine for filling or positions container on filling table

and fills it by opening out-flow valve of vat; places lid on container and seals container, using capping machine or by hammering; washes tray and extension pipe after operation; completes production data.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
TEMP: R;
APT: G(R), M;
INT: 6;
PD: 1(a[L,H],b,c,d,e), 2(a,b), 3e, 4(a,b,c,f), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 6e, 7(a,b,e);
PH: 3b.

8299.29 FILLING-MACHINE OPERATOR

Tends or operates machines to fill and cap containers by performing any combination of the following duties:

Receives packaging materials and instructions; checks containers visually and removes defective ones; prepares containers by wiping, oiling, blowing or heating them and positioning them on filling-machine tray; makes minor adjustments to filling machine and/or resets scale according to size and volume of containers and starts machines to begin filling process; activates pump to fill machine tank if necessary and release specified quantity of mixture into container or tends automatic filling machine; checks filled containers visually and/or weighs them periodically to ensure that specifications are met, and removes rejects; places valves on aerosol containers, positions containers under work station to crimp and pressurise them and immerses them in water to detect sealing flaws; passes checked product to packaging section; notifies superior of malfunctioning machines and provides production data; tidies work area and cleans machines.

May clean filling lines for each change of product, obtain product samples for laboratory analysis and/or perform compounding, labelling, packaging or supervisory duties.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 3;
TEMP: R, J, T;
APT: G(C), P, Q, K, F, M;
INT: 6;
PD: 1(a[L],b,c,h), 3a, 4(a,b,e), 5a, 6(a,b), 7(a,d,g), 8(a,b);
EC: 1(a,i,k,m,n), 5a, 6(a,e,f,i), 7(a,b,c,f);
PH: 3b.

8299.31 TWISTED-WIRE-BRUSH MAKER

Operates machine which twists wire around filling mate-

rial such as bristles or natural or synthetic fibres to make brushes:

Inserts bristles or fibres into filling unit of wire-twisting machine; positions metal weights on machine scale to ensure release of specified amount of filling material to make required type of brush; selects lengths of wire and manipulates lever to position and fasten wire ends in machine chuck; starts machine and activates feeding device to transfer fibres or bristles from filling unit to feed-chain; removes material from feed-chain, using hand clamp, and inserts it between wires; depresses pedal to start machine to twist wire around filling material; manipulates levers to release brush-head at end of operation; operates trimming device on machine to trim fibres or bristles to uniform length; shapes brush if required, using jig; clips protruding wire to specified length, using bolt cutter; pours glue into brush-handle, fits handle onto brush and labels product; makes necessary adjustments to machine parts such as slide table, feed-chain and trimmer, using hand tools; lubricates machine and refers further maintenance and repair needs to maintenance personnel; cleans work station.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 2;
TEMP: R, J;
APT: G(C), P, K, M;
INT: 6;
PD: 1a(L), 4(a,b,e), 6a, 7a, 8(a,b);
EC: 1(a,i,n);
PH: 2a, 3(a,b).

8299.33 PLANT OPERATOR, PETROLEUM INSTALLATION

Facilitates filling of storage and vehicular fuel-tanks by performing any combination of the following duties:

Takes samples of fuel products from storage tanks of onshore and offshore vessels for laboratory testing; manipulates valves to open and close pipelines to facilitate pumping of products into storage tanks or to final destination; climbs storage tanks to check ullage gauge during pumping operations, sets filling gauge and closes off ullage gauge at appropriate time; communicates with ship's personnel by radio during operations to ensure safe and accurate pumping.

May be designated according to field of employment; for example,

CHARGE-HAND, JETTY TANK FARM
LIQUEFIED PETROLEUM GAS PLANT ATTENDANT
TERMINAL ASSISTANT, PETROLEUM INSTALLATION

TION
TERMINAL OPERATOR, PETROLEUM INSTALLATION

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
TEMP: R, S;
APT: G(C), M;
INT: 6;
PD: 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b);
EC: 1(c,f,i,k,l,m,n), 2a, 4a, 5(a,b), 6(a,b,d,g,h,i,j), 7(a,d,e,f,h);
PH: 3b.

8299.35 MIXER-EXTRUDER, TOOTH MANUFACTURE

Prepares monomer dough and tends extruding machine to form pellets for preparation of artificial teeth:

Examines work order to determine quantity of ingredients needed; weighs ingredients for batch mix, mixes ingredients in bowl, using spatula, kneads them manually to form dough, and allows dough to set; transfers dough to basket on extruding machine and sets machine to obtain required size of pellets; activates machine and positions labelled bottles under chute to catch extruded pellets; packs bottles in boxes for transfer to aging oven; cleans work station.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
TEMP: R, J, T;
APT: G(R) P, M;
INT: 6;
PD: 1(a[S,L],b), 3a, 4b, 6(a,b), 7a, 8(a,c);
EC: 1(a,i,n), 7(a,b,c);
PH: 2a(P), 3(a,b).

8299.37 MOULDER, TOOTH MANUFACTURE

Places resin monomer pellets or porcelain mixture and enamel pellets into steel moulds to form artificial teeth:

Examines table-checking tracer to determine type of teeth to be moulded and shades required; checks moulds to ensure accordance with specifications on tracer and that cover and base of mould match; vacuums mould, using air hose, to remove foreign bodies; places pellets into mould and covers mould; examines moulded product for defects such as specks, bubbles or loose teeth and resets loose teeth, using monomer mixture.

May apply stain to moulded product according to specifications to match natural shades of teeth.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 1;
TEMP: R, J;
APT: G(R), P, Q, F, M;
INT: 6;
PD: 1(a[L],d), 3a, 4(a,b,c), 5a, 6a, 7(a,g), 8(a,c);
EC: 1(a,i,m,n), 5a, 7(a,b);
PH: 2a(P), 3(a,b).

8299.39 PORCELAIN OPERATOR, TOOTH MANUFACTURE

Attaches gold pins to porcelain teeth by performing any combination of the following duties:

Operates hand drill to drill holes in teeth for anchoring purposes; trims teeth with file; arranges teeth on tray and places tray on conveyor belt for passing through oven for baking; transfers teeth to pressure furnace for emulsification; attaches gold pins to teeth and places ensemble in soldering furnace to solder pins to teeth; tests teeth to ensure that pins are anchored, using pin tester; sorts teeth into labelled boxes.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 1;
TEMP: R, J;
APT: G(R), F, M;
INT: 6;
PD: 1a(S), 3a, 4(b,c,d), 5a, 6a, 7a, 8c;
EC: 1(a,i,n), 7c;
PH: 2(a,b), 3(a,b).

8299.41 ATTENDANT, ICE ROOM

Operates equipment to freeze water into ice blocks:

Tests density of brine in ice-freezing tank, using hydrometer, and adds brine as necessary; activates compressors to chill freezing tank in preparation for manufacture of ice; opens tap to fill moulds with water for making ice blocks, transports moulds to relevant freezing-tank compartment and lowers them into position, using hoist; connects agitator hoses to moulds and activates air compressor to facilitate crystallisation of ice; covers tank to prevent escape of moisture during freezing process; inspects tanks after specified time to verify formation of ice; positions hoist over moulds, lifts moulds from freezing tank and places them in water tank for thawing; removes moulds from water tank, places them on dumping pivot and tilts moulds to permit ice blocks to slide into storage room; records production data

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R;

DPT: G(R), M;
INT: 6;
PD: 1(a[L],b), 4(b,e), 5a, 6a, 7(a,c), 8(a,b);
EC: 1(a,k,n), 2a, 3a, 4a, 5a, 6(a,b);
PH: 2a, 3b

8299.43 MACHINE OPERATOR, BROOM AND BRUSH MAKING

Operates machine to make wooden scrubbing brushes and brooms:

Adjusts controls on machine to stack filling unit of machine with natural or synthetic fibres according to type of brush being made; mounts roll of wire on machine spindle and threads wire through stapling mechanism prior to start of broom-making operations; starts machine, positions wooden brush bases between clamps on machine and depresses pedal to tighten clamps; activates drilling, insertion and stapling mechanisms to make head of broom or brush; depresses pedal to release brush or broom; replenishes supplies of bases and filling material during operations; adjusts machinery, using hand tools, to ensure conformance to specifications; lubricates machine when necessary and refers major maintenance and repair needs to maintenance personnel; cleans work station.

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b,c,h), 4(a,b,e), 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 5a;
PH: 2a, 3(a,b).

8299.45 BROOM-STITCHING-MACHINE OPERATOR

Operates machine to stitch twine through broom fibres to strengthen and shape broom:

Collects supplies of twine and unfinished brooms and cuts twine to specified lengths; manipulates lever to open vise, positions brush-end of broom and depresses pedal to close vise; wraps twine around broom and pulls one end through fibres, using metal hook; depresses pedals to place vise in stitching machine and position needle in readiness for threading; threads twine manually through needle-eye and starts machine; stitches several rows of twine through broom fibres according to specifications; manipulates lever to open vise to clean broom; performs minor repairs and routine maintenance and makes necessary adjustments to machine; cleans machine, using cloth and air hose, and sweeps floor.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), K, M;
 INT: 6;
 PD: 1a(L), 4(a,b,c), 6a, 7(a,d), 8(a,b);
 EC: 1(a,i,n), 5a;
 PH: 2a, 3(a,b).

**8299.47 MOULDING-PRESS OPERATOR,
 TOOTH MANUFACTURE**

Tends pressing machine to mould teeth:

Cleans mould, places it on platter and inserts it in pressing machine; closes door and activates machine to mould teeth; removes mould after specified time; loosens teeth in mould by pounding mould with wooden hammer; lifts teeth from mould and places them in labelled boxes for assembly.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L],b), 3(a,e), 4(a,b), 6a, 7a, 8(a,b,c);
 EC: 1(a,i,m,n), 2a, 5a;
 PH: 2a(P), 3(a,b).

8299.49 WAX-EXTRUDER OPERATOR

Tends machine to extrude wax strips for placing on plastic packaging cards:

Receives instructions from supervisor on number of wax strips required; selects and fits die into machine; cuts block of wax into lengths of specified thickness, using guillotine; feeds wax into machine hopper and activates machine to extrude wax; lays strips of extruded wax on tray for further processing.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[S],b,c), 4b, 7a, 8(a,c);
 EC: 1(a,i,n);
 PH: 2a(P), 3(a,b), 4.

**8299.51 TUMBLING-MACHINE TENDER,
 TOOTH MANUFACTURE**

Tends one or more machines to deflash, trim and polish artificial teeth:

Pours teeth into wire basket and loads basket into deflashing machine; activates machine to remove flash from moulded teeth; places deflashed teeth in pots containing ceramic balls, water and liquid soap and places pot in tumbling machine to tumble-trim teeth for specified period; removes pot from machine, rinses teeth with water, dries them and stores them in labelled boxes; transfers teeth into basket containing wooden pegs; adds liquid polish and loads basket into tumbling machine to polish teeth; pours teeth into sieve to separate teeth from pegs; washes teeth with soap and water, dries them and places them in labelled boxes.

OCCUPATIONAL PROFILE

DPT: 686; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), F, M;
 INT: 6;
 PD: 1(a[L],b,c), 3a, 4(a,b), 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 4a, 5a, 6f, 7c;
 PH: 2a, 3(a,b).

8299.53 BAGGING-MACHINE OPERATOR

Tends bagging plant to fill bags with manufactured products, for shipment or storage:

Attaches bag to machine and activates filling mechanism; ensures that bags are filled according to specifications and makes minor adjustments to machine setting and guides if necessary; checks product being bagged for impurities and rejects unacceptable product or bags; operates bag-sealing mechanism or seals bags manually, and places or guides bags onto conveyor belt for storage or shipment; monitors functioning of machine; inserts empty bags into machine slots for automatic filling where applicable.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 6;
 PD: 1a(L,M), 4b, 6a, 7a, 8(a,b);
 EC: 1(a,i,k,n), 5a, 6d, 7(b,c);
 PH: 2a, 3(a,b), 4.

8299.55 BROOM MAKER

Tends machines to make brooms by performing any combination of the following duties:

Collects supplies of material needed for manufacture of brooms; manipulates lever to release air-pressure supply for operation of machine; fills automatic nail dispenser with required quantity of nails; places fibres into holding

carriage and spreads them evenly; inserts broomstick into carriage and positions metal band around fibre and stick; activates automatic hammer to drive nails through band and into fibres and stick; checks appearance of broom to ensure maintenance of desired standards and makes adjustments to nail dispenser as required; stacks brooms for flagging; activates flagging machine and holds brush-end of broom against revolving blades, turning broom continually to soften fibres; checks appearance of broom at end of specified period to ensure pliancy of fibres; activates heat-sealer, inserts broom head into sealer and places it on hot plate; rubs broom shoulder against hot plate to melt fibre ends and seal shoulder; removes broom head from sealer and allows it to cool; performs routine maintenance of machine and informs superior of major repair needs; cleans machine, work area and floor.

May be designated according to area of specialisation; for example,

BROOM FLAGGER
BROOM NAILER
BROOM SEALER

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 6;
PD: 1(a[L],b,c), 2a, 3e, 4(a,b), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 2a, 7c;
PH: 3(a,b), 4.

8299.57 CANDLE-WRAPPING-MACHINE OPERATOR-PACKER

Tends automatic candle-wrapping machine and packs candles into cartons:

Installs roll of wrapping material on machine and threads end of roll through guides; adjusts feeder and tray according to length of candles to ensure that wrappers are cut to correct size; turns switches to start, stop and regulate speed of automatic-wrapping mechanism; places candles in feeder of machine table and observes wrapping operation to detect malfunctioning of machine; replenishes supply of wrapping material as required; monitors gauge to ensure maintenance of required heat for sealing packages and requests adjustment of machine as required; assembles cartons, using stapling machine; places packages in cartons, seals cartons and stacks them on pallets.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), M;

INT: 6;
PD: 1(a[L],b,c), 3a, 4b, 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,m,n), 5a, 6f;
PH: 1a, 2a, 3(a,b), 4.

8299.59 MACHINE OPERATOR, MOP MAKING

Operates machines to make wire or socket mops:

Receives instructions from superior on work to be performed; obtains materials such as wooden handles, mop yarn and wire coils from stock; mounts bales of yarn on machine spindle or racks according to specified weight of mop-heads; depresses lever on machine to activate rotating knife and pushes yarn against knife to cut yarn according to specifications; secures and stacks cut yarn for forming into mop-heads; places socket on block of machine; pulls yarn through machine guides and onto socket; places clip over yarn and activates machine to clamp clip and cut yarn; drills hole in mop handle according to specifications; places spool of wire on holder; inserts mop handle into chuck of winding machine and depresses foot pedal to tighten handle; threads wire through hole; secures wire, positions yarn at end of mop handle and depresses foot pedal of machine to rotate handle and wind wire around mop yarn; hammers nail into handle, cuts wire and secures it around nail; stacks finished mops for packaging; cleans and tidies work area.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
TEMP: R, SI;
APT: G(R), P, M;
INT: 6;
PD: 1(a[L],b,c), 3a, 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,m,n), 5a, 6f, 7c;
PH: 3b.

83 DRIVERS AND MOBILE-MACHINERY OPERATORS

831 RAILWAY ENGINE DRIVERS AND RELATED WORKERS

Workers in this minor group drive railway engines to transport passengers, materials or freight, manoeuvre railway coaches or operate railway signals.

8310 SUPERVISORS, RAILWAY ENGINE DRIVERS AND RELATED WORKERS

Workers in this group supervise and coordinate the activities of workers engaged in driving locomotive engines and in the maintenance and repair of railway tracks.

8310.10 SUPERVISOR-FOREPERSON, RAILWAY MAINTENANCE

Supervises and coordinates activities of workers involved in laying plates and performing general repairs to railway tracks:

Inspects railroad in assigned area to determine extent of repairs needed; organises and despatches gangs to relevant areas; ensures punctual attendance of workers, allocates work and monitors performance of workers to ensure that track is kept in good operating condition, providing guidance where required; inspects finished jobs; maintains records and submits periodic reports on maintenance operators.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 3;
TEMP: P, J;
APT: G(C), P;
INT: 5;
PD: 1a(L), 3(a,c), 4f, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,k,n), 5a, 6(b,c), 7(c,h);
PH: 3b.

8311 RAILWAY ENGINE DRIVERS

Workers in this group drive locomotive engines.

8311.15 LOCOMOTIVE DRIVER

Drives diesel-powered locomotive to transport freight:

Receives instructions from Supervisor, Railway Transport, on destination and freight to be collected or delivered; checks water, oil, pressure and temperature gauges and ensures that engine is operating efficiently; pulls direction levers into required position and manoeuvres throttle or operates gears to regulate speed of engine; drives locomotive along rails in response to signals, such as coloured flags or lights given by Railway Signaller and other members of crew; blows horn to notify Gateman, Railway of arrival of locomotive; monitors coupling or uncoupling of freight cars; checks to ensure that cars remain coupled during journey; observes track continuously to detect obstacles; supervises refuelling and servicing of locomotives and reports mechanical problems to superior.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 0;
TEMP: R;
APT: G(C), M, E;
INT: 5;
PD: 1(a[L],e,h), 4(a,b,e), 5a, 6(a,b), 7(a,b,e,g,h), 8(a,c), 9;
EC: 1(a,k,n), 5(a,b), 6b, 7(a,h);
PH: 3b.

8312 RAILWAY BRAKERS, SIGNALLERS AND SHUNTERS

Workers in this unit group control the movement of railway freight trains by operating signals and linking and uncoupling railway carriages used in hauling freight.

8312.15 RAIL COUPLER

Links and uncouples railway carriages:

Receives instructions from Locomotive Driver or other railway personnel regarding carriages to be shunted; couples rail carriages, using coupling pin and link; travels in front of train to ensure that points on track are correctly turned; stops Locomotive Driver at desired venue, turns points to facilitate entry of train into siding and uncouples carriages after train has entered siding.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
TEMP: R;
APT: G(R), M;
INT: 5;
PD: 1(a[L,M],c,d,e), 3a, 4(a,b,c), 5a, 6a, 7(a,b,h), 8(a,b);
EC: 1(b,k,m), 4a, 5(a,b), 6(a,b,h), 7(a,d,h,i);
PH: 3b.

8312.20 RAILWAY SIGNALMAN

Signals trains with flags or lanterns and turns railway points:

Receives information from head office regarding arrivals and departures of trains; signals Locomotive Driver with coloured flags or lanterns to stop, continue or move train into sidings; turns railway points to change orientation of railway tracks; listens to train horn signalling arrival of train and ensures that points are correctly turned.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;
TEMP: R, A;
APT: G(R), M;
INT: 5;
PD: 1(a[L],d,e), 2a, 3c, 4(b,e), 5a, 6(a,b), 7(a,b,g,h), 8(a,b);
EC: 1(c,h,k,l), 4a, 5(a,b), 6(b,h), 7(a,c,d,h,i);
PH: 3b.

832 MOTOR VEHICLE DRIVERS AND RIDERS

Workers in this minor group drive vehicles and perform tasks related to transport of passengers and freight by land transport vehicles.

8320 SUPERVISORS, MOTOR VEHICLE DRIVERS AND RIDERS

Workers in this unit group supervise and control the work of subordinates engaged in traffic-control operations.

8320.15 TRAFFIC SUPERVISOR, BUS STATION

Supervises and controls movement of traffic in and out of bus terminus:

Ensures departure and arrival of buses according to schedules; takes remedial action in case of breakdowns or other problems; rosters staff to ensure their availability for station operations; reports to superior on daily traffic operations; handles enquiries and complaints from the public; liaises with personnel in engineering department to ensure expeditious return of repaired buses to system; maintains presence on terminus platforms and travels on bus system in assigned area to monitor operations; meets with user groups and their representatives to determine problems and needs; supervises and coordinates work of bus crews and other subordinate staff, providing technical advice and maintaining discipline; ensures adherence to company rules and regulations; attends to subordinates' grievances and complaints; liaises with managerial and other supervisory personnel to discuss problems and strategies; performs routine administrative duties; lectures to students and other interested groups on use of bus system.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;
TEMP: D, P, J;
APT: G(T), V, Q;
INT: 7;
PD: 1a(L), 5a, 6a, 7(a,b,c), 8(a,b,c);
EC: 1(c,i,n), 5a, 6h, 7a;
PH: 3b.

8320.20 BUS-STATION INSPECTOR

Assists in supervision of traffic operations at bus station or terminus:

Makes spot-checks at stations in assigned area to monitor operations, ensure adherence to schedules and timetables and solve problems; ensures adequate supply of buses to run service; monitors number of buses in use, reports discrepancies and makes recommendations for improvement of bus service; maintains records of buses sent out on daily basis for tally with other reports; liaises with maintenance personnel to ensure expeditious supply of buses for traffic operations; visits outlying areas to determine problems and needs and make emergency

arrangements; assists in general supervision of staff in department and performs related administrative duties; liaises with superior to discuss problems and suggest improvements and ensure proper coordination of bus service; assists passengers providing advice and information on time-tables, schedules and related matters.

OCCUPATIONAL PROFILE

DPT: 237; ETD: 3; SVP: 6;
TEMP: D, P, J;
APT: G(T), P, Q;
INT: 7;
PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,b,c), 8(a,b,c);
EC: 1(a,b,i,m,n), 5a, 6h, 7(a,h);
PH: 3b.

8322 CAR, TAXI AND LIGHT-VAN DRIVERS

Workers in this unit group drive motor cars and light vans to transport passengers and goods, verify road worthiness of vehicles and deliver vehicles to destination.

8322.15 TEST DRIVER/Road Tester

Road-tests vehicles prior to delivery to customer:

Drives newly-assembled vehicles or vehicles brought in for servicing, under standard and rough-road conditions; tests functioning of brakes, clutch and steering, electrical and other systems; listens for unusual noises to identify malfunctions; road-tests cars after servicing to ensure correction of problems; carries out minor adjustments to car during road tests; completes test report indicating defects or malfunctions.

OCCUPATIONAL PROFILE

DPT: 283; ETD: 3; SVP: 6;
TEMP: J;
APT: G(C), P, Q, M, E;
INT: 5;
PD: 1a(L), 3(a,c), 4(a,b,d), 5a, 6(a,b), 7(a,b,d,e,g), 8(a,b,c), 9;
EC: 1(a,b,i,m,n), 2a, 4a, 5a, 6(a,b,f,h), 7(a,c,d,h);
PH: 3b.

8322.20 DRIVER, AUTOMOBILE DELIVERY

Drives or accompanies new vehicles from assembly plant to destination:

Examines vehicles for delivery and consults consignment notes to verify condition and contents of vehicle and rejects unacceptable vehicles; drives vehicles to destination, noting malfunctions, or drives vehicles onto vehicle transporter and accompanies transporter in trail car, acting as look-out to prevent traffic complications; obtains assistance in event of transporter breakdown; off-

loads vehicles at destination point and inspects vehicles in company of stockyard personnel; prepares delivery notes and maintains records of vehicles delivered; drives vehicles to licensing office for weighing, licensing and registration.

OCCUPATIONAL PROFILE

DPT: 383; ETD: 3; SVP: 5;
 TEMP: J;
 APT: G(C), P, Q, M, E;
 INT: 5;
 PD: 1(a[L],h), 2(a,b), 3(a,c,e), 4(b,f), 5a, 6a,
 7(a,b,d,e,g), 8(a,b,c), 9;
 EC: 1(a,b,f,i,m,n), 6(b,f,h), 7(a,d,h);
 PH: 3b.

8322.25 CHAUFFEUR

Drives automobile to transport personnel:

Prepares vehicle for journey; meets passengers at desired location and specified time; opens doors to assist passengers to embark or disembark and secures luggage; drops passengers at destination and waits as requested; shelters passengers from unfavourable weather; cleans vehicle and arranges for repairs as necessary; records destinations and logs mileage travelled.

May perform errands, such as conveying parcels.

OCCUPATIONAL PROFILE

DPT: 673; ETD: 2; SVP: 3;
 TEMP: P, SI;
 APT: G(R), E;
 INT: 9;
 PD: 1(a[L],b,c,h), 4(b,e,f), 5a, 6(a,b), 7(a,b,d,e,g,h),
 8(a,b,c);
 EC: 1(a,b,k,n), 6b, 7h;
 PH: 3b.

8322.30 AMBULANCE DRIVER

Drives ambulance to transport sick, injured or convalescent persons:

Drives to location to collect patient; lifts patient onto wheelchair or stretcher and into and out of ambulance, with help of Ambulance Attendant; drives patient to hospital or other specified destination; administers first aid if required; communicates with office staff, using radio-telephone equipment; records information such as name and address of patient and information relating to patient's condition and obtains signature of person receiving patient; performs stand-by duty at public events; assists in rescue work at accidents and disaster scenes; monitors stock of medical supplies on ambulance and

requests replenishment; cleans ambulance; checks functioning of vehicle and reports defects.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 5;
 TEMP: P, S, J;
 APT: G(C), P, Q, M, E;
 INT: 10;
 PD: 1(a[H,VH],b,c,d,e), 2a, 3(a,b,c), 4(a,b,c,e,f), 5a,
 6a, 7(a,b,d,e,g,h), 8(a,b,c), 9;
 EC: 1(a,b,f,i,j,k,m,n), 5a, 6(b,d), 7(a,d);
 PH: 3b.

8322.35 TAXI DRIVER

Drives taxi to transport passengers for a fee:

Ensures that vehicle is in proper working condition and checks oil, water and fuel levels; communicates with office personnel to determine requests for service; picks up passengers when hailed or at designated location; secures luggage in trunk of vehicle if required; transports passengers to desired destination, receives payment and issues change or obtains signature for future collection of payment; logs mileage; cleans vehicle and arranges for servicing and repairs.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 4;
 TEMP: P, J;
 APT: G(C), E;
 INT: 5;
 PD: 1(a[L],b), 4(b,f), 5a, 6(a,b), 7(a,b,d,e,g,h),
 8(a,b,c);
 EC: 1(a,b,h,i,j,k,n), 6b, 7h;
 PH: 3b.

8322.40 LIGHT-VEHICLE DRIVER

Drives light motor vehicle on own behalf, or on behalf of employer to transport passengers, animals or goods:

Consults with clients or receives instructions from superior on passengers, animals or goods to be transported, pick-up point and destination; checks fuel, oil and water levels and ensures that vehicle is in proper working condition; drives vehicle to pick-up point; collects passengers or loads or assists with loading of cargo; ensures that passengers are comfortably seated or ensures that load is evenly distributed and properly secured and protected; drives vehicle to destination, allows passengers to disembark, or unloads or assists with unloading of cargo; checks load against invoice or delivery note, receives copy of invoice for retention or submission to superior and receives payment; maintains records relating to, time of journey, mileage covered and reasons for

delays; keeps vehicle clean, undertakes minor repairs and reports defects to superior or takes vehicle to garage for repairs.

May be designated according to area of specialisation or employment; for example,
 MINI-BUS/VAN DRIVER
 PICK-UP DRIVER
 POST-OFFICE DRIVER

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 3;
 TEMP: R, J;
 APT: G(C), N, Q, M, E;
 INT: 6;
 PD: 1(a[L],b,c), 3e, 4(b,e,f), 5a, 6(a,b),
 7(a,b,d,e,f,g,h), 8(a,b,e), 9;
 EC: 1(a,b,i,j,k,l,m,n), 6b, 7(c,g);
 PH: 3b.

8323 BUS DRIVERS

Workers in this unit group drive buses to transport passengers.

8323.15 BUS DRIVER

Drives bus to transport passengers along assigned route:

Checks roster to ascertain work schedule and obtains assignments and instructions from Bus Despatcher; examines bus to ensure proper functioning of fixtures and compliance with statutory requirements; changes destination indicator to identify route to be followed; drives to passenger bay for loading; proceeds along assigned passenger route, observing traffic regulations and pausing at passenger stops to allow passengers to alight and board; closes door on request of Bus Conductor, to ensure safety of passengers; reports to Bus Despatcher, on completing schedule, to obtain new assignment; ensures continued performance of bus and completes defect reports; informs relevant personnel of breakdowns of bus and explains nature of malfunction to maintenance personnel; notifies managerial and other authorities of occurrence of serious accidents; prepares accident reports and submits them to supervisory staff.

May perform duties of BUS CONDUCTOR and be designated accordingly; for example,
 BUS DRIVER-CONDUCTOR

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 7;
 TEMP: R, S, J;
 APT: G(C), S, J, E;
 INT: 5;

PD: 1(a[L],d,h), 4(b,e), 5a, 6(a,b), 7(a,b,d,e,f,g,h),
 8(a,e), 9;
 EC: 1(a,k,m,n), 6b;
 PH: 3b.

8324 HEAVY-VEHICLE DRIVERS

Workers in this unit group drive heavy motor vehicles to transport heavy goods and materials and perform other related duties.

8324.10 HEAVY-VEHICLE DRIVER

Drives heavy vehicle to transport goods and materials:

Checks vehicle before leaving plant or warehouse to ensure that it is in proper working condition and adequate supply of fuel, oil, water and brake fluid; drives vehicle to loading or filling bay; assists with or carries out loading or offloading operations; secures load with ropes, chains, hooks or clamps and covers load to avoid littering; obtains clearance at exit of plant or warehouse; drives vehicle to destination, according to road rules and safety regulations and observing gauges for indication of mechanical and/or electrical problems; operates auxiliary equipment such as lift, compactor or pump; delivers goods or material and obtains customer's signature; completes log sheet to document delivery information; performs minor roadside repairs; reports equipment malfunctioning or breakdown of equipment.

May collect payment for loads delivered and assist with routine maintenance of vehicle.

May be designated according to area of employment; for example,
 CONCRETE TRUCK MIXER-DRIVER
 DUMP-TRUCK DRIVER
 TRUCK DRIVER
 VEHICLE TRANSPORTER-DRIVER

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 4;
 TEMP: J;
 APT: G(C), S, M, E;
 INT: 5;
 PD: 1(a[M],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,e,f), 5a, 6a,
 7(a,b,d,e,g,h), 8(a,b,e);
 EC: 1(a,b,h,i,k,m,n), 5a, 6(b,f), 7(a,e,h);
 PH: 3b.

833 AGRICULTURAL-, EARTHMOVING-, LIFTING- AND OTHER MOBILE- MACHINERY OPERATORS

Workers in this minor group operate cranes and other

hoisting equipment; operate machinery to plough, excavate, grade, level and compact earth; mix concrete and lay road surfaces of asphalt and concrete; operate specialised vehicles (not used for road transport) to lift, move, dump and stack materials in warehouses, on mining and construction sites and in timber yards and other establishments.

8330 SUPERVISORS, MOBILE-MACHINERY OPERATORS

Workers in this unit group supervise subordinates engaged in operating agricultural and other machinery and equipment for handling materials and heavy objects.

8330.15 SUPERVISOR, BILLET YARD/Billet Coordinator

Plans, directs, coordinates and supervises activities of billet yard:

Performs duties of PRODUCTION SUPERVISOR in billet yard of steel mill; liaises with personnel from other supporting departments to ascertain work requirements; plans and supervises receipt, cutting, stacking and despatch of billets; ensures that manpower and equipment are available to receive billets; investigates customer complaints with regard to delivery of billets; determines maintenance requirements of overhead crane and cooling bed and prepares related work orders; maintains and analyses inventory records; prepares reports relating to activities of billet yard; ensures that yard is kept clean and tidy.

May determine charging sequence for billet-reheating furnace.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 6;

TEMP: D, P, J;

APT: G(T), N, Q, C;

INT: 6;

PD: 1a(L), 3(a,e), 4f, 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,i,k,m,n), 2a, 5a, 6(b,h,i), 7(c,h);

PH: 3b.

8330.20 SUPERVISOR-FOREPERSON, CRANE AND HOIST OPERATIONS

Supervises and coordinates activities of workers engaged in operating machinery to transport personnel and lift, move and position material, equipment and products:

Liaises with superior, studies work programme or details and plans work sequence; schedules activities and allocates tasks to employees for execution of job; supervises hoisting and rigging operations and gives technical ad-

vice to ensure that work is done safely and according to specifications; initiates personnel action such as promotion, dismissal or suspension of workers in accordance with company rules and policy; assists in training of workers and in requisition of tools and supplies.

May be designated according to area of specialisation; for example,

CRANE FOREPERSON

PILE-DRIVING FOREPERSON

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: D, P, J;

APT: G(C), P, Q;

INT: 5;

PD: 1a(L,M), 3a, 4(b,f), 5a, 6a, 7(a,f), 8(a,b,c);

EC: 1(a,b,i,j,k,m,n), 5a, 6(a,b,h), 7(a,c,d,h);

PH: 3b.

8331 MOTORIZED FARM AND FORESTRY MACHINERY OPERATORS

Workers in this unit group drive and operate machinery or equipment to cultivate land, harvest crops and cut and transport lumber.

8331.15 DRIVER, WHEEL TRACTOR

Drives wheel tractor in agricultural setting to assist in planting and harvesting operations:

Checks wheel tractor to ensure that mechanism is in good working condition and that oil, water and fuel levels are satisfactory; receives instructions from superior; attaches required auxiliary equipment to wheel tractor as necessary and performs any combination of the following operations; starts engine, manipulates levers and drives tractor to field for planting, harvesting or related operations; connects harvesting trailer to tractor and positions it alongside harvester to facilitate loading of produce, such as sugar cane or rice, from harvester into trailer; transports loaded produce from field to road, trace, factory or crane; loads and transloads in road or rails hauler when required; manipulates mechanism to cut grass, groove fields, plant crop, mold plants, discharge fertiliser, dig drains, level traces, distribute water or extinguish fires; washes fertiliser wheel tractors daily at end of shift; assists in general maintenance and repair of wheel tractor; maintains records of work performed and machinery breakdown.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 3;

TEMP: R, J;

APT: G(C), M, E;

INT: 3, 5;
 PD: 1(a[M],b,h), 3a, 4(b,f,e), 5a, 6a, 7(a,b,d,e),
 8(a,b,c), 9;
 EC: 1(b,k,n), 5(a,b), 6f, 7(b,c,h);
 PH: 2a, 3b.

8331.20 SKIDDER DRIVER

Drives skidder to transport logs from forest to roadside:

Starts engine and drives skidder to work site; observes terrain, guides skidder through plantation and positions it in close proximity to log; manipulates lever to release and uncoil cable for attachment to logs for piling and pulling through plantation; drives skidder to pull logs to roadside and manipulates levers to release load.

May check and replenish fuel, oil and water in skidder and assist in general maintenance of vehicle.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 3;
 TEMP: R, I;
 APT: G(C), M, E;
 INT: 3, 5;
 PD: 1(a[H],d,e,h), 4(b,e), 5a, 6a, 7(a,b,d,e), 8c, 9;
 EC: 1(b,h,i,n), 5(a,b), 6f, 7(c,d,h);
 PH: 2a, 3b.

8331.25 MECHANICAL-HARVESTER OPERATOR

Drives and operates mechanical harvester to harvest field crops:

Checks harvester to ensure efficiency of operation and satisfactory levels of oil, water and fuel; starts engine and drives harvester to work area; drives harvester systematically through field and manipulates levers to reap and gather field crops and load them onto trailer or trucks; adjusts speed of machine to ensure proper operation; assists in general maintenance of harvester when necessary; maintains records of breakdown of machinery and interruption in operation.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 1;
 TEMP: R, I;
 APT: G(C), M, E;
 INT: 5;
 PD: 1(a[L],h), 4(b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b,c), 9;
 EC: 1(b,k,n), 5(a,b), 6f, 7(b,c,h);
 PH: 3b.

8331.30 WOODSMAN/Chain-Saw Operator

Fells trees and saws felled trees into logs:

Examines tree for characteristics such as twists and heavy limb growth and determines direction of fall of tree; clears vegetation and debris from base of tree and escape route to minimise chances of personal injury; starts chain-saw and saws cuts in tree trunk; drives wedges behind saw to prevent binding of saw and start tree falling; stops engine of saw as tree tips, pulls cutting bar from cut and runs to predetermined location to avoid injury from falling limbs of tree and flying debris; trims tops of trees with assistance of helper; cuts trees into log lengths.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R, S, J;
 APT: G(R), P, M, E;
 INT: 3;
 PD: 1(a[H,VH],b,c,d,e,h), 3e, 4(a,b,c,d,e), 5a, 6(a,b), 7a, 8(a,b,d), 9;
 EC: 1(b,i,m,n), 4(a,b), 5(a,b), 6(a,b,c,h), 7(c,d,h);
 PH: 3b.

8332 EARTH-MOVING AND RELATED MACHINERY OPERATORS

Workers in this unit group operate machinery and equipment to bulldoze, excavate and grade earth, spread asphalt, compact surfaces, bore holes, drive piles and cast concrete curbs.

8332.15 ASPHALT-SPREADER DRIVER/ Asphalt-Spreading-Machine Operator

Drives and operates asphalt spreader to deposit and compress asphalt mix on roads, highways and other surfaces:

Drives spreading machine on and off trailer at work site; attaches spreader tray to rear-end of dump truck; signals Truck Driver to tip tray of dump truck to deposit asphalt mix into spreader tray; manipulates levers to commence operation of spreader; drives machine at specified speed; manipulates levers to adjust opening of spreader, and to operate auger to spread specified quantity of asphalt mix on prepared surface; operates hydraulic pump on machine periodically to compress mixture.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 6;
 TEMP: R;
 APT: G(C), M, E;
 INT: 5;
 PD: 1(a[M],d,e,h), 4(a,b,e), 5a, 6a, 7(a,e), 8(a,c);
 EC: 1(b,h,i,m,n), 2a, 5(a,b), 6(d,e,f), 7(a,b,c,d,h);
 PH: 3b.

8332.17 PILE-HAMMER OPERATOR

Operates crane-suspended pile hammer to drive steel or concrete piles into ground:

Assists in assembly of jib and hoisting operations; manipulates lever or pulls cord to activate and control power-driven hammer to force pile into earth; follows hand signals of designated worker and increases or reduces speed of hammer as required; monitors operating gauges; observes markings on pile indicating desired depth and stops hammer when desired depth is obtained.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 5;

TEMP: R, S;

APT: G(R), S, M, E;

INT: 5;

PD: 1(a[M,H],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,b,d,e), 8(a,b,c);

EC: 1(a,b,i,m,n), 5(a,b), 6(a,b,c,f,h), 7(c,d,h);

PH: 2a, 3b.

8332.19 HORIZONTAL-EARTH-BORING-MACHINE OPERATOR

Sets up and operates boring machine to drill horizontal holes under roads, canals and other obstructions for installation of pipelines:

Directs crane operator to lift machinery off transport vehicle and place it at prepared location on work site; checks oil, fuel, and hydraulic systems of machine and performs routine maintenance to ensure efficient operation of machinery; installs attachments and aligns machine to drill hole according to specifications, using hand tools and spirit level; starts motor and manipulates levers to feed auger into earth; reverses machine operations to withdraw displaced material; couples additional stems to auger as required; positions casing material on machine and activates hydraulic ram to force casing into hole; attaches additional sections to casing as required.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), M;

INT: 5;

PD: 1(a[M,H],b,c,d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(b,h,i,j,m,n), 4a, 5(a,b), 6(a,b,f), 7(c,d,h);

PH: 3b.

8332.21 VARI-FORMER-CURBING-MACHINE OPERATOR

Operates curbing machine to cast concrete curbs:

Performs duties of **HEAVY-EQUIPMENT OPERATOR**; attaches casting mould to curbing machine, using hand tools, and activates control to raise or lower machine to required height for casting curb; starts machine and directs **Truck Driver** to dump pre-mixed concrete into hopper of curbing machine to commence operations; manipulates levers to activate vibrators and compacting worm to cast curb; steers machine along working area, ensuring that sensor arm makes contact with guide cord to maintain prescribed course; monitors operations and regulates speed of machine as directed by **Construction Supervisor**; washes machine hopper to remove residual concrete.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), M, E;

INT: 5;

PD: 1(a[M,H],b,c,d,e,h), 3(a,c,e), 4(a,b,e), 5(a,b), 6a, 7(a,b,d,e), 8(a,b);

EC: 1(b,h,i,j,m,n), 4a, 5(a,b), 6(a,b,f), 7(c,h);

PH: 3b.

8332.23 SCREED OPERATOR/Screedman

Tends screed to regulate thickness and spread of paving material during asphalt paving:

Checks fuel level in heating tank of screed and lights burner to heat screed; walks alongside asphalt-spreading machine, adjusting height and angle of screed as required, by turning hand wheels, to maintain thickness of paving and eliminate voids at curbs and joints; monitors temperature gauges and adjusts burner to ensure that screed is maintained at required temperature; gives general instructions to other workers.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), M;

INT: 5;

PD: 1(a[M],d,e,h), 3a, 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(b,i,j,m,n), 2a, 4a, 5(a,b), 6(a,b,d,e,f,i), 7(a,b,c,h);

PH: 3b.

**8332.25 SCRAPER OPERATOR/
Cat-wagon Operator**

Operates scraper to scrape, haul, spread and/or dump earth at designated areas on construction site:

Performs duties of **HEAVY-EQUIPMENT OPERATOR**; manipulates levers to adjust depth of cutting blade

to scrape earth; activates conveyor to collect earth and convey it to hopper; opens doors of hopper and reverses conveyor or operates hoist to raise hopper for dumping material at required location.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), M, E;

INT: 5;

PD: 1(a[M],b,c,d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b);

EC: 1(b,h,i,n), 5(a,b), 6(a,b,f), 7(c,d,h);

PH: 3b.

8332.27 ROTO-MILL OPERATOR/ Road Planer

Operates road-planing machine to plane roadways in preparation for repaving:

Performs duties of HEAVY-EQUIPMENT OPERATOR; adjusts depth of cutting blade to plane roadway according to specifications; starts machine, activates conveyor and drives machine over roadway to be planed; controls conveyor and boom simultaneously to dump material onto truck; monitors operations and regulates speed of machine as necessary to complete job.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 4;

TEMP: R, J;

APT: G(C), M, E;

INT: 5;

PD: 1(a[M,H],b,d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b);

EC: 1(b,i,h,m,n), 5(a,b), 6(a,b,f), 7(c,d,h);

PH: 3b.

8332.29 ASPHALT-COMPACTOR OPERATOR

Operates asphalt compactor to compact and seal asphalt roadway:

Performs duties of HEAVY-EQUIPMENT OPERATOR; makes successive passes over paved roadway to compact and seal roadway according to specifications; opens valve to release water to moisten roller wheels when necessary; cleans wheels of compactor after operation to remove residual asphalt.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 4;

TEMP: R;

APT: G(C), M;

INT: 5;

PD: 1(a[M],b,d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b,c);

EC: 1(b,h,i,j,m,n), 2a, 4b, 5(a,b), 6(a,b,f), 7(c,d,h);

PH: 3b.

8332.31 HEAVY-EQUIPMENT OPERATOR

Operates heavy construction equipment to excavate, move, load or grade earth and other material:

Checks operational systems of stipulated equipment and assists in routine maintenance to ensure proper functioning of equipment; drives equipment such as bulldozer and excavator to or on and off trailer at work site; starts vehicle, manipulates levers and depresses pedals to drive and manoeuvre equipment and attachments to excavate, move, load or grade earth or other material at work site; observes gauges for indication of mechanical and/or electrical problems; assists in changing attachments to equipment as required to perform specific tasks; operates auxiliary equipment such as compressors and generators; reports equipment failure to superior.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 4;

TEMP: R, S;

APT: G(C), M, E;

INT: 5;

PD: 1(a[M],b,d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b,c);

EC: 1(b,i,h,j,m,n), 4a, 5(a,b), 6(a,b,f,h), 7(c,d,h);

PH: 3b.

8332.33 DREDGING OPERATOR/ Pipe Handler

Operates equipment on dredger:

Monitors dredging equipment indicator meters to ascertain progress of operations; calculates time and changes in tidal height and adjusts suction pipe depth position if required; checks cutter head and tube of dredger boom visually, reporting defects as necessary; manipulates levers on control panel to lower suction tube and cutter head into river or sea bed; activates dredging mechanism; controls sweeping movement of cutter head and observes gauges on control panel and/or marks on anchor poles to ascertain depth of excavation; assists in supervision of maintenance and repair of equipment; prepares watch-duty report for Ship's Master.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 4;

TEMP: J, T;

APT: G(C), Q, M;

INT: 5;
 PD: 1(a[L],h), 3a, 4(a,b,f), 5a, 6(a,b), 7(a,b,d,e),
 8(a,b,e);
 EC: 1(a,b,i,m,n), 5(a,b), 6(b,f,h), 7(d,h);
 PH: 3b.

8332.35 MOTOR-GRADER OPERATOR

Operates motor grader to prepare land for development or to move materials:

Performs duties of **HEAVY-EQUIPMENT OPERATOR**; drives motor grader in successive passes to cut, level and grade land or move material as required; observes grade stakes and adjusts depth and angle of blade as required.

May carry out minor repairs on grader.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 2;
 TEMP: R, S;
 APT: G(C), S, M, E;
 INT: 5;
 PD: 1(a[M],d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b),
 7(a,b,d,e), 8(a,e);
 EC: 1(b,h,i,m,n), 5a, 6(b,f), 7(a,c,d,h);
 PH: 3b.

8332.37 ROAD-ROLLER DRIVER

Drives road roller to compact surfaces for construction of roadways:

Performs duties of **HEAVY-EQUIPMENT OPERATOR**; drives road roller forward and backward over layers of gravel, metal chips, earth or bituminous surfaces to level and compact material according to specifications; regulates speed and direction of machine according to type of material to avoid formation of ridges; manipulates lever to release water to moisten roller wheels when necessary.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(C), M, E;
 INT: 5;
 PD: 1(a[M],d,e,h), 4(a,b,e), 5a, 6(a,b), 7(a,b,e), 8c;
 EC: 1(b,h,i,m,n), 5a, 7(c,d,h);
 PH: 3b.

8332.39 EXCAVATING-MACHINE OPERATOR

Operates machine to excavate, move or load heavy objects and materials:

Performs duties of **HEAVY-EQUIPMENT OPERATOR**; observes terrain and demarcated area and positions machine to commence task; manipulates levers and depresses pedals to force bucket or shovel into material, lift contents, manoeuvre machine and deposit load into truck, hopper, or onto stockpile; responds to hand signals from designated worker as necessary.

May be designated according to area of specialisation; for example,

BACKHOE OPERATOR
FRONT-END-LOADER OPERATOR

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 2;
 TEMP: R, S;
 APT: G(C), S, M, E;
 INT: 5;
 PD: 1(a[M],b,d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b),
 7(a,b,d,e), 8(a,b,e);
 EC: 1(b,h,i,m,n), 4a, 5(a,b), 6(a,b,f), 7(a,d,e,h);
 PH: 3b.

8332.41 BULLDOZER OPERATOR/Earth-Moving-Machine Operator

Operates bulldozer to clear and prepare land sites for development:

Performs duties of **HEAVY-EQUIPMENT OPERATOR**; drives bulldozer in successive passes over designated area, adjusting angles and depth of blade to raise, lower or level terrain, clear and prepare sites for grading, cut or dig trenches and perform related activities.

May carry out minor repairs to bulldozer.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 2;
 TEMP: R, S;
 APT: G(C), S, M, E;
 INT: 5;
 PD: 1(a[M],d,e,h), 3(a,c,e), 4(a,b,e), 5a, 6(a,b),
 7(a,b,d,e), 8(a,e);
 EC: 1(b,h,i,m,n), 5(a,b), 6(a,b,f), 7(a,c,d,h);
 PH: 3b.

8332.43 ROAD-MARKING MACHINE OPERATOR

Operates road-marking machine to paint lines and signs on asphalt surfaces:

Collects road-marking machine, accessories and material such as gas tanks, drums of thermoplastic, paint, reflective beads and shoes, and loads them onto vehicle

for transportation to work site; prepares material for application by mixing paint or heating thermoplastic and pouring it into reservoir of road-marking machine; loads machine with appropriate medium and selects and affixes shoe to shutter according to width of line to be painted; prepares road by washing and/or sweeping it; measures and draws lines and signs according to specifications; positions traffic cones on roadway to cordon off work area and alert motorists; pushes machine along prepared lines and depresses adjusting lever to release paint and reflective beads or thermoplastic to mark roadway as specified; adjusts valve to regulate flow of material as necessary; cleans and adds finishing touches to road lines and signs, using scraper; signals to crew to replenish material or direct road traffic; cleans and maintains equipment

OCCUPATIONAL PROFILE

DPT: 662; ETD: 2; SVP: 1;

TEMP: J;

APT: G(R), P, M;

INT: 5;

PD: 1(a[M],b,c,d,h), 3a, 4(a,b,e), 5(a,b), 6(a,b), 7(a,d), 8(a,b);

EC: 1(b,i,m,n), 2a, 4a, 5(a,b), 6(b,h,i), 7(b,c,d,h);

PH: 2a, 3(a,b).

8332.45 PNEUMATIC-DRILL OPERATOR/ Jack-Hammer Operator

Operates air drill to cut through pavings:

Selects required cutting bit, inserts and secures it in chuck of machine and connects air-pressure hose to drill and compressor, using appropriate hand tools; starts compressor and sets air pressure gauges according to specifications; holds drill securely in vertical position at stipulated location and presses hand levers to commence drilling of holes; angles, lifts and repositions drill as necessary to complete task.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), S, K, M;

INT: 5;

PD: 1(a[VH],b,c,d,e,h), 3a, 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(b,i,j,n), 5(a,b), 6(a,b,d,f,h), 7(c,d,h);

PH: 3b.

8333 CRANE, HOIST AND RELATED MACHINERY OPERATORS

Workers in this unit group operate and monitor equipment to raise, lower and transport persons, materials and equipment.

8333.15 HEADMAN, OIL-WELL SERVICING

Supervises operations on oil-well servicing rig and operates well-servicing winch truck:

Receives instructions from superior and relays them to crew on rig; drives winch truck to specified location, aligns rig and performs duties of WINCH OPERATOR to service wells; prepares daily progress reports for submission to superior; checks time-keeping of rig crew.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 6;

TEMP: R, S, J;

APT: G(C), K, M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 2a, 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,c,e), 8(a,b,c);

EC: 1(b,i,m,n), 4a, 5(a,b), 6(a,b,f,h), 7(d,f,h);

PH: —.

8333.20 OIL-WELL WIRE-LINE ATTEN- DANT/ Service Unit Operator, Oil Well

Operates wire-line winch unit to check performance of and service oil wells:

Attaches necessary tools and equipment to lubricator to blow-out wellhead; carries out necessary preparation prior to servicing of oil-well; operates wire-line winch to run survey bombs and other survey instruments to obtain performance indicators at different depths in well, shift sliding sleeves and set downhole chokes and gas-lift valves in well; runs perforator and jar into new wells; places charge into perforator; ignites charge by jarring perforator to perforate well and facilitate commencement of oil flow; removes perforator, stop and jar; operates winch to dewax wells if required; runs fishing tools into well as necessary to remove light equipment; carries out well-baling operations; services survey bombs as necessary.

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 6;

TEMP: R, J;

APT: G(C), K, F, M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 2a, 3(a,e), 4(a,b,c,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,m,n), 4a, 5a, 6(a,b,f), 7(d,f,h);

PH: 1a(P), 3b.

8333.25 WINCH OPERATOR

Operates power winch to pull or raise heavy objects:

Rigs up winch according to type and purpose of operation

to be performed; examines winch and auxiliary equipment visually and checks water and oil levels in hydraulic system where applicable; ensures that winch is correctly lined up for job to be done; observes signals from designated person, starts engine of winch, manipulates lever to control speed and applies brakes as necessary to stop movement of cable; directs Greaser to lubricate cable as necessary during operations; assists with routine maintenance of winch and informs superior of problems.

May assist Rigger in preparation of load-bearing gears.

May be designated according to area of specialisation; for example,

SLIPWAY OPERATOR

OCCUPATIONAL PROFILE

DPT: 682; ETD: 2; SVP: 6;

TEMP: R;

APT: G(R), K, M;

INT: 5;

PD: 1(a[M,H],b,c,d,e,h), 4(a,b,e), 5a, 6a, 7(a,b,e), 8(a,b);

EC: 1(b,k,j,m,n), 5(a,b), 6(a,b,f), 7(c,d,h);

PH: 3b.

8333.30 MOBILE-CRANE OPERATOR

Operates mobile crane mounted on wheels or crawler tracks to lift and move material and objects:

Checks crane visually and assists with routine maintenance; starts vehicle, observes gauges to ensure proper functioning of operational systems and reports major malfunctions and defects to superior; drives crane to work site; assists with extension or assemblage of jib where necessary; positions crane on sturdy ground and ensures availability of room for manoeuvrability; manipulates levers to extend riggers and jacks to level and stabilise crane where necessary; ensures that load is within lifting capacity of crane; manipulates levers to raise and/or lower boom, loadline or drag-line and rotate crane on chassis for attachment and discharge of material or objects as necessary; observes hand signals of designated person to obtain directions; drives crane and repositions it as necessary to complete operation.

May be designated according to area of specialisation; for example,

CHERRY-PICKER OPERATOR

CLAMSHELL-CRANE OPERATOR

DRAGLINE-CRANE OPERATOR

TRUCK-CRANE OPERATOR

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 5;

TEMP: R, S, J;

APT: G(C), S, M, E;

INT: 5;

PD: 1(a[M],d,e,h), 2a, 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,b,d,e), 8(a,b,e);

EC: 1(a,h,i,j,m,n), 5a, 6(a,b,f,h), 7(c,d,h);

PH: 3b.

8333.35 STATIONARY-CRANE OPERATOR

Operates stationary crane to raise, move and position heavy loads:

Checks crane visually, starts vehicle, observes gauges to ensure that vehicle is functioning properly and reports defects or malfunctioning to superior; ensures that load is within lifting capacity of crane and assists in attaching slings and/or shackles to load in preparation for lifting; manipulates crane to raise, move and/or position load as required, observing hand signals from designated person to ensure safety of operation.

May be designated according to area of specialisation; for example,

CRANE-BARGE OPERATOR

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 5;

TEMP: R, S, J;

APT: G(C), M, E;

INT: 5;

PD: 1(a[M],d,e,h), 2a, 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,b,e), 9;

EC: 1(a,h,i,j,m,n), 5(a,b), 6(b,f), 7(c,h);

PH: 3b.

8333.40 TOWER-CRANE OPERATOR

Operates tower crane to lift and position materials at construction site:

Checks crane visually and assists with routine maintenance, erection and dismantling; reports major malfunctioning to superior; climbs vertical ladder of crane to gain access to cabin; operates crane by manipulating levers and depressing foot pedals in response to hand or radio signals from designated worker to rotate boom, move hoist and raise or lower load; ensures that load is level and within lifting capacity of crane by lifting load a short distance off ground and assessing holding power of crane.

May perform minor repairs to crane.

OCCUPATIONAL PROFILE**DPT:** 682; **ETD:** 2; **SVP:** 3;**TEMP:** R, S, J;**APT:** G(C), S, M, E;**INT:** 5;**PD:** 1(a[L],d,e,h), 2(a,b), 3e, 5a, 6(a,b), 7(a,b,d,e), 8(a,b,c);**EC:** 1(a,f,h,i,m), 5a, 6(b,d,f,h), 7(c,h);**PH:** 3b.**8333.45 BRIDGE/GANTRY-CRANE OPERATOR**

Operates electronically powered bridge or gantry crane to lift, move and position equipment and material:

Inspects crane and reports defects to superior; receives hand signal and/or radio communication from designated worker indicating task to be performed; manipulates levers and/or pushes buttons to move bridge and lifting equipment to loading point; lowers bucket, hook, magnet, strap, suction plate or other holding devices to load material or equipment; signals ground worker to attach load and operates device to grip load for transportation; observes hook-up of load and determines safety of hook-up by raising load in response to signal from designated worker, sounds siren to warn other workers of approaching crane and moves load to required position; lowers and discharges load for collection; performs routine maintenance operations on crane.

May be designated according to area of employment; for example,

CHARGE-CRANE OPERATOR

LADLE-CRANE OPERATOR

SERVICE-CRANE OPERATOR

OCCUPATIONAL PROFILE**DPT:** 682; **ETD:** 2; **SVP:** 3;**TEMP:** R, S, J;**APT:** G(C), S, K, M;**INT:** 5;**PD:** 1(a[L],d,e,h), 2(a,b), 3e, 4(b,e), 5a, 6(a,b), 7(a,b,d,e), 8(a,c);**EC:** 1(a,f,h,k,l,m), 5(a,b), 6(b,h), 7h;**PH:** 3b.**8333.50 HOIST OPERATOR CONSTRUCTION**

Operates power hoist to raise and lower workers and materials employed on construction projects:

Checks switches to verify proper functioning of equipment; oversees loading of cage, platform or other device connected to hoist and ensures that number of workers or size of load does not exceed permitted maximum; starts motor, closes gate of cage and manipulates lever to move

hoist in appropriate direction and stop it at required points; opens gate for workers to dismount or for materials to be removed; switches off hoist at end of operating period; opens exit in roof of cage, pulls down ladder and helps workers to exit, in cases of emergency.

May assist in loading of hoist.

OCCUPATIONAL PROFILE**DPT:** 682; **ETD:** 2; **SVP:** 0;**TEMP:** R;**APT:** G(R), M;**INT:** 5;**PD:** 1(a[L],d,e,h), 2a, 3e, 4b, 5a, 6a, 7a, 8(a,b);**EC:** 1(a,h,i,n), 5a, 6b, 7h;**PH:** 3b.**8334 LIFTING-TRUCK OPERATORS**

Workers in this unit group drive and operate lifting trucks and similar equipment to transport, lift and stack goods

8334.15 FORK-LIFT-TRUCK OPERATOR/**Fork-Lift-Truck Driver**

Operates fork-lift truck to move and stack bulk material:

Checks vehicle and performs routine maintenance to ensure that machine is functional; activates truck and drives it to loading area; manipulates levers and manoeuvres vehicle to position lifting platform under load, lift and tilt load and transport it to designated area; unloads and stacks material at desired location by manipulating levers to raise or lower load as necessary.

OCCUPATIONAL PROFILE**DPT:** 683; **ETD:** 2; **SVP:** 1;**TEMP:** R, J;**APT:** G(C), M, E;**INT:** 5;**PD:** 1(a[L],d,e,h), 4(a,b,e), 5a, 6a, 7(a,d,g), 8(a,b,c);**EC:** 1(c,h,i,j,n), 5a, 6(b,f), 7(c,d,h);**PH:** 1a, 2a, 3b.**8334.20 MECHANICAL-TROLLEY****OPERATOR**

Operates mechanical trolley to convey material between designated points:

Operates panel on trolley to move trolley along tracks to convey material to desired destination; manipulates levers on floor of trolley to stop trolley for loading and unloading of material.

May clean and lubricate trolley.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), K, M;

INT: 5;

PD: 1(a[M],b,h), 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,n), 4b, 5a, 7c;

PH: 3(a,b).

8339 OTHER MOBILE-MACHINERY OPERATORS

Workers in this unit group operate equipment to handle materials not elsewhere classified in preceding unit groups.

8339.15 AGGREGATE-PLANT OPERATOR

Operates machinery to process and bag aggregate to make concrete and other products:

Drives overloader and operates equipment to lift and dump material such as sand and gravel into hopper of dryer; turns on heating system and adjusts flame to obtain required temperature for drying aggregate; operates control panel to activate machinery to commence drying process; operates overloader to deposit dried material into hopper of shaker for grading and activates machinery to commence sieving and bagging process; monitors panel board and listens for problem signals to detect malfunctions in processing operations; switches off systems at warning signal and checks equipment for malfunctions; refers problems to Maintenance Mechanic for remedial action; removes and stacks bagged aggregate for storage and shipping.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 3; SVP: 0;

TEMP: J;

APT: G(R), P, M, E;

INT: 6;

PD: 1(a[M],b,c,h), 2a, 3(a,c), 4(a,b,e), 5a, 6(a,b), 7(a,d), 8(a,b,c);

EC: 1(a,i,n), 5a, 6(b,d,f), 7c;

PH: 3b.

8339.20 RECLAIMER OPERATOR

Operates reclaimer to scrape crushed limestone from stockpile onto conveyor belt in cement-slurry plant:

Performs duties similar to those of **HEAVY-EQUIPMENT OPERATOR**; starts reclaimer and activates controls for reclaimer to travel on rail alongside storage shed to location of required type of limestone; adjusts height of boom of reclaimer and speed of bucket chain according to size of stockpile; starts bucket chain to

scrape limestone onto conveyor belt for transfer to cement-slurry mill; inspects equipment periodically and makes minor repairs, using hand tools.

May perform duties of **GANTRY-CRANE OPERATOR** to stockpile aggregate and feed it into hoppers.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), P, K;

INT: 6;

PD: 1a(L), 2a, 3(a,c), 4b, 5a, 6a, 7(a,d,f), 8(b,e);

EC: 1(a,b,f,h,k,l,n), 5(a,b), 6a, 7(c,d);

PH: 3b.

8339.25 CONVEYOR-BELT OPERATOR

Controls conveyors and associated equipment:

Starts conveyor by operating panel and/or manipulating lever; ensures efficient operation of conveyor through visual checks and monitoring of switchboard; regulates speed and direction of conveyors by operating panel and/or manipulating levers; stops operation of conveyors as necessary, to clear blockages; notifies maintenance department of equipment malfunctions.

OCCUPATIONAL PROFILE

DPT: 662; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1a(L), 2a, 3(a,c), 4(a,b,c,e), 5a, 6(a,b), 7(a,g), 8(a,b);

EC: 1(a,k,n), 5(a,b), 6(b,f), 7b;

PH: 3b.

834 SHIPS' DECK CREWS AND RELATED WORKERS

Workers in this minor group carry out deck and engine-room duties aboard ships and other waterborne craft.

8341 SHIPS' DECK CREWS AND RELATED WORKERS

Workers in this unit group carry out deck duties on board ship.

8341.05 BOATSWAIN

Supervises and coordinates activities of workers engaged in maintenance and watch-keeping duties on board ship:

Plans work schedules and assigns duties to deck crew to

ensure maintenance of machinery, equipment and deck gear in accordance with instructions received from Ship's Officers; instructs subordinates and gives technical advice as necessary for activities such as lowering and raising anchor and painting of deck and superstructure; supervises maintenance activities through periodic inspection; schedules watch-keeping and other related duties; checks workers' job performance by making periodic rounds during watch; performs administrative functions regarding promotion and disciplinary action.

May assist subordinates as necessary and stand watch at specified periods.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 7;

TEMP: D, J;

APT: G(T), Q, M;

INT: 5;

PD: 1a(M), 2(a,b), 3(a,c), 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n), 5(a,b), 6b, 7d;

PH: 2a(P), 3b.

8341.15 QUARTER MASTER

Steers ship, according to instructions, maintains bridge equipment and stands watch at specified periods:

Steers ship, following instructions of Ship's Officer and observing compass; stands watch at specified periods during trip and reports sightings such as other vessels and obstacles near ship; maintains bridge and related equipment such as radar, helm and other controls by cleaning and lubricating them; assists in checking passengers' tickets and cargo documents to ensure their validity.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 2; SVP: 4;

TEMP: V, S, T;

APT: G(C), S, P, K, M;

INT: 5;

PD: 1(a[M],b,c,h), 2(a,b), 3(a,c), 4(a,b,e), 5a, 6a, 7(a,b,d,e,g,h), 8(a,b), 9;

EC: 1(a,i,j,m,n), 4a, 5(a,b), 6b, 7d;

PH: 3b.

8341.20 ORDINARY SEAMAN/Deck Hand

Performs a variety of routine tasks on ship's deck:

Stands watch on ship to alert Ship's Officers of sightings such as vessels and obstacles near ship; operates winch and capstan to move ship during berthing; removes rust from metal surfaces on deck, superstructure and sides of ship, using chipping hammer and wire brush; refinishes surfaces by painting them, using brush, roller or spraying equipment; joins wire, cable and rope by splicing; maintains machinery and equipment, related stores and accessories; cleans crew's quarters and facilities; assists in loading and unloading operations; stands gangway watch and takes charge of lifeboat in emergencies, if employed at senior level.

May manipulate controls to raise or lower ramp and insert restraining chocks under wheels of motor vehicles to minimise movement during voyage, if employed on passenger or cargo vessel.

May be designated according to level of responsibility; for example,

ABLE-BODIED SEAMAN

SENIOR DECK HAND

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 4;

TEMP: S, J, T;

APT: G(C), S, P, K, M;

INT: 5;

PD: 1(a[M],b,c,h), 2(a,b), 3(a,b,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,b,d,e,g,h), 8(a,b);

EC: 1(a,b,f,h,i,j,m,n), 5(a,b), 6(a,b,f), 7(d,h);

PH: 2a(P), 3b.

MAJOR GROUP 9
Elementary Occupations

91 SALES AND SERVICE ELEMENTARY OCCUPATIONS

911 STREET AND STALL VENDORS AND RELATED WORKERS

Workers in this minor group display and sell food or other products in the street, from door to door or in the market place, or solicit orders for products by telephone.

9111 STREET FOOD VENDORS

Workers in this unit group prepare and sell food and beverages to members of the public.

9111.15 FOOD VENDOR

Sells prepared food from street stand or vehicle:

Procures ingredients from store, grocery or market, according to planned menu; performs duties of COOK to prepare and cook foodstuffs; packs food into containers for transport to vending site; prepares food-stand or van for business by cleaning and arranging items such as food boxes, wrapping paper, cutlery and paper napkins; sets up heating device to complete cooking and/or maintain temperature of food items; takes orders, places and secures food in containers, and delivers food to customers; accepts payment, provides change and/or records transaction of credit customers; sells drinks and other refreshments.

OCCUPATIONAL PROFILE

DPT: 374; ETD: 2; SVP: 0;
TEMP: P, J, T;
APT: G(C), N, Q, M;
INT: 8;
PD: 1(a[L,M],b,c), 3a, 4(a,b,f), 5a, 6a, 7a, 8(a,b,c), 10, 11;
EC: 1(a,b,h,i,j,m,n), 2a, 4a, 6(b,i), 7(a,b,h);
PH: 2a, 3b.

9111.20 SNOW-CONE VENDOR

Prepares ingredients and sells snow-cones to members of the public:

Prepares syrup by boiling ingredients such as sugar, flavouring and fruit, strains syrup and stores it in bottles; purchases consumables such as cups, milk and ice and stores them in cart or storage container; transports ice-crushing machine and supplies to suitable location, using cart, bicycle or automobile; activates ice-crusher and dumps ice into machine hopper; stops machine on attainment of required quantities of crushed ice; scoops crushed ice, presses it into cup and pours flavoured syrup over ice

to make snow-cone, adding milk, if requested by customer; serves snow-cone to customer, receives payment and provides change when necessary; cleans machine, cart, pumps and receptacles, using water and detergent; checks oil and gas levels in machine, replenishes supplies and performs routine maintenance of machine; refers machinery repair needs to technical personnel; secures cart, where applicable, at end of day's work.

May maintain records of expenditure and daily income.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 0;
TEMP: R, P, J;
APT: G(R), K, M;
INT: 9;
PD: 1(a[L,M],b,c,d), 3(a,e), 4(a,b,e), 5a, 6a, 7(a,g), 8(a,b), 11;
EC: 1(b,i,n), 4a, 5a, 7b;
PH: 1a, 3b.

9112 STREET VENDORS, MISCELLANEOUS PRODUCTS

Workers in this unit group collect or purchase haberdashery, clothing, lottery tickets and newspapers from wholesale and distribution agencies and sell them to members of the public in streets and public places.

9112.15 STREET VENDOR

Sells miscellaneous goods in streets and public places:

Buys merchandise such as haberdashery, combs, costume jewellery and clothing from wholesale dealers, manufacturers or retail outlets and conveys them to vending location; attracts customers by displaying and highlighting saleable quantities of items; conducts sales, wraps items for customers, receives payment and provides change as necessary; encourages customers to purchase other items; replenishes stock periodically, tallies total sales and maintains records.

May make items for sale.

OCCUPATIONAL PROFILE

DPT: 457; ETD: 2; SVP: 0;
TEMP: D, P, I, J;
APT: G(R), N, Q;
INT: 8;
PD: 1(a[L,M],b,c,d), 3(a,c), 4(a,b,f), 5(a,b), 6a, 7(a,c,g,h), 8(a,b,c);
EC: 1(c,i,n), 5a, 7(a,c,h);
PH: 3b.

9112.20 STREET VENDOR, LOTTERY TICKETS

Sells bingo, raffle or lottery tickets from street location or by going from place to place:

Receives tickets from designated representative of selling organisation; makes necessary payment or takes tickets on consignment; stands or sits in strategic street location or other venue and calls out to attract buyers, or visits work place of potential customers to solicit sale of tickets; sells tickets, receives money and provides change as required; records names and addresses of buyers on raffle-ticket stubs where indicated and returns stubs to raffle organisers; maintains records of tickets sold and returned.

OCCUPATIONAL PROFILE

DPT: 457; ETD: 2; SVP: 0;

TEMP: P, I;

APT: G(R), N, Q;

INT: 8;

PD: 1a(L), 3a, 4(b,f), 5(a,b), 6a, 7(a,g), 8(a,b,c);

EC: 1(c,i,n);

PH: 2a, 3(a,b).

9112.25 STREET VENDOR, NEWSPAPERS

Sells newspapers to members of the public:

Confers with circulation personnel at newspaper publishing company or with Newspaper Distribution Agent to determine terms and conditions of sale; collects newspapers and arranges and displays them for sale; solicits sale from passers-by by highlighting headlines and contents; receives payment and provides change as necessary; returns unsold papers to publishing company or Newspaper Distribution Agent; maintains records of sales.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;

TEMP: P;

APT: G(C), N, M;

INT: 8;

PD: 1(a[L],b,c), 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(b,i,n), 7(c,h);

PH: 3b.

9113 DOOR-TO-DOOR AND TELEPHONE SALESPERSONS

Workers in this unit group supervise and train salespersons, deliver newspapers to subscribers and sell merchandise to retail outlets and individual households.

9113.05 SUPERVISOR, DOOR-TO-DOOR SALESPERSONS

Trains personnel to demonstrate and sell products at customers' homes:

Recruits personnel to be engaged in sales programmes; trains personnel to promote and sell goods to customers through home demonstrations; monitors salespersons' performance to ensure their ability to market products and maintain satisfactory sales levels; holds monthly meetings with sales staff; prepares and submits sales reports to superior.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 5;

TEMP: P, I, J;

APT: G(C), V, P, Q;

INT: 8;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,k,m,n);

PH: 3b.

9113.15 VAN SALESPERSON/Driver-Salesperson

Drives vehicle and sells goods to small retail establishments:

Obtains and signs for goods at employer's warehouse; loads goods into vehicle, with or without assistance; visits small retail establishments within assigned territory; supplies goods to regular customers, takes orders for subsequent delivery and solicits sales from new customers; accepts payment and issues receipts; accounts to employer for cash and stock; queries dishonoured cheques with customers and arranges for payment; arranges for maintenance of vehicle in own charge.

OCCUPATIONAL PROFILE

DPT: 453; ETD: 2; SVP: 3;

TEMP: P, I, J;

APT: G(C), V, N, E;

INT: 8;

PD: 1(a[M],b,c,d,h), 2a, 3(a,e), 4(a,b,f), 5a, 6a, 7(a,b,d,e), 8(a,b,c);

EC: 1(c,h,i,n), 6b, 7(a,c,h);

PH: 3b.

9113.20 DOOR-TO-DOOR SALESPERSON

Sells merchandise from door-to-door:

Receives instructions and merchandise from manufacturer's agent or purchases supplies to be re-sold; selects geographic area for operation, based on apparent need for product and/or economic status of residents;

markets products such as cosmetics, household cleaners, ornaments and small appliances in assigned area; calls on residents, and displays and demonstrates use of products, highlighting desirable qualities; refers to catalogue and other advertising literature to encourage purchase of merchandise; takes orders for subsequent delivery of goods or delivers goods and receives money at point of sale or on subsequent visits; maintains business records.

OCCUPATIONAL PROFILE

DPT: 357; ETD: 2; SVP: 0;
 TEMP: P, I, J;
 APT: G(R);
 INT: 8;
 PD: 1(a[M],b,c), 3a, 4(b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(c,i,n), 7(a,b,c,h);
 PH: 2a, 3b.

9113.25 DELIVERY PERSON, NEWSPAPERS

Delivers newspapers to subscribers in specified district:

Visits residences and business places in specified district to solicit business; records customers' requests; collects newspapers from pre-determined pick-up point and checks papers to verify quantity; traverses district by walking, cycling or driving to deliver newspapers to subscribers; collects payment and issues receipts periodically; conveys money to newspaper supplier and maintains records.

OCCUPATIONAL PROFILE

DPT: 657; ETD: 2; SVP: 0;
 TEMP: P, J;
 APT: G(R), Q;
 INT: 8;
 PD: 1(a[L],b,c), 4f, 5a, 6a, 7a, 8(a,b);
 EC: 1(a,b,i,n), 6b, 7(c,h);
 PH: 2a, 3b

9114 STALL AND MARKET VENDORS

Workers in this unit group sell meat, fish, fruits and vegetables in markets to members of the public.

9114.15 STALL/MARKET VENDOR, FRUIT AND VEGETABLES

Sells miscellaneous fruits, vegetables and ground provisions in market or at wayside stall:

Examines goods to ensure that quality is desirable and cost reasonable, or checks current wholesale prices and procures goods from farmers and/or wholesaling facility; conveys goods to market or wayside stall; sorts and cleans items, and prices and displays them to attract customers; weighs or counts items and calculates or bargains selling price; accepts payment and passes goods to customer;

draws attention to other articles on display to encourage additional sales; sprinkles perishable produce with water occasionally to avoid excessive drying and preserve fresh appearance; maintains records of purchases and sales.

OCCUPATIONAL PROFILE

DPT: 457; ETD: 2; SVP: 0;
 TEMP: D, P, I, J;
 APT: G(R), N;
 INT: 8;
 PD: 1(a[M],b,c), 3(a,c), 4(a,b,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(c,i,n), 5a, 7(b,c,d,h);
 PH: 3b.

9114.20 FISH VENDOR

Sells fish to members of the public:

Purchases fish from fisherman or wholesale facility; displays fish on stall or in container and attracts customers; selects fish from stock, based on customer's request; weighs fish and informs customer of price; skins or scales fish and guts, slices and fillets it as required; parcels and delivers fish to customer, receives payment and provides change; disposes of waste in bin; sharpens knife, using file or sharpening stone.

OCCUPATIONAL PROFILE

DPT: 457; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 8;
 PD: 1a(L), 4(a,b), 5a, 6a, 7a, 8a;
 EC: 1(a,i,n), 4a, 6(a,b), 7(b,d);
 PH: 1a, 2a, 3b.

9114.25 MEAT VENDOR

Sells meat to members of the public:

Purchases or obtains meat from Animal Slaughterer or abattoir; transports meat to market for immediate sale or places it in cold storage for future sale; arranges display of meat at market stall by hanging it and/or cutting it in sections and laying out portions to attract customers; entertains customers' queries and requests to encourage sales; weighs special cuts or pieces of meat and calculates price; receives cash and gives change; cleans stall at end of market day; keeps records.

OCCUPATIONAL PROFILE

DPT: 457; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), N, M;
 INT: 8;

PD: 1(a[M],b,c), 4(b,f), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 4a, 6(a,b), 7(b,d);
 PH: 2a, 3b.

912 SHOE-CLEANING AND OTHER STREET-SERVICE ELEMENTARY OCCUPATIONS

Workers in this minor group clean shoes and provide other services on the street.

9120 SHOE-CLEANING AND OTHER STREET-SERVICE ELEMENTARY OCCUPATIONS

Workers in this unit group clean and polish footwear and provide other on-the-spot street services.

9120.15 SHOE CLEANER

Cleans and polishes footwear for customers:

Removes surface dirt and old polish and wax from leather footwear, using brush and sponge dipped in cleaning fluid or water; applies polish, using brush or sponge, and rubs leather with brush or cloth to produce shine; brushes suede footwear with sandpaper or wire brush to clean and raise nap; receives payment from customers.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;
 TEMP: R, P;
 APT: G(R), M;
 INT: 9;
 PD: 1a(L), 3(b,c), 4b, 5a, 6a, 7a, 8(a,c);
 EC: 1(c,i,n);
 PH: 2b, 3(a,b), 4.

913 DOMESTIC HELPERS, CLEANERS AND RELATED WORKERS

Workers in this minor group provide house-keeping services in private households, institutions and other establishments, and launder and press clothing by hand.

9131 DOMESTIC HELPERS AND CLEANERS

Workers in this unit group clean clothing and household furnishings and attend to other household needs.

9131.15 DOMESTIC MAID

Keeps private home clean and tidy and attends to needs of household members by performing any combination of the following duties:

Cleans ceilings, walls, floors, windows, furnishings,

household appliances, fixtures and fittings, using brushes, brooms, mop, vacuum cleaner, cloths and cleaning agents; polishes floors and other surfaces or items where applicable; changes bed-linen and makes beds; launders clothing, linen and other household articles, by hand or using machine, and irons and stores articles; sweeps and cleans outdoor areas; prepares meals to suit employer's taste, following specific recipes and/or personal methods; serves food and beverages, if required; washes and stores crockery, cutlery and kitchen utensils; performs other routine duties such as taking telephone messages and cleaning silverware; reports repair and replacement needs to employer; receives maintenance and service personnel, explains nature of requested services and delivers payment on employer's behalf; locks and secures premises, if required.

May look after children, plan menu and purchase food-stuffs and household supplies.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 1;
 TEMP: P, J;
 APT: G(R), M;
 INT: 9;
 PD: 1(a[M],b,c,d,e), 3(a,b,c,e), 4(a,b,c,e,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,b,i,l,n), 2a, 4a, 6(a,i), 7(b,c,d);
 PH: 1a(P), 2a(P), 3b.

9131.20 DOMESTIC IRONER

Irons items of clothing and/or household furnishings:

Sorts items to be ironed; plugs iron into electrical circuit and sets temperature gauge and other controls on iron to suit type of fabric to be ironed; positions item on ironing board and irons it until smooth, spraying it with starch and adjusting gauges and controls on iron where necessary; hangs or folds items.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 5;
 PD: 1(a[L],b,d,e), 4(b,d), 7(a,c,g), 8a;
 EC: 1(a,i,j), 2a, 6i, 7a;
 PH: 2b, 3(a,b).

9132 HELPERS AND CLEANERS IN OFFICES, HOTELS AND OTHER BUSINESS ESTABLISHMENTS

Workers in this unit group perform cleaning duties in commercial and industrial establishments, and clean vehicles.

9132.05 CLEANING SUPERVISOR

Supervises and coordinates activities of workers engaged in cleaning:

Performs duties similar to those of **PRODUCTION SUPERVISOR**; inspects work areas to ensure adherence to cleaning specifications; ensures that facilities are functioning and liaises with maintenance personnel accordingly; evaluates cleaning methods, materials and equipment and implements new measures to improve efficiency and reduce operating costs; develops preventative maintenance schedule for equipment; liaises with clients, where appropriate, to monitor level of service and takes corrective action as necessary.

May be designated according to level of responsibility and area of work; for example,
BUILDING SERVICES CONTRACT SUPERVISOR
SENIOR SUPERVISOR, AIRCRAFT APPEARANCE

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 3; **SVP:** 4;

TEMP: D, P, J, T;

APT: G(C), P, Q;

INT: 5;

PD: 1a(L), 2a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,f,i,k,m,n), 6a, 7(b,g,d);

PH: 3b.

9132.15 AIRCRAFT CLEANER

Cleans aircraft, using appropriate equipment and tools:

Consults work roster or obtains instructions from superior to determine work schedule; obtains and sorts cleaning equipment and tools; climbs onto hoist and operates control to gain access to exterior of aircraft; cleans walls, floors and other interior and exterior areas of aircraft, using appropriate cleaning tools and equipment; removes and replaces soiled or damaged seat covers and carpet on aircraft; clears lockers and seat pockets of waste material; scrubs and polishes surface areas to enhance their appearance; packs and labels packages containing passenger supplies and stacks them in appropriate compartment on aircraft; cleans washrooms and replenishes sanitary supplies; operates pumps to transfer sewage from aircraft to holding tank; reports physical defects on aircraft to maintenance department; sweeps and washes hangar compound periodically.

May be designated according to level of responsibility; for example,
AIRCRAFT CLEANER I/II/III

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 3; **SVP:** 2;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,c,d,e), 3(a,b,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);

EC: 1(c,f,h,k,m,n);

PH: 2a, 3b.

9132.20 KITCHEN ASSISTANT

Assists in preparation of food for hotels and restaurants:

Receives directions from superior; peels, washes and chops vegetables and cleans and seasons meats, poultry and fish, observing sanitary procedures; cleans rice and dried legumes; makes salads and prepares breakfast for members of staff; washes cooking utensils, dishes and cutlery and cleans kitchen.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 2;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b,c), 3a, 4(b,d), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,m,n), 2a, 3a, 4a, 6(a,b,i), 7(b,d);

PH: 2a(P), 3(a,b).

9132.25 DOCUMENT CLEANER, ARCHIVES

Dusts and cleans historical documents:

Examines documents periodically to determine presence of dust, pests, mould and mildew; dusts and cleans documents as necessary; notifies superior of documents which require further cleaning and treatment; replaces documents in designated area; sprays archives and environs with insecticides to exterminate or deter pests; writes reports as required.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 1;

TEMP: R, SI;

APT: G(R), F, M;

INT: 7;

PD: 1(a[L],b,c), 2(a,b), 3(a,c,e), 4(a,b,d,e,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,i,m,n), 6(d,e), 7(a,b,c,d,e);

PH: 2b, 3a.

9132.30 STERILISER, MEDICAL INSTRUMENTS

Tends autoclave to sterilise surgical tools, containers and instruments:

Retrieves instruments from hospital or clinic room, assisted by Hospital Attendant where applicable; prepares instruments for sterilisation by washing, drying, securing and stacking them in appropriate compartment of autoclave; sets time and temperature gauges of autoclave and opens steam valve to commence sterilisation; closes steam valve and allows autoclave to cool when process is completed; sorts and dates sterilised packages and stacks them in storage areas; identifies and returns damaged packages for re-sterilisation; checks previously sterilised packages for shelf-life expiry date; prepares relevant records.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), M;
 INT: 5;
 PD: 1a(S,L), 4b, 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,i,k,m,n), 2a, 4a, 6d, 7(c,d);
 PH: 3b.

9132.35 BUILDING CLEANER

Cleans premises of office buildings, commercial or industrial establishments and institutions:

Consults roster or superior to determine place and hours of work; liaises with superior to obtain cleaning materials and equipment such as brooms, mops, buckets, dusters, detergents and vacuum cleaner; sweeps and mops uncarpeted rooms, hallways and stairs and vacuums carpeted areas; maintains lavatories and wash-basins in sanitary condition, replenishing consumable materials as necessary; dusts furniture, moving and rearranging them to facilitate cleaning; empties bins and waste-baskets and places garbage at collection point; cleans window-panes and glass doors; removes cobwebs and polishes furniture and floors periodically; notifies superior of need for repair or replacement of equipment and facilities.

May open and secure building.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), M;
 INT: 9;
 PD: 1(a[M],b,c,d,e), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,b,i,n), 4a, 6(a,e), 7(b,c,d);
 PH: 2a, 3b.

9132.40 CARPET AND UPHOLSTERY CLEANER

Cleans carpets and upholstery, using appropriate equipment and materials:

Receives work instructions from superior; clears work area by removing furniture and other articles; fills cleaning machines such as vacuum cleaner and brushing machine with required quantity of dry or liquid chemicals; sprays surface of carpet or upholstery with appropriate cleaning agents to remove heavy soiling; affixes appropriate brushes to hoses of vacuum cleaner and operates machines to clean surface of carpet or upholstery; cleans machines and performs minor repairs.

May perform duties of CLEANER.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 5;
 PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(b,e), 5a, 6a, 7(a,c), 8(a,b);
 EC: 1(a,i,n), 4a, 5(a,b), 6a, 7(b,c,d);
 PH: 1a(P), 2a, 3b.

9132.45 INDUSTRIAL PLANT CLEANER

Cleans machinery, equipment and environs of industrial plant:

Prepares or obtains specialised chemicals to be used in cleaning items or surfaces; applies cleaning chemicals to machinery, equipment and surrounding areas; scrapes and scrubs caked residue from surfaces, and washes surfaces, using water-hose; pours or pumps caustic mixture into vessels and drains and rinses vessels after specified time; burns inflammable residue in vessels where applicable, and cleans interior, using hose and rake to remove sludge and deposits; cleans work areas periodically, using cleaning implements and solvents.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[M,H],b,c,d,e,f), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(a,b,h,i,n), 4a, 6(a,b,d,e,i), 7(a,b,d,e,f,h,i,j);
 PH: 2a, 3b.

9132.50 OFFICE HANDYMAN

Operates duplicating and copying machines and performs minor duties to keep office clean and tidy:

Prepares office machines for use, replenishing supplies of paper, ink and dispersant as required; operates duplicating and photocopying machines and collator to print, copy and collate documents and delivers completed work to relevant personnel; assists in loading equipment and stock into office vehicle; makes signs for office, using stencil, ink, paint and brush, and affixes identification marks to furniture and equipment; performs a variety of minor tasks such as changing of light bulbs and cleaning of fans; reports need for repair of furniture and equipment to superior; performs some duties of MESSENGER and BUILDING CLEANER; cleans machines and tidies storerooms.

May carry out minor repair and routine maintenance of office furniture and equipment, take and maintain inventory of stock, collect incoming mail and parcels and weigh and frank mail.

OCCUPATIONAL PROFILE

DPT: 686; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 7;

PD: 1(a[L,M],b,c), 3(a,e), 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,n), 7(c,d);

PH: 1a, 2a, 3b.

9132.55 CHAMBERMAID

Cleans and tidies hotel rooms and replenishes supplies:

Collects master keys, instruction sheets indicating status of room, and supplies such as towels, soap and cleaning agents; loads trolley with supplies and transports them to assigned floor; observes tags on doors to determine appropriate times for cleaning rooms; clears rooms of meal trays and collects soiled laundry; vacuums carpet and removes cobweb; dusts and polishes chairs, drawers and other furniture; cleans mirrors; changes bed linen, turns mattresses if required, and makes bed; empties bins; replenishes supplies of ice, towels, soap, stationery and other expendable items in rooms; washes and replaces glasses and refills drinking-water containers; checks and changes light bulbs if necessary; scrubs and mops bathroom area, cleans and polishes bathroom fixtures and washes shower curtains when necessary, using detergent and antiseptic solution; reports cases of leaks and damaged or malfunctioning equipment and facilities to superior; gives general assistance to guests, if required; returns keys, supplies and completed work sheets to superior.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 5;

PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,f), 5a, 6a, 7(a,c), 8(a,b);

EC: 1(a,k,n), 4a, 6a, 7(a,c,d);

PH: 2a, 3b.

9132.60 BUSBOY

Assists with upkeep and general tidiness of dining-room area of hotel or restaurant:

Positions furniture, changes table-cloth and sets table in preparation for meals; carries utensils from kitchen to dining-room in preparation for serving of meals, and removes utensils when serving is complete; replenishes empty receptacles with water and required food items; brings bills to patrons, takes payment to cashier and returns change to patrons; washes dirty utensils; sweeps and mops serving area in hotel; cleans and sanitises washroom area; empties baskets and other receptacles.

May serve meals to clients.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 9;

PD: 1(a[M],b,c), 3(a,b), 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(a,i,k,n), 4a, 6a, 7(b,d);

PH: 3b.

9132.65 WARDSMAID

Performs routine cleaning duties in hospital wards to ensure sanitary environment, and provides general assistance on wards:

Performs duties similar to those of BUILDING CLEANER; conveys meals, and mixes and serves drinks to staff; washes, dries and stores crockery, cutlery and other kitchen utensils; cleans kitchen counters, cupboards and tables; prepares food for cooking, if assigned kitchen duties; assists in sorting and checking soiled linen for despatch to laundry; sets aside old and unusable linen for despatch to Stores Attendant; maintains simple records.

May assist nursing staff in serving meals to patients and help patients to bath, dress and feed themselves.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 9;

PD: 1(a[L],b,c,d,e), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,k,n), 4a, 6(a,d), 7(b,c,d);

PH: 1a, 2a, 3b.

9133 HAND LAUNDERERS AND PRESSERS*Workers in this unit group launder, dry-clean and iron clothes and fabrics.***9133.15 LAUNDRY ATTENDANT/****Laundry Checker**

Receives, inspects and sorts clothes and other items prior to and after laundering:

Receives soiled items from customer or user departments at institution; scrutinises items to identify stains and determine type of cleaning required and points out defects to customer; prepares delivery note and informs customer of cost and collection date; removes notions from garments and returns them to customer for safe keeping; attaches identification tag on items and places them in appropriate bin for laundering or distributes them to laundry staff; inspects laundered items in sorting area to ensure proper finish and returns improperly laundered clothes to appropriate department; sorts items by checking identification tag against corresponding records; folds, stacks, wraps or bags items in preparation for delivery; stores items in specified order or places them on rack for easy identification; receives delivery note from customer or other relevant personnel, and retrieves and delivers laundered items; keeps related records.

May answer customer queries on laundering and related matters and collect payment for completed work.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), Q, M;

INT: 6;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,j), 7d;

PH: 3b, 4.

9133.20 LAUNDRY SPOTTER

Applies cleaning agents to soiled areas of garments and fabrics:

Inspects clothes to identify type of stain and other discol-

orations; determines chemical agent required for treating stain; positions item on spotting board, applies specified quantity of chemical compound to stain and scrubs area with brush or sponge to remove stain; sprays water on spot to remove cleaning chemical, blow-dries spot and repeats process if necessary; forwards treated garments to relevant department for ironing or overall cleaning.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M, C;

INT: 5;

PD: 1(a[L],b), 3a, 4(b,e), 5a, 6a, 7(a,c,g), 8(a,b);

EC: 1(a,i,n), 2a, 4(a,b), 6(d,e), 7(a,e);

PH: 2b, 3(a,b), 4.

9133.25 HAND LAUNDERER

Washes garments and other items in laundry by hand:

Sorts clothes and articles according to type of fabric and degree of dirtiness; adds cleaning and finishing agents such as soap, detergent, starch and fabric softener to water as required; wets garments and articles and washes them by hand or scrubs them with brush; rinses washed items in clear water and squeezes them to extract excess moisture; forwards items for drying or operates air machine to blow out garments prior to sending them for ironing.

May soak soiled items in water and detergent prior to washing them, determine type of cleaning required and forward garments to relevant work area.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b,d,e), 4(b,d), 5a, 6a, 7(a,c,g), 8(a,b,c);

EC: 1(a,i,j), 4a, 6a, 7(b,d);

PH: 2a, 3(a,b).

914 BUILDING CARETAKERS AND WINDOW CLEANERS

Workers in this minor group maintain and clean building interiors, equipment, furniture and windows.

9141 BUILDING AND OTHER CARETAKERS

Workers in this unit group maintain, upkeep and ensure security of buildings, churches and cemeteries.

9141.05 CEMETERY KEEPER

Supervises subordinate cemetery staff and sells burial plots to members of the public:

Supervises subordinate staff to ensure proper maintenance of cemetery grounds; makes recommendations to statutory body for improvement of cemetery; sells burial plots, collects burial fees and allocates plots; issues receipts for sales and fees; identifies burial plots in cemetery for members of public when necessary; monitors public conduct in cemetery to ensure that individuals conform to established rules and regulations; requisitions tools, uniforms and other departmental supplies; corresponds with members of the public and public organisations on cemetery related matters; liaises with inter-departmental supervisory staff on matters related to care and maintenance of cemetery; keeps register of burials and plot allocations and prepares periodic departmental and financial reports.

May be designated according to level of responsibility; for example,

CEMETERY KEEPER I/II/III

OCCUPATIONAL PROFILE

DPT: 337; ETD: 2; SVP: 5;

TEMP: D, P, J;

APT: G(C), N, S, P, Q;

INT: 7;

PD: 1a(L), 4(b,d), 5a, 6a, 7a, 8(a,b,c);

EC: 1(c,i,n), 4a;

PH: 1a, 2a, 3b, 4.

9141.15 CARETAKER

Ensures proper maintenance and security of buildings, grounds and facilities by performing any combination of the following duties:

Supervises subordinate staff to ensure proper maintenance of buildings, grounds, fences, and facilities; makes periodic rounds on premises to guard against trespassing and theft; checks condition of property to ensure that operating rules and regulations are maintained; reports repair needs to superior

May distribute stores and equipment and maintain required inventory.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), M;

INT: 4;

PD: 1a(L), 3(a,c,e), 4(a,b), 5a, 6a, 7(a,b), 8(a,b);

EC: 1(a,i,j,m,n), 4a, 7(c,d,h);

PH: 1a(P), 2a, 3b.

9141.20 SEXTON/Verger

Prepares church for religious services and ceremonies by performing any combination of the following duties:

Opens and locks church building at appropriate times; rings bell to announce services and other church events; prepares sacred texts for reading and places them on altar or lectern; prepares altar and church, laying out sacred cloths and vestments, kneelers, printed material and elements of sacramental worship; lights candles, positions and turns on microphone and maintains adequate lighting prior to and throughout services; cleans altar and church and secures vestments, books, vessels and equipment after use; reports maintenance and repair needs to superior; notifies members of choir and Organist of occasions such as funerals and weddings to ensure their attendance; maintains order in church, patrols premises to guard against theft and vandalism and summons protective service personnel when necessary; keeps church in clean and orderly condition or monitors cleaning by volunteers; ensures that sacred vestments, cloths and vessels are kept clean.

May prepare and issue church-related certificates, record baptisms, marriages and deaths, collect and secure monies and fees, issue receipts and disburse petty cash for minor repair and maintenance purposes.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, P, J;

APT: G(R), M;

INT: 7;

PD: 1(a[L],b,c), 3a, 4(a,b,e,f), 5a, 6a, 7(a,g), 8(a,b,c)

EC: 1(a,b,i,j,l,n);

PH: 1a, 2a, 3b, 4.

9142 WINDOW CLEANERS

Workers in this unit group clean glass surfaces and windows of buildings.

9142.10 WINDOW CLEANER

Cleans glass surfaces and windows of buildings:

Receives work instructions from superior; collects implements and cleaning compounds for transportation to work site; sets-up ladder or uses bosun's chair to reach desired height of building exterior; cleans windows, glass partitions, mirrors and other glass surfaces of building, using window-cleaning compounds and sponge or brush; removes excess water with squeegee or absorptive material.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 2;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[L],b,c), 2(a,b), 3(a,e), 4(a,b), 5a, 6a, 7a, 8(a,b);

EC: 1(g,f,i,m,n), 4a, 7(c,h);

PH: 2a, 3b.

915 MESSENGERS, WATCHERS AND RELATED WORKERS

Workers in this minor group deliver messages, packages and other goods and watch and guard persons or private and public properties against hazards, fire, theft and illegal entry.

9151 MESSENGERS, PACKAGE AND LUGGAGE PORTERS AND DELIVERERS

Workers in this unit group carry and deliver mail, packages, luggage and other items within or on behalf of business organisations or for private employers.

9151.15 EXPRESS COURIER/Express Package Deliverer

Delivers time-sensitive packages, documents and parcels to business organisations and private homes:

Receives work assignments from superior; prepares vehicle for journey by checking oil, water and fuel levels and replenishing items as required; collects parcels, packages and documents from local senders, delivers parcels to recipients and obtains signatures as required; forwards parcels to office personnel for overseas despatch; collects and delivers packages from overseas at transshipment point; answers customers' queries and gives information on matters such as delivery schedules; keeps log of items received and delivered.

May obtain payment for articles collected and delivered.

OCCUPATIONAL PROFILE

DPT: 663; ETD: 3; SVP: 0;

TEMP: J;

APT: G(C), Q, E;

INT: 7;

PD: 1a(L), 4(b,f), 5a, 6a, 7(a,b,g,h), 8(a,b,c);

EC: 1(a,b,k,n), 7h;

PH: 3b.

9151.20 MESSENGER/Office Assistant

Collects and delivers mail, documents and other items

within or on behalf of employing establishment and performs simple clerical and related tasks:

Sorts incoming and outgoing mail, messages, documents and other items; collects messages and other items from, and delivers to, offices within establishment or to other venues, and solicits recipients' signatures if required; prepares and leaves notices for absent addressees and returns undelivered telegrams and delivery slips to Despatcher; mails company correspondence and collects incoming mail from private post-office box; records delivery of items in despatch book; packs stationery and other articles in storage areas; distributes office supplies to staff; operates simple office equipment such as photocopying and duplicating machines; performs routine clerical tasks such as franking mail and filing and collating documents; assists visitors as required; performs routine maintenance on company-owned vehicle and informs relevant personnel of malfunction or need for professional servicing.

May open and lock premises and maintain custody of keys.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;

TEMP: R, SI, P;

APT: G(R), Q;

INT: 7;

PD: 1(a[L],b,c), 3e, 4(a,b,c,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(c,i,n), 7h;

PH: 2a, 3b.

9151.25 CADDIE

Carries golf bag and clubs around golf course and assists player as requested:

Carries golf bag and clubs on shoulder or pulls and pushes carts loaded with golf bag and clubs around course to assist player during game; passes clubs to player as requested and advises player on peculiarities of course and selection of appropriate club for stroke; holds marker in or out of cup as requested while player putts; locates driven balls and marks area or retrieves lost balls; cleans clubs and balls as required, using cleaner and cloth.

May repair damage to turf by replacing divot.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;

TEMP: R, J;

APT: G(R), M;

INT: 9;

PD: 1(a[H],b,c,d,e), 4b, 5a, 6a, 7(a,b), 8(a,b,c);

EC: 1(b,i,n), 4a, 7(c,d,h);
PH: 2a.

9151.30 BAGGAGE PORTER

Transports travellers' baggage by trolley within stipulated confines of airport:

Solicits business from travellers; loads baggage onto trolley and transports baggage to and from curbside or other designated area; lifts baggage off trolley, stacks pieces to travellers' satisfaction, avoiding spillages or breakages, and loads or off-loads vehicle as required; counts pieces of baggage and calculates charges based on piece-rate.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
TEMP: R;
APT: G(R), M;
INT: 5;
PD: 1(a[M,H],b,c,d,e), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(c,k,n);
PH: 3b.

9151.35 POSTAL AUXILIARY

Performs routine manual work relating to handling of bulk mail:

Assists with tallying of mail bags or parcels; conveys parcels or mail bags between work areas and stacks them as required; sorts bags according to criteria such as country of origin, destination and type of contents; opens bags and forwards accompanying documents for checking; counts number of parcels received and notifies superior; sorts parcels into groups and attaches cards to parcels bearing corresponding numbers; ties, seals and stacks bags; maintains watch over valuable or insured parcels or packets; numbers parcels, post cards and registration slips; collects parcels corresponding to cards and conveys them to delivery section.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
TEMP: R, SI;
APT: G(R), M;
INT: 7;
PD: 1(a[M],b,c,e), 3(a,c), 4(b,e), 5a, 6a, 7a, 8(a,c);
EC: 1(a,i,n), 7(c,d);
PH: 2a, 3b.

9152 WATCHERS AND DOOR-KEEPERS

Workers in this unit group watch and guard property to prevent illegal entry or theft, undertake door-keeping duties in hotels and perform other related duties.

9152.15 LIGHTHOUSE KEEPER

Operates and maintains lighting equipment to guide ships at sea:

Starts and stops electrical generators for lighting equipment and switches lights on at sundown and off at sunrise; lights kerosene lamps or lanterns in event of emergency; cleans and ensures good operating condition of lighting equipment such as lamps and lenses; performs minor electrical repairs to generators and auxiliary equipment; communicates with staff of divisional headquarters, using radio-telephone, to discuss problems arising on watch; keeps daily log; requisitions and receives stores and maintains operating records; performs general maintenance work to ensure good housekeeping of lighthouse and environs.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 2; SVP: 1;
TEMP: R, A, J;
APT: G(R), P, Q, F, M;
INT: 4;
PD: 1(a[L],b,c,d,e), 2a, 3(a,c), 4(a,b,c,e,f), 5a, 6a, 7(a,b,g,h), 8(a,b,g);
EC: 1(a,i,l), 5a;
PH: —.

9152.20 GATE-KEEPER/Sentry

Guards entrance to health institution, industrial plant, warehouse or other property by performing any combination of the following duties:

Scrutinises approaching cars and/or checks personnel identification badges to ascertain authorisation for entry into establishment's compound; records data such as vehicle registration number, time of entry and name and destination of visitor requesting entry; notifies establishment personnel where applicable to ascertain validity of would-be entrants; provides information on location of specific buildings and/or services; opens gate, manipulates hand barrier or operates automatic barrier to permit entry or exit of vehicles from compound; searches interior of vehicles entering and leaving compound, where appropriate, to guard against theft of establishment's property; stamps bills and checks delivery notes, gate passes and goods upon departure of persons from compound; observes untoward incidents and presence of undesirable persons, and notifies supervisory personnel and/or police when necessary; logs unusual incidents and informs relief personnel of same for follow-up action; receives and delivers messages and mail to personnel of establishment; turns security lights on and off where applicable; ensures clear passage for emergency vehicles.

May collect and hand over building keys to authorised personnel, direct visitors to park vehicles in appropriate allotments and hoist and lower national flag at specified times

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 0;
 TEMP: P, J;
 APT: G(R), Q, M;
 INT: 4;
 PD: 1a(L), 3e, 4(a,b,f), 5a, 6(a,b), 7(a,e), 8(a,b,c);
 EC: 1(c,h,k,n), 7h;
 PH: 3b, 4.

9152.25 PARKING-LOT ATTENDANT

Operates and supervises automobile parking facilities by performing any combination of the following duties:

Records registration number and time of entry of car into parking lot or withdraws ticket from automatic clock, writes registration number on same and gives it to customer; checks authorised customers' identification cards or stickers and car registration numbers; opens manual or automatic barrier to allow entry of cars; directs patrons to appropriate location in car park; checks parking space availability at intervals and displays appropriate sign or closes gate to prevent entry of cars when parking lot is full; collects ticket from departing customers and checks departure time or inserts ticket into automatic clock to register time; calculates and collects parking-fee and issues change, using cash register where applicable; raises manual exit barrier, inserts ticket into machine slot or presses button on programmed cash register to raise barrier; tallies cards and monies collected at end of day and records daily transactions.

May secure gates at end of day.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 0;
 TEMP: R, P;
 APT: G(R), Q;
 INT: 7;
 PD: 1a(S,L), 4(a,b,f), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(a,b,i,j,n);
 PH: 2a, 3b.

9152.30 SECURITY-CONSOLE OPERATOR

Monitors security-system console and takes appropriate action if indicated:

Monitors computer screen for alarm signals; reads and interprets system print-outs to detect unusual activity in monitored premises and/or listens for sounded alarms;

telephones client or other recommended contact to check reason for alarm; contacts police or other protective service personnel if necessary, giving information such as client's name and location of premises.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), Q;
 INT: 7;
 PD: 1a(S), 4(b,c), 5(a,b), 6(a,b), 7(a,c), 8c;
 EC: 1(a,k,n);
 PH: 4, 5a.

9152.35 COURT ORDERLY

Controls entry of persons into courthouse and performs other assigned duties to promote smooth conduct of business:

Sits or stands at strategic point to receive and direct visitors to desired destinations; provides routine information to members of the public; assists members of police service to maintain order in precincts of High Court; attends to needs of High Court personnel in court and chambers, assisting them with their robes, books and other paraphernalia; directs traffic into and out of building compound and ensures orderly parking; assists in performing general manual tasks such as opening and closing of building and ensuring that electrical appliances and equipment are turned on and off; prepares daily log for submission to superior.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;
 TEMP: P, J;
 APT: G(R), M;
 INT: 9;
 PD: 1(a[L],b,c), 3(a,e), 4(a,b,c,f), 5a, 6a, 7(a,c), 8(a,b,c);
 EC: 1(a,i,m,n);
 PH: 3b.

9152.40 TICKET COLLECTOR

Collects admission tickets from patrons attending places of entertainment:

Collects and examines ticket, observing colour and identification number to verify authenticity; tears ticket, returns stub to patron and permits patron to enter premises; refuses admittance to undesirable patrons or those holding invalid tickets; permits patrons to leave premises temporarily and examines ticket stub on their return.

May usher patrons to seats, provide information on start-

ing and closing time of show and assist in displaying and removing posters.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;
 TEMP: R, P, J;
 APT: G(R), Q;
 INT: 9;
 PD: 1a(L), 4(a,b,c), 5a, 6a, 7(a,c,g,h), 8(a,b,c);
 EC: 1(a,i,j,n);
 PH: 2a, 3b, 4.

9152.45 BEACH-FACILITY ATTENDANT

Maintains beach facilities and collects fees from patrons:

Unlocks doors of toilets and changing rooms at specified times; ensures that floors are free of sand, items of clothing and litter; checks fittings such as door locks and electrical and plumbing fixtures and requests relevant personnel to effect repairs as required; collects fees from patrons and issues tickets for use of facilities; secures found items and returns them to claimants; tallies and records daily receipts and holds them for remittance to relevant personnel; checks area to ensure it maintenance in clean and tidy condition; secures facilities at end of day.

May clean changing-room and toilet facilities.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), N;
 INT: 7;
 PD: 1a(L), 3a, 4(a,b,f), 5a, 6a, 7a, 8(b,c);
 EC: 1(a,b,i,n), 6a, 7d;
 PH: 1a, 2a, 3b, 4.

9152.50 HOTEL DOORMAN-BELLMAN

Serves hotel patrons by performing any combination of the following duties:

Opens door of hotel for arriving and departing patrons and greets guests on their arrival; hails taxi on patron's behalf, opens cab door and assists elderly and infirm patrons to enter and alight from vehicles; assists Taxi Driver in loading and unloading patrons' luggage into or from vehicle and extends wishes for safe travel to departing patrons; directs would-be patrons to front desk and reception service; escorts patrons to assigned rooms and carries luggage, using trolley; demonstrates operation of electrical devices and equipment in hotel room, such as air-conditioning unit and television set; provides information to patrons on available services and facilities;

checks condition of lobby and reports situations requiring action to housekeeping or front-desk personnel; switches on lights in lobby as required.

May assist in performing routine office duties such as operating photocopying machine, delivering messages and answering telephone.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;
 TEMP: R, P;
 APT: G(R);
 INT: 9;
 PD: 1(a[M],b,c,d), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,b,k,n);
 PH: —.

9152.55 WATCHMAN

Guards private and public property against hazards to ensure security of building and/or compound:

Patrols building and surrounding areas periodically to ensure protection against theft, fire, vandalism and other hazards; examines doors, windows and gates to verify proper security; checks equipment and machinery for signs of tampering; switches lights, alarm system and other devices on or off as required and observes movements on compound to detect suspicious activity; permits authorised persons to enter premises; investigates unusual or unfamiliar articles, sounds or odours; registers visitors' arrivals and departures; logs times of inspection tours and records irregularities or reports same to senior officers, security personnel and/or protective service personnel.

May take record of persons leaving compound, prepare report of offences and receive or deliver incoming or outgoing correspondence and parcels at night.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
 TEMP: A, J;
 APT: G(R);
 INT: 4;
 PD: 1a(L), 2a, 3(a,c), 4(b,f), 5a, 6(a,b), 7(a,b,e,h), 8(a,b,c);
 EC: 1(c,k,l);
 PH: 3b.

9153 VENDING-MACHINE MONEY-COLLECTORS AND METER READERS

Workers in this unit group collect money from vending machines and take and record readings from water and electricity meters.

9153.15 METER READER

Reads water or electricity consumption meters and records readings:

Collects route cards or books for metered properties within allocated area; visits consumer's property, presents identification card and explains nature of visit to occupant; locates and unlocks meter, opens cover plate or door, as required, to expose dial, takes reading and recovers meter; resets and reseals industrial electricity meters; records meter readings and irregularities observed such as defective, damaged or unauthorised meters; returns books or cards to business office for billing purposes.

May complete special forms for reporting on defective meters.

OCCUPATIONAL PROFILE

DPT: 567; ETD: 2; SVP: 2;

TEMP: R, P;

APT: G(R), P, Q, M;

INT: 7;

PD: 1(a[L],b), 2a, 3(a,e), 4(a,b,g,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,n), 5a, 6(a,b,e), 7(c,h,i);

PH: 2a, 3b.

916 GARBAGE COLLECTORS AND RELATED LABOURERS

Workers in this minor group collect and remove garbage, and sweep and wash streets and other public places.

9161 GARBAGE COLLECTORS

Workers in this unit group collect and dispose of refuse from building compounds, streets and other places

9161.05 SANITATION SUPERVISOR-FOREPERSON

Supervises subordinate sanitation staff to ensure maintenance of clean and sanitary public environment:

Coordinates activities of workers engaged in cleaning of drains, cesspools and streets, in collection and disposal of garbage and in eradication of stray animals; prepares work roster and assigns duties to workers; visits work sites and dump areas to ensure efficient performance of sanitation duties and proper disposal of garbage by workers; investigates public complaints on sanitation matters and takes required action to resolve problems; liaises with inter-departmental supervisory personnel on

matters affecting functioning of department; requisitions tools, equipment and supplies for sanitation department; advises workers on appropriate work methods and procedures; prepares periodic departmental status reports.

May be designated according to area of specialisation; for example,

CESSPOOL SUPERVISOR

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 5;

TEMP: D, P, J;

APT: G(C), V, Q;

INT: 7;

PD: 1a(L), 4(b,f), 5a, 6a, 7a, 8(a,b,c);

EC: 1(a,b,i,j,m,n), 7(b,c,d);

PH: 1a, 2a, 3b, 4.

9161.15 CESSPOOL EMPTIER/Night-Soil Worker

Operates suction pump to remove sewage from cesspools:

Removes cesspool covers, using hand tools, and pours disinfectant or other solutions into cesspool for deodorisation purposes; connects hose to pump of holding tank in preparation for cleaning cesspool; pours water into cesspool to soften contents to desired consistency for pumping; removes extraneous objects from cesspool to prevent blockages in hose during pumping; inserts end of hose into cesspool and activates pump to transfer contents to holding tank; monitors cleaning process to ensure efficient operations; cleans nozzle on hose as necessary; disconnects hose from holding tank when cleaning process is completed.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;

TEMP: R, J;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,c), 3(a,c), 4(b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,j,m,n), 4a, 5a, 6a, 7(b,d,h);

PH: 2a, 3b.

9161.20 REFUSE COLLECTOR

Collects refuse from sidewalks and streets and dumps it into collection vehicle:

Identifies refuse on sidewalks or street curbs; hops off vehicle, lifts garbage bags or containers and/or shovels loose garbage and dumps it into collection bin of vehicle; signals to Driver, Heavy Vehicle to move off; compacts and secures garbage manually or activates controls on bin

to compact garbage, to facilitate subsequent dumping; gives directions and hand signals to Driver, Heavy Vehicle during off-loading operations at refuse-disposal site.

May clean collection bin when work is completed.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 5;

PD: 1(a[M,H],b,c,d,e,f), 2(a,b), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,j,m,n), 4a, 5(a,b), 6(a,b,d,e,h), 7(b,c,d,h);

PH: 1a, 2a, 3(a,b).

9161.25 INCINERATOR-COMPACTOR ATTENDANT

Tends incinerator and compactor to dispose of waste:

Shovels ashes of previous burning from incinerator; sorts waste to remove non-combustible materials, dumps it into incinerator and closes door; turns on gas and lights incinerator, using matches, or presses switch to activate electrical supply to incinerator to burn waste; shovels burnt waste into wheel barrow for transport to bin; connects hose from bin to compactor and activates switch to transfer garbage; starts compactor and disconnects hose when process is complete; directs Heavy-Vehicle Driver to remove compacted material to dumping site; liaises with maintenance personnel regarding replenishment of supplies for machinery and when equipment is in need of repair.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1(a[L,M],b,c), 3a, 4b, 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,n), 2a, 6(a,b,c,i), 7(b,d);

PH: 2a, 3b.

9162 SWEEPERS AND RELATED LABOURERS

Workers in this unit group clean and maintain public and private premises and perform related miscellaneous duties

9162.15 SANITATION WORKER

Cleans and maintains public environment by performing any combination of the following duties:

Receives instructions from superior; sweeps curbs, parks and public walkways; heaps rubbish or secures it in gar-

bage bags and assembles it at pick-up point; cleans drains and removes debris from waterways; plants and waters shrubbery.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 5;

PD: 1(a[M],b,c,d,e,f), 3(a,c,e), 4(a,b), 5a, 6a, 7(a,h), 8(a,b);

EC: 1(b,i,j,m,n), 4a, 6a, 7(b,c,d,h);

PH: 2a, 3b.

9162.20 ODD-JOB WORKER/Yardboy

Performs simple routine tasks in and around domestic properties:

Receives instructions from employer; lifts, moves, or carries materials or objects manually or using appropriate equipment; cuts lawn and tidies hedges; touches up painted surfaces and mends fences and gates; cleans windows, scrubs concrete surfaces and animal cages and washes and polishes vehicles; heaps debris and garbage in readiness for removal; performs other assigned duties.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: SI;

APT: G(R), M;

INT: 9;

PD: 1(a[M],b,c,d), 3a, 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,l), 4a, 7(b,c,d);

PH: 2b, 3(a,b).

919 OTHER SALES AND SERVICE ELEMENTARY OCCUPATIONS

Workers in this minor group perform a variety of simple and routine tasks related to sales and service activities.

9190 OTHER SALES AND SERVICE ELEMENTARY OCCUPATIONS

Workers in this unit group clean, fuel, service and lubricate vehicles, collect money and issue change to customers, operate elevators and perform other service-oriented duties

9190.15 ELEVATOR OPERATOR/ Lift Operator

Operates elevator to transport passengers between building floors:

Ascertains passengers' intended destination and presses buttons on control panel to open and close doors of elevator and control its movement between floors; limits number of passengers for conveyance on elevator, according to specifications, and ensures observance of no-smoking regulations; manipulates control mechanisms, using key or switch, to keep elevator on hold and to allow elevator to ascend or descend uninterruptedly to required floor; handles simple problems to ensure workability of elevator, and reports malfunctioning to superior; presses button on control panel to sound alarm or notifies maintenance personnel of emergencies; provides assurance to persons experiencing fear or discomfort while travelling in elevator and during emergency situations; positions notices at appropriate points to warn would-be passengers against use of malfunctioning elevators; cleans and sweeps elevator, using broom or vacuum cleaner, polishes woodwork and holding bars and deodorises elevator, using air freshener.

May complete record sheet to report on condition of elevator and problems encountered during shift, and observe passengers for appropriate identification.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;
TEMP: R, P;
APT: G(R), M;
INT: 9;
PD: 1a(S,L), 4(a,b,c), 5a, 6a, 7a, 8(a,c);
EC: 1(a,h,i,n), 7i;
PH: 1a, 3b, 4.

9190.20 SERVICE-STATION ATTENDANT/ Gas-Station Attendant

Sells fuel, lubricants and miscellaneous automotive accessories and provides other services to customers at retail gasoline service station:

Verifies readings on pumps with records of previous shift; liaises with customer to determine needs; operates pump to fill tank of vehicle with gasoline or diesel fuel; removes and examines dipstick to determine oil level; checks water level in battery and radiator and replaces water as necessary; cleans windshield and car windows; informs client of charges, issues bills and collects payment for supplies and services rendered; cleans and maintains equipment and work area.

OCCUPATIONAL PROFILE

DPT: 677; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 5;

PD: 1(a[M],b,c), 3a, 4(b,f), 5a, 6a, 7(a,d), 8(a,b);
EC: 1(c,k,n), 4a, 5a, 6(a,b,d,e,f), 7(a,b,e,f,h);
PH: 3b.

9190.25 FARE COLLECTOR

Solicits passengers to board vehicles, collects money and issues change:

Hails passengers and identifies destination of vehicle; ensures that passengers are comfortably seated; collects money and issues change as necessary; alerts driver of passenger's drop-off point.

May help passengers to embark and disembark from vehicle and keep vehicle in clean and tidy condition.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 0;
TEMP: R, P;
APT: G(R), N;
INT: 7;
PD: 1a(L), 4b, 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n), 6h, 7(a,c,h);
PH: 3b.

9190.30 GAS-STATION SERVICE WORKER

Servises motor vehicles at gasoline service station:

Liaises with customer to determine job requirements; operates hoist to elevate vehicle; washes underbody of vehicle, using power hose; lubricates joints and changes motor oil and accessories such as oil filter, fan belt and windshield wiper blades; waxes and polishes exterior of vehicle; checks tyres and advises customer on need for alignment; keeps work area tidy.

May issue cash bills and collect payment for services rendered.

OCCUPATIONAL PROFILE

DPT: 674; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), M;
INT: 5;
PD: 1(a[M],b,c), 3(a,c), 4(b,c), 5a, 6a, 7(a,d,g), 8(a,b);
EC: 1(c,i,k,n), 4a, 5a, 6(a,d,e,f), 7(a,b,c,d,e,f,h);
PH: 3b.

9190.35 CAR WASHER

Cleans interior and exterior of cars:

Washes exterior of car with cleaning solution and water, using chamois-leather, cloth or sponge; scrubs tyres and stone-shield, using brush; rinses and dries car; vacuums

interior of car and cleans windows, floor mats, door panels and dashboard; notifies customer when job is completed and receives payment.

May polish and shine car.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R;

APT: G(R), K, M;

INT: 9;

PD: 1(a[L], b, c, e), 3(a, c), 4(a, b), 5a, 6a, 7(a), 8(a, b);

EC: 1(a, b, h, i), 4a, 6a;

PH: 2b, 3(a, b).

9190.40 WRAPPER-REPLENISHER

Packs customers' purchases at retail store and replenishes stock:

Places goods checked by Cashier, Customer Service in bags or boxes, using knowledge of packing techniques; wraps items where necessary to prevent spoilage or breakage; replenishes stock on display shelves as required; verifies prices of items for customers.

May carry packages to customers' vehicles.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;

TEMP: R, SI, P;

APT: G(R), M;

INT: 9;

PD: 1(a[L], b, c, d), 3a, 4(b, c, e), 5a, 6a, 7a, 8(a, b);

EC: 1(a, b, i, j, k, n);

PH: 4a.

92 AGRICULTURAL, ANIMAL HUSBANDRY, FISHERY AND RELATED WORKERS AND LABOURERS

921 AGRICULTURAL AND ANIMAL HUSBANDRY WORKERS AND LABOURERS

Workers in this minor group perform a variety of tasks of a simple and routine nature in the growing of field and market-garden crops, cultivation of trees, shrubs and flowers, breeding and raising of livestock and poultry, and maintenance of grounds used for sporting and recreational purposes.

9211 FARM-HANDS AND LABOURERS

Workers in this unit group perform a variety of simple tasks related to agricultural and farming activities.

9211.15 AGRICULTURAL LABOURER

Assists in agricultural operations by performing any combination of the following duties:

Lifts, carries, stacks, shovels and handles materials and objects, using simple tools and equipment such as shovel and wheelbarrow; cultivates, fertilises and harvests crops; attends to farm animals and cleans pens; cuts grass to provide fodder and bedding for animals; mixes pesticides and fills spray-plane reservoir with solution; stands in designated positions in flight direction of aircraft, and raises flag to guide Spray Plane Pilot during aerial spraying exercise; maintains farm buildings, roads and traces.

May be designated according to area of specialisation; for example,
FERTILIZER APPLICATOR, HAND
FLAGMAN
HOPPER FEEDER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 3, 5;

PD: 1(a[M, H], b, c, d, e), 2a, 3(a, c, e), 4(a, b, e), 5a, 6a, 7a, 8(a, b);

EC: 1(b, i, m, n), 6(b, d, e, f), 7(a, b, c, d, e, h);

PH: 2a, 3b.

9211.20 POULTRY-HATCHERY WORKER/ Hatchery Attendant

Assists with operation of poultry hatchery by performing any combination of the following duties:

Places eggs in incubator trays, identifying and setting aside cracked and dirty eggs and ensuring that eggs are right side up; inserts trays in trolleys and wheels trolleys into incubators; transfers eggs from incubators to hatchers after specified period, placing eggs in hatching trays and trolleys and wheeling trolleys into hatchers; removes trolleys from hatchers after specified period; transfers hatched chicks to boxes, in required numbers; vaccinates chicks, using injecting machine; trims and sears beaks of chicks, using debeaking machine; sanitises and disinfects chick boxes, hatchery equipment and general area; disposes of unhatched eggs and shells.

May be designated according to area of specialisation; for example,
POULTRY DEBEAKER
POULTRY VACCINATOR

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: SI;
 APT: G(R), P, K, F, M;
 INT: 3, 6;
 PD: 1(a[L,M],b,c,d,e), 3(a,c,e), 4(a,b,c,d), 5a, 6a, 7(a,c,g), 8(a,b);
 EC: 1(a,i,m,n), 4a, 6e, 7(a,b,c,d,e);
 PH: 1a, 2b, 3(a,b).

9212 FORESTRY LABOURERS

Workers in this unit group assist with forestry-related activities by performing routine tasks.

9212.10 FORESTRY LABOURER

Assists in logging operations by performing any combination of the following duties:

Attaches skidder cable to logs and pulls logs to designated areas; piles logs for road transportation, using crowbars and other hand tools; assists with loading logs onto vehicles for transportation to mill; prunes trees and measures and/or debarks logs.

May be designated according to area of employment; for example,
 CHOKERMAN
 LOG LOADER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, SI;
 APT: G(R), M;
 INT: 3;
 PD: 1(a[H],b,d,e), 5a, 6a, 7(a,e), 8(a,b);
 EC: 1(b,i,n), 6(a,b), 7(c,d,h);
 PH: 3b.

9213 FISHERY AND HUNTING LABOURERS

Workers in this unit group breed and harvest fish and maintain fish ponds and banks.

9213.15 FISH-FARM LABOURER

Collects, harvests and distributes fish and maintains ponds and banks:

Collects spawns, juveniles and brood stock from ponds and rivers and stocks farm ponds; harvests fish and transfers them to holding tanks; sorts fish manually, according to gender; distributes fish to Fish Farmers for seeding farms; repairs fish-nets as required; drains, prepares and floods ponds; maintains ponds, banks and surrounding areas, using cleaning implements and herbicides.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: SI;
 APT: G(R), M, K;
 INT: 3;
 PD: 1(a[L,M],b,c,d,e), 3(a,c), 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
 EC: 1(b,i,j,m,n), 4a, 6(b,e), 7(a,d,e,g);
 PH: 2a, 3b.

93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT**931 MINING AND CONSTRUCTION LABOURERS**

Workers in this minor group perform simple and routine tasks requiring the use of hand tools, and are engaged in the extraction of material from underground or surface mines, from wells and quarries, or road and building construction.

9311 MINING AND RELATED LABOURERS

Workers in this unit group perform a variety of manual tasks related to mining and quarrying activities.

9311.15 CRUSHING- AND SLURRY-PLANT ATTENDANT/Belt and Hopper Attendant

Maintains free flow of materials and general cleanliness of crushing and slurry plants and tends pumps and lines which convey slurry to cement plant:

Monitors limestone levels in slurry-mill hoppers and requests replenishment of supply from storage shed; clears blockages in mill chutes; removes residual material from mill-house, platforms, walkways and from around hoppers of crushing and slurry plants; clears fine particles from conveyor rollers; operates pump to remove excess water from floor of pumphouse; starts and stops pump to control flow of slurry to cement plant; ensures free flow of slurry to pumps and purges system to expel air; cleans slurry-line to prevent build-up of sediment; responds to plant emergencies, as instructed by superior.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M;
 INT: 6;

PD: 1(a[M],b,d), 2a, 3a, 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);
EC: 1(a,b,f,k,l,n), 4a, 5a, 6(a,b,d,f,h), 7(c,d);
PH: 3b.

9311.20 QUARRY LABOURER

Assists with quarrying operations by performing any combination of the following duties:

Grades stones and boulders and loads them in overloader bucket at quarry; removes boulders from rock face, using iron-bar; tends machine to crush boulders and assists in setting up and operating machinery and equipment to drill rocks.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 1;
TEMP: R, SI;
APT: G(R), M;
INT: 5;
PD: 1(a[M,H],b,c), 3(a,c), 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(b,i,n), 6(a,b,d,h), 7(c,d,h);
PH: 3b.

9311.25 LABOURER, OIL-WELL DRILLING AND SERVICING

Assists with oil-well drilling and servicing operations by performing any combination of the following duties:

Mixes drilling fluids for use in oil wells; pumps hot oil into wells to clear accumulated wax; assists Coil-Tubing Operator in clearing oil wells; operates cement mixer to combine cement with chemicals for use in cementing of well.

May be designated according to area of work; for example,

HOT-OIL OPERATOR

COIL-TUBING OPERATOR HELPER, OIL-WELL DRILLING

CEMENT-BULK PLANT OPERATOR, OIL-WELL DRILLING

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 0;
TEMP: R, SI;
APT: G(R), M;
INT: 6;
PD: 1(a[M,H],b,c,d,e,f), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6(a,b), 7(a,e), 8(a,b);
EC: 1(a,i,l,n), 2a, 4a, 5(a,b), 6(a,b,d,e,j), 7(a,c,d,e,f,h);
PH: 3b.

9312 CONSTRUCTION AND MAINTENANCE LABOURERS

Workers in this unit group perform a variety of tasks related to building and maintenance of infrastructural facilities such as roads, dams and similar constructions.

9312.15 SURVEY ATTENDANT

Assists professional and technical survey personnel during field operations by performing any combination of the following duties:

Sets up field equipment such as theodolites, heliostat, level, distance-measuring equipment, beacon and target; measures specified distance, using chain and tape; holds levelling staff and rod in place for determining measurements such as height of ground and depth of drain; places pole in ground to establish or align lines of sight; clears ground when necessary.

May be designated according to area of specialisation; for example,

CHAINMAN

POLEMAN

RODMAN/STAFFMAN

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 3;
TEMP: SI;
APT: G(R), S;
INT: 5;
PD: 1(a[L,M],b,c,d,e), 2(a,b), 3(a,b,c,d,e), 4(a,b,c,e), 5a, 6a, 7(a,b,d,e,f,g,h), 8(a,b);
EC: 1(b,i,j,m,n), 4a, 6b, 7(d,h);
PH: 2a, 3b.

9312.20 RAILWAY DRILLER

Joins and bolts rails together along railway track:

Fits and aligns rails end to end; places plates on both sides of rails to join rails together; aligns holes in plates with holes in rails; hammers spikes into holes in plate, and bolts plate to rail; screws nut onto bolt and tightens nut, using spanner; replaces old and worn nuts and bolts, using tools such as hammer, chisel and spanner; ensures that all nuts and bolts along railway track are tight and secure.

OCCUPATIONAL PROFILE

DPT: 684; **ETD:** 2; **SVP:** 2;
TEMP: R, SI;
APT: G(R), F, M;
INT: 5;
PD: 1(a[M],b,c), 3(a,b,c), 4(b,c,e), 5a, 6a, 7a, 8(a,b,c);
EC: 1(h,i,n), 5(a,b), 6(b,c,f,h), 7(c,d,h);
PH: 2a, 3b, 4.

9312.25 ROAD MARKER

Paints lines and signs on roadways, bridges, posts and other traffic fixtures by performing any combination of the following duties, as member of team:

Collects accessories and materials such as brushes, measuring tape, chalk and paint, and loads them onto vehicle for transportation to work site; positions traffic cones on roadway to cordon off work area and alert motorists; prepares road and other fixtures for painting by washing, sweeping, and/or removing bills from area; measures and draws outlines for traffic lanes and signs, according to specifications and using chalk line or pencil; mixes paint with additives as necessary, and paints lines, signs and fixtures, using appropriate brush; directs road traffic as necessary; cleans brushes with solvent.

OCCUPATIONAL PROFILE

DPT: 664; ETD: 2; SVP: 1;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 5;
 PD: 1(a[M],b,c), 3(a,c), 4(a,b), 5a, 6a, 7a, 8(a,b);
 EC: 1(b,i,m,n), 4a, 5a, 6(b,h), 7(a,b,c,d,h);
 PH: 3(a,b).

9312.30 RAILWAY-PLATE LAYER

Lays and secures railway tracks:

Digs trenches to accommodate sleepers, using shovel and pickaxe; positions and secures sleepers in trenches; lays rail across sleepers, ensuring that rails are equidistant at specified points; bores holes in sleepers on either side of rail, using hand drill; hammers iron spikes into holes in sleepers for securing rail; straightens or bends rail, where necessary, using manual bending instrument.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 5;
 PD: 1(a[M],b), 3(a,c), 4(b,c,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(b,i,m,n), 5a, 6(b,c,f,h), 7(c,d,h);
 PH: 2a, 3b.

**9312.35 ROAD-CONSTRUCTION
MACHINERY ATTENDANT**

Assists with road-construction operations by performing any combination of the following duties:

Removes large stones and sweeps other foreign particles from paving base in preparation for laying surfaces; coats surface with tar prior to laying final paving material;

shovels or rakes hot asphalt mix or other construction material onto surface, and spreads, or heaps material for removal by appropriate machinery; performs routine maintenance to construction equipment.

May be designated according to area of work; for example,

ASPHALT-LAYING HELPER
 ROAD-SURFACING EQUIPMENT ATTENDANT
 TAR-SPRAYER ATTENDANT

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), M;
 INT: 5;
 PD: 1(a[M],b,c), 4(b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(b,i,n), 2a, 6(d,i), 7(a,b,c,d,e,h);
 PH: 3b.

9312.40 SLUICE-GATE OPERATOR

Controls sluice gate at river to regulate flow of water:

Reviews published tide-tables to ascertain time of occurrence of high and low tides; opens and closes sluice gate, using winch or hand wheel, according to tide levels, to control flooding and intrusion of sea water, and to provide water for irrigation purposes; observes changes in water level periodically and prepares records for submission to superior; removes debris, logs and other obstructions from gate way; guards gate against vandalism and operation by unauthorised persons; maintains gate by oiling, greasing and painting it, and tidies surroundings.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, A;
 APT: G(R), Q;
 INT: 5;
 PD: 1(a[L],b,c), 2a, 3(a,c), 4(b,f), 5a, 6a, 7(a,d,h), 8(a,b,c);
 EC: 1(b,k,l), 4a, 6a, 7(b,d,h);
 PH: 2a, 3(a,b).

9313 BUILDING-CONSTRUCTION LABOURERS
Workers in this unit group perform a variety of manual tasks related to sand-blasting and building-construction operations.

9313.15 SAND-BLASTER ASSISTANT

Assists in sand-blasting operations by performing any combination of the following duties:

Assembles hose to required length and attaches hose and

other accessories to sand-blasting equipment; transports sandbags or abrasives to work site manually or by operating fork-lift truck; cuts bags and empties them into sand-blasting pot or hopper and adds water to moisten abrasive; pushes or pulls equipment to work area and activates or deactivates equipment to regulate flow of material, following signals from Sand-blaster; replenishes supply in pot or hopper as required; cleans and performs minor repairs to sand-blasting equipment.

OCCUPATIONAL PROFILE

DPT: 665; ETD: 2; SVP: 1;

TEMP: R;

APT: G(R), M;

INT: 6;

PD: 1(a[M],b,c,d,e,h), 3(a,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);

EC: 1(b,i,m), 4a, 5(a,b), 6(b,d), 7(c,d,h);

PH: 3b.

9313.20 CONSTRUCTION LABOURER/ Craftsman's Helper

Assists craftsmen on construction site by performing any combination of the following duties:

Loads and unloads construction material onto and from delivery trucks; conveys tools and materials to specified work site by hand, wheelbarrow or hoist; digs trenches and holes to accommodate structural works and removes waste material; assists in erecting form profiles, positioning steel beams and pulling horizontal and plumb lines; builds or erects and dismantles ladders or scaffolding; mixes, pours and spreads concrete or terrazzo mixture; positions items such as doors, ceilings, panels, bricks and tiles for installation; assists in installing roofs; sands and polishes floors; prepares surfaces for painting; performs other assigned duties; cleans work area, tools and equipment.

May be designated according to area of specialisation; for example,

CARPENTER'S HELPER

MASON'S HELPER

PAINTER'S HELPER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;

TEMP: R, SI;

APT: G(R), M;

INT: 5;

PD: 1(a[H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(b,i,m,n), 5a, 6b, 7(c,d,h);

PH: 3b.

932 MANUFACTURING LABOURERS

Workers in this minor group perform manual tasks involved in manufacturing processes such as installation and assembling of parts and packing of materials by hand, in containers, for storage or for shipment.

9322 HAND PACKERS

Workers in this unit group sort, grade and pack materials and products by hand, for distribution or for storage.

9322.05 SUPERVISOR-FOREPERSON, AGRICULTURAL-PRODUCE WAREHOUSE

Supervises and coordinates activities of workers engaged in receiving, sorting, grading and distributing agricultural produce:

Controls receipt and distribution of produce at facility; indicates type and quantity of produce for handling; schedules sorting, packaging, storage and distribution activities and supervises subordinate staff to ensure efficient performance of duties; processes orders for delivery of produce, inspects samples of produce to verify quality and monitors delivery operations; prepares and submits periodic stock inventory and staff reports to superior; recommends personnel action such as dismissals and other disciplinary measures.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 4;

TEMP: J;

APT: G(C), N, Q;

INT: 7;

PD: 1a(L), 4(a,b,c,d,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,n), 3a, 6a;

PH: 1a, 2a, 4.

9322.15 STEEL BUNDLER

Ties bundles of steel with wire according to weight:

Adjusts position of steel products in weigh pockets to facilitate bundling; straps bundles, using strapping tool and appropriate size and number of tie wires; tags bundles with information relating to batch, grade and size of steel; hooks crane slings around bundles and signals to crane operator to lift and transport bundle from weigh pocket; maintains work area in clean and tidy condition.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 3; SVP: 1;

TEMP: R, SI;

APT: G(R), M;

INT: 6;
 PD: 1(a[M],b,d,e), 3(a,e), 4b, 5a, 6a, 7a, 8(a,b);
 EC: 1(a,k,m,n), 2a, 5a, 6(b,f,h,i);
 PH: 3(a,b).

9322.20 HAND PACKER/Packaging Lineworker
 Packages produced items for marketing or storage by performing any combination of the following duties:

Obtains or selects packaging materials; sorts items to be packed, based on specifications such as type, size or colour; examines filled containers and tops them up or pours off contents as necessary; places items in protective wrapping material, if required, and packs them in bags, cartons or crates according to specifications; secures and labels packages and places them onto pallets or conveyor belt for loading or stacks packages for delivery; replenishes packaging material; cleans work area of spillages.

May load packed items onto vehicle and perform stock-taking and security duties.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[L,M],b,c), 3a, 4(a,b,c,e,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n);
 PH: 1a, 2a, 3(a,b).

9322.25 SORTER-PACKER, AGRICULTURAL PRODUCE

Sorts, grades and packs agricultural produce for storage and/or distribution:

Feeds produce, such as fruits and vegetables onto conveyor belt or turntable and washes produce in preparation for packing; examines produce, sorting and grading items for quality, size and colour; removes and discards inferior produce; bunches, trims and ties produce as required and packs them into containers for storage or distribution; places filled container on scales and calculates weight of produce; labels containers with relevant information such as date, type and quantity of produce and completes inventory record; stacks containers on trolleys or in vehicles for transport.

May assemble containers.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
 TEMP: R, J;

APT: G(R), M;
 INT: 6;
 PD: 1(a[L,M],b,c,d,e), 3(c,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 3a, 4a, 6(a,b), 7(b,d);
 PH: 2a, 3(a,b).

9323 PRINTING AND RELATED TRADES LABOURERS

Workers in this unit group perform a variety of tasks to assist with printing operations.

9323.15 PRINTING-PRESS HELPER

Assists with printing operations by performing any combination of the following duties:

Loads printing medium and cylinders on printing machine; fills ink ducts and other reservoirs as instructed; cleans printing machine and accessories and removes and/or stacks processed material.

May be designated according to area of employment; for example,
 PRINTING HELPER
 PRINTING-ROLLER CHANGER

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 1;
 TEMP: R, SI;
 APT: G(R), M;
 INT: 6;
 PD: 1(a[M],b,c), 2a, 3e, 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,i,n), 7(a,d);
 PH: 3(a,b).

9323.20 PHOTOGRAPHIC DARKROOM ATTENDANT

Assists in photographic darkroom operations by performing any combination of the following duties:

Tends machine to cut processed or developed roll of photographic images or joins strips of negatives in preparation for automatic processing; attaches numbered identification tags to film and envelope prior to automatic processing; checks and mounts film transparencies and photographic prints; mixes chemicals, according to formula, to prepare solutions for film processing.

May be designated according to area of employment; for example,
 FILM CUTTER
 FILM SPLICER
 PRINT CHECKER

OCCUPATIONAL PROFILE

DPT: 685; **ETD:** 2; **SVP:** 1;
TEMP: R, SI;
APT: G(R), M;
INT: 6;
PD: 1(a[S,L],b,c), 4(b,c), 5a, 6a, 7(a,c,g,h), 8(a,b,c);
EC: 1(a,i,n), 6e, 7(a,b);
PH: 2a, 3(a,b), 4.

**9323.25 HELPER, PRINTING-PLATE
 MANUFACTURE**

Assists in making printing plates by performing any combination of the following duties:

Replenishes chemical baths for processing of printing plates; immerses prepared printing plates in series of baths to raise printing images; changes moulds on hydraulic press for production of printing plates; removes and stacks printing plates for further processing.

May be designated according to area of specialisation; for example,

HELPER, ETCHING

HELPER, PHOTO ENGRAVING

MOULD CLAMPER

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 1;
TEMP: R, SI;
APT: G(R), M;
INT: 6;
PD: 1(a[M],b,c), 2a, 3e, 4(a,b,e), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 6(d,e), 7(a,b,e);
PH: 3(a,b).

9323.30 HELPER, TYPESETTING

Assists craftsman in assemblage of forme for letterpress printing:

Selects required type face, *furniture* and *chase* for assemblage into *forme*; labels and stacks formes in readiness for next process; dismantles printing forme and stacks type face and chase for future use; replenishes supply of type metal in melting-pot machine for casting of type face.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 3;
TEMP: R, SI;
APT: G(R), M;
INT: 5;
PD: 1(a[M],b,c), 3e, 4(a,b), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 2a, 6d;
PH: 2a, 3b.

9323.35 HELPER, BOOK BINDING

Assists in book-binding operations by performing any combination of the following duties:

Folds printed sheets and gathers *signature* in correct order in preparation for binding; loads binding machines with binding material such as wire, glue, staples or thread and replenishes supplies as required; stacks finished product; keeps work area and machines clean.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 0;
TEMP: R, SI;
APT: G(R), M;
INT: 5;
PD: 1(a[L],b,c), 4(a,b), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,i,n), 7(c,d);
PH: 3(a,b).

9329 OTHER MANUFACTURING LABOURERS

Workers in this unit group perform a variety of routine tasks connected with manufacturing, such as mixing, finishing, sorting, packaging and labelling of materials or products.

**9329.10 LABOURER, MANUFACTURING/
 Manufacturing Attendant**

Assists in manufacturing activities by performing any combination of the following duties:

Loads and unloads materials and equipment; opens crates and/or packages and stacks or unstacks equipment, materials and/or products; weighs and measures raw materials and prepares them for further processing as necessary; attaches hoses to equipment to transfer material from bulk containers to smaller containers; moves material, equipment and/or products through plant; tends machinery or equipment to ensure proper flow of material; removes excess material or performs other miscellaneous duties to finish products, using simple hand tools; affixes labels or identifying marks on packages; loads finished product and stacks bags, cartons and boxes onto pallets for storage or transportation; assists in routine cleaning and maintenance of plant and equipment; performs any other assigned duties.

May be designated according to area of specialisation; for example,

TRESTLEMAN, ASPHALT

HELPER, PLASTIC PRODUCTS MANUFACTURE

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 0;
TEMP: R, SI;

APT: G(R), M;
 INT: 6;
 PD: 1(a[H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(a,b,i,j,m,n), 5a, 6a, 7(c,d);
 PH: 3b.

9329.15 HELPER, UPHOLSTERY

Completes upholstered furniture by performing any combination of the following duties:

Stitches layers of material together, using sewing machine, to form quilted borders for mattresses; obtains and sticks together pre-cut foam to make furniture components such as cushions and mattresses; installs handle, ventilator and buttons on borders and body of mattresses, according to design and using hand and machine tools; operates mechanical devices to make fabric-covered buttons for upholstered furniture.

May be designated according to area of specialisation; for example,

MATTRESS VENTILATOR AND HANDLE
 INSTALLER
 QUILTED-BORDER MAKER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 2;
 TEMP: R;
 APT: G(R), P, F, M;
 INT: 6;
 PD: 1(a[L],b,h), 3a, 4(a,c,e), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 5a, 7(c,d);
 PH: 1a, 2a, 3(a,b), 4.

9329.20 TERRY INSPECTOR

Inspects towels for faults:

Receives finished towels and identification cards incorporating information such as style, pattern number, colour, date of manufacture and loom number; secures towels on inspection frame and examines them for defects such as *stopmarks*, *looping*, broken picks and ends, and oil spots; pins tags on defective towels and rotates frame to continue inspection process; records findings on inspection sheet.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 2;
 TEMP: J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L],b,c), 3a, 4(b,f), 5a, 6(a,b), 7(a,c,g), 8(a,b,c);

EC: 1(a,i,n), 5a, 7c;
 PH: 3b.

9329.25 HELPER, GARMENT MANUFACTURE

Assists in production of garments by performing any combination of the following duties:

Sorts garment parts according to colour and size, and labels and packages them in convenient bundles for further processing; prepares dye mixture and dyes garment components as required; prepares trimmings and accessories and ensures that colours, quantities and quality are in conformance with specifications; performs finishing operations such as turning garments, removing excess thread and attaching accessories; checks fasteners, such as zippers and buttons and buttonholes, for durability and finish; manipulates simple machines to perform operations such as shaping, crimping and seaming of garment; compares dimensions of garments with specified measurements to ensure adherence to standards; removes faulty garments and forwards them to superior for appropriate action; sorts and folds finished garments for delivery to customer.

May be designated according to area of specialisation; for example,

ACCESSORIES MAKER
 BUNDLER
 COLLAR SHAPER

OCCUPATIONAL PROFILE

DPT: 684; ETD: 2; SVP: 0;
 TEMP: R, J;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[L],c,e,g), 3a, 4(b,c,f), 5a, 6a, 7(a,g), 8(a,b,c);
 EC: 1(a,i,n), 5a, 7(c,d);
 PH: 1a, 2a, 3(a,b), 4.

9329.30 ATTENDANT, SUGAR PROCESSING

Assists in sugar-processing operations by performing any combination of the following duties:

Feeds mill with sugar-cane and controls movement of sugar cane along feeder to cane crusher; removes excess bagasse from upper end of carrier bed to prevent clogging of exit; loads bagasse from storage area onto conveyor for transfer to boilers; tends rotary filters to ensure adequate filtering of cane juice; stirs mixture of juice and bagasse in storage tank to prevent clogging of tank; opens and closes valves to control flow of sugar solution from storage bin to melting tank; mixes lime to desired *brix*, monitors functioning of machines in liming-tank section and reports malfunctions to appropriate personnel; regu-

lates flow of sugar from pans into crystallisers and curing baskets, following specific instructions; cleans bed of mill to allow uninterrupted flow of bagasse.

May be designated according to area of specialisation; for example,
CRYSTALLISER/MELTER ATTENDANT, SUGAR PROCESSING
FILTER OPERATOR
LIMING-STATION ATTENDANT
MILL-BED CLEANER, SUGAR PROCESSING

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, J;
APT: G(R), K, M;
INT: 6;
PD: 1(a[L],b,d), 3a, 4(a,b), 5a, 6a, 7a, 8(a,b,c);
EC: 1(a,f,m,n), 4a, 5a, 6(a,b,f), 7(b,c,d);
PH: 1a, 3b.

9329.35 SAW-MILL LABOURER

Carries out a range of low-skilled tasks relating to wood processing:

Unloads logs from trucks; removes loose particles embedded in logs to prevent damage to saw; tends machine to grind left-over pieces of lumber into smaller particles; adjusts log carriage to obtain specified cuts of wood; lubricates band-saw and other related machinery to ensure their functional efficiency; cleans saw-mill area as necessary.

OCCUPATIONAL PROFILE

DPT: 685; ETD: 2; SVP: 0;
TEMP: R, SI;
APT: G(R), M;
INT: 6;
PD: 1(a[H],b,c,d), 3(a,c), 4(b,e), 5a, 6a, 7a, 8(a,b);
EC: 1(a,b,i,m,n), 5a, 6(b,d), 7(c,d);
PH: 3b.

9329.40 HELPER, TYRE MANUFACTURE

Assists in tyre-making operations by performing any combination of the following duties:

Performs duties of LABOURER, MANUFACTURING at tyre-manufacturing plant; paints outer wall of tyre, after repairs, to enhance appearance, and inside cover of raw tyre to prevent sticking during moulding; constructs ply-pockets, according to specifications, for use in manufacture of cross-ply tyres; trims excess rubber from outside surface of tyre.

May be designated according to area of employment; for example,

TYRE-WALL PAINTER
TYRE-POCKET MAKER
TYRE SERVICEMAN
TYRE TRIMMER

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
TEMP: R, SI;
APT: G(R), M;
INT: 6;
PD: 1(a[M],b,c), 4b, 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 6d, 7(a,b,c,d);
PH: 3b.

9329.45 PATTERN HAND

Changes pattern chain on jacquard loom and performs related duties to assist with weaving operations:

Cuts lacing connecting first and last cards of pattern chain, using scissors, and lifts chain from holder brackets; positions new pattern chain over card cylinder of jacquard head, and ties end cards together to form endless chain; rotates jacquard unit to ensure that pattern is properly mounted; punches holes in pattern cards to indicate position of hem of article, using hand-puncher, and marks holes to facilitate adjustment of loom if necessary; attaches card to pattern needles of jacquard unit to correspond with design of pattern; performs related functions such as adjusting heddles on loom, cording jacquard unit, threading bingo boards and adjusting length of jacquard cords.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
TEMP: SI;
APT: G(R), M;
INT: 6;
PD: 1a(L), 2a, 3c, 4(a,b,c), 5a, 6a, 7a, 8(a,b);
EC: 1(a,i,n), 5a;
PH: 3b.

9329.50 TOOTH SORTER

Counts quantity of artificial teeth produced and sorts them for placing on cards:

Removes flash from untreated teeth and counts teeth; records mould type and shade and quantity of teeth on tracer form; assembles teeth in labelled boxes for transfer to heat-treating oven; pours heat-treated teeth onto table, examines tracer form to determine types of teeth required, selects teeth and places them in compartments of tray for further processing.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), Q, F;
 INT: 6;
 PD: 1a(S), 3a, 4(b,c), 5a, 6a, 7(a,c), 8c;
 EC: 1(a,i,n), 7b;
 PH: 2a, 3b.

933 TRANSPORT LABOURERS

Workers in this minor group perform freight-handling tasks, such as loading and unloading ship and aircraft cargoes and other freight, and drive vehicles drawn by animals.

9331 FREIGHT HANDLERS AND RELATED WORKERS

Workers in this unit group perform tasks such as loading and unloading transport vehicles, cargo vessels and aircraft, packing and carrying furniture and other items and uncrating and stacking materials and supplies at warehouses or other storage areas.

9331.05 JETTY FOREMAN

Supervises gang of workers engaged in connection and disconnection of cargo and bunkering hoses to and from vessels:

Receives notification from superior of vessel's expected time of arrival at berth, checks adequacy of manpower for shift and informs superior of manpower shortages where applicable; checks tools, fittings and hoisting equipment for adequacy of supply and to ensure efficiency of operation prior to vessel's arrival; issues instructions to Piermen for connection and disconnection of hoses to and from vessels and supervises operations; ensures that tools, equipment and hoses are properly secured and correctly used and that slop tanks on vessels are pumped dry in accordance with safety regulations and anti-pollution codes; visits berths and directs gangs in removing rubbish, securing valves or connections and storing tools and equipment; examines slings and other equipment and reports malfunctioning equipment to superior.

May direct berthing and unberthing of vessels in absence of superior and assist Pierman during emergency operations.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 7;
 TEMP: P, J;
 APT: G(C);

INT: 6;
 PD: 1a(L), 2(a,b), 3e, 5a, 6a, 7a, 8(a,b);
 EC: 1(h,k,m,n), 4a, 6(a,b), 7(a,b,h);
 PH: 3b.

9331.15 PIERMAN, PETROCHEMICAL INDUSTRY

Connects and disconnects cargo and bunkering hoses to and from vessels for loading and discharging of crude oil and other petroleum products:

Runs mooring lines for berthing and unberthing vessels alongside jetty; climbs from launches to *dolphins* and buoys to secure or release lines, and attaches fittings such as spool pieces, *bends* and reducers as required; connects and disconnects cargo and/or bunkering hoses to vessels' manifolds or places hoses at hatch openings where applicable; secures and removes butterfly handles and blank caps on pipeline and pumps slop tanks on jetty dry to prevent pollution; stores hoses, fittings, tools and equipment after use; cleans up oil spills or leaks on docks or platform, using sawdust and dispersants; moves hoses, fittings, equipment and cleaning agents from berth to berth, using walkways, or launches and barges.

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 0;
 TEMP: R;
 APT: G(R), K, M;
 INT: 5;
 PD: 1(a[M],b,c), 2(a,b), 3(a,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b), 2;
 EC: 1(b,k,m,n), 4a, 6(a,b), 7(a,b,h);
 PH: 3b.

9331.20 FURNITURE MOVER

Moves furniture and other household or office equipment and supplies from one location to another:

Visits home or office, consults with client and takes inventory of items to be moved; sorts and prepacks small, fragile and loose items in boxes or barrels, to facilitate easy and safe removal; carries articles or loads them onto transport vehicle, using trolley and hand-carts; stacks articles on vehicle, with assistance of helper, to form compact load, securing them with padding and rope as necessary; drives vehicle to destination; removes rope and padding from articles and unloads vehicle; carries articles to desired location in building.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 2;
 TEMP: R, J;
 APT: G(R), M;

INT: 5;
 PD: 1(a[L,H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,b,i,j), 6(b,h), 7(c,d);
 PH: 2a, 3b.

9331.25 DOCKER

Loads and unloads cargo vessels by performing any combination of the following duties:

Sorts cargo on quay or in quayside warehouse before loading and after unloading; stacks cargo on pallet or on cargo board and positions cargo to facilitate transfer to and from ship or onto road vehicle; attaches slings, hooks and other lifting devices to cargo as necessary; signals co-workers to operate machinery to move cargo, and holds guidelines to prevent excessive swinging and ensure safe handling of load; loads hand-truck and pushes it to and from quayside, loading bay and/or warehouse; unstuffs containers in dock yard.

May operate crane, winch or fork-lift truck to load or unload cargo, or drive industrial truck to transfer containerized and pallet-mounted cargo within dock area.

May be designated according to area of employment; for example,
 LONGSHOREMAN if engaged in handling cargo on shore;
 STEVEDORE if engaged in handling cargo on board ship.

OCCUPATIONAL PROFILE

DPT: 667; ETD: 2; SVP: 2;
 TEMP: R;
 APT: G(R), P, M;
 INT: 6;
 PD: 1(a[H],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7(a,d), 8(a,b);
 EC: 1(c,h,k,m,n), 5(a,b), 6(a,b,d,e,h), 7(a,b,c,d,e,h);
 PH: 3b.

9331.30 AIRCRAFT LOADER/Ramp-Service Attendant

Loads and unloads cargo onto or from aircraft and performs related duties:

Checks roster and/or liaises with superior to determine work schedule; inspects baggage to verify that passenger identification tags are affixed; refers baggage, without proper identification, to Passenger Service Agent, Air-line; loads and offloads baggage, mail and other items of cargo onto or from aircraft, manually or using mechanical loading devices; identifies and secures torn baggage;

drives baggage cart or tractor to transport articles to and from aircraft; drives truck with passenger-loading ramp to specified position at aircraft for arrival and departure of passengers; lifts disabled passengers manually onto and off aircraft; delivers documents from aircraft personnel to airport officials.

OCCUPATIONAL PROFILE

DPT: 683; ETD: 2; SVP: 1;
 TEMP: R;
 APT: G(R), M, E;
 INT: 5;
 PD: 1(a[H,VH],b,c,d,e,f,h), 2a, 3(a,c,e), 4(a,b,c,e), 5a, 6a, 7(a,g), 8(a,b);
 EC: 1(a,b,k,n), 4a, 5a, 7(a,h);
 PH: 2a, 3b.

9331.35 VEHICLE LOADER/Delivery-Man

Loads and unloads transport vehicles:

Conveys specified goods and/or materials to transport vehicles for loading; stacks load to avoid damage and/or spillage and to facilitate unloading; secures load, using tarpaulin, rope and padding as necessary; unloads vehicles and conveys goods to storage area, using hand-truck.

May be designated according to area of employment; for example,
 MAIL LOADER if engaged in loading and unloading mail onto or from trucks and transporting mail between work areas.

OCCUPATIONAL PROFILE

DPT: 687; ETD: 2; SVP: 0;
 TEMP: R;
 APT: G(R), K, M;
 INT: 5;
 PD: 1(a[H,VH],b,c,d,e,f), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);
 EC: 1(c,i,n), 5(a,b), 7(c,d);
 PH: 3b.

9331.40 WAREHOUSE ATTENDANT

Stacks loose goods in warehouse or similar storage area and retrieves goods as required:

Conveys goods from receiving area, using hand trolley or push-cart, and stacks goods in warehouse as directed by superior; locates required goods in warehouse by examining card if necessary, and takes goods to dispatching area; assists Fork-lift Truck Operator in stacking and removing heavy and bulky objects; cleans immediate work area.

May load and unload transport vehicle.

May be designated according to area of employment; for example,

COLD-STORAGE ATTENDANT

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 0;

TEMP: R;

APT: G(R), M;

INT: 5;

PD: 1(a[H,VH],b,c,d,e), 2(a,b), 3(a,c,e), 4(a,b,e), 5a, 6a, 7a, 8(a,b);

EC: 1(a,b,i,j,n), 6(b,h), 7(c,d);

PH: 3b.

9331.45 STOREROOM ATTENDANT

Assists in storeroom operations by performing any combination of the following duties:

Assists in unloading, uncrating, sorting, checking and stamping incoming supplies; assists in issuing and dispatching requisitioned items and maintaining storeroom in orderly condition; assists in performing periodic spot inventories and in cleaning and racking items in storeroom; re-packages bulk items for distribution; performs minor clerical and other assigned tasks.

OCCUPATIONAL PROFILE

DPT: 687; **ETD:** 2; **SVP:** 0;

TEMP: R, SI;

APT: G(R), P;

INT: 7;

PD: 1(a[M],b,c,d,e,f), 2a, 3(a,c,e), 4(a,b,e,f), 5a, 6a, 7(a,b,c,e,g), 8(a,b,c);

EC: 1(a,b,h,i,m,n), 7(c,d);

PH: 3b.

9332 DRIVERS AND OPERATORS OF ANIMAL-DRAWN VEHICLES AND MACHINERY

Workers in this unit group drive animal-drawn vehicles to transport agricultural produce and supplies.

9332.15 CART DRIVER

Controls animal-drawn vehicle to transport agricultural produce and supplies:

Communicates with and calms animal; harnesses animal and hitches it to cart; holds reins and instructs animal to pull cart to load area; loads supplies or produce onto cart and drives cart to destination; off-loads supplies and/or produce; tends animals and performs minor maintenance on cart.

OCCUPATIONAL PROFILE

DPT: 664; **ETD:** 2; **SVP:** 0;

TEMP: R;

APT: G(R), M;

INT: 3;

PD: 1(a[H,VH],b,c,d,e,f), 3(a,c,e), 4(a,b,e), 5(a,b), 6a, 7(a,e), 8(a,b,c);

EC: 1(b,i,m), 6a, 7(d,h);

PH: 1a, 2a, 3b.

9339 OTHER TRANSPORT LABOURERS

Workers in this unit group perform tasks related to transport operations such as, assisting with activities at railway stations and at motor-vehicle inspection bays.

9339.15 MOTOR-VEHICLE ATTENDANT, LICENSING OFFICE

Inspects and notes weight of vehicles to ensure compliance with laws and regulations:

Instructs vehicle drivers on positioning of vehicles on scale; reads scale to obtain tare weight of vehicle; records weight and information relative to colour of vehicle and engine and chassis numbers, and compares information with data on inspection certificate; notifies superior of vehicular defects; completes report sheets for submission to superior; performs miscellaneous duties such as tidying of work area and painting of inspection pit.

OCCUPATIONAL PROFILE

DPT: 567; **ETD:** 2; **SVP:** 0;

TEMP: R, J;

APT: G(R), Q;

INT: 5;

PD: 1a(L), 3a, 4(b,f), 5a, 6a, 7(a,g), 8(a,b,c);

EC: 1(a,b,i,n), 6h, 7(a,b,c,d,h);

PH: 3b.

9339.20 RAILWAY-TRANSPORT LABOURER

Assists with railway transport operations by performing any combination of the following duties:

Receives information by radio and telephone from head office or Gatemen regarding arrival and departure times of trains; informs Signaller, by telephone, of impending time of arrival of trains; operates wheel to open and close level-crossing gate; manipulates lever to change track for rail cars.

May be designated according to area of work; for example,

POINTSMAN

RAILWAY GATEMAN

OCCUPATIONAL PROFILE**DPT:** 684; **ETD:** 2; **SVP:** 0;**TEMP:** R, A;**APT:** G(R), M;**INT:** 5;**PD:** 1a(L), 4b, 5a, 6(a,b), 7(a,b,h), 8(a,b,c);**EC:** 1(a,h,i,m), 5(a,b), 7(a,b,c);**PH:** 3b.**94 OTHER LABOURERS****940 OTHER LABOURERS NOT ELSEWHERE CLASSIFIED**

Workers in this minor group perform a variety of manual tasks.

9400 OTHER LABOURERS

Workers in this unit group perform simple, routine tasks involving digging, shovelling, lifting, carrying, moving, and loading and unloading.

9400.15 PEST-CONTROL WORKER

Controls and eradicates pests in buildings, storage areas and aircraft by performing any combination of the following duties:

Studies instructions to determine location and type of treatment required for prevention and extermination of pests; obtains appropriate tools and materials for execution of work assignment; communicates with customers or members of public to obtain relevant information and explain control/eradication procedures; extracts samples of mosquito larvae from water for laboratory testing, and searches premises for evidence of other kinds of pests; sprays inner and outer areas of buildings, structures or premises, treats water, using pesticide granules and sets traps or bait to destroy pests; climbs pest-infested structures, covers them, using tarpaulin, and fastens edges of tarpaulin to render structures airtight; attaches hoses to gas cylinders and controls valves to release required volume of gas into sealed compartment to fumigate area; positions warning sign within work area; dismantles and folds tarpaulin when fumigation is completed; bores holes in concrete and other hard surfaces and sprays holes to eradicate termites; sprays unpainted wooden surfaces and building compound with pesticide; makes follow-up visits to ensure completion of eradication process and repeats procedure as necessary; prepares report for submission to superior.

May be designated according to area of specialisation; for example,

PLANT-PROTECTION ATTENDANT, if engaged in eradicating and controlling plant pests.

OCCUPATIONAL PROFILE**DPT:** 664; **ETD:** 2; **SVP:** 1;**TEMP:** P, J;**APT:** G(R), M;**INT:** 5;**PD:** 1(a[M],b,c,d,e), 2(a,b), 3(a,c,e), 4(b,c,f), 5a, 6a, 7(a,c), 8(a,b);**EC:** 1(c,f,i,m), 5(a,b), 6(b,d,e), 7(a,b,e,f,h);**PH:** 3b.**9400.20 MUSEUM ATTENDANT**

Assists professional museum staff in care, handling and safety of exhibition materials:

Prepares exhibition hall or art gallery by positioning screens, pedestals, boxes and showcases to accommodate paintings, sculptured works and other three-dimensional exhibits; assists superior with arranging and mounting exhibits for viewing by visitors; studies data pertaining to newly-mounted exhibition to assist in answering questions asked by patrons; patrols exhibition area to monitor and control conduct of visitors, ensure safety of exhibits and provide relevant information to enquiring patrons; logs condition of exhibition area; cleans and dusts items and showcases.

OCCUPATIONAL PROFILE**DPT:** 667; **ETD:** 2; **SVP:** 1;**TEMP:** P, J;**APT:** G(R), M;**INT:** 7;**PD:** 1(a[L],b,c,d,e), 2a, 3(a,e), 4(a,b,e,f), 5a, 6a, 7(a,e,g), 8(a,b,c);**EC:** 1(a,i,n), 7(c,d);**PH:** 3b.**9400.25 STAGE AND PROPERTY HAND**

Erects and dismantles artistic production sets:

Erects and dismantles stage sets, using appropriate hand tools; organises properties and equipment for television and theatre productions; maintains set in orderly condition.

May load and unload properties onto and from vehicles.

OCCUPATIONAL PROFILE**DPT:** 684; **ETD:** 2; **SVP:** 1;**TEMP:** R, SI;**APT:** G(R), M;**INT:** 5;

MAJOR GROUP 0

Defence Force

01 DEFENCE FORCE

011 DEFENCE FORCE OFFICERS

Workers in this minor group plan, organise and conduct military preparation and training to deter military aggression, carry out surveillance and protection of national territory and coastal waters and provide aid to civilian authorities as requested in emergency situations.

0110 DEFENCE FORCE OFFICERS

Workers in this unit group plan, direct and coordinate administrative or technical functions within the national defence force, command military vessels and vehicles during manoeuvres and in surveillance of land areas and coastal waters and perform other assigned duties.

0110.15 CHIEF OF DEFENCE STAFF

Directs and coordinates administration and operation of national defence force:

Performs duties similar to those of **COMMANDING OFFICER, DEFENCE FORCE** and delegates duties and authority to senior subordinate personnel; authorises deployment of defence personnel, vehicles and equipment for special operations, subject to standing rules and regulations; serves as member of defence council to provide technical advice on decisions affecting defence and security of state; approves or vetoes re-enlistment of personnel on basis of recommendations from relevant **Commanding Officer**; reviews records on military personnel and takes disciplinary action; formulates rules and regulations, under authorisation of defence council, to facilitate administration, and execution of other matters within the defence force; represents defence force at local and international fora.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 6; SVP: 8*;
 TEMP: V, D, P, I, S, J;
 APT: G(P), V, S, P, Q;
 INT: 4, 11;
 PD: 1a(L), 3a, 4f, 5a, 6a, 7(a,b,d), 8(a,b,c);
 EC: 1(a,b,i,j,m,n), 7h;
 PH: ---.

0110.20 AIDE-DE-CAMP

Escorts President to official and other functions and makes protocol arrangements:

Communicates with organisers of public functions to ascertain programme activities and advise on seating and

other protocol requirements; determines time to be spent by presidential party at specific function, in collaboration with President, and informs organisers accordingly; liaises with police-service personnel to ensure implementation of adequate security arrangements prior to arrival of President at public functions; accompanies President and spouse to official and other functions and on overseas visits; peruses employer's programme of activities to ascertain identity of expected visitors; meets arriving guests at ports of entry, escorts them to official residence of President and accompanies them to point of departure at end of visit; escorts distinguished visitors or guests to and from assigned meeting room; inspects visitors' book periodically to inform employer of presence of distinguished persons in territory; receives or solicits replies to invitations to social functions and liaises with senior household staff to ensure that adequate catering arrangements are in place; arranges table-seating plan for official dinners; organises travel arrangements on President's behalf in liaison with personnel attached to various agencies and missions; represents President on special occasions such as ceremonial parades, rehearsals, funerals and weddings; oversees garage and gardening staff, liaising with relevant supervisory personnel to ensure adequate maintenance of presidential property.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 5; SVP: 8*;
 TEMP: V, D, P, J;
 APT: G(P), V, Q;
 INT: 4, 7;
 PD: 1a(S,L), 4(b,D), 5a, 6a, 7(a,e), 8(a,b,c);
 EC: 1(a,b,i,j,n);
 PH: ---.

0110.25 STAFF OFFICER, DEFENCE FORCE

Plans, directs and coordinates administrative or technical functions of department of national defence force:

Performs duties of **SENIOR GOVERNMENT OFFICIAL**; conducts investigations in matters under purview of own department and prepares service papers and briefs for submission to superior; organises and coordinates national celebrations in collaboration with civilian agencies; advises public agencies on military and ceremonial matters.

May be designated according to area of specialisation and/or level of responsibility; for example,

STAFF OFFICER I/II/III

STAFF OFFICER, FINANCE

STAFF OFFICER, LOGISTICS

STAFF OFFICER, OPERATIONS AND TRAINING

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 5; **SVP:** 7*;
TEMP: D, P, I, J;
APT: G(P), V, Q;
INT: 4, 7;
PD: 1a(S,L), 4f, 5(a,b), 6a, 7a, 8(a,b,c);
EC: 1(a,b,i,j,m,n);
PH: —.

0110.30 SHIP'S CAPTAIN, COAST GUARD

Commands coast guard vessel on manoeuvres in and around coastal waters:

Performs duties similar to those of **SHIP'S MASTER**; receives sailing instructions from **Commanding Officer, Coast Guard** and sets ship's course and speed accordingly; directs **Ship's Engineer** to fire ship's engines and steer vessel according to predetermined course, and issues orders for changes in speed and direction as necessary; liaises with **Ship's Communications Officer** to receive and despatch messages to land base or other vessels operating in area; instructs and directs **Seamen, Coast Guard** carrying out special assignments such as search- and-rescue operations and surveillance for contraband goods and narcotics; authorises issue and use of firearms, according to prevailing circumstances; makes periodic inspections and liaises with **Ship's Engineer** to determine condition of vessel and equipment; maintains ship's log and compiles reports as required.

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 4; **SVP:** 8;
TEMP: D, P, I, S, J, T;
APT: G(P), N, S, P, Q, K;
INT: 4, 5;
PD: 1a(L), 2(a,b), 3(a,e), 4(b,c,f), 5a,b), 6a, 7(a,b,c,d,e,g,h), 8(a,b,c);
EC: 1(c,h,k,m,n), 4a, 5(a,b), 6(a,b), 7(h,h);
PH: —.

0110.35 UNIT COMMANDING OFFICER, DEFENCE FORCE

Plans, directs and coordinates activities of assigned military force:

Performs duties similar to those of **SENIOR GOVERNMENT OFFICIAL**; develops rules and regulations to provide for security and protection of life and property; inspects military personnel, quarters and equipment periodically; recommends establishment of military facilities and procurement of equipment requiring major expenditure; liaises with senior officials of other protective services on matters of national security and to coordinate

joint operations; handles disciplinary matters and reviews performance appraisals on subordinates to assess recommendations for awards and promotions; fosters and maintains good working relationships with civic organisations, other protective agencies and members of the public; issues approved press releases periodically to highlight specific or general activities.

May be designated according to area of service and/or level of responsibility; for example,
UNIT COMMANDING OFFICER, COAST GUARD
UNIT COMMANDING OFFICER, BATTALION

OCCUPATIONAL PROFILE

DPT: 137; **ETD:** 4; **SVP:** 8;
TEMP: D, P, I, S, J;
APT: G(P), V, S, P, Q;
INT: 4, 11;
PD: 1a(S,L), 3a, 4f, 5(a,b), 6a, 7(a,e,h), 8(a,b,c);
EC: 1(a,b,i,j,k,m,n);
PH: —.

0111 DEFENCE FORCE RATINGS

Workers in this unit group supervise the activities of military subordinates and serve in the national defence force to preserve the security and welfare of the state.

0111.15 MIDSHIPMAN, COAST GUARD

Assists with routine administration of assigned department and vessel of national coast guard:

Receives assignment from superior or other delegated senior officer; assists with administration of departments of maintenance and repair, communications, stores and supplies; supervises specified group of subordinates aboard ship, taking roll, detailing duties and monitoring performance to ensure prompt and efficient execution of duties; instructs group in seamanship, navigation and use of instruments and equipment on board vessel; directs and supervises practice manoeuvres on deck, such as extinguishing fires, lowering life boats, operating artillery units and retrieving personnel and objects from sea; plans and executes special projects as directed by superiors.

OCCUPATIONAL PROFILE

DPT: 134; **ETD:** 4; **SVP:** 3;
TEMP: D, P, I, S, J, T;
APT: G(T), S, P, K, M;
INT: 4;
PD: 1(a[L,M],d,e,f), 2a, 3(a,e), 4(a,b,e,f), 5(a,b), 6a, 7(a,b,e,g,h), 8(a,b,c), 9;
EC: 1(a,b,h,i,j,m,n), 4a, 5(a,b), 6(a,b), 7(a,h);
PH: —.

0111.20 PETTY OFFICER, COAST GUARD

Directs and supervises activities of subordinates engaged in military and related duties in coast guard:

Receives general instructions from superior officer and assigns duties to subordinates; supervises Seamen, Coast Guard engaged in maintenance activities such as painting structural steel, servicing and repairing automobile and marine engines and carrying out electrical and carpentry work on ship and at headquarters; steers ship on assigned manoeuvres or routine patrols and instructs Seamen, Coast Guard in helmsmanship; conducts drills and physical exercises for recruits, guards of honour or parade detachments to maintain fitness among ratings; receives and escorts senior military officers and civilian dignitaries at base headquarters and on board ship.

May instruct subordinates in swimming, life-saving and artificial respiration and perform duties of COMMUNICATIONS OFFICER, ARMOURER or SHIP-WRIGHT.

May be designated according to level of responsibility; for example,
CHIEF PETTY OFFICER, COAST GUARD

OCCUPATIONAL PROFILE

DPT: 137; ETD: 3; SVP: 6;
TEMP: D, I, S, J;
APT: G(T), S, P, K, M;
INT: 4;
PD: 1(a[L,M],d,e,f), 3(a,e), 4(a,b,e,f), 5(a,b), 6a, 7(a,e,g,h), 8(a,b,c), 9;
EC: 1(a,b,h,i,j,m,n), 4a, 6(a,b), 7h;
PH: ---

0111.25 SEAMAN, COAST GUARD

Serves in national coast guard to provide security within coastal waters:

Receives instructions from superior, verbally or on posted roster; stands sentry and performs guard duties as directed; carries out search- and-rescue operations at sea as member of team and joins in other designated projects or manoeuvres in interest of national security and welfare; attends to sanitation and maintenance duties on ship and on shore, scrubbing, mopping, cleaning and painting to improve and maintain appearance of same; operates and maintains assigned motor vehicles and boat engines and variety of radio and telecommunications equipment; cleans, adjusts and tests small arms and artillery units to ensure their serviceability; inspects hull of boats and effects minor repairs, using wet suit and breathing apparatus; steers ship under direction and supervision of superior;

operates winch to raise and lower small craft and transfer heavy objects off and onto ships' deck; administers first aid to the sick and injured as necessary; participates in drills and ceremonial parades; performs assigned clerical duties.

May be designated according to level of responsibility; for example,

ABLE-BODIED SEAMAN, COAST GUARD
LEADING SEAMAN, COAST GUARD
ORDINARY SEAMAN, COAST GUARD

OCCUPATIONAL PROFILE

DPT: 684; ETD: 3; SVP: 1;
TEMP: S, J, T;
APT: G(C), S, P, K, E;
INT: 4;
PD: 1(a[M],b,c), 2(a,b), 3(a,c,e), 4(a,b,e,f), 5a, 6(a,b), 7(a,b,d,e,g,h), 8(a,b,d), 9;
EC: 1(c,e,f,k,m,n), 4a, 5(a,b), 6(a,b,f,h,j), 7(d,h);
PH: 3b.

0111.30 SERGEANT, REGIMENT

Directs and supervises activities of subordinates engaged in military service:

Receives general directives from platoon leader and prepares roster for performance of routine duties by subordinates; directs and supervises activities of registry at headquarters and coordinates operations of medical staff and of personnel in cook-house, sick bay, sentry and patrol units and maintenance workshops; trains recruits, conducting drills and physical exercises and demonstrating care and use of small arms and artillery units; inspects subordinate personnel, equipment and facilities periodically to ensure maintenance of established standards of appearance; takes charge of selected personnel contingents to prepare them for honour guards and ceremonial parades; investigates and deals with infringements of military rules and regulations, or refers matters to senior personnel for consideration; maintains through subordinate supervisory staff, inventory of equipment, supplies and vehicles, and authorises use and despatch of these; provides advice and counselling to subordinate personnel; prepares reports for submission to superiors.

OCCUPATIONAL PROFILE

DPT: 137; ETD: 2; SVP: 6;
TEMP: D, I, S, J;
APT: G(C), Q, M;
INT: 4;
PD: 1a(L,M), 3(a,c,e), 4(a,b,e,f), 5(a,b), 6(a,b), 7(a,b,d,e,h), 8(a,b,c,d), 9;
EC: 1(g,i,j,m,n), 6(a,b), 7(c,h);
PH: ---

0111.35 CORPORAL, REGIMENT

Serves in national armed forces and supervises subordinates engaged in preserving security and welfare of state:

Commands group of Privates, Regiment, supervising assigned activities to ensure satisfactory performance thereof; assumes overall responsibility for areas such as stores, equipment, vehicles or stationery and reports directly to Sergeant, Regiment on matters relative to duties; performs assigned administrative duties and directs activities of subordinates on military manoeuvres, search- and-rescue missions or other assigned service or emergency projects; attends to needs of senior officers, assisting them with communications, transportation and other matters; supervises and assists Privates, Regiment engaged in craft or trade occupations, in repair and maintenance of vehicles, equipment, buildings and facilities; assists and deputises for superior in various aspects of training.

May be designated according to level of responsibility; for example,

LANCE CORPORAL, REGIMENT

OCCUPATIONAL PROFILE

DPT: 134; ETD: 2; SVP: 5;

TEMP: P, S, J;

APT: G(C), S, P, Q, M, E;

INT: 4;

PD: 1(a[L,M],b,c,d,e,f), 2(a,b), 3(a,c,d,e),
4(a,b,c,e,f), 5(a,b), 6a, 7(a,b,d,e,h), 8(a,b,c,d),
9;

EC: 1(c,h,i,j,m,n), 6(a,b,f,h,i), 7(c,d,h,i);

PH: —.

0111.40 PRIVATE, REGIMENT

Serves in armed forces to provide for security and welfare of state by performing any combination of the following duties:

Receives instructions from superior officer, verbally or on posted roster; stands sentry at entrance to premises or restricted areas and examines passes and other documents permitting or denying entry of personnel and vehicles; cleans and services assigned small arms and artillery units to ensure their serviceability; participates in military manoeuvres simulating combat situations as assigned; joins with members of police service to carry out special guard duties, searches and rescues on land or other designated projects in the interest of national security and welfare; operates radio communication equipment to liaise with other defence organisations and coordinate activities in joint operations; attends drills and lectures given by superiors to improve efficiency and participates in ceremonial parades; performs repair, maintenance and other service duties as assigned by superior, to maintain grounds, buildings, equipment and facilities; performs assigned clerical duties; drives vehicle to transport senior officers, visiting officials or members of service on distant exercises, manoeuvres and projects.

OCCUPATIONAL PROFILE

DPT: 364; ETD: 2; SVP: 3;

TEMP: P, S, J, T;

APT: G(C), S, P, Q, K, M;

INT: 4;

PD: 1(a[M,H],b,c,d,e,f,h), 2(a,b), 3(a,c,d,e),
4(a,b,c,e,f), 5a, 6a, 7(a,b,d,e,g,h), 8(a,b,c,d), 9;

EC: 1(c,i,j,m,n), 4a, 5a, 6(a,b,e,f,h,j), 7(c,d,h,i);

PH: —.

GLOSSARY

| | | | |
|-------------------------|---|-------------------------|---|
| <i>Arboretum:</i> | a place where trees are grown for study and display. | <i>Chase:</i> | an iron or steel frame into which type is located by means of wooden or mechanical quoins. |
| <i>Automatic Pilot:</i> | a device for grinding and controlling printout on aircraft. | | To emboss or engrave (metal). |
| <i>Beams:</i> | wooden rollers filled with densely-wound thread to be used as the warp, placed behind the loom. | <i>Christmas Tree:</i> | an array of pipes and valves fitted to a production wellhead to control the flow of oil or gas and prevent a possible blowout. |
| <i>Bend:</i> | a curved length of tubing or conduit used to connect the ends of two adjacent straight lengths which are at an angle to one another. | <i>Cold Sett:</i> | a blacksmith's tool, similar to a short, stiff cold chisel, used for cutting bars. |
| <i>Biscuit:</i> | baked porcelain that has not yet been glazed and painting. | <i>Composing Stick:</i> | a metal or wooden receptacle in which the compositor sets his type, letter by letter. |
| <i>Blocking:</i> | mounting of optical lens blank in a carrier to facilitate grinding and polishing operations; grouping of scenes of a play for rehearsal purposes. | <i>Creel:</i> | the steel or wooden structure which holds the roving bobbins at the spinning frame, or the yarn packages on winding, warping or similar machines. |
| <i>Blunger:</i> | machine used for mixing clay. | <i>Cullet:</i> | waste broken glass used with the "batch" to improve the rate of melting. |
| <i>Bodkin:</i> | a small steel spike set in a wooden handle used to raise individual type letters from the forme when correcting. | <i>Devil:</i> | a two-pronged fork used in the making of charcoal. |
| <i>Braillon:</i> | specially treated plastic sheet of paper on which braille is duplicated. | <i>Dog:</i> | a type of gripping implement. |
| <i>Brix:</i> | a scale of densities used in the sugar industry. | <i>Dolphins:</i> | bollard or mooring-post or buoy. |
| <i>Bursar:</i> | sectionalising switch in power circuits. | <i>Dry Ice:</i> | solid frozen carbon dioxide. |
| <i>Calendar:</i> | a machine consisting of a number of vertical rollers, heated or unheated, through which fabric is passed under pressure to impart the desired finish. | <i>Dummy:</i> | a folded blank pages which give the position of successive pages in the forme. |
| <i>Camelback:</i> | uncured rubber used to retread tyre during vulcanising process of recapping. | <i>Fence:</i> | an adjustable grinding edge or plate directing or limiting the movement of one piece with respect to another. |
| <i>Cartoon:</i> | full-size preliminary drawing of a design or picture transferred to stained glass. | <i>Fettle:</i> | to trim or smooth edges. |
| | | <i>Fire-ground:</i> | scene of fire or other emergency such as major flooding or road traffic accident. |

GLOSSARY

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|----------------------|---|-------------------------|---|
| <i>Flight Guard:</i> | one who remains alert to whereabouts of aircraft in company system at any point in time. | <i>Hot-Work:</i> | any job from which ignition or sparks may develop (e.g. welding, grinding and wire-brushing). |
| <i>Font:</i> | a complete set of type of the same type-face and size. | <i>Hot-Work-Permit:</i> | document which authorises 'hot-work' to be done in an industrial area. |
| <i>Forme:</i> | type matter assembled and locked up in a chase ready for printing. | <i>Imposition:</i> | the process of assembling type pages in their proper order on the stone, arranging appropriate furniture or spacing material, and locking the whole into a chase. |
| <i>Former:</i> | frame or pattern. | <i>Kelly:</i> | the top pipe of a rotary string of drills with which is incorporated a flexibly attached swivel through which mud is pumped to the bottom of hole. |
| <i>Frit:</i> | vitreous composition from which soft porcelain is made. | <i>Knee:</i> | a sudden rise in a handrail, when it is convex upwards. |
| <i>Furniture:</i> | lengths of wood, plastic or metal made to standard point widths and lengths, but shorter than type height, used in a forme for making margins and separating pages etcetera. They are | <i>Lap:</i> | a rotating disk or other tool for grinding or polishing glass. |
| <i>Galley:</i> | a steel tray open at one end, in which type matter is held after setting, and where corrections and deletions to type can be made. | <i>Leader:</i> | a piece of fabric attached to one end of cloth that serves to pull and guide the cloth through the machine. |
| <i>Governor:</i> | speed regulator on variable-speed motor or rotating machine. | <i>Lehr:</i> | an enclosed oven or furnace used for annealing glass. |
| <i>Grab:</i> | a steel bucket or cage made of two halves hinged together so that they dig out and enclose part of the material on which they rest, and used in mechanical excavators and dredgers. | <i>Lithological:</i> | relating to the science of the nature and composition of stones and rocks. |
| <i>Greige:</i> | untreated textile fabric as it comes from the loom or knitting machine. | <i>Looping:</i> | unusual effect in weaving caused by the surfacing of a coloured yarn. |
| <i>Heddles:</i> | small cords or wires through which warp is passed in a loom before it goes through the reed. | <i>Lost Wax:</i> | whereby a pattern is cast in wax, coated with a refractory layer and placed in a sand mould. The wax is then melted and run out, and the mould is heated and filled with molten material. |
| <i>Hatch:</i> | to mark close parallel lines on a surface. | <i>Massecuite:</i> | a mixture of sugar crystals and molasses. |
| <i>Heat:</i> | a batch of steel which carries a specific number. | <i>Mash Tun:</i> | an insulated metal vessel in which the mash is mechanically mixed and kept at a specific temperature for a specific time. |
| <i>Hickey:</i> | hand tool used for bending pipes and tubes. | | |

GLOSSARY

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|------------------------|--|---------------------|---|
| <i>Movement Area:</i> | that part of an aerodrome reserved for the take-off, landing and movement of aircraft. | <i>Scion:</i> | a portion of a plant, usually a piece of young stem, which is inserted into a rooted stock in grafting. |
| <i>Mullions:</i> | vertical members of a window frame. | <i>Shrink Rule:</i> | a specialised rule whose calibrations take into consideration the anticipated shrinkage of the material being measured. |
| <i>Nep:</i> | small knot of tangled fibres. | <i>Signature:</i> | a section of a book made from one sheet folded and cut, often marked with a letter or figure as a guide to the binder. |
| <i>Pagination:</i> | the allotting of numbers to the pages of a book. | <i>Slip:</i> | semi-fluid clay for coating or making pattern on earthenware. |
| <i>Peel:</i> | baker's shovel. | <i>Slips:</i> | steel wedges which are forced into the tapered opening of the drilling table to hold the free end of the drill pipe in place. |
| <i>Pick-up weight:</i> | quantity of glaze mixture deposited on ware during glazing process. | <i>Sliver:</i> | continuous rope-like strand of loosely assembled fibres without twist. |
| <i>Picong:</i> | Good-natured ridicule, or teasing done in local parlance. | <i>Stop-marks:</i> | small irregular spaces in weave. |
| <i>Pigging:</i> | the procedure whereby a piece of equipment is inserted into a pipeline to clean or monitor the internal condition of the pipeline or mark an interface between two different products. | <i>Swaging:</i> | reducing of cross-section of metal rod or tube by forcing it through a tapered aperture between two grooved dies. |
| <i>Pointing:</i> | the filling and finishing of mortar joints. | <i>Tap:</i> | pierce to let out liquid. |
| <i>Quarters:</i> | side of boot or shoe from back to vamp. | <i>Tjanting:</i> | tool used for drawing lines with hot wax. |
| <i>Quoin:</i> | a wooden wedge or metal device used to lock up formes. | <i>Tundish:</i> | a receptacle used in metal-casting operation. |
| <i>Raster:</i> | the area on the test board or platen of a printer/enlarger which is illuminated when the machine is turned on during darkroom operations. | <i>Vamp:</i> | upper front part of boot or shoe. |
| <i>Ream:</i> | to widen or finish drilled holes, using a hand-machinery tool. | | |
| <i>Roving:</i> | a continuous strand of fibres drawn by speed-frame operations to a diameter suitable for drafting and twisting into yarn on mules or ring frames. | | |
| <i>Saggars:</i> | a clay box in which pottery is packed for baking. | | |

SECTORAL INDEX

The Sectoral Index groups occupations on the basis of the industrial sector(s) in which they occur. Ten industrial divisions are used. Nine of these were adopted from the Standard Industrial Classification (SIC), produced by the Central Statistical Office in conjunction with the Technical and Vocational Education and Training Division. The tenth sector was created to cover occupations which are found in two or more sectors. Definitions of the divisions adapted from the (SIC) are given after each sectoral sub-heading. Only Base Occupational titles are used in the Sectoral Index.

The ten sectoral divisions used are as follows:

- 1 AGRICULTURE, HUNTING, FORESTRY AND FISHING
- 2 MINING AND QUARRYING
- 3 MANUFACTURING
- 4 ELECTRICITY, GAS AND WATER
- 5 CONSTRUCTION
- 6 WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS
- 7 TRANSPORT, STORAGE AND COMMUNICATION
- 8 FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES
- 9 COMMUNITY, SOCIAL AND PERSONAL SERVICES
- 10 OCCUPATIONS OCCURRING IN MORE THAN ONE SECTOR.

1 AGRICULTURAL, HUNTING, FORESTRY AND FISHING

Occupations in this sector include those which involve one or more of the following activities: plant and animal production; production of milk, eggs and honey; agricultural, animal husbandry and horticultural services; planting and conserving forests; cutting and processing timber; catching or taking fish and other ocean or coastal water products including uncultivated plant life; and operating fish farms

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|--|---------|
| AGRICULTURAL ENGINEER | 2145.30 |
| ARTIFICIAL INSEMINATOR | 6121.35 |
| ARTIFICIAL-BREEDING LABORATORY ATTENDANT | 6121.40 |
| BEEKEEPER | 6123.15 |
| CHARCOAL BURNER | 6142.10 |
| COCOA AND COFFEE PROCESSING WORKER | 8277.30 |
| CRAB CATCHER | 6152.40 |
| DECKHAND FISHERMAN | 6153.15 |
| DIARY TECHNICIAN | 6121.30 |
| DOG BREEDER | 6121.20 |
| FARM FOREMAN | 6130.07 |
| FARM MANAGER | 1311.20 |
| FARM SUPERVISOR | 6130.05 |
| FARM WORKER, MIXED FARMING | 6130.20 |

| | |
|---|---------|
| FARMER, MIXED ANIMAL HUSBANDRY | 6124.15 |
| FARMER, MIXED FARMING | 6130.15 |
| FIELD CROP FARM WORKER | 6111.20 |
| FIELD CROP FARMER | 6111.15 |
| FILLET NET FISHERMAN | 6152.15 |
| FISH FARM LABOURER | 9213.15 |
| FISH FARMER | 6151.10 |
| FISH POT FISHERMAN | 6152.25 |
| FOREST PLANTATION OVERSEER | 6141.05 |
| FOREST RANGER | 6141.15 |
| FORESTER | 3213.20 |
| FORESTRY LABOURER | 9212.10 |
| FORESTRY WORKER | 6141.20 |
| GAME WARDEN | 5219.29 |
| HATCHERY MANAGER | 1311.35 |
| HORSE BREEDER | 6121.15 |
| HORTICULTURE MANAGER | 1311.25 |
| HUNTER | 6154.10 |
| INSPECTOR, COCOA AND COFFEE INDUSTRY | 3152.29 |
| LINE FISHERMAN | 6152.30 |
| LIVESTOCK FARM WORKER | 6121.45 |
| LIVESTOCK FARMER | 6121.25 |
| MECHANICAL HARVESTER OPERATOR | 8331.25 |
| MIXED-CROP FARMER | 6114.10 |
| NURSERY WORKER | 6113.15 |
| OYSTER GATHERER | 6152.45 |
| PEST CONTROL OFFICER, SUGARCANE CULTIVATION | 2211.25 |
| POULTRY FARM WORKER | 6122.20 |
| POULTRY FARMER | 6122.15 |
| POULTRY HATCHERY WORKER | 9211.20 |
| PROJECT MANAGER, LANDSCAPING | 1311.15 |
| SEINE FISHERMAN | 6152.20 |
| SERVICEMAN, POULTRY INDUSTRY | 3213.25 |
| SKIDDER DRIVER | 8331.20 |
| SLUICE GATE OPERATOR | 9312.40 |
| SORTER-PACKER, AGRICULTURAL PRODUCE | 9322.25 |
| SPRAY PLANE PILOT | 3143.25 |
| SUGAR WEIGHER | 4131.40 |
| SUGAR-CANE WEIGHER | 4131.35 |
| SUPERVISOR-FOREPERSON, AGRICULTURAL-PRODUCE WAREHOUSE | 9322.05 |
| SUPERVISOR-FOREPERSON, COCOA-AND COFFEE WAREHOUSE | 8270.35 |
| TOBACCO FARM WORKER | 6111.25 |

SECTORAL INDEX

| | |
|---------------------------------|---------|
| TREE AND SHRUB CROP FARM WORKER | 6112.15 |
| TREE CROP GROWER | 6112.10 |
| UNDERWATER FISHERMAN | 6152.35 |
| WOODSMAN | 8331.30 |

2 MINING AND QUARRYING

Occupations in this sector include those which involve one or more of the following activities: the extraction, dressing and beneficiating of minerals occurring naturally, of liquids such as crude petroleum, and gases, such as natural gas. Mining includes activities carried out in underground and surface mines, quarries and wells, and all supplemental activities for processing ores, minerals and other crude materials, such as drilling, crushing, screening, washing, grading, melting, pelleting and other preparations needed to render the material marketable.

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|---|---------|
| ARTIFICIAL LIFT OPERATOR, OIL WELL | 8113.30 |
| BLASTER | 7112.15 |
| COIL-TUBING OPERATOR | 8113.55 |
| CORE ANALYST | 3117.20 |
| CRUSHING- AND SLURRY-PLANT ATTENDANT | 9311.15 |
| DERRICKMAN, PETROLEUM INDUSTRY | 8113.65 |
| DIRECTIONAL SURVEY TECHNICIAN, PETROLEUM | 3117.30 |
| DIRECTIONAL-DRILLING OPERATOR | 8113.25 |
| DRILL PIPE INSPECTOR | 3152.39 |
| DRILLING AND WORKOVER MANAGER, PETROLEUM INDUSTRY | 1232.23 |
| DRILLING ENGINEER, OIL WELL | 2147.30 |
| DRILLING FLUIDS TECHNICIAN | 3117.35 |
| DRILLING MACHINE OPERATOR, QUARRYING | 8111.15 |
| EXPLORATIONS MANAGER | 1232.19 |
| FLOORMAN, OIL WELL | 8113.60 |
| FOAM OPERATOR, OIL WELL | 8113.35 |
| GEOCHEMIST | 2114.25 |
| GEOLOGICAL LABORATORY ASSISTANT | 3111.43 |
| GEOLOGICAL TECHNICIAN | 3111.23 |
| GEOLOGIST ASSISTANT | 3117.40 |
| GRAVEL-PACK OPERATOR, OIL WELL | 8113.40 |
| HEADMAN, OIL-WELL SERVICING | 8333.15 |
| JACKHAMMER OPERATOR, QUARRYING | 8111.20 |
| LABORATORY TECHNICIAN, PALAEONTOLOGY | 3111.41 |
| LABOURER, OIL WELL DRILLING AND SERVICING | 9311.25 |
| MINING INSPECTOR | 3449.19 |
| OIL-WELL LOGGING ENGINEER | 2149.29 |
| OIL-WELL WIRELINE ATTENDANT | 8333.20 |
| OIL-WELL CEMENTER | 8113.50 |

| | |
|--|---------|
| OIL-WELL TESTING OPERATOR | 7112.20 |
| OPERATIONS MANAGER, PETROLEUM INDUSTRY | 1232.21 |
| OPERATIONS SUPERINTENDENT, NATURAL GAS COMPRESSION | 1231.25 |
| PALEONTOLOGIST | 2114.30 |
| PETROLEUM ENGINEER | 2147.20 |
| PETROLEUM ENGINEERING TECHNICIAN | 3117.15 |
| PETROLEUM GEOLOGIST | 2114.50 |
| PIPELINE FITTER, OILFIELD | 7134.15 |
| PLANT OPERATOR, PETROLEUM INSTALLATION | 8299.33 |
| PLATFORM SUPERVISOR, NATURAL-GAS COMPRESSION | 8160.15 |
| POWER-TONG OPERATOR, OIL WELL | 8113.45 |
| PROCESS OPERATOR, NATURAL GAS COMPRESSION | 8169.15 |
| PRODUCTION SUPERVISOR-FOREPERSON, PETROLEUM INDUSTRY | 8110.15 |
| QUARRY LABOURER | 9311.20 |
| QUARRY OWNER | 1312.20 |
| ROTARY DRILLER, PETROLEUM INDUSTRY | 8113.15 |
| ROTARY DRILLER, WATER WELL | 8113.20 |
| SAND PLANT ATTENDANT | 8112.35 |
| SAND PLANT CHARGEHAND | 8112.30 |
| SCREENMAN | 8153.15 |
| STONE-CRUSHING MACHINE OPERATOR | 8112.40 |
| SUPERVISOR-FOREPERSON, QUARRYING | 7110.15 |
| AGGREGATE PLANT OPERATOR | 8339.15 |

3 MANUFACTURING

Occupations in this sector include those which involve one or more of the following activities: the mechanical or chemical transformation of inorganic or organic substances into new products including the assembly of component parts of manufactured products; the assembly and installation of machinery and equipment in mining, manufacturing, commercial and other establishments, when carried on as a specialised activity; the repair of industrial, commercial, office and similar machinery and equipment, and repair services which are usually furnished by establishments primarily engaged in custom manufacturing. The substantial alteration, renovation or reconstruction of any type of goods is considered to be manufacturing and not repair. Also included in this sector are printing, publishing and allied industries.

| | |
|--------------------------|---------|
| ACETYLENE PLANT OPERATOR | 8154.40 |
| ANIMAL SLAUGHTERER | 7411.15 |

SECTORAL INDEX

| | | | |
|---|---------|--|---------|
| ANIMAL-SKINNING MACHINE ATTENDANT | 8271.40 | BREWHOUSE OPERATOR | 8279.21 |
| ASPHALT STILL ATTENDANT | 8154.50 | BRICK DRYER ATTENDANT | 8131.35 |
| ASSEMBLER, AGRICULTURE, BATH- AND MATERIAL MOVING EQUIPMENT | 8281.15 | BRIQUETTING PLANT OPERATOR | 8122.37 |
| ASSEMBLER, ELECTRIC FIXTURES | 8282.25 | BROOM FINISHER | 8289.20 |
| ASSEMBLER, ELECTRICAL AND GAS APPLIANCE | 8282.30 | BROOM MAKER | 8299.55 |
| ASSEMBLER, ELECTRICAL MOTORS | 8282.45 | BROOM WINDER | 7424.25 |
| ASSEMBLER, METAL FURNITURE | 8284.15 | BROOM-STITCHING MACHINE OPERATOR | 8299.45 |
| ASSEMBLER, METAL PRODUCTS | 8284.20 | BUFFING AND POLISHING MACHINE OPERATOR | 7224.30 |
| ASSEMBLER, UPHOLSTERED FURNITURE | 8285.20 | CABINET-MAKER | 7422.25 |
| ASSEMBLER, WOODEN FURNITURE FRAMES | 8285.25 | CAKE DECORATOR | 7412.30 |
| ATTENDANT, ICE-ROOM | 8299.41 | CAMERA OPERATOR, PRINTING | 7343.15 |
| ATTENDANT, SUGAR PROCESSING | 9329.30 | CANDLE DECORATOR | 7339.40 |
| AUCTION CLERK | 4152.20 | CANDLE MAKER | 7339.30 |
| AUTOMOBILE ASSEMBLER | 8281.20 | CANDLE-MAKING MACHINE OPERATOR | 8229.20 |
| AWNING MAKER, CANVAS | 7434.20 | CANDLE-WRAPPING MACHINE OPERATOR-PACKER | 8299.57 |
| BAGGING MACHINE OPERATOR | 8299.53 | CANDY-MAKING MACHINE OPERATOR, CONFECTIONERY MANUFACTURE | 8274.33 |
| BAKER | 7412.35 | CARBON DIOXIDE PLANT OPERATOR | 8154.30 |
| BAKING MACHINE OPERATOR, ICE CREAM CONE MANUFACTURE | 8274.29 | CARBONATION ASSISTANT, SUGAR PROCESSING | 8276.45 |
| BANDSAW OPERATOR | 8141.15 | CARBONATION WORKER, SUGAR PROCESSING | 8276.30 |
| BAR SOAP MACHINE OPERATOR | 8221.15 | CARRIER OPERATOR, SUGAR PROCESSING | 8276.60 |
| BAR-SETTER, PAPERBOARD CORRUGATING MACHINE | 8253.15 | CASKET COVERER | 7435.25 |
| BASKETRY WEAVER | 7333.15 | CAST CONCRETE PRODUCTS MAKER | 8212.40 |
| BATCH SUPERVISOR, GLASS MANUFACTURE | 8130.20 | CASTER, CERAMIC WARE | 7321.15 |
| BATCH-ROLLER ATTENDANT, CONFECTIONERY MANUFACTURE | 8274.43 | CEMENT AND SLURRY TESTER | 3152.41 |
| BATTERY ASSEMBLER | 8282.15 | CEMENT MILL ATTENDANT | 8112.25 |
| BATTERY CHARGER | 8282.20 | CEMENT MILL OPERATOR | 8112.20 |
| BEAD FORMING MACHINE OPERATOR | 8231.17 | CENTRIFUGAL MACHINE OPERATOR | 8276.40 |
| BEER PASTEURISER | 8279.29 | CERAMIC LABELLING MACHINE OPERATOR | 8299.23 |
| BLACK-PUDDING MAKER | 7411.20 | CERAMICS DECORATOR | 7324.15 |
| BLACKSMITH | 7221.15 | CERAMICS TECHNICIAN | 3111.39 |
| BLANCHING MACHINE OPERATOR | 8275.35 | CHAIN-LINK MACHINE OPERATOR | 8211.20 |
| BLEACH AND WASH-MACHINE OPERATOR, TEXTILES | 8264.50 | CHAIR SEAT CANER | 7333.25 |
| BLENDER ASSEMBLER | 8282.50 | CHARGEHAND-OPERATOR, SUGAR PROCESSING | 8270.30 |
| BLENDING ATTENDANT, AROMATIC BITTERS PRODUCTION | 8279.23 | CHARGEHAND-SET-UP WORKER, CERAMIC LABELLING | 8290.30 |
| BLOWER OPERATOR, PETROLEUM REFINERY | 8162.20 | CHLORO-ALKALI PLANT OPERATOR | 8154.45 |
| BOAT DESIGNER | 3119.25 | CHOCOLATE MILK GRANULE MAKER | 8272.25 |
| BOLT-SCREW-AND STUD-MACHINE OPERATOR | 8211.65 | CHOCOLATE MOULDER | 8277.35 |
| BOOKBINDER | 7344.20 | CHOCOLATE MOULDING MACHINE OPERATOR | 8274.55 |
| BOOKBINDING MACHINE OPERATOR | 8252.10 | CIGARETTE-MAKING MACHINE OPERATOR | 8278.25 |
| BOX PRINTER | 8251.15 | CIRCULATION CLERK | 4159.25 |
| BRAILLIST | 7341.65 | CIRCUIT-BREAKER ASSEMBLER | 8282.35 |
| BREWERY TECHNOLOGIST | 3119.15 | CITRUS JUICE EXTRACTOR OPERATOR | 8275.23 |

SECTORAL INDEX

| | | | |
|---|---------|---|---------|
| CLARIFIER OPERATOR, SUGAR PRO- CESSING | 8276.20 | DIE MAKER, PAPER PRODUCTS MANU- FACTURE | 7499.30 |
| CLAY BLOCK EXTRUDER OPERATOR | 8139.35 | DIE-CASTING MACHINE OPERATOR | 8122.15 |
| CLAY CRUSHER OPERATOR | 8139.40 | DISBURSEMENT SUPERVISOR, PETRO- LEUM INDUSTRY | 4133.05 |
| CLICKER MACHINE OPERATOR | 8265.20 | DOUGH MIXER | 8274.19 |
| COATING MACHINE OPERATOR, SNACK AND CEREAL MANUFACTURE | 8274.31 | DOUGHNUT MAKER | 8274.23 |
| COATING PAN ATTENDANT, CONFEC- TIONERY MANUFACTURE | 8274.45 | DRYING TOWER OPERATOR, SOAP POWDER MANUFACTURE | 8152.25 |
| COBWEB-BROOM MAKER | 7424.20 | EDIBLE OIL EXTRACTOR | 8275.15 |
| COCOA BEAN GRINDER-BLENDER | 8277.40 | EDIBLE OIL REFINER | 8275.17 |
| COCOA BEAN ROASTER | 8277.45 | ELECTRIC CABLE MACHINE SETTER- OPERATOR | 7223.35 |
| COFFEE GRINDER | 8277.50 | ELECTRIC-ARC-FURNACE OPERATOR | 8121.20 |
| COFFEE ROASTER | 8277.25 | ELECTRIC-CRUCIBLE FURNACE OPERA- TOR | 8121.25 |
| COFFIN MAKER | 7422.20 | ELECTRONIC APPLIANCE REPAIRER | 7243.10 |
| COIL COMPACTOR | 8122.25 | ELECTRONIC EQUIPMENT ASSEMBLER | 8283.20 |
| COIL SPRING UNIT ASSEMBLER | 8299.25 | ELECTROPLATER | 8222.60 |
| COIL-SPRING-UNIT ASSEMBLER, HAND | 8284.25 | EMBOSSER | 8251.17 |
| COLD END OPERATOR, GLASS MANU- FACTURE | 8299.21 | ENGRAVER | 7343.50 |
| COLD END SUPERVISOR, GLASS MANU- FACTURE | 8290.15 | ETCHING MACHINE OPERATOR | 8251.31 |
| COLLAR BAND CREASER | 8269.40 | EVAPORATOR ATTENDANT, SUGAR PRO- CESSING | 8276.35 |
| COMPOSING-MACHINE OPERATOR | 7341.40 | EVAPORATOR OPERATOR, INSTANT COFFEE MANUFACTURE | 8277.20 |
| COMPUTER ASSEMBLER | 8283.15 | EXTRACTOR OPERATOR, INSTANT COFFEE MANUFACTURE | 8277.15 |
| COMPUTER TYPESETTER | 7341.60 | EXTRUDING MACHINE OPERATOR, PLASTICS | 8232.25 |
| CONCRETE-BATCHING-PLANT OPERATOR | 8212.35 | EXTRUDER OPERATOR, CHEWING GUM MANUFACTURE | 8274.51 |
| CONCRETE-MIXER OPERATOR | 8212.45 | EXTRUDER OPERATOR, RUBBER PRO- DUCTS | 8231.39 |
| CONDENSED MILK MAKER | 8272.15 | EXTRUDING MACHINE OPERATOR, ANIMAL FOOD MANUFACTURE | 8273.15 |
| CONFECTIONERY MAKER, HAND | 7412.20 | EXTRUDING/ENROBING MACHINE OPE- RATOR, CHOCOLATE CONFECTIONERY | 8274.59 |
| CONTACT-LENS INSPECTOR | 3152.17 | EXTRUSION LEAD-OUT WORKER | 8124.40 |
| CONTACT-LENS PROCESSOR | 7322.25 | FABRIC CALENDER OPERATOR | 8231.29 |
| CONTINUOUS PAINTING MACHINE OPERATOR | 8222.25 | FABRIC CUTTER | 8269.35 |
| COOK, FOOD PRESERVATION | 8275.25 | FABRIC DYEING MACHINE OPERATOR | 8264.20 |
| COOLING BED OPERATOR | 8122.21 | FABRIC SPREADER | 8269.45 |
| COOLING DRUM ATTENDANT | 8274.47 | FARRIER | 7221.20 |
| COOLING PROCESS PULPIT OPERATOR | 8122.31 | FEED MIXER | 8273.45 |
| COOLING-TABLE ATTENDANT | 8274.49 | FERMENTATION EQUIPMENT OPERATOR, BEER MANUFACTURE | 8279.17 |
| COOPER | 7422.35 | FIBREGLASS BOAT BUILDER | 7499.40 |
| COPRA PROCESSOR | 8275.19 | FIBREGLASS LAMINATOR | 7499.45 |
| COPY HOLDER | 4143.20 | FIELD TECHNICIAN, GAS PIPELINE AND RELATED FACILITIES | 3115.30 |
| CORRUGATING MACHINE OPERATOR | 8211.55 | FILLER-CAPPER, PAINT PRODUCTS | 8299.27 |
| COSTUME-JEWELLERY MAKER | 7313.40 | FILLING-MACHINE OPERATOR, BEVERAGE- BOTTLING | 8279.35 |
| CRUSHER OPERATOR, CANDLE MANU- FACTURE | 8151.50 | | |
| CRUTCHER OPERATOR, SOAP MANU- FACTURE | 8151.25 | | |
| CUPOLA-FURNACE OPERATOR | 8121.45 | | |
| CUTTER OPERATOR, TYRE MANU- FACTURE | 8231.23 | | |
| DIE AND MOULD SETTER | 7223.30 | | |
| DIE CUTTER, PRINTING | 8251.19 | | |

SECTORAL INDEX

| | | | |
|--|---------|--|---------|
| FILLING MACHINE OPERATOR, FOOD CANNING PLANT | 8275.39 | HELPER, PRINTING PLATE MANUFACTURE | 9323.25 |
| FILTER ASSEMBLER | 8284.35 | HELPER, TYPESETTING | 9323.30 |
| FINISHER-BLOCKER, PRINTING PLATE | 8222.55 | HELPER, TYRE MANUFACTURE | 9329.40 |
| FINISHING RANGE OPERATOR, TEXTILES | 8264.15 | HELPER, UPHOLSTERY | 9329.15 |
| FINISHING SUPERVISOR, CULTURED MARBLE PRODUCTS | 8210.30 | HOSIERY DYER | 8264.35 |
| FIRE WORKER, CONFECTIONERY MANUFACTURE | 8274.41 | HOT-DIP GALVANISER | 8222.45 |
| FISH CUTTER AND CLEANER | 7411.35 | HYDROGEN PLANT OPERATOR | 8154.25 |
| FISH PROCESSING MACHINE OPERATOR | 8271.15 | ICE CREAM MAKER | 7415.20 |
| FISH-AND-SHRIMP-CLEANING MACHINE OPERATOR | 8271.20 | ICE-CREAM FREEZER OPERATOR | 8272.55 |
| FLEXIBLE PRINTING-PLATE MOUNTER | 7342.20 | IMPOSER | 7341.35 |
| FLEXOGRAPHIC PRINTER | 8251.21 | INDUSTRIAL TOUR GUIDE | 5113.20 |
| FLOOR AND PIT MOULDER | 7211.15 | INSPECTION ENGINEER | 2145.25 |
| FOOD AND BEVERAGE TECHNICIAN | 3111.31 | INSPECTOR, MOTOR VEHICLE ASSEMBLY | 3152.37 |
| FOOTWEAR UPPER PREPARER | 8265.30 | JEWELLER | 7313.25 |
| FORMING MACHINE OPERATOR, GLASS MANUFACTURE | 8131.15 | JUICE SCALE OPERATOR, SUGAR PROCESSING | 8276.50 |
| FRUIT JUICE BLENDER | 8275.21 | KILN OPERATOR, CERAMICS PRODUCTION | 8131.30 |
| FRYER OPERATOR, SNACK MANUFACTURE | 8274.15 | KNITTING MACHINE ATTENDANT | 8262.20 |
| FURNACE SUPERVISOR, GLASS MANUFACTURE | 8130.15 | LABORATORY TECHNICIAN, CEMENT AGGREGATE AND RELATED MATERIAL MANUFACTURE | 3111.19 |
| FURNITURE ASSEMBLER | 8285.15 | LABORATORY TECHNICIAN, GLASS MANUFACTURE | 3111.29 |
| GARMENT CUTTER | 7433.35 | LABORATORY TECHNICIAN, RUBBER PRODUCT MANUFACTURE | 3111.25 |
| GARMENT FOLDER | 8269.55 | LABOURER, MANUFACTURING | 9329.10 |
| GAS CYLINDER FINISHER | 8222.35 | LADLEMAN | 8122.23 |
| GAS CYLINDER TESTER | 8159.15 | LAMINATING- PRESS OPERATOR | 7423.50 |
| GAS PLANT ATTENDANT | 8299.15 | LAMINATOR OPERATOR, PAPERBAG PRODUCTION | 8232.30 |
| GAUGER, PETROLEUM INDUSTRY | 8155.30 | LEAD SMELTER | 8121.60 |
| GEM CUTTER AND POLISHER | 7313.15 | LEAD-KETTLE OPERATOR | 8121.55 |
| GEM SETTER | 7313.20 | LEATHER WORKER | 7332.20 |
| GLASS BATCH PLANT ATTENDANT | 8139.30 | LETTERPRESS OPERATOR | 8251.29 |
| GLASS BLOWER | 7322.15 | LIGHT BULB ASSEMBLER | 8282.40 |
| GLASS CUTTER AND FINISHER | 7322.45 | LINE MECHANIC, METAL CAN MANUFACTURE | 7233.15 |
| GLAZE MAKER | 8139.25 | LINOTYPE OPERATOR | 7341.20 |
| GLAZER, CERAMIC WARE | 8139.20 | LIQUOR BLENDER | 8279.19 |
| GLOVE TURNER AND FORMER | 8269.25 | LOLLY-MOULDING MACHINE OPERATOR | 8272.50 |
| GLYCERINE PLANT OPERATOR, SOAP MANUFACTURE | 8154.55 | LOOM FIXER | 7233.50 |
| GOLD BLOCKING MACHINE OPERATOR | 8251.37 | LUBRICATING OIL BLENDER | 8155.25 |
| GOLDSMITH | 7313.35 | MACHINE EMBROIDERER | 8263.30 |
| GOVERNMENT PRINTER | 1239.25 | MACHINE OPERATOR, BROOM-AND-BRUSH-MAKING | 8299.43 |
| GRID-CASTING-MACHINE OPERATOR | 8121.40 | MACHINE OPERATOR, CEREAL MANUFACTURE | 8274.35 |
| GUILLOTINE OPERATOR | 8299.19 | MACHINE OPERATOR, CHOCOLATE-NUT COATING | 8274.57 |
| HAND COMPOSITOR | 7341.25 | MACHINE OPERATOR, DOUGH PRODUCTS | 8274.21 |
| HAND LAMINATOR | 7422.40 | MACHINE OPERATOR, GRANOLA PRODUCTION | 8274.37 |
| HANDBAG FINISHER | 8286.20 | MACHINE OPERATOR, HAT MANUFACTURE | 8269.30 |
| HAT BLOCKER | 8269.20 | | |
| HAT TRIMMER | 7432.25 | | |
| HELPER, BOOK BINDING | 9323.35 | | |
| HELPER, GARMENT MANUFACTURE | 9329.25 | | |

SECTORAL INDEX

| | | | |
|--|---------|---|---------|
| MACHINE OPERATOR, HOUSEHOLD PAPER PRODUCTS | 8253.45 | MILK PROCESSING EQUIPMENT OPERATOR | 8272.20 |
| MACHINE OPERATOR, LIQUID CHOCOLATE | 8274.53 | MILK PROCESSING EQUIPMENT OPERATOR, ICE-CREAM MANUFACTURE | 8272.45 |
| MACHINE OPERATOR, LIQUID INK MANUFACTURE | 8151.45 | MILK SAMPLER AND TESTER | 3152.33 |
| MACHINE OPERATOR, METAL CONTAINER MANUFACTURE | 8211.35 | MILL OPERATOR, RUBBER | 8231.33 |
| MACHINE OPERATOR, MOP MAKING | 8299.59 | MILLING MACHINE ATTENDANT, PASTA MANUFACTURE | 8274.63 |
| MACHINE OPERATOR, PASTE INK MANUFACTURE | 8151.40 | MIXER AND CASTER, CULTURED MARBLE PRODUCTS | 8212.15 |
| MACHINE OPERATOR, PERSONAL PAPER PRODUCTS | 8253.40 | MIXER, FOOD DRESSINGS | 8275.27 |
| MACHINE OPERATOR, PHARMACEUTICAL | 8221.20 | MIXER, ICE-CREAM CONE MANUFACTURE | 8274.65 |
| MACHINE OPERATOR, PLASTIC PRODUCTS | 8232.35 | MIXER-EXTRUDER, TOOTH MANUFACTURE | 8299.35 |
| MACHINE OPERATOR, WAFER PRODUCTS | 8274.61 | MIXING MACHINE OPERATOR | 8151.15 |
| MACHINE OPERATOR, WIRE PRODUCTS | 8211.50 | MONOTYPE KEYBOARD OPERATOR | 7341.45 |
| MAKE-UP-MAN, PRINTING | 7341.30 | MONOTYPE-CASTING MACHINE OPERATOR | 7341.50 |
| MANAGER, PUBLISHING COMPANY | 1319.15 | MORTISING-MACHINE OPERATOR | 7423.60 |
| MANAGER, SMALL MANUFACTURING ENTERPRISE | 1312.15 | MOTOR VEHICLE NUMBER PLATE MAKER | 7499.50 |
| MARGARINE PROCESS MAKER | 8272.30 | MOULD MAKER, CERAMIC WARE | 7321.20 |
| MATCH-MACHINE ATTENDANT | 8229.15 | MOULD MAKER, CULTURED MARBLE PRODUCTS | 7499.20 |
| MATTRESS MAKER | 7435.20 | MOULD MAKER, FIBREGLASS PRODUCTS MANUFACTURE | 7499.15 |
| MEAT CUTTER | 7411.25 | MOULD-MAKER-CASTER, POTTERY | 7321.30 |
| MECHANICAL TROLLEY OPERATOR | 8334.20 | MOULDER, TOOTH MANUFACTURE | 8299.37 |
| MELTER, ELECTRIC-ARC FURNACE | 8121.15 | MOULDING MACHINE OPERATOR, CONFECTIONERY MANUFACTURE | 8274.67 |
| MELTING ROOM ATTENDANT, CANDLE MANUFACTURE | 8152.40 | MOULDING PRESS OPERATOR, TOOTH MANUFACTURE | 8299.47 |
| METAL CAN BODY-MAKING MACHINE OPERATOR | 8211.45 | NAIL-MAKING MACHINE OPERATOR | 7223.40 |
| METAL CASTER | 8122.19 | NEON SIGN MAKER | 7322.35 |
| METAL CLEANER | 8222.30 | NEUTRALISER-BLEACHER OPERATOR, SOAP MANUFACTURE | 8151.20 |
| METAL CUTTER | 8211.30 | NEWSPAPER ADVERTISING CLERK | 4152.15 |
| METAL EXTRUSION DIEHEAD WORKER | 8124.30 | NEWSPAPER ADVERTISING SUPERVISOR | 4152.05 |
| METAL EXTRUSION PRESS OPERATOR | 8124.25 | NEWSPAPER EDITOR | 2451.15 |
| METAL EXTRUSION STRETCHER OPERATOR | 8124.35 | NITROUS OXIDE PLANT OPERATOR | 8154.35 |
| METAL FABRICATOR | 7214.30 | NUT FRYER OPERATOR | 8275.31 |
| METAL FINISHER | 8222.65 | NUT ROASTER OPERATOR | 8275.29 |
| METAL GRINDER | 7224.25 | OFFSET PRESS OPERATOR | 8251.23 |
| METAL GRINDING MACHINE OPERATOR | 7224.15 | OPERATING TECHNICIAN, CHEMICAL PLANT | 8154.15 |
| METAL HEAT-TREATER | 8123.15 | OPERATIONS MANAGER, PETROLEUM REFINERY | 1231.20 |
| METAL PRINTING-PLATE ENGRAVER | 7343.20 | OPTICAL LENS SURFACING MACHINE OPERATOR | 7322.30 |
| METAL ROLLER | 8122.29 | OPTICAL-LENS-FINISHING-MACHINE OPERATOR | 7322.20 |
| METAL SURFACE PREPARER, MOTOR-VEHICLE ASSEMBLY | 8222.50 | ORNAMENTAL SHEET METAL WORKER | 7213.15 |
| METAL-BENDING MACHINE OPERATOR | 8211.15 | ORTHOPAEDIC SHOE MAKER | 7442.20 |
| METAL-FRAME MAKER, SUITCASES | 7223.45 | OVEN TENDER | 8274.27 |
| METALLURGICAL PROCESS TECHNICIAN | 8122.17 | | |
| METALLURGICAL TECHNICIAN | 3117.25 | | |
| METALLURGIST | 2147.25 | | |

SECTORAL INDEX

| | | | |
|--|---------|---|---------|
| OXYGEN AND NITROGEN PLANT OPERATOR | 8154.20 | PRINTING-PLATE MOULDER | 7342.25 |
| PACKAGING MACHINE OPERATOR, FOOD PRODUCTS | 8274.71 | PRINTING-PLATE RETOUCHER | 7343.25 |
| PAINT PROCESS OPERATOR | 8151.35 | PROCESS OPERATOR, LIQUOR MANUFACTURE | 8279.31 |
| PAINT TINTER | 8151.30 | PRODUCTION AND OPERATIONS MANAGER, FOOD AND BEVERAGE PROCESSING | 1231.40 |
| PAINT-BRUSH ASSEMBLER | 8289.15 | PRODUCTION CLERK | 4132.10 |
| PAINT-BRUSH-HEAD MAKER | 7424.15 | PRODUCTION MANAGER | 1231.10 |
| PAN BOILER, SUGAR PROCESSING | 8276.15 | PRODUCTION SUPERVISOR, CERAMIC LABELLING | 8290.20 |
| PAPER BAG MAKING MACHINE OPERATOR | 8253.30 | PRODUCTION SUPERVISOR, METAL PRODUCTS | 8210.20 |
| PAPER BOARD BOX FINISHING MACHINE OPERATOR | 8253.35 | PRODUCTION SUPERVISOR, METAL ROLLING | 8120.25 |
| PAPERBOARD BOX CUTTER | 8253.25 | PRODUCTION SUPERVISOR-FOREPERSON, SUGAR PROCESSING | 8270.15 |
| PAPERBOARD CORRUGATING MACHINE OPERATOR | 8253.20 | PROOF-READER | 4143.15 |
| PAPER PROCESSOR OPERATOR | 8223.45 | PUMP ATTENDANT, SUGAR PROCESSING | 8276.55 |
| PAPERBOARD SUITCASE MAKER | 8253.50 | PUMPMAN, PETROLEUM INDUSTRY | 8155.15 |
| PASTE-UP ARTIST | 7341.55 | QUALITY CONTROL MANAGER | 1231.35 |
| PASTEURISING PLANT OPERATOR | 8272.40 | QUILTING-MACHINE OPERATOR | 8263.25 |
| PASTING MACHINE OPERATOR | 8222.15 | RADIATOR ASSEMBLER-FITTER | 8281.25 |
| PASTRY MAKER | 7412.25 | RAW MILLER, SLURRY PRODUCTION | 8112.15 |
| PATTERN DRAFTER | 7433.20 | RECLAIMER OPERATOR | 8339.20 |
| PATTERN HAND | 9329.45 | REFINERY OPERATOR, PETROLEUM INDUSTRY | 8155.20 |
| PATTERN MAKER, GARMENT MANUFACTURE | 7433.15 | REFRACTORY RELINER | 7121.15 |
| PATTERN MAKER, TOWEL MANUFACTURE | 7433.30 | REHEATING FURNACE PULPIT OPERATOR | 8122.39 |
| PEANUT BLANCHER OPERATOR, SNACK MANUFACTURE | 8275.37 | REHEATING-FURNACE OPERATOR | 8121.30 |
| PEANUT BUTTER MIXER | 8275.33 | RETORT OPERATOR, FOOD PRESERVATION | 8275.41 |
| PELLET MILL OPERATOR | 8273.30 | RICE DRYING EQUIPMENT OPERATOR | 8273.25 |
| PETROLEUM CHEMIST | 2113.20 | RICE MILLER | 8273.35 |
| PETROLEUM TESTING TECHNICIAN | 3111.17 | ROLLING MILL FLOOR OPERATOR | 8122.41 |
| PHOTOPOLYMER-PLATE MAKER | 7343.45 | ROLLING MILL PULPIT OPERATOR | 8122.27 |
| PICKLE INJECTION MACHINE OPERATOR | 8271.50 | ROLLING-MILL COORDINATOR | 8122.05 |
| PICTURE FRAMER | 7422.30 | ROTARY KILN ATTENDANT, CEMENT PLANT | 8152.30 |
| PLANNER-SCHEDULER, PRODUCTION AND MAINTENANCE | 3119.20 | ROTARY KILN OPERATOR, CEMENT PLANT | 8152.15 |
| PLASTIC MOULDING MACHINE OPERATOR | 8232.20 | ROTARY-FURNACE OPERATOR | 8121.50 |
| PLASTIC SIGN MAKER | 8232.15 | ROUGHING MILL PULPIT OPERATOR | 8122.33 |
| PLATE MOUNTER | 7342.15 | RUBBER BAND MAKER | 8231.43 |
| PORCELAIN OPERATOR, TOOTH MANUFACTURE | 8299.39 | RUBBER MOULDING PRESS OPERATOR | 8231.37 |
| POTTER | 7321.25 | RUBBER STAMP MAKER | 7343.40 |
| POULTRY PROCESSING PLANT WORKER | 8271.55 | SALES OFFICER, GOVERNMENT PRINTERY | 3419.40 |
| POULTRY SLAUGHTERER | 7411.30 | SAMPLE CONTAINER MAKER, PAPER PRODUCTS MANUFACTURE | 7499.25 |
| PRESS OPERATOR, METAL | 8211.25 | SANFORISER OPERATOR | 8264.25 |
| PRINTING MACHINE OPERATOR, TEXTILE MANUFACTURE | 8251.27 | SAUSAGE-MIXING MACHINE OPERATOR | 8271.35 |
| PRINTING MACHINE TENDER, TEXTILE MANUFACTURE | 8251.33 | SAUSAGE-STUFFING-AND-LINKING MACHINE OPERATOR | 8271.45 |
| PRINTING PRESS HELPER | 9323.15 | SAW SHARPENER | 7224.20 |
| PRINTING SUPERVISOR | 7340.15 | | |

SECTORAL INDEX

| | | | |
|-----------------------------------|---------|-------------------------------------|---------|
| SAWMILL LABOURER | 9329.35 | SUPERINTENDENT, LUBRICATING OIL | |
| SEAWEED DRIER | 7411.45 | BLENDING PLANT | 8150.25 |
| SEWING MACHINE ASSEMBLER | 8282.55 | SUPERVISOR-FOREPERSON, LUBRICATING | |
| SEWING MACHINE OPERATOR, GARMENT | | OIL BLENDING AND PACKAGING PLANT | 8150.30 |
| INDUSTRY | 8263.15 | SUPERVISOR ELECTRIC CABLE MANU- | |
| SHARK OIL MAKER | 7411.40 | FACTURE | 8210.25 |
| SHEATHING EXTRUDER OPERATOR | 8124.15 | SUPERVISOR, ASSEMBLER | 8280.10 |
| SHEET-METAL WORKER | 7213.10 | SUPERVISOR, BILLET YARD | 8330.15 |
| SHIP PLATER | 7214.15 | SUPERVISOR, CANDLE MANUFACTURE | 8220.20 |
| SHIPWRIGHT | 7123.20 | SUPERVISOR, CHEMICAL PROCESSING | |
| SHOE PATTERN MAKER | 7442.15 | OPERATIONS | 8150.15 |
| SHOE SOLE FITTER | 8265.35 | SUPERVISOR, COIL HANDLING | 8120.30 |
| SHOE-LASTING MACHINE OPERATOR | 8265.25 | SUPERVISOR, CONTINUOUS METAL | |
| SHOEMAKER | 7442.25 | CASTING | 8120.15 |
| SHOE-SEWING MACHINE OPERATOR | 8265.15 | SUPERVISOR, ELECTRIC-CABLE MANU- | |
| SILK SCREEN PRINTER | 7345.20 | FACTURE | 8120.40 |
| SILK SCREEN-STENCIL CUTTER | 7345.15 | SUPERVISOR, FOOD AND BEVERAGE | |
| SILO ATTENDANT | 8273.55 | MANUFACTURE | 8270.20 |
| SLICING MACHINE OPERATOR | 8271.25 | SUPERVISOR, GARMENT CUTTING ROOM | 7430.15 |
| SLIPHOUSE ATTENDANT, CERAMIC WARE | 8139.15 | SUPERVISOR, GARMENT MANUFACTURE | 8260.20 |
| SLITTING MACHINE OPERATOR, METAL | | SUPERVISOR, HAT MANUFACTURE | 8260.25 |
| PRODUCTS | 8211.40 | SUPERVISOR, METAL BRIQUETTING AND | |
| SMALL PARTS MAKER, BATTERY MANU- | | LIME PRODUCTION PLANTS | 8210.15 |
| FACTURE | 7211.20 | SUPERVISOR, METAL EXTRUDING | 8120.35 |
| SMALL-APPLIANCE MOTOR INSTALLER | 7241.65 | SUPERVISOR, METAL-MELTING PLANT | 8120.20 |
| SMOKE-ROOM ATTENDANT | 8271.30 | SUPERVISOR, OPTICAL LENS PROCESSING | 7320.15 |
| SOAP BOILER | 8152.20 | SUPERVISOR, TEXTILES | 8260.15 |
| SOAP CUTTER AND STAMPER | 8221.25 | SUPERVISOR, TOBACCO PREPARATION | |
| SOFT DRINK MIXER | 8279.25 | AND CIGARETTE MAKING | 8270.25 |
| SOFT-TOY MAKER | 7332.25 | SUPERVISOR, UPHOLSTERY AND BEDD- | |
| SPICE AND SEASONING MIXER | 8273.50 | ING MANUFACTURE | 7430.20 |
| SPICE MILLER | 8273.40 | SUPERVISOR-FOREPERSON, CEMENT | |
| STEEL BUNDLER | 9322.15 | PRODUCTION | 8110.20 |
| STEEL TALLYMAN-WEIGHER | 4131.30 | SUPERVISOR-FOREPERSON, FURNITURE | |
| STELMOR-REFORM OPERATOR, STEEL | | AND CABINET MAKING | 7420.15 |
| MILL | 8122.35 | SUPERVISOR-FOREPERSON, METAL | |
| STEREOCUTTER | 7343.30 | MOULDING AND CORE-MAKING | 7210.15 |
| STILL OPERATOR, LIQUOR PROCESSING | 8279.15 | SUPERVISOR-FOREPERSON, PAINT FILL- | |
| STONE WORKER, CONFECTIONERY | | ING AND LABELLING | 8290.35 |
| MANUFACTURE | 7412.15 | SUPERVISOR-FOREPERSON, PAPER AND | |
| STORAGE TANK ATTENDANT, CONFEC- | | PAPERBOARD PRODUCTS MANUF. | 8250.15 |
| TIONERY MANUFACTURE | 8274.39 | SUPERVISOR-FOREPERSON, RUBBER AND | |
| STRAIGHTENING ROLL OPERATOR | 8122.43 | PLASTIC PRODUCTS MANUFACTURE | 8230.10 |
| STRAW GOODS MAKER | 7333.20 | SYRUP-MAKING MACHINE OPERATOR | 8274.17 |
| STRIPPER-PLATEMAKER | 7343.35 | TABLE PREPARER, CULTURED MARBLE | |
| SUB-EDITOR NEWSPAPER | 2451.20 | PRODUCTS | 7499.55 |
| SUGAR CURER | 8276.25 | TANK-FURNACE OPERATOR, GLASS | |
| SUITCASE FINISHER | 8286.15 | MANUFACTURE | 8131.25 |
| SUPERVISOR, PRECISION-INSTRUMENT | | TANKAGE SUPERVISOR | 8150.35 |
| REPAIRER, PETROLEUM REFINERY | 7310.15 | TANNER | 7441.10 |
| SUPERVISOR-FOREPERSON, JEWELLERY- | | TECHNICAL MANAGER | 1231.15 |
| MAKING AND PRECIOUS METAL WORK- | | TELEVISION ANTENNA FABRICATOR- | |
| ING | 7310.20 | INSTALLER | 7242.15 |
| | | TENTER-FRAME OPERATOR, TEXTILES | 8264.30 |

SECTORAL INDEX

| | |
|--|---------|
| TERRAZZO GRINDING MACHINE OPERATOR | 8212.25 |
| TERRAZZO MIXER | 8212.50 |
| TERRAZZO TILE-PRESSER-AND-GRINDER | 8212.30 |
| TERRY INSPECTOR | 9329.20 |
| TEXTILE TECHNICIAN | 3111.35 |
| THERMOGRAPHIC PRINTER OPERATOR | 8251.35 |
| TOBACCO CONDITIONER | 8278.20 |
| TOBACCO-CUTTING MACHINE OPERATOR | 8278.15 |
| TOOL, DIE AND MOULD MAKER | 7222.20 |
| TOOTH SORTER | 9329.50 |
| TRAFFIC SIGN MAKER | 7213.20 |
| TRIMMING MACHINE OPERATOR | 8269.15 |
| TROPHY MAKER-ASSEMBLER | 8284.30 |
| TUBE MILL OPERATOR | 8211.60 |
| TUMBLING MACHINE TENDER, TOOTH MANUFACTURE | 8299.51 |
| TUNNEL KILN ATTENDANT | 8131.40 |
| TUNNEL KILN OPERATOR | 8131.20 |
| TURBINE DRIVER, PETROLEUM REFINERY | 8162.15 |
| TWISTED WIREBRUSH MAKER | 8299.31 |
| TYING MACHINE OPERATOR | 8269.50 |
| TYPOGRAPHER | 7341.15 |
| TYRE BEAD FILLER | 8231.21 |
| TYRE BUILDER | 8231.15 |
| TYRE MOULD CHANGER | 8231.19 |
| TYRE MOULDER | 8231.25 |
| TYRE RECAPPER | 8231.35 |
| TYRE TRIMMER | 8231.41 |
| UNDER-TREAD CALENDER OPERATOR | 8231.27 |
| UPHOLSTERY CUTTER | 7433.25 |
| UPHOLSTERY STITCHER | 8263.20 |
| VACUUM-METALLISER OPERATOR | 8222.20 |
| VINEGAR MAKER | 8279.27 |
| WAPER OPERATOR | 8261.15 |
| WAX EXTRUDER OPERATOR | 8299.49 |
| WEAVER, TEXTILES | 8262.15 |
| WEB PRESS OPERATOR | 8251.25 |
| WELDED-WIRE-MESH MACHINE OPERATOR | 8121.35 |
| WHEAT MILLER | 8273.20 |
| WINDING MACHINE OPERATOR, TEXTILES | 8261.20 |
| WINERY WORKER | 8279.33 |
| WIRE DRAWER | 8124.20 |
| WIRE SPOOLER | 8211.70 |
| WOOD FINISHER | 7422.45 |
| WOOD-BORING MACHINE OPERATOR | 7423.65 |
| WOOD-PLANING MACHINE OPERATOR | 7423.40 |
| WOOD-SHAPING-MACHINE OPERATOR | 7423.55 |
| WOOD-SPINDLE-CARVING MACHINE OPERATOR | 7423.35 |
| WOOD-TENONING-MACHINE OPERATOR | 7423.25 |
| WOODEN BOAT BUILDER | 7123.25 |
| WOODEN PATTERN MAKER | 7422.15 |

| | |
|--------------------------------|---------|
| WOODEN TOY AND CURIO MAKER | 7331.15 |
| WOODWORKING LATHE OPERATOR | 7423.45 |
| WOODWORKING SAW OPERATOR | 7423.30 |
| WOODWORKING-MACHINE OPERATOR | 7423.20 |
| WOODWORKING-MACHINE SETTER | 7423.15 |
| YOGURT MAKER | 7415.15 |
| YOGURT MAKING MACHINE OPERATOR | 8272.35 |

4 ELECTRICITY, GAS AND WATER

Occupations in this sector include those which involve one or more of the following activities: the generation, transmission and distribution of electric energy for sale to household, industrial and commercial users; the manufacture of gas in gasworks and the distribution of manufactured or natural gas through a system of mains to household, industrial and commercial users; the production of steam for heating, power and other purposes; the collection, purification and distribution of water to household, industrial, and commercial users.

| | |
|---|---------|
| CABLE JOINTER | 7245.20 |
| DIRECTOR, WATER RESOURCES AGENCY | 1232.15 |
| ELECTRIC POWER PLANT OPERATOR | 8161.15 |
| ELECTRICAL POWER TRANSMISSION AND DISTRIBUTION ENGINEER | 2143.15 |
| GAS ENGINEER, PRODUCTION AND DISTRIBUTION | 2149.15 |
| LINESMAN | 7245.15 |
| METER READER | 9153.15 |
| POWER HOUSE ELECTRICIAN | 7135.20 |
| POWER STATION ENGINEER | 2143.20 |
| POWER STATION SUPERINTENDENT | 1231.30 |
| POWER SWITCHBOARD OPERATOR | 2143.25 |
| SCIENTIFIC ASSISTANT, WATER AND SEWAGE TESTING | 3111.27 |
| SEWER MAINTENANCE PLUMBER | 7134.30 |
| WATER RESOURCES ENGINEER | 2142.70 |
| WATER SYSTEM INVESTIGATOR | 7134.45 |
| WATERWORKS OPERATOR | 8169.20 |

5 CONSTRUCTION

Occupations in this sector include those which involve one or more of the following activities: constructing, altering, repairing and demolishing buildings, factories, plants, industrial installations, highways, etc.; special trade activities such as plumbing, bricklaying, roofing, painting, decorating, etc.

| | |
|--|---------|
| AIR-CONDITIONING AND REFRIGERATION EQUIPMENT INSTALLER | 7241.50 |
|--|---------|

SECTORAL INDEX

| | | | |
|---|---------|------------------------------------|---------|
| AIR-CONDITIONING DUCT ERECTOR | 7214.20 | POTMAN, MASTIC ASPHALT | 8152.35 |
| ARCHITECTURAL-MODEL MAKER | 7339.15 | PRECAST/PRESTRESSED CONCRETE | |
| ASPHALT BATCHING PLANT OPERATOR | 8212.20 | WORKER | 7122.20 |
| ASPHALT COMPACTOR OPERATOR | 8332.29 | QUANTITY SURVEYING TECHNICIAN | 3119.30 |
| ASPHALT SPREADER DRIVER | 8332.15 | RAILWAY DRILLER | 9312.20 |
| BOILER AND PIPE INSULATOR | 7132.20 | RAILWAY, PLATE LAYER | 9312.30 |
| BUILDING CONSTRUCTION ENGINEER | 2142.45 | REFRIGERATION AND AIR-CONDITIONING | |
| BUILDING CONTRACTOR | 1313.15 | EQUIPMENT INSULATOR | 7132.25 |
| BUILDING ELECTRICIAN | 7135.15 | ROAD CONSTRUCTION MACHINERY | |
| BUILDING INSULATOR | 7132.15 | ATTENDANT | 9312.35 |
| BUILDING MAINTENANCE WORKER | 7129.15 | ROAD MARKER | 9312.25 |
| BUILDING PAINTER | 7141.20 | ROAD ROLLER DRIVER | 8332.37 |
| BULLDOZER OPERATOR | 8332.41 | ROAD-MARKING MACHINE OPERATOR | 8332.43 |
| CARPENTER-JOINER, CONSTRUCTION | 7123.10 | ROADS AND HIGHWAYS ENGINEER | 2142.50 |
| CARPET LAYER | 7136.25 | ROOF THATCHER | 7131.40 |
| CLERK OF WORKS | 3112.25 | ROOFER, ASPHALT SHINGLES | 7131.25 |
| CONSTRUCTION ENGINEERING TECHN- CIAN | 3112.30 | ROOFER, CONCRETE AND CLAY TILES | 7131.20 |
| CONSTRUCTION ESTIMATOR | 3112.20 | ROOFER, MASTIC GALVANISED TILES | 7131.15 |
| CONSTRUCTION LABOURER | 9313.20 | ROOFER, METAL SHEETING | 7131.30 |
| CONSTRUCTION MANAGER | 1232.27 | ROTO MILL OPERATOR | 8332.27 |
| CONSTRUCTION SUPERINTENDENT | 1232.37 | SCAFFOLDER | 7129.20 |
| CONSTRUCTION SUPERVISOR | 3112.05 | SCRAPER OPERATOR | 8332.25 |
| CONTRACTS MANAGER | 1232.17 | SCREED OPERATOR | 8332.23 |
| DEMOLITION WORKER | 7129.25 | STEELBENDER AND FIXER | 7122.25 |
| DRAINAGE ENGINEER | 2142.75 | STRUCTURAL ENGINEER | 2142.40 |
| DREDGING OPERATOR | 8332.33 | STRUCTURAL STEEL ERECTOR | 7214.25 |
| DREDGE-PIPE LAYER | 7134.40 | STRUCTURAL STEEL FABRICATOR | 7212.30 |
| ELEVATOR AND ESCALATOR INSTALLER | | STRUCTURAL STEEL PAINTER | 7141.15 |
| AND REPAIRER | 7241.30 | SUPERVISOR, PAINTERS, STRUCTURAL | |
| ELEVATOR AND ESCALATOR TESTER | | CLEANERS AND RELATED WORKERS | 7140.10 |
| AND ADJUSTER | 7241.25 | SUPERVISOR-FOREPERSON, BUILDING | |
| EXCAVATING MACHINE OPERATOR | 8332.39 | TRADES | 7120.10 |
| GLASS INSTALLER | 7133.20 | SUPERVISOR-FOREPERSON, PLUMBING | |
| HEAVY EQUIPMENT OPERATOR | 8332.31 | AND PIPEFITTING | 7130.15 |
| HOIST OPERATOR, CONSTRUCTION | 8333.50 | SUPERVISOR-FOREPERSON, STRUCTURAL | |
| HORIZONTAL EARTH-BORING MACHINE | | METAL PREPARATION AND ERECTION | 7210.20 |
| OPERATOR | 8332.19 | SURVEY ATTENDANT | 9312.15 |
| HYDROGRAPHIC SURVEYING ASSISTANT | 3112.15 | TERAZZO WORKER | 7122.15 |
| INDUSTRIAL ELECTRICIAN | 7135.25 | TILE SETTER | 7136.15 |
| INSTALLER, METAL AWNINGS | 7139.15 | VARI-FORMER CURBING MACHINE | |
| INSTALLER, SUSPENDED CEILINGS | 7131.35 | OPERATOR | 8332.21 |
| INSTALLER, WINDOW COVERINGS AND | | | |
| FITTINGS | 7139.20 | | |
| MASON | 7121.10 | | |
| MASTIC ASPHALT SPREADER | 7132.30 | | |
| MOTOR GRADER OPERATOR | 8332.35 | | |
| PANEL FABRICATOR | 7129.30 | | |
| PARQUETRY FLOOR LAYER | 7136.20 | | |
| PILE HAMMER OPERATOR | 8332.17 | | |
| PIPE FITTER | 7134.20 | | |
| PLATE GLASS INSTALLER | 7133.25 | | |
| PLUMBER | 7134.25 | | |
| PNEUMATIC DRILL OPERATOR | 8332.45 | | |

6 WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Occupations in this sector include those which involve one or more of the following activities: reselling new and used goods to retailers, to industrial, commercial, institutional or professional users, to other wholesalers or to the general public; renting goods to the general public for personal or household use (except amusement and recreational goods); repair and installation services rendered by establishments mainly engaged in retail trade; selling prepared goods and drinks for immediate consumption in

SECTORAL INDEX

restaurants, cafes, lunch counters and refreshment stands; catering; providing lodging, camping space and camping facilities.

| | |
|--|---------|
| BAR OWNER | 1315.25 |
| BARTENDER | 5123.25 |
| BUYER | 3416.10 |
| BUYING AGENT, COCOA AND COFFEE | 3416.20 |
| CATERER | 5122.15 |
| CHEF | 5122.05 |
| DELIVERY PERSON, NEWSPAPERS | 9113.25 |
| DINING-ROOM SUPERVISOR | 5123.05 |
| DOOR-TO-DOOR SALESPERSON | 9113.20 |
| DRIVER, AUTOMOBILE DELIVERY | 8322.20 |
| EXECUTIVE HOUSEKEEPER | 5121.15 |
| FAST-FOOD ATTENDANT | 5123.15 |
| FAST-FOOD COOK | 5122.30 |
| FISH VENDOR | 9114.20 |
| FOOD AND BEVERAGE MANAGER, HOTEL | 1239.30 |
| FOOD VENDOR | 9111.15 |
| FRONT DESK CLERK, HOTEL | 4222.15 |
| FRONT OFFICE MANAGER, HOTEL | 3431.20 |
| GANTRY ATTENDANT, FUEL PLANT | 8299.17 |
| GANTRY FOREPERSON, FUEL PLANT | 8290.25 |
| GAS STATION SERVICE WORKER | 9190.30 |
| HOTEL DOORMAN-BELLMAN | 9152.50 |
| HOTEL MANAGER | 1210.30 |
| ICE-CREAM PARLOUR ATTENDANT | 5123.30 |
| KITCHEN ASSISTANT | 9132.20 |
| MANAGER, FILM DISTRIBUTION AGENCY | 1319.35 |
| MANAGER, RESTAURANT, FAST-FOOD AND CATERING SERVICE | 1315.15 |
| MANAGER, RETAIL TRADE | 1314.25 |
| MANAGER, SERVICE STATION | 1314.30 |
| MANAGER, WHOLESALE TRADE | 1314.20 |
| MEAT VENDOR | 9114.25 |
| MERCHANDISER | 5310.20 |
| MERCHANDISING SUPERVISOR | 5310.01 |
| NIGHT AUDITOR, HOTEL | 4121.20 |
| OFFICE-MACHINE MECHANIC | 7243.15 |
| OPTICAL SALES CLERK | 5310.15 |
| OWNER-OPERATOR, GUEST HOUSE | 1315.20 |
| PRECISION INSTRUMENT INSTALLER-REPAIRER | 7311.10 |
| PRODUCTION AND OPERATIONS SUPERVISOR, PETROCHEMICALS | 8150.20 |
| SALES CLERK | 5310.35 |
| SALES DEMONSTRATION SUPERVISOR | 5310.07 |
| SALES DEMONSTRATOR | 5310.25 |
| SALES REPRESENTATIVE | 3415.25 |
| SALES SUPERVISOR, RETAIL TRADE | 5310.05 |
| SALES SUPERVISOR, WHOLESALE TRADE | 5310.03 |
| SALVAGE BUYER | 3416.30 |

| | |
|---|---------|
| SALVAGE WORKER, METALS | 7212.40 |
| SHOPKEEPER | 1314.35 |
| SNOW-CONE VENDOR | 9111.20 |
| STALL/MARKET VENDOR, FRUIT AND VEGETABLES | 9114.15 |
| STREET VENDOR | 9112.15 |
| STREET VENDOR, LOTTERY TICKETS | 9112.20 |
| STREET VENDOR, NEWSPAPERS | 9112.25 |
| SUPERVISOR, DOOR-TO-DOOR SALES- PERSONS | 9113.05 |
| TECHNICAL SALES REPRESENTATIVE | 3415.15 |
| TECHNICAL SERVICE ADVISOR | 3415.20 |
| TELEPRINTER TECHNICIAN | 7244.15 |
| TEST DRIVER | 8322.15 |
| TRADE BROKER | 3421.15 |
| USED GOODS BUYER | 3416.25 |
| VAN SALESPERSON | 9113.15 |
| WAITER | 5123.20 |
| WRAPPER-REPLENISHER | 9190.40 |

7 TRANSPORT, STORAGE AND COMMUNICATION

Occupations in this sector include those which involve one or more of the following activities: furnishing transportation by land, water or air; operating storage facilities and warehouses for hire by the general public; providing services incidental to transport such as forwarding, packing, and arranging transport; providing communication services to the public by post, wire or radio including exchange or recording of messages.

| | |
|--|---------|
| AIR TRAFFIC CONTROLLER | 3144.10 |
| AIRCRAFT FITTER | 7232.20 |
| AIRCRAFT INSPECTOR | 3152.15 |
| AIRCRAFT LOADER | 9331.30 |
| AIRCREWMAN | 3143.35 |
| AIRLINE INDUSTRY AFFAIRS OFFICER | 3490.19 |
| AIRLINE OPERATIONS CONTROLLER | 2419.23 |
| AIRLINE REVENUE CONTROLLER | 4133.20 |
| AIRLINE SCHEDULE DEVELOPMENT OFFICER | 3490.35 |
| AIRPORT ENGINEER | 2142.55 |
| AIRPORT MANAGER | 1233.27 |
| ASSISTANT ENGINEER, TELEPHONE DISTRIBUTION FRAME SECTION | 7240.20 |
| ASSISTANT POSTMASTER GENERAL | 1233.47 |
| AUTOMOTIVE LICENSING OFFICER | 3444.25 |
| BERTHING OFFICER | 3141.35 |
| BOARDING CLERK | 4133.35 |
| BOAT OPERATOR-TOUR GUIDE | 5113.15 |
| BOATSWAIN | 8340.05 |
| BUS CONDUCTOR | 5112.15 |

SECTORAL INDEX

| | | | |
|-------------------------------------|---------|-----------------------------------|---------|
| BUS DESPATCHER | 4133.50 | NAVIGATIONAL AIDS MAINTENANCE | |
| BUS DRIVER | 8323.15 | ASSISTANT | 7241.55 |
| BUS STATION INSPECTOR | 8320.20 | NAVIGATIONAL AIDS MAINTENANCE | |
| BUS STATION SUPERVISOR | 4133.09 | OFFICER | 7241.15 |
| CART DRIVER | 9332.15 | ORDINARY SEAMAN | 8340.20 |
| CHIEF TRAFFIC ENGINEER | 1233.23 | PARKING LOT ATTENDANT | 9152.25 |
| CREW SCHEDULING ASSISTANT, AIRLINE | 4133.15 | PASSENGER SERVICE AGENT, AIRLINE | 4221.20 |
| CUSTOMS BROKER | 3422.15 | PIERMAN, PETROCHEMICAL INDUSTRY | 9331.15 |
| DIRECTOR, CIVIL AVIATION | 1233.25 | PILOT, AIRCRAFT | 3143.15 |
| DIRECTOR, TELECOMMUNICATIONS | 1233.15 | PORT CAPTAIN | 1233.35 |
| DISTRIBUTION MANAGER | 1225.20 | PORT ENGINEER | 2142.35 |
| DOCKER | 9331.25 | PORT MANAGER | 1233.17 |
| DOCKING MASTER | 3115.25 | POSTAL AGENT | 4212.35 |
| DREDGEMASTER | 3141.30 | POSTAL ASSISTANT | 4212.25 |
| DRIVER LICENSING EXAMINER | 3444.30 | POSTAL OFFICER | 4212.15 |
| FLIGHT ATTENDANT | 5111.15 | POSTAL SORTER AND DESPATCHER | 4142.15 |
| FLIGHT OPERATIONS LICENSING OFFICER | 3444.15 | POSTAL SUPERVISOR | 3431.25 |
| FLIGHT OPERATIONS OFFICER | 4133.25 | POSTMAN INSPECTOR | 4142.05 |
| FLIGHT PURSER | 5111.05 | PRINCIPAL MARINE SURVEYOR | 1232.35 |
| FLIGHT SUPERVISOR | 4133.07 | QUARTER MASTER | 8340.15 |
| FURNITURE MOVER | 9331.20 | RADIO COMMUNICATIONS OFFICER | 3132.15 |
| HEAD, AIRLINE OPERATIONS CONTROL | 1233.21 | RAIL COUPLER | 8312.15 |
| HEAD, AIRLINE TRAFFIC PLANNING AND | | RAILWAY SIGNALMAN | 8312.20 |
| SCHEDULING | 1233.29 | RAILWAY TRANSPORT LABOURER | 9339.20 |
| HELICOPTER MECHANIC | 7232.15 | RAMP COORDINATOR | 3490.33 |
| HELICOPTER PILOT | 3143.20 | REGIONAL POSTAL CONTROLLER | 2413.17 |
| INFORMATION ASSISTANT, AIR TRANS- | | RESERVATIONS CLERK, AIRLINE | 4221.25 |
| PORT | 4222.20 | REVISOR, TELEGRAPH OFFICE | 4143.25 |
| INSTRUCTOR'S AIDE, AIR TRAFFIC | | RIGGER, TELECOMMUNICATIONS | 7215.15 |
| SERVICES | 4300.25 | SATELLITE RECEIVER TECHNICIAN | 3114.25 |
| JETTY FOREMAN | 9331.05 | SHIP'S CHIEF ENGINEER | 2145.20 |
| LAUNCH CAPTAIN | 3141.40 | SHIP'S CHIEF STEWARD | 5111.07 |
| LINE AND CABLE SUPERVISOR | 7240.25 | SHIP'S ENGINEER | 3142.15 |
| LOCOMOTIVE DRIVER | 8311.15 | SHIP'S MASTER | 2470.15 |
| LOST-AND-FOUND OFFICER, AIR TRANS- | | SHIP'S OFFICER | 3141.15 |
| PORT | 4221.15 | SHIP'S PILOT | 2470.20 |
| MAIL CARRIER | 4142.20 | SHIP'S STEWARD | 5111.20 |
| MANAGER, AIRPORT SERVICES | 1233.19 | SHIPPING CLERK | 4133.40 |
| MANAGER, CARGO HANDLING | 1233.51 | SHIPYARD RIGGER | 7215.20 |
| MANAGER, FREIGHT FORWARDING | | SUPERINTENDENT, PORT SERVICES | 1233.41 |
| COMPANY | 1316.20 | SUPERVISOR, RAILWAY TRANSPORT | 4133.03 |
| MANAGER, SHIPPING COMPANY | 1316.15 | SUPERVISOR-FOREPERSON, RAILWAY | |
| MANAGER, TRAVEL AGENCY | 1319.20 | MAINTENANCE | 8310.10 |
| MARINE CRAFT SUPERVISOR | 3142.20 | SUPPLY MANAGER | 1225.15 |
| MARINE ELECTRICIAN | 7241.20 | SYSTEMS MANAGER, FLIGHT OPERA- | |
| MARINE OPERATIONS SUPERINTENDENT | 1233.45 | TIONS | 1233.31 |
| MARINE SERVICES COORDINATOR | 3490.29 | TAXI DRIVER | 8322.35 |
| MARINE SUPERINTENDENT | 1233.37 | TAXI SERVICE DISPATCHER | 4133.45 |
| MARINE SUPERINTENDENT, ENGINEERING | 1233.39 | TECHNICAL ASSISTANT, TELECOMMUNI- | |
| MARINE SURVEYOR, SMALL CRAFT | 3152.1 | CATIONS | 3449.15 |
| MOTOR LAUNCH MECHANIC | 7233.20 | TECHNICAL CLERK, TELEPHONE EX- | |
| MOTOR VEHICLE INSPECTOR | 3444.20 | CHANGE | 4114.15 |
| MOTOR VEHICLE OFFICER | 3444.35 | TELECOMMUNICATIONS ENGINEER | 2144.15 |
| MOTOR VEHICLE SUPERVISOR | 3444.05 | TELECOMMUNICATIONS MANAGER | 1233.43 |

SECTORAL INDEX

| | |
|---|---------|
| TELECOMMUNICATIONS TECHNICIAN | 3114.30 |
| TELEGRAPH OPERATOR | 4113.20 |
| TELEPHONE CABLE TECHNICIAN | 7244.20 |
| TELEPHONE DISTRIBUTION FRAME TECHNICIAN | 7244.35 |
| TELEPHONE EXCHANGE TECHNICIAN | 7244.25 |
| TELEPHONE LINE AND INSTRUMENT INSTALLER-REPAIRER | 7244.30 |
| TELEX CLERK | 4113.15 |
| THIRD PILOT | 3143.30 |
| TRAFFIC ENGINEER | 2141.25 |
| TRAFFIC LIGHT INSTALLER-REPAIRER | 3114.35 |
| TRAFFIC MANAGER, BUS SERVICE | 1233.33 |
| TRAFFIC PLANNER, BUS SERVICE | 2141.35 |
| TRAFFIC SAFETY OFFICER | 3449.27 |
| TRAFFIC SUPERVISOR, BUS STATION | 8320.15 |
| TRAFFIC TECHNICIAN | 3119.40 |
| TRANSMITTER ATTENDANT | 7242.25 |
| TRANSPORT CONTRACTOR | 1316.25 |
| TRANSPORT SUPERVISOR-FOREMAN | 3490.47 |
| TRAVEL AGENT | 3414.10 |
| TRAWLER CAPTAIN | 3141.25 |
| TUG MASTER | 3141.20 |
| VEHICLE LOADER | 9331.35 |
| WAREHOUSE ATTENDANT | 9331.40 |
| WAREHOUSE MANAGER | 1225.25 |

8 FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Occupations in this sector include those which involve one or more of the following activities; providing financial and insurance services; leasing, renting, buying, selling, managing and appraising real estate on a contract or fee basis; developing and subdividing real estate into lots; furnishing business services to others on a fee or contract basis; renting or leasing of machinery and equipment. The renting or leasing of transport or recreational goods is not included.

| | |
|--|---------|
| ACCOUNT EXECUTIVE, ADVERTISING | 2419.19 |
| ACTUARIAL ASSISTANT | 3434.15 |
| ACTUARY | 2121.15 |
| ADVERTISING SALESPERSON, TELEVISION/RADIO STATION | 3429.45 |
| AIR CONDITIONING AND REFRIGERA- TION TECHNICIAN | 3115.20 |
| APPRAISER, AUTOMOBILE DAMAGE | 3417.30 |
| ARCHITECT | 2141.15 |
| ARCHITECTURAL DRAUGHTER | 3118.30 |
| ART DIRECTOR, ADVERTISING | 3461.05 |
| AUCTIONEER | 3418.10 |
| BANK CLERK | 4122.50 |

| | |
|---|---------|
| BANK TELLER | 4212.20 |
| BUSINESS DEVELOPMENT OFFICER | 2419.29 |
| CERAMICIST | 2147.15 |
| CHEMICAL ENGINEER | 2146.10 |
| CIVIL ENGINEERING DRAUGHTER | 3118.25 |
| CLEANER, AIRCRAFT | 9132.15 |
| CLEANING SUPERVISOR | 9132.05 |
| COASTAL ENGINEER | 2142.15 |
| COMPLIANCE OFFICER | 3449.37 |
| COMPLIANCE SUPERVISOR | 3449.07 |
| COPYWRITER, ADVERTISING | 2451.45 |
| COUNTER CLERK, FINANCIAL INSTITU- TION | 4212.30 |
| CREATIVE DIRECTOR, ADVERTISING | 3469.15 |
| DEBT COLLECTOR | 4215.15 |
| DISPLAY DESIGNER-MAKER | 3461.45 |
| DRAUGHTER | 3118.10 |
| DRAUGHTER SUPERVISOR | 3118.05 |
| ECONOMETRICIAN | 2441.15 |
| ELECTRICAL DRAUGHTER | 3118.35 |
| ELECTRONICS ENGINEER | 2144.20 |
| ENGINEERING DRAUGHTER | 3118.20 |
| ENVIRONMENTAL ENGINEER | 2142.25 |
| EXPRESS COURIER | 9151.15 |
| FASHION MODEL | 5320.15 |
| FINANCIAL ANALYST | 2419.15 |
| GAS APPLIANCE INSTALLER | 7134.35 |
| GEMOLOGIST | 3417.20 |
| GEOLOGICAL DRAUGHTER | 3118.15 |
| GEOTECHNICAL ENGINEER | 2142.20 |
| GRAPHIC DESIGNER | 3461.30 |
| HEARING-AID REPAIR TECHNICIAN | 3114.20 |
| HYDROGRAPHIC SURVEYOR | 2148.30 |
| IMMIGRATION CONSULTANT | 2412.20 |
| IMPORT-EXPORT MANAGER | 1223.20 |
| INDUSTRIAL INSPECTION ENGINEER | 2149.17 |
| INSURANCE AGENT | 3412.20 |
| INSURANCE BROKER | 3412.15 |
| INSURANCE CLAIMS ADJUSTER | 3417.15 |
| INSURANCE CLERK | 4122.55 |
| INSURANCE OFFICER | 3432.25 |
| INSURANCE UNDERWRITER | 2419.31 |
| INTERIOR DESIGNER-DECORATOR | 3461.35 |
| JEWELLERY APPRAISER | 3417.35 |
| LAND SURVEYING TECHNICIAN | 3112.35 |
| LAND SURVEYOR | 2148.25 |
| LANDSCAPE ARCHITECT | 2141.20 |
| LOANS ADMINISTRATION OFFICER | 3419.30 |
| LOANS CLERK | 4122.25 |
| LOANS OFFICER | 3419.35 |
| MANAGER, ADVERTISING AGENCY | 1317.20 |
| MANAGER, CAR RENTAL FIRM | 1317.30 |
| MANAGER, FINANCIAL INSTITUTION | 1221.40 |
| MANAGER, INSURANCE AGENCY | 1317.25 |

SECTORAL INDEX

| | |
|--|---------|
| MANAGER, MUSICAL BAND | 3429.25 |
| MANAGER, PERFORMING ARTISTE | 3429.20 |
| MANAGER, SECURITY SERVICE | 1317.15 |
| MANAGER, SPORTSPERSON | 3429.15 |
| MARKET RESEARCH ANALYST | 2419.33 |
| MARKETING REPRESENTATIVE, CREDIT UNION | 3429.35 |
| MARKETING REPRESENTATIVE, FREIGHT SERVICE | 3429.40 |
| MODEL, ART AND PHOTOGRAPHY | 5320.20 |
| MORTGAGE SECURITIES CLERK | 4122.20 |
| NEWSPAPER DISTRIBUTION AGENT | 3419.45 |
| PAWNBROKER | 4214.15 |
| PENSIONS CLERK | 4122.15 |
| PHOTOGRAMMETRIST | 2148.15 |
| PRIVATE INVESTIGATOR | 5219.15 |
| PROBATE CLERK | 4151.30 |
| PRODUCTION COORDINATOR, PRINT ADVERTISING | 3469.20 |
| PROJECT ENGINEER | 2149.23 |
| QUANTITY SURVEYOR | 2149.33 |
| REAL ESTATE AGENT | 3413.10 |
| REAL ESTATE APPRAISER | 3417.25 |
| REPOSSESSOR-BAILIFF | 4215.20 |
| RESEARCH ENGINEER, ELECTRONICS | 2144.30 |
| RISK SURVEYOR | 2149.27 |
| RUST-PROOFER | 8222.40 |
| RUST-PROOFING SUPERVISOR | 8220.25 |
| SALES MANAGER, MEDIA ADVERTISING | 1224.20 |
| SALES REPRESENTATIVE, DISPLAY ADVERTISEMENT | 3429.50 |
| SALESPERSON, BUSINESS SERVICES | 3429.30 |
| SANDBLASTER | 7143.15 |
| SANDBLASTER ASSISTANT | 9313.15 |
| SECURITY GUARD | 5219.37 |
| SECURITY CONSOLE OPERATOR | 9152.30 |
| SECURITY SYSTEM INSTALLER | 7242.20 |
| SHARE-REGISTRATION OFFICER | 3419.20 |
| SHARE-REGISTRATION CLERK | 4122.30 |
| SHIP CONSTRUCTION ENGINEER | 2145.15 |
| STOCKBROKER | 3411.15 |
| STOCKBROKER'S CLERK | 4122.45 |
| STRUCTURAL DRAUGHTER | 3118.40 |
| SUPERVISOR, MAINTENANCE, GAS PIPE-LINES AND RELATED FACILITIES | 2149.19 |
| SURVEY DRAUGHTER | 3118.45 |
| SYSTEMS ENGINEER | 2131.15 |
| TAX CONSULTANT | 3433.15 |
| TELEPHONE INFORMATION ASSISTANT | 4222.40 |
| TERM-DEPOSIT CLERK | 4122.35 |
| TOOL AND DIE DESIGN ENGINEER | 2145.35 |
| TRUST OFFICER | 3419.25 |
| USED CAR APPRAISER | 3417.40 |
| VALUATION SURVEYOR | 2148.20 |

| | |
|---------------|---------|
| WATER-BLASTER | 7143.20 |
|---------------|---------|

9 COMMUNITY, SOCIAL AND PERSONAL SERVICES

Occupations in this sector include those which involve one or more of the following activities: public administration and defence, excluding the technical aspects of fields such as transport, communication, education, health, production, marketing and the operation of financial institutions; sanitary and similar services like office cleaning and exterminating; educational services of all types; research and scientific services, excluding engineering research, product development and design or testing; medical, dental and other health and veterinary services; social welfare services; business, professional and labour associations; religious, political, civic and social organisations; recreational and cultural services; repair services; laundries, cleaning and dyeing services; domestic services; international and other bodies.

| | |
|---|---------|
| ABBOT | 2460.25 |
| ACTOR | 2455.55 |
| ADMINISTRATIVE OFFICER, PUBLIC SERVICE | 2413.25 |
| AESTHETICIAN | 5141.15 |
| AGRICULTURAL ASSISTANT | 3213.15 |
| AGRONOMIST | 2213.20 |
| AIDE-DE-CAMP | 0110.20 |
| AIR TRAFFIC SERVICES INSTRUCTOR | 3390.21 |
| AMBASSADOR | 1120.33 |
| AMBULANCE ATTENDANT | 5132.45 |
| AMBULANCE DRIVER | 8322.30 |
| ANAESTHETIST | 2221.30 |
| ANALYTICAL CHEMIST | 2113.25 |
| ANIMAL AESTHETICIAN | 5141.50 |
| ANIMAL CARE-TAKER | 6129.25 |
| ANIMAL SCIENTIST | 2213.25 |
| ANTHROPOLOGIST | 2442.25 |
| AQUACULTURE TECHNICIAN | 3211.35 |
| AQUATIC BIOLOGIST | 2211.60 |
| ARCHAEOLOGIST | 2442.15 |
| ARCHIVE REPAIRER | 7344.15 |
| ARCHIVES ASSISTANT | 3490.21 |
| ARCHIVIST | 2431.15 |
| ARTIFICIAL-FLOWER MAKER | 7339.45 |
| ARTIST | 2452.15 |
| ASSEMBLY SECRETARY | 1110.25 |
| ASTROLOGER | 5151.15 |
| AUDIO EQUIPMENT OPERATOR, FILM/VIDEO PRODUCTION | 3131.39 |
| AUDIO-VISUAL EQUIPMENT TECHNICIAN, TRAINING INSTITUTION | 3139.15 |

SECTORAL INDEX

| | | | |
|----------------------------------|---------|-----------------------------------|---------|
| AUDIO-VISUAL-AIDS OFFICER | 3390.41 | CHIEF ADMINISTRATOR, LOCAL | |
| AUDIOLOGIST | 2229.15 | GOVERNMENT BODY | 1120.69 |
| AUDIOMETRIST | 3229.40 | CHIEF ENGINEER, RADIO/TELEVISION | |
| AUTOMOBILE ACCESSORIES INSTALLER | 7231.30 | STATION | 2144.25 |
| AUTOMOBILE BODY STRAIGHTENER | 7213.25 | CHIEF EXAMINER | 1228.27 |
| AUTOMOBILE ELECTRICIAN | 7241.45 | CHIEF FIRE OFFICER | 1120.53 |
| AUTOMOTIVE MACHINIST | 7223.15 | CHIEF IMMIGRATION OFFICER | 1120.59 |
| AUTOMOTIVE MECHANIC | 7231.15 | CHIEF OF DEFENCE STAFF | 0110.15 |
| BABY-SITTER | 5133.15 | CHIEF PARLIAMENTARY COUNSEL | 1120.25 |
| BACTERIOLOGIST | 2211.20 | CHIEF TECHNICAL OPERATOR, RADIO | |
| BAGGAGE PORTER | 9151.30 | STATION | 3132.07 |
| BARBER | 5141.30 | CHILD PSYCHOLOGIST | 2445.40 |
| BATIK ARTIST | 7332.15 | CHIROPDIST | 3229.45 |
| BEACH FACILITY ATTENDANT | 9152.45 | CHIROPRACTOR | 2226.30 |
| BEAUTY CONSULTANT | 5310.30 | CHORAL DIRECTOR | 2453.15 |
| BICYCLE REPAIRER | 7231.25 | CHOREOGRAPHER | 2454.15 |
| BIOCHEMIST | 2212.60 | CINEMA PROJECTIONIST | 3132.30 |
| BIOLOGICAL TECHNICIAN | 3211.25 | CITY ENGINEER | 2142.30 |
| BIOMETRICIAN | 2122.15 | CLERK OF APPEALS | 3432.20 |
| BIOPHYSICIST | 2212.50 | CLERK OF PARLIAMENT | 1120.67 |
| BLOOD DONOR RECRUITMENT OFFICER | 3490.17 | CLERK OF THE PEACE | 3432.15 |
| BOOK EDITOR | 2451.30 | CLIMATOLOGIST | 2112.20 |
| BOTANICAL TECHNICIAN | 3211.20 | CLINICAL INSTRUCTOR, NURSING | 3390.31 |
| BOTANIST | 2211.35 | CLINICAL PATHOLOGIST | 2212.40 |
| BOUNDARIES OFFICER | 3118.07 | CLINICAL PSYCHOLOGIST | 2445.35 |
| BOX OFFICE CASHIER | 4211.25 | CLINICAL THERAPIST, DRUG REHAB- | |
| BRIDGES ENGINEER | 2142.60 | ILITATION | 2445.50 |
| BRIGADES ENGINEER | 2145.40 | CLOTHES DESIGNER | 3461.15 |
| BUDGET ANALYST | 2413.29 | CLOWN | 3464.25 |
| BUILDING CLEANER | 9132.35 | COLLEGE INSTRUCTOR | 2310.55 |
| BUILDING INSPECTOR | 3151.20 | COMEDIAN | 3464.15 |
| BURSAR-REGISTRAR, EDUCATIONAL | | COMMERCIAL PHOTOGRAPHER | 3131.17 |
| INSTITUTION | 3431.15 | COMMERCIAL PRODUCTION DIRECTOR, | |
| BUSBOY | 9132.60 | TELEVISION STATION | 3462.15 |
| BUTLER | 5121.30 | COMMISSIONER OF POLICE | 1120.51 |
| CABINET OFFICER | 2413.21 | COMMISSIONER OF PRISONS | 1120.55 |
| CADDIE | 9151.25 | COMMISSIONER, INLAND REVENUE | 1120.31 |
| CADET FORCE OFFICER | 3490.25 | COMMUNITY DEVELOPMENT OFFICER | 3450.35 |
| CALYPSO TENT MANAGER | 1239.60 | COMPTROLLER OF CUSTOMS AND EXCISE | 1120.57 |
| CALYPSOIAN | 2453.45 | COMPUTERISED AXIAL TOMOGRAPHY | |
| CAMERA REPAIRER | 7311.40 | TECHNICIAN | 3133.20 |
| CAMPUS DEAN | 1228.17 | CONSUMER LIASON OFFICER | 2413.19 |
| CANINE CONTROL WORKER | 9400.35 | CONTACT-PRINTER OPERATOR | 8223.25 |
| CAR WASHER | 9190.35 | CONTRACTS OFFICER | 3490.43 |
| CARETAKER | 9141.15 | COOPERATIVE OFFICER | 3449.35 |
| CARNIVAL BAND LEADER | 1239.55 | COPORAL, REGIMENT | 0111.35 |
| CARNIVAL COSTUME DECORATOR | 7339.20 | COUNSELLING PSYCHOLOGIST | 2445.30 |
| CARPET AND UPHOLSTERY CLEANER | 9132.40 | COURT BAILIFF | 4151.35 |
| CARTOONIST | 2452.30 | COURT CLERK | 4151.25 |
| CEMETERY KEEPER | 9141.05 | COURT ORDERLY | 9152.35 |
| CERTIFYING OFFICER | 2413.35 | CREMATOR OPERATOR | 8169.30 |
| CESSPOOL EMPTIER | 9161.15 | CREMATORIUM CHAPEL ATTENDANT | 5143.20 |
| CHAMBERMAID | 9132.55 | CRITIC | 2451.35 |
| CHAUFFEUR | 8322.25 | CROTCHETER, HAND | 7431.15 |

SECTORAL INDEX

| | | | |
|---|---------|---|---------|
| CULTURAL OFFICER | 3490.15 | DIRECTOR, STUDENT ADVISORY SERVICES | 1228.33 |
| CULTURAL RESEARCH OFFICER | 2413.33 | DIRECTOR, TOWN AND COUNTRY PLANNING | 1120.27 |
| CURATOR, HERBARIUM | 2431.20 | DIRECTOR-PRINCIPAL, POST-SECONDARY EDUCATION AND TRAINING INSTITUTION | 1228.25 |
| CURATOR, PUBLIC GARDENS AND PARKS | 2213.30 | DIRECTOR-PRODUCER, FILM UNIT | 2455.15 |
| CURRICULUM OFFICER | 2391.20 | DISC JOCKEY | 3469.30 |
| CUSTOMS AND EXCISE GUARD | 5219.33 | DISPENSING OPTICIAN | 3222.10 |
| CUSTOMS AND EXCISE OFFICER | 3441.10 | DISTRICT NURSE | 3226.15 |
| CUSTOMS AND EXCISE PREVENTIVE INSPECTOR | 3441.15 | DIVISIONAL FIRE OFFICER | 5211.05 |
| CUSTOMS AND EXCISE SUPERVISOR | 3441.05 | DOCUMENT CLEANER, ARCHIVES | 9132.25 |
| DANCE TEACHER | 3390.29 | DOG HANDLER | 5219.31 |
| DANCER | 2454.20 | DOG TRAINER | 6129.20 |
| DEMOGRAPHER | 2122.20 | DOMESTIC IRONER | 9131.20 |
| DENTAL ASSISTANT | 5132.15 | DOMESTIC MAID | 9131.15 |
| DENTAL EQUIPMENT REPAIRER | 7233.40 | DRESSMAKER | 7432.20 |
| DENTAL HYGIENIST | 5132.25 | DRIVING INSTRUCTOR | 3390.45 |
| DENTAL NURSE | 3225.10 | ECOLOGIST | 2211.65 |
| DENTAL NURSING INSTRUCTOR | 3390.19 | EDUCATION DIRECTOR | 1120.29 |
| DENTAL TECHNICIAN | 7311.15 | EDUCATION EXTENSION OFFICER | 2399.20 |
| DENTIST | 2222.25 | EDUCATION OFFICER, TRADE UNION | 2391.40 |
| DEPARTMENTAL SUPERVISOR, NURSING | 3226.05 | EDUCATIONAL BROADCASTING OFFICER | 3390.15 |
| DESIGNER, CARNIVAL BAND | 3461.40 | EDUCATIONAL PSYCHOLOGIST | 2445.25 |
| DEVELOPMENT CONTROL INSPECTOR | 3449.43 | EDUCATIONAL RESEARCH OFFICER | 2391.30 |
| DEVELOPMENT CONTROL SUPERVISOR, TOWN AND COUNTRY PLANNING | 3449.05 | EDUCATIONAL TESTING OFFICER | 2391.35 |
| DIAGNOSTIC RADIOGRAPHER | 2229.35 | ELECTORAL REGISTRATION CLERK | 4159.40 |
| DIAGNOSTIC RADIOLOGIST | 2221.35 | ELECTORAL REGISTRATION OFFICER | 3490.27 |
| DIALYSIS TECHNICIAN | 3133.35 | ELECTRICAL APPLIANCE INSTALLER-REPAIRER | 7241.40 |
| DIETETIC ASSISTANT | 5132.60 | ELECTRICAL INSPECTOR | 3152.25 |
| DIETETIC TECHNICIAN | 3229.35 | ELECTRICAL MOTOR REPAIRER | 7241.60 |
| DIETITIAN | 2225.20 | ELECTRICAL TOOL AND SMALL APPLIANCE REPAIRER | 7241.35 |
| DIRECTOR OF CONTRACTS | 1221.25 | ELECTROCARDIOGRAPH OPERATOR | 3133.25 |
| DIRECTOR, AGRICULTURAL DIVISION | 1120.37 | ELECTROENCEPHALOGRAPH RECORDIST | 3133.30 |
| DIRECTOR, CHRISTIAN EDUCATION | 1134.20 | ELECTROLOGIST | 5141.20 |
| DIRECTOR, CULTURE | 1120.45 | ELECTRONIC-DATA-PROCESSING LIBRARIAN | 4141.25 |
| DIRECTOR, ENERGY AND NATURAL RESOURCES | 1120.35 | ELEVATOR OPERATOR | 9190.15 |
| DIRECTOR, EPIDEMIOLOGY CENTRE | 1228.19 | EMBALMER | 5143.15 |
| DIRECTOR, FILM AND VIDEO PRODUCTION | 2455.35 | EMBROIDERER | 7434.25 |
| DIRECTOR, HEALTH EDUCATION | 1120.47 | ENGINEERING SUPERVISOR, TELEVISION STATION | 3114.05 |
| DIRECTOR, LAY COVENANTED COMMUNITY | 1133.15 | ENGINEERING TECHNICIAN, RADIO BROADCASTING | 3114.40 |
| DIRECTOR, LIBRARY SERVICES | 1120.41 | ENTOMOLOGIST | 2211.15 |
| DIRECTOR, MARITIME SERVICES | 1120.39 | ENVIRONMENTAL SANITATION PATROLMAN | 5219.35 |
| DIRECTOR, NURSING HOME | 1318.15 | EPIDEMIOLOGIST | 2212.35 |
| DIRECTOR, PASTORAL CENTRE | 2460.15 | EVANGELIST | 2460.20 |
| DIRECTOR, PUBLIC WORKS ENGINEERING DIVISION | 1232.25 | EXAMINATION OFFICER | 2413.31 |
| DIRECTOR, RESEARCH AND DEVELOPMENT INSTITUTE | 1227.15 | EXAMINER FINANCIAL INSTITUTIONS | 2419.17 |
| DIRECTOR, RESEARCH, PLANNING AND DEVELOPMENT | 1120.43 | EXAMINER, TRADE UNION | 3449.17 |
| DIRECTOR, SOCIAL WORK DIVISION | 1120.61 | EXECUTIVE SECRETARY, CHARITABLE | |

SECTORAL INDEX

| | | | |
|--|---------|--|---------|
| ORGANISATION | 1133.20 | GLASS CRAFTSMAN | 2452.20 |
| EXECUTIVE SECRETARY, POLITICAL PARTY | 1131.15 | GOVERNMENT MINISTER | 1110.15 |
| EXTENSION OFFICER, FISHERIES | 3213.30 | GRADUATE TEACHER, AGRICULTURE | 2330.20 |
| FABRIC PAINTER | 7332.35 | GRAVE DIGGER | 9400.50 |
| FARE COLLECTOR | 9190.25 | GREEN-KEEPER | 6113.20 |
| FARM SCHOOL DEMONSTRATOR | 3320.30 | GRIEVANCE OFFICER, TRADE UNION | 3490.41 |
| FARM SCHOOL INSTRUCTOR | 3320.20 | GROUND SUPERINTENDENT | 6113.05 |
| FIELD COUNSELLOR, VOCATIONAL TRAINING | 3390.17 | GUNSMITH | 7311.35 |
| FIELD INVESTIGATOR | 4300.15 | HAIRDRESSER | 5141.25 |
| FILM AND VIDEOTAPE LIBRARIAN, TELEVISION STATION | 4141.40 | HAIRDRESSING SALON ATTENDANT | 5141.40 |
| FILM BOOKER, CINEMA | 4159.30 | HAND LAUNDERER | 9133.25 |
| FILM DISTRIBUTION OFFICER | 4141.35 | HANSARD EDITOR | 2451.50 |
| FILM PRODUCTION OFFICER | 3131.15 | HANSEN'S DISEASE FOLLOW-UP WORKER | 3450.60 |
| FILM DEVELOPER-PRINTER | 7346.15 | HEAD BUTLER | 5121.20 |
| FILM/VIDEOTAPE EDITOR | 3131.25 | HEAD NURSE | 3226.07 |
| FINE ARTS TEACHER, SECONDARY SCHOOL | 3310.15 | HEAD NURSE, MIDWIFERY | 3227.05 |
| FIRE OFFICER | 5211.07 | HEAD OF DEPARTMENT, HIGHER EDUCATION INSTITUTION | 1228.21 |
| FIRE-FIGHTER | 5211.10 | HEAD OF DEPARTMENT, TECHNICAL INSTITUTE | 1228.29 |
| FIRST AID INSTRUCTOR | 3390.43 | HEALTH EDUCATION OFFICER | 2399.25 |
| FISHERIES ASSISTANT | 3213.35 | HEALTH SCIENCE TUTOR | 3390.27 |
| FISHERIES OFFICER | 2211.55 | HEALTH-CONTROL OFFICER | 5219.23 |
| FISHING GEAR TECHNOLOGIST-INSTRUCTOR | 3320.25 | HERBALIST | 3230.10 |
| FITNESS SPECIALIST | 2226.20 | HISTORIAN | 2443.20 |
| FLORAL ARRANGER | 7339.35 | HOME SISTER | 3229.15 |
| FLYING INSTRUCTOR | 3390.35 | HOSPITAL ADMINISTRATOR | 1221.65 |
| FOOD AND DRUGS INSPECTOR | 2113.30 | HOSPITAL ATTENDANT | 5132.55 |
| FOOD DEMONSTRATOR | 5122.20 | HOSPITAL MANAGER | 3431.35 |
| FOOD SERVICE OFFICER | 3152.21 | HOTEL SCHOOL INSTRUCTOR | 3390.23 |
| FOOD SERVICE SUPERVISOR | 5122.07 | HOUSE DETECTIVE | 5219.17 |
| FOOD TECHNOLOGIST | 2119.40 | HYDROLOGIST | 2119.20 |
| FOREIGN SERVICE OFFICER | 2413.15 | IMAGE CONSULTANT | 5149.15 |
| FORENSIC PATHOLOGIST | 2212.45 | IMMIGRATION OFFICER | 3442.10 |
| FORENSIC PHOTOGRAPHER | 3131.23 | IMMIGRATION SUPERVISOR | 3442.05 |
| FOSTER MOTHER | 5131.15 | IMPRESARIO | 1239.50 |
| FRIENDLY SOCIETIES OFFICER | 3449.31 | INCINERATOR-COMPACTOR ATTENDANT | 9161.25 |
| FUNERAL HOME ATTENDANT | 9400.30 | INDICTMENT CLERK | 4151.15 |
| FUNERAL HOME DIRECTOR | 1318.20 | INDUSTRIAL ARTS TEACHER, SECONDARY SCHOOL | 3310.20 |
| GAMBLING TABLE OPERATOR | 4213.20 | INDUSTRIAL COURT MEMBER | 2421.20 |
| GARDENER | 6113.25 | INDUSTRIAL COURT PRESIDENT | 1229.15 |
| GATEKEEPER | 9152.20 | INDUSTRIAL INSPECTION SUPERVISOR | 1232.31 |
| GENERAL SECRETARY, TRADE UNION | 1132.25 | INDUSTRIAL NURSE | 3226.25 |
| GEODETIC COMPUTER | 4159.50 | INDUSTRIAL PLANT CLEANER | 9132.45 |
| GEOGRAPHER | 2442.30 | INDUSTRIAL PSYCHOLOGIST | 2445.20 |
| GEOLOGICAL PHOTOGRAPHER | 3131.19 | INDUSTRIAL SAFETY OFFICER | 2149.25 |
| GEOLOGIST | 2114.40 | INSPECTOR, ANIMAL WELFARE | 5219.21 |
| GEOPHYSICIST | 2114.35 | INSPECTOR, PRICES, WEIGHTS AND MEASURES | 3449.41 |
| GEOTECHNICAL TECHNICIAN | 3112.40 | INSTRUCTOR, POLICE TRAINING COLLEGE | 3390.25 |
| GERIATRIC ASSISTANT | 5132.35 | INVESTIGATOR, OMBUDSMAN OFFICE | 2413.23 |
| GENERAL MEDICAL PRACTITIONER | 2221.50 | JEWELLERY REPAIRER | 7313.30 |

SECTORAL INDEX

| | | | |
|---|---------|--|---------|
| JOCKEY | 3465.45 | MEDICAL DIRECTOR | 1228.15 |
| JUDGE | 2421.10 | MEDICAL LABORATORY TECHNICIAN | 3211.15 |
| JUVENILE HOME SUPERVISOR | 3450.45 | MEDICAL PHOTOGRAPHER | 3131.35 |
| LABORATORY DEMONSTRATOR, EDUCATIONAL INSTITUTION | 2399.35 | MEDICAL PHYSICIST | 2111.15 |
| LABOUR COLLEGE LECTURER | 2310.35 | MEDICAL RECORDS OFFICER | 2432.30 |
| LABOUR INSPECTOR | 3449.39 | MEDICAL SOCIAL WORKER | 2446.15 |
| LABOUR RELATIONS OFFICER | 3449.29 | MEMBER OF PARLIAMENT | 1110.20 |
| LAUNDRY ATTENDANT | 9133.15 | MENTAL HEALTH OFFICER | 3229.25 |
| LAUNDRY PRESSER | 8264.45 | MERCANTILE MARINE SUPERINTENDENT | 3449.33 |
| LAUNDRY SPOTTER | 9133.20 | METEOROLOGICAL ASSISTANT | 3111.37 |
| LAUNDRY SUPERVISOR | 8260.30 | METEOROLOGIST | 2112.15 |
| LECTURER, COMPUTER SCIENCE | 2310.50 | MICROBIOLOGIST | 2211.30 |
| LECTURER, TEACHERS' TRAINING COLLEGE | 2310.45 | MIDSHIPMAN, COAST GUARD | 0111.15 |
| LEGAL OFFICER | 2429.20 | MIDWIFE, DOMICILIARY SERVICE | 3227.15 |
| LEGAL SECRETARY | 1221.20 | MINISTER OF RELIGION | 2460.30 |
| LIBRARIAN | 2432.15 | MONK/CLOISTERED NUN | 3470.15 |
| LIBRARY ASSISTANT | 3490.23 | MORTUARY ATTENDANT | 9400.45 |
| LIBRARY ATTENDANT | 4141.70 | MOTOR VEHICLE ATTENDANT, LICENS- ING OFFICE | 9339.15 |
| LIFEGUARD | 5219.19 | MUFFLER REPAIRER-INSTALLER | 7231.35 |
| LIGHT BOARD OPERATOR | 7135.30 | MUSEUM AND ART GALLERY CURATOR | 2431.25 |
| LIGHTHOUSE KEEPER | 9152.15 | MUSEUM ATTENDANT | 9400.20 |
| LIGHTING DESIGNER | 3461.20 | MUSIC ARRANGER | 2453.25 |
| LINGUIST | 2444.15 | MUSIC COMPOSER | 2453.30 |
| LOCKSMITH | 7222.15 | MUSIC DIRECTOR | 2453.20 |
| MACHINE OPERATOR, LAUNDRY | 8264.40 | MUSIC TRANSCRIBER | 2453.35 |
| MAGICIAN | 3464.20 | MUSICIAN | 2453.50 |
| MAGISTRATE | 2423.10 | NEWSPAPER LIBRARIAN | 4141.20 |
| MAKE-UP ARTIST | 5141.35 | NON-GRADUATE TECHNICAL AND VOCA- TIONAL EDUCATION TEACHER | 3320.10 |
| MANAGER, ART GALLERY | 1314.15 | NURSE | 3226.10 |
| MANAGER, CINEMA | 1319.25 | NURSE'S AIDE | 5132.50 |
| MANAGER, CREMATORIUM | 1318.35 | NURSE, MIDWIFERY | 3227.10 |
| MANAGER, DANCE STUDIO | 1319.40 | NURSE, PRIVATE DUTY | 3226.20 |
| MANAGER, EMPLOYERS' ASSOCIATION | 1132.15 | NURSERY ASSISTANT | 5131.20 |
| MANAGER, GERIATRIC HOME | 1318.25 | NURSING ADMINISTRATOR | 1228.37 |
| MANAGER, NURSERY/KINDERGARTEN | 1318.30 | NURSING ASSISTANT | 5132.30 |
| MANAGER, PROVIDENT FUNDS | 1221.70 | NURSING DIRECTOR | 1120.63 |
| MANAGER, PUBLIC SERVICE | 1120.05 | NURSING INSTRUCTOR | 2399.15 |
| MANAGER, RECREATIONAL CLUB | 1319.45 | NUTRITION OFFICER | 2225.25 |
| MANAGER, RESIDENTIAL CHILDREN'S INSTITUTION | 1228.41 | NUTRITIONIST | 2225.15 |
| MANAGER, YOUTH/VOCATIONAL CENTRE | 1228.43 | OCCUPATIONAL ANALYST | 2412.35 |
| MANICURIST-PEDICURIST | 5141.45 | OCCUPATIONAL HEALTH NURSING ADVISER | 3229.20 |
| MARBLE ENGRAVER | 7113.15 | OCCUPATIONAL HEALTH PHYSICIAN | 2221.40 |
| MARINE SURVEYOR | 2149.31 | OCCUPATIONAL THERAPIST | 2229.25 |
| MARKER, BETTING ESTABLISHMENT | 4213.15 | OCCUPATIONAL THERAPY AIDE | 5132.20 |
| MASSEUR | 3223.15 | ODD JOB WORKER | 9162.20 |
| MASTER OF CEREMONIES | 3469.25 | OFFICE HANDYMAN | 9132.50 |
| MATRON, JUVENILE HOME | 3229.30 | OMBUDSMAN | 1120.15 |
| MATRON, YOUTH CAMP | 5121.25 | OPERATIONS SUPERVISOR, ELECTRONIC MEDIA | 3132.05 |
| MAYOR | 1110.30 | OPHTHALMIC ASSISTANT | 2229.40 |
| MEDIA REPORTER | 2451.25 | OPTICAL INSTRUMENT TECHNICIAN | 7311.25 |
| MEDICAL ADMINISTRATOR | 1120.17 | | |

SECTORAL INDEX

| | | | |
|--|---------|--|---------|
| OPTOMETRIST | 2224.15 | PRESIDING OFFICER* | 3449.25 |
| ORAL AND MAXILLO FACIAL SURGEON | 2222.15 | PRESS PHOTOGRAPHER | 3131.31 |
| ORGANIC CHEMIST | 2113.15 | PRIMARY SCHOOL TEACHER | 3330.10 |
| ORGANISATION AND MANAGEMENT OFFICER | 2412.50 | PRINCIPAL STATISTICAL OFFICER | 3434.05 |
| ORNAMENTAL GLASS BLOWER | 7322.40 | PRINCIPAL, SCHOOL FOR THE HANDICAPPED | 1228.39 |
| ORTHOPAEDIC APPLIANCE TECHNICIAN | 7311.50 | PRINCIPAL, SCHOOL OF NURSING | 1228.31 |
| ORTHOPAEDIC APPLIANCE WORKSHOP SUPERINTENDENT | 7310.10 | PRINCIPAL, THEOLOGICAL COLLEGE | 1228.23 |
| ORTHOPAEDIC ORDERLY | 5132.40 | PRISON OFFICER | 5213.10 |
| ORTHOPTIST | 2224.20 | PRISON SUPERVISOR | 5213.05 |
| ORTHOTIST | 2226.25 | PRISON WELFARE OFFICER | 3450.50 |
| PARLIAMENTARY COUNSEL | 2429.15 | PRIVATE, REGIMENT | 0111.40 |
| PATROL JUDGE, HORSE RACING | 3465.20 | PROBATION OFFICER | 3450.25 |
| PATROLMAN | 5219.41 | PRODUCER-DIRECTOR, TELEVISION PROGRAMMES | 2455.25 |
| PERSONAL ASSISTANT TO GOVERNMENT MINISTER | 2413.37 | PRODUCTION AND PROMOTIONS ASSISTANT, RADIO STATION | 2419.25 |
| PERSONNEL TECHNICIAN | 2412.40 | PRODUCTIVITY ADVISER | 2412.15 |
| PEST CONTROL WORKER | 9400.15 | PROFESSIONAL ATHLETE | 3465.30 |
| PETROLEUM INSPECTOR | 3152.23 | PROGRAMME CONTROLLER, TELEVISION STATION | 3462.20 |
| PETTY OFFICER, COAST GUARD | 0111.20 | PROGRAMME DIRECTOR, RADIO STATION | 1239.15 |
| PHARMACIST | 3221.10 | PROGRAMME DIRECTOR, TELEVISION STATION | 1239.35 |
| PHOTOGRAPHER | 3131.29 | PROJECT ANALYST | 2419.35 |
| PHOTOGRAPHIC DARKROOM ATTENDANT | 9323.20 | PSYCHIATRIC NURSE | 3226.30 |
| PHOTOGRAPHIC-LABORATORY TECHNICIAN, COLOUR FILM PROCESSING | 8223.40 | PSYCHIATRIC SOCIAL WORKER | 2446.20 |
| PHOTOGRAPHIC-LABORATORY TECHNICIAN, ENLARGEMENT | 8223.20 | PSYCHIATRIST | 2221.25 |
| PHOTOGRAPHIC PRINTER-OPERATOR | 8223.35 | PUBLIC HEALTH ENGINEER | 2142.65 |
| PHYSICAL EDUCATION AND SPORT OFFICER | 2399.30 | PUBLIC HEALTH INSPECTOR | 3152.35 |
| PHYSICAL EDUCATION TEACHER, SECONDARY SCHOOL | 3310.25 | PUBLIC HEALTH PHYSICIAN | 2221.45 |
| PHYSICAL OCEANOGRAPHER | 2114.45 | RACE-CLUB SECRETARY | 1133.25 |
| PHYSICAL TRAINING INSTRUCTOR | 3465.40 | RACEHORSE EXERCISER | 6129.30 |
| PHYSICIST | 2111.20 | RACEHORSE TRAINER | 6129.15 |
| PHYSICS LABORATORY TECHNICIAN | 3111.21 | RADIATOR REPAIRER | 7233.45 |
| PHYSIOTHERAPIST | 2226.15 | RADIO ANNOUNCER | 3462.30 |
| PIANO REPAIRER AND TUNER | 7312.25 | RADIO/TELEVISION PRODUCER, ADVERTISING | 2455.30 |
| PLACEMENT OFFICER | 2412.25 | RECEPTIONIST, MEDICAL AND HEALTH SERVICES | 4222.25 |
| PLANT PATHOLOGIST | 2212.30 | RECORD LIBRARIAN, RADIO STATION | 4141.15 |
| PLANT QUARANTINE GUARD | 5219.39 | RECORDING ENGINEER | 3131.33 |
| POLICE INSPECTOR | 5212.05 | RECORDS MANAGER | 2432.35 |
| POLICE OFFICER | 5212.10 | RECTIFIER OPERATOR | 8223.15 |
| POLICE PHOTOGRAPHER | 3131.21 | REEF-PATROL OFFICER | 5219.25 |
| POLICE SERGEANT | 5212.07 | REFERENCE LIBRARIAN | 2432.25 |
| POLITICAL SCIENTIST | 2443.15 | REFUSE COLLECTOR | 9161.20 |
| POLL CLERK* | 4159.45 | REGIMENTAL SERGEANT MAJOR | 3490.31 |
| POSTAL AUXILIARY | 9151.35 | REGISTRAR GENERAL | 1120.23 |
| POSTAL GUARD | 5219.27 | REGISTRAR OF BIRTHS AND DEATHS | 4141.45 |
| POSTMASTER GENERAL | 1120.21 | REGISTRAR, HIGHER EDUCATION INSTITUTION | 1221.50 |
| POUND KEEPER | 6129.35 | REGISTRAR, INDUSTRIAL COURT | 1221.35 |
| PRE-SCHOOL TEACHER | 3340.10 | | |
| PRESIDENT'S PRIVATE SECRETARY | 3439.20 | | |

SECTORAL INDEX

| | | | |
|--|---------|---|---------|
| REGISTRAR, TOXIC CHEMICALS AND PESTICIDES | 2119.35 | SOCIAL SERVICES AIDE | 3450.70 |
| RESEARCH AND PLANNING OFFICER | 2413.39 | SOCIAL WELFARE ADVISER | 3445.15 |
| RESEARCH FELLOW, UNIVERSITY | 2391.15 | SOCIAL WELFARE OFFICER | 3450.20 |
| RESEARCHER-BROADCASTER, TELEVISION UNIT | 2419.37 | SOCIAL WORKER, CASE WORKER | 2446.10 |
| RETURNING OFFICER* | 3449.23 | SOCIOLOGIST | 2442.20 |
| REVENUE OFFICER | 3443.25 | SOIL SCIENTIST | 2213.15 |
| SAFETY INSPECTOR | 3152.27 | SOLICITOR GENERAL | 1120.19 |
| SAIL REPAIRER | 7434.15 | SOUND TECHNICIAN, MUSIC BAND | 3131.37 |
| SANITATION SUPERVISOR-FOREPERSON | 9161.05 | SPECIALIST DENTIST | 2222.20 |
| SANITATION WORKER | 9162.15 | SPECIALIST PHYSICIAN | 2221.15 |
| SCALE TECHNICIAN | 7311.20 | SPEECH THERAPIST | 2229.20 |
| SCHOOL FARM ATTENDANT | 6130.25 | SPORTS COACH | 3465.35 |
| SCHOOL LIBRARIAN | 2432.20 | SPORTS GOODS REPAIRER | 7499.35 |
| SCHOOL PRINCIPAL | 1228.35 | STABLEMAN | 6129.40 |
| MACHINE OPERATOR, CHOCOLATE-NUT COATING | 8274.57 | STADIUM MANAGER | 1229.20 |
| SCHOOL WORKSHOP ATTENDANT | 7233.35 | STAFF OFFICER, DEFENCE FORCE | 0110.25 |
| SCHOOLS SUPERVISOR | 2392.10 | STAGE AND PROPERTY HAND | 9400.25 |
| SCHOOLS PUBLICATION OFFICER | 2391.25 | STAGE MANAGER, CALYPSO TENT | 2455.50 |
| SCIENCE LABORATORY TECHNICIAN, EDUCATIONAL INSTITUTION | 3111.33 | STAGE MANAGER, THEATRE | 2455.40 |
| SCIENTIFIC OFFICER, BLOOD TRANSFUSION SERVICE | 2212.55 | STAGE SET AND PROPERTY MAKER | 7123.15 |
| SCIENTIFIC OFFICER, DOCUMENT EXAMINATION | 2119.30 | STANDARDS OFFICER | 2149.35 |
| SCIENTIFIC OFFICER, FIREARM AND TOOL EXAMINATION | 2119.25 | STARTER, HORSE RACING | 3465.25 |
| SCIENTIFIC OFFICER, FORENSIC SCIENCE | 2119.15 | STARTING GATE ATTENDANT, HORSE RACING | 9400.40 |
| SCIENTIFIC OFFICER, IMMUNOLOGY | 2211.40 | STATISTICAL OFFICER | 3434.20 |
| SCRIPT WRITER, RADIO AND TELEVISION PRODUCTIONS | 2451.55 | STATISTICAL SURVEY OFFICER | 4300.05 |
| SCULPTOR | 2452.25 | STATISTICIAN | 2122.10 |
| SEAMAN, COAST GUARD | 0111.25 | STEEL-PAN TUNER | 7312.15 |
| SEARCH CLERK | 4159.35 | STEELBAND DEVELOPMENT OFFICER | 3490.37 |
| SECONDARY EDUCATION GRADUATE TEACHER | 2320.10 | STEREOPLOTTER OPERATOR | 3112.45 |
| SECRETARY, REGISTRATION, RECOGNITION AND CERTIFICATION BOARD | 1221.30 | STERILISER, MEDICAL INSTRUMENTS | 9132.30 |
| SECRETARY-WARDEN, YOUTH CENTRE | 3450.65 | STEWARD, HORSE RACING | 3465.15 |
| SEISMOLOGIST | 2114.15 | STOCK VERIFIER | 3449.21 |
| SENIOR CHURCH ADMINISTRATOR | 1134.15 | STORY TELLER | 2455.45 |
| SENIOR GOVERNMENT OFFICIAL | 1120.10 | STREET AND NIGHTCLUB PERFORMER | 3463.15 |
| SERGEANT, REGIMENT | 0111.30 | STUDENT COUNSELLOR | 2445.45 |
| SERGEANT-AT-ARMS | 5214.15 | STUDIO COORDINATOR, TELEVISION STATION | 3462.25 |
| SERVICE STATION ATTENDANT | 9190.20 | SUBSTANCE ABUSE CASEWORKER | 3450.55 |
| SEXTON | 9141.20 | SUPERINTENDENT OF POLICE | 1120.65 |
| SHIP'S CAPTAIN, COAST GUARD | 0110.30 | SUPERVISOR SCIENTIFIC LABORATORY | 3111.05 |
| SHOE CLEANER | 9120.15 | SUPERVISOR, ADULT EDUCATION CENTRE | 3390.05 |
| SHOE REPAIRER | 7442.30 | SUPERVISOR, DOCUMENT CONSERVATION | 7340.20 |
| SIGN PAINTER | 7324.20 | SUPERVISOR, PHOTOGRAPHIC PROCESSING | 8220.15 |
| SINGER | 2453.40 | SUPERVISOR, TRAFFIC DEPARTMENT, RADIO STATION | 4132.05 |
| SOCIAL PSYCHOLOGIST | 2445.15 | SURGEON | 2221.20 |
| | | SURGICAL INSTRUMENT TECHNICIAN | 7311.30 |
| | | SWIMMING INSTRUCTOR | 3390.47 |
| | | TAILOR | 7432.15 |
| | | TAX OFFICER | 3443.20 |
| | | TAXPAYER RELATIONS OFFICER | 3432.30 |

SECTORAL INDEX

| | | | |
|--|---------|---|---------|
| TEACHER OF THE HEARING-IMPAIRED | 3350.25 | URBAN AND REGIONAL PLANNER | 2141.30 |
| TEACHER OF THE LEARNING DISABLED | 3350.35 | VARITYPIST | 4112.25 |
| TEACHER OF THE MENTALLY HANDI- CAPPED | 3350.15 | VAULT ATTENDANT | 4141.55 |
| TEACHER OF THE PHYSICALLY HANDI- CAPPED | 3350.30 | VEHICLE GLAZIER | 7133.15 |
| TEACHER OF THE VISUALLY HANDI- CAPPED | 3350.20 | VERBATIM REPORTER | 4112.15 |
| TECHNICAL AND VOCATIONAL EDUCAT- ION GRADUATE TEACHER | 2330.10 | VETERINARIAN | 2223.10 |
| TECHNICAL INSTRUCTOR, AGRICUL- TURE AND FORESTRY | 3320.15 | VETERINARY ASSISTANT | 3224.10 |
| TECHNICAL OPERATOR, RADIO STATION | 3132.20 | VETERINARY OFFICER | 2223.20 |
| TECHNICAL OPERATOR, TELEVISION STUDIO | 3132.25 | VETERINARY PATHOLOGIST | 2212.20 |
| TECHNICAL SUPERVISOR, PUBLIC SERVICE | 1120.49 | VETERINARY PHYSIOLOGIST | 2212.25 |
| TELEVISION BROADCASTING TECH- NICIAN | 3114.45 | VIDEO CAMERA OPERATOR | 3131.27 |
| THEATRE MANAGER | 1239.40 | VIDEOTAPE RECORDING EQUIPMENT OPERATOR | 3131.41 |
| THEATRICAL DIRECTOR | 2455.20 | VIROLOGIST | 2212.15 |
| THEATRICAL PRODUCER | 1239.45 | VOCATIONAL COUNSELLOR, REHAB- ILITATION CENTRE | 3450.15 |
| THEATRICAL SET DESIGNER | 3461.25 | VOLCANOLOGIST | 2114.25 |
| THEOLOGY LECTURER | 2310.40 | WARDSMAID | 9132.65 |
| THERAPEUTIC RADIOGRAPHER | 2229.30 | WATCH AND CLOCK REPAIRER | 7311.45 |
| TICKET COLLECTOR | 9152.40 | WATCH OFFICER | 4141.60 |
| TIE-DYE ARTIST | 7332.30 | WELFARE OFFICER FOR THE VISUALLY IMPAIRED | 2446.25 |
| TOUR GUIDE, SIGHTSEEING | 5113.25 | WELFARE OFFICER, RESIDENTIAL CHILDREN'S HOME | 3450.30 |
| TOURISM PROMOTION OFFICER | 2413.27 | WHEEL ALIGNER AND BALANCER | 7231.20 |
| TOURISM RECEPTIONIST | 4222.35 | WILD-LIFE BIOLOGIST | 2211.50 |
| TOWN PLANNING ASSISTANT | 3119.35 | WIND MUSICAL INSTRUMENT REPAIRER | 7312.30 |
| TRADE INSTRUCTOR | 3320.35 | WINDOW CLEANER | 9142.10 |
| TRADE UNION ORGANISER | 3490.39 | WIRE BENDER, CARNIVAL COSTUME MANUFACTURE | 7339.25 |
| TRADE UNION PRESIDENT | 1132.20 | WORKSHOP MANAGER, HANDICRAFT CENTRE | 1319.30 |
| TRAFFIC CLERK, RADIO STATION | 4132.25 | WRITER | 2451.40 |
| TRAINING OFFICER, AGRICULTURE AND FORESTRY | 2330.15 | X-RAY FILM DEVELOPER | 8223.50 |
| TRAINING OFFICER, FIRE SERVICE TRAINING COLLEGE | 3390.33 | YOUTH OFFICER | 3450.40 |
| TRAINING SUPERVISOR, FLIGHT ATTEN- DANTS | 3390.39 | ZOO CURATOR | 1239.20 |
| TRANSPORT COMMISSIONER | 1233.49 | ZOOLOGICAL TECHNICIAN | 3211.30 |
| TREASURY EXECUTIVE | 3443.05 | ZOOLOGIST | 2211.45 |
| TREASURY OFFICER | 3443.15 | | |
| TUTOR, ADULT EDUCATION | 3390.37 | | |
| TUTOR, LAW SCHOOL | 2310.30 | | |
| TYRE REPAIRER | 8231.31 | | |
| ULTRASOUND TECHNICIAN | 3133.15 | | |
| UNIT COMMANDING OFFICER, DEFENCE FORCE | 0110.35 | | |
| UNIVERSITY LECTURER | 2310.20 | | |
| UNIVERSITY LECTURER, EDUCATION | 2310.25 | | |
| UNIVERSITY LECTURER, NATURAL SCIENCES | 2310.15 | | |
| UNIVERSITY PRINCIPAL | 1210.15 | | |

10 OCCUPATIONS OCCURRING IN MORE THAN ONE SECTOR

*Occupations in this group may be found in more than one
industrial sector.*

| | |
|--------------------------|---------|
| ACCOUNTANT | 2411.10 |
| ACCOUNTING ASSISTANT | 3433.20 |
| ACCOUNTS CLERK | 4121.15 |
| ACCOUNTS SUPERVISOR | 3433.05 |
| ADMINISTRATIVE MANAGER | 1221.45 |
| ADMINISTRATIVE SECRETARY | 1221.55 |
| ATTORNEY-AT-LAW | 2422.10 |
| AUDIT CLERK | 4121.25 |

SECTORAL INDEX

| | | | |
|-----------------------------------|---------|------------------------------------|---------|
| AUDITOR | 2411.15 | MANAGER, ELECTRONIC DATA PRO- | |
| BILLING CLERK | 4121.45 | CESSING | 1226.10 |
| BOILER OPERATOR | 8162.25 | MANAGER, RESEARCH AND DEVELOP- | |
| BOOK-KEEPING MACHINE OPERATOR | 4115.15 | MENT | 1227.20 |
| BRAZER | 7212.15 | MARKETING OFFICER | 2419.21 |
| BRIDGE/GANTRY CRANE OPERATOR | 8333.45 | MECHANICAL ENGINEER | 2145.10 |
| CHEMICAL LABORATORY TECHNICIAN | 3111.15 | MECHANICAL ENGINEERING TECHNICIAN | 3115.10 |
| CIVIL ENGINEER | 2142.10 | MESSENGER | 9151.20 |
| CLERK-TYPIST | 4112.30 | METAL WORKING MACHINE-SETTER- | |
| COMPANY DIRECTOR | 1210.20 | OPERATOR | 7223.20 |
| COMPANY SECRETARY | 1221.60 | MICROFILM-MACHINE OPERATOR | 8223.30 |
| COMPUTER OPERATOR | 3122.10 | MOBILE CRANE OPERATOR | 8333.30 |
| COMPUTER PROGRAMMER | 3121.15 | OFFICE CASHIER | 4211.15 |
| CONTROL CLERK, ELECTRONIC DATA | | OFFICE CLERK | 4159.20 |
| PROCESSING | 4132.20 | OFFICE MANAGER | 3431.40 |
| CONVEYANCING CLERK | 3432.35 | OFFICE-MACHINE OPERATOR | 4141.65 |
| CONVEYOR BELT OPERATOR | 8339.25 | OFFICE-MACHINE-ROOM SUPERVISOR | 4141.05 |
| COOK | 5122.25 | OILER | 7233.55 |
| COST ACCOUNTANT | 2411.20 | PAYMASTER | 4121.35 |
| COST CLERK | 4121.30 | PAYROLL CLERK | 4121.40 |
| CUSTOMER SERVICE, CASHIER | 4211.20 | PERCUSSION-DRUM MAKER AND | |
| CUSTOMS CLERK | 4133.30 | REPAIRER | 7312.35 |
| CUTTING TORCH OPERATOR | 7212.25 | PERSONNEL AND INDUSTRIAL RELATIONS | |
| DIRECT DATA-ENTRY OPERATOR | 4114.10 | OFFICER | 2412.45 |
| DISTRIBUTION SUPERVISOR | 3419.15 | PERSONNEL CLERK | 4159.15 |
| DIVER | 7216.15 | PIPE LAYER | 7134.50 |
| DIVING SUPERVISOR | 7216.05 | PLANT INSPECTOR | 3115.15 |
| DRIVER, WHEEL TRACTOR | 8331.15 | PUBLIC RELATIONS MANAGER | 1224.15 |
| ECONOMIST | 2441.10 | PUBLIC RELATIONS OFFICER | 2419.27 |
| ELECTRICAL ENGINEER | 2143.10 | PURCHASING OFFICER | 3416.15 |
| ELECTRICAL ENGINEERING TECHNICIAN | 3113.10 | QUALITY CONTROL INSPECTOR | 3152.31 |
| ELECTRONIC ENGINEERING TECHNICIAN | 3114.15 | RECEPTIONIST | 4222.30 |
| EMPLOYMENT COUNSELLOR | 3423.15 | RENTAL CLERK | 4152.25 |
| ESTATE CONSTABLE | 5214.10 | RESEARCH ASSISTANT | 3490.45 |
| EXECUTIVE SECRETARY | 3439.15 | RIGGER | 7215.10 |
| EXPEDITOR | 4132.15 | RIGGER FOREPERSON | 7210.35 |
| FILLING MACHINE OPERATOR | 8299.29 | SAFETY MANAGER | 1232.33 |
| FINANCIAL COMPTROLLER | 1221.15 | SAFETY OFFICER | 2149.37 |
| FIRE PREVENTION SPECIALIST | 3151.15 | SALES AND MARKETING MANAGER | 1223.15 |
| FORK-LIFT TRUCK OPERATOR | 8334.15 | SECRETARY | 4111.10 |
| CHIEF EXECUTIVE OFFICER | 1210.25 | SOLDERER | 7212.35 |
| HAND PACKER | 9322.20 | SPRAY PAINTER | 7142.15 |
| HEAVY VEHICLE DRIVER | 8324.10 | STATIONARY CRANE OPERATOR | 8333.35 |
| HUMAN RESOURCE MANAGER | 1222.15 | STATIONARY ENGINE OPERATOR | 8169.25 |
| INDUSTRIAL ENGINEER | 2149.21 | STATISTICAL CLERK | 4122.40 |
| INTERPRETER | 2444.25 | STENOGRAPHER | 4112.20 |
| LABORATORY ASSISTANT | 3111.45 | STOCK CLERK | 4131.25 |
| LEAD BURNER | 7212.20 | STOREKEEPER | 4131.05 |
| LIGHT VEHICLE DRIVER | 8322.40 | STOREROOM ATTENDANT | 9331.45 |
| MACHINERY FITTER | 7233.30 | STORES CLERK | 4131.20 |
| MACHINERY MECHANIC | 7233.25 | STRINGED-INSTRUMENT MAKER AND | |
| MACHINIST | 7223.10 | REPAIRER | 7312.20 |
| MAIL CLERK | 4141.30 | SUPERVISOR-FOREPERSON, ELECTRICAL | |
| MAINTENANCE MANAGER | 1232.29 | MACHINERY AND EQUIPMENT INSTALL- | |

SECTORAL INDEX

| | |
|---|---------|
| ATION, MAINTENANCE AND REPAIR | 7240.15 |
| SUPERVISOR, ELECTRONIC DATA PROCESSING | 3122.05 |
| SUPERVISOR, MACHINERY REPAIR AND FITTING | 7230.10 |
| SUPERVISOR, SHIPPING DEPARTMENT | 3431.30 |
| SUPERVISOR-FOREPERSON, CRANE AND HOIST OPERATIONS | 8330.20 |
| SUPERVISOR-FOREPERSON, SHEET-METAL WORKING | 7210.25 |
| SUPERVISOR-FOREPERSON, WELDING | 7210.30 |
| SURVEY INTERVIEWER | 4300.20 |
| SYSTEMS ANALYST | 2131.20 |
| TELEPHONE OPERATOR | 4223.10 |
| TIMEKEEPER | 4141.50 |
| TITLE CLERK | 4151.20 |
| TOWER-CRANE OPERATOR | 8333.40 |
| TRAINING MANAGER | 1222.20 |
| TRAINING OFFICER | 2412.30 |
| TRANSLATOR | 2444.20 |
| TURNER | 7223.25 |
| TYPIST | 4112.35 |
| UPHOLSTERER | 7435.15 |
| WATCHMAN | 9152.55 |
| WELDER | 7212.10 |
| WINCH OPERATOR | 8333.25 |
| WORD PROCESSOR OPERATOR | 4113.10 |

ALPHABETICAL INDEX

The Alphabetical Index has been designed to reflect various types of titles. The same kind and size of type is used as that used to differentiate titles in the actual occupational description. Base titles are in **BOLD-FACE, UPPER-CASE LETTERS**; alternate titles are in **Bold-Face, Upper/Lower Case Letters**; related titles are in **UPPER-CASE LETTERS**.

Certain titles have been inverted, usually with the functional word first, for ease of reference; for example,

Base Title: SHIP CONSTRUCTION ENGINEER - Inverted Title: ENGINEER, SHIP CONSTRUCTION

Base Title: ARCHITECTURAL DRAUGHTER - Inverted Title: DRAUGHTER, ARCHITECTURAL

Some titles listed in the Alphabetical Index, do not appear on occupational descriptions. Their six-digit code number refers to the description to which they are affiliated. Term titles have been included in the index, and are followed by the phrase term title in parentheses.

| A | | | |
|---|---------|--|---------|
| ABBOT | 2460.25 | AGENT, TRAVEL | 3414.10 |
| ABLE-BODIED SEAMAN | 8341.20 | AGGREGATE PLANT OPERATOR | 8339.15 |
| ABLE-BODIED SEAMAN, COAST GUARD | 0111.25 | AGRICULTURAL ASSISTANT | 3213.15 |
| ACCESSORIES MAKER | 9329.25 | AGRICULTURAL BIOCHEMIST | 2212.60 |
| ACCOUNT EXECUTIVE, ADVERTISING | 2419.19 | AGRICULTURAL ENGINEER | 2145.30 |
| ACCOUNTANT | 2411.10 | AGRICULTURAL LABOURER | 9211.15 |
| ACCOUNTANT, COST | 2411.20 | AGRICULTURAL OFFICER | 2213.35 |
| ACCOUNTING ASSISTANT | 3433.20 | AGRICULTURAL OFFICER, EXTENSION SERVICES | 2213.30 |
| Accounting-Machine Operator | 4115.15 | AGRICULTURAL OFFICER, STATE LANDS | 2213.30 |
| ACCOUNTS CLERK | 4121.15 | AGRICULTURAL RESEARCH FIELD TECHNICIAN | 3212.15 |
| ACCOUNTS SUPERVISOR | 3433.05 | AGRICULTURAL RESEARCH LABORATORY TECHNICIAN | 3212.15 |
| ACETYLENE PLANT OPERATOR | 8154.40 | AGRICULTURAL RESEARCH TECHNICIAN | 3212.15 |
| ACTOR | 2455.55 | AGRICULTURAL TRAINING OFFICER | 2330.15 |
| ACTRESS | 2455.55 | AGRICULTURAL TRAINING OFFICER, TEACHER EDUCATION | 2330.15 |
| ACTUARIAL ASSISTANT | 3434.15 | AGRICULTURAL-EQUIPMENT ASSEMBLER | 8281.15 |
| ACTUARY | 2121.15 | AGRONOMIST | 2213.20 |
| ADDRESSING-MACHINE OPERATOR | 4141.65 | AIDE, SOCIAL SERVICES | 3450.70 |
| ADJUSTER, INSURANCE CLAIMS | 3417.15 | AIDE-DE-CAMP | 0110.20 |
| Administrative Assistant | 3431.40 | AIR TRAFFIC CONTROLLER | 3144.10 |
| ADMINISTRATIVE MANAGER | 1221.45 | AIR TRAFFIC SERVICES INSTRUCTOR | 3390.21 |
| ADMINISTRATIVE OFFICER, PUBLIC SERVICE | 2413.25 | AIR-CONDITIONING AND REFRIGERATION EQUIPMENT INSTALLER | 7241.50 |
| ADMINISTRATIVE SECRETARY | 1221.55 | Air-Conditioning and Refrigeration Mechanic | 3115.20 |
| ADMINISTRATOR, HOSPITAL | 1221.65 | AIR-CONDITIONING AND REFRIGERATION TECHNICIAN | 3115.20 |
| ADMINISTRATOR, MEDICAL | 1120.17 | AIR-CONDITIONING DUCT ERECTOR | 7214.20 |
| ADMINISTRATOR, NURSING | 1228.37 | AIR-FILTER ASSEMBLER | 8284.35 |
| ADVANCED DRILLING TECHNOLOGIST | | AIRCRAFT CAPTAIN | 3143.15 |
| ENGINEER | 2149.29 | AIRCRAFT CO-PILOT | 3143.15 |
| ADVERTISING ART DIRECTOR | 3461.05 | AIRCRAFT FITTER | 7232.20 |
| ADVERTISING PRODUCTION CO-ORDINATOR | 3469.20 | AIRCRAFT INSPECTOR | 3152.15 |
| ADVERTISING SALESPERSON, TELEVISION/RADIO STATION | 3429.25 | AIRCRAFT LOADER | 9331.30 |
| ADVISOR, SOCIAL WELFARE | 3445.15 | AIRCROWMAN | 3143.35 |
| ADVISOR, TECHNICAL SALES | 3415.20 | AIRLINE CLERK | 4221.20 |
| AEROBIC INSTRUCTOR | 3465.40 | AIRLINE INDUSTRY AFFAIRS OFFICER | 3490.19 |
| AESTHETICIAN | 5141.15 | AIRLINE OPERATIONS CONTROLLER | 2419.23 |
| AGENT, INSURANCE | 3412.20 | AIRLINE RESERVATIONS CLERK | 4221.25 |
| AGENT, POSTAL | 4212.35 | AIRLINE REVENUE CONTROLLER | 4133.20 |
| AGENT, REAL ESTATE | 3413.10 | | |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| AIRLINE SCHEDULE DEVELOPMENT OFFICER | 3490.35 | ART CRITIC | 2451.35 |
| AIRPORT ENGINEER | 2142.55 | ART DIRECTOR, ADVERTISING | 3461.05 |
| AIRPORT MANAGER | 1233.27 | ART GALLERY MANAGER | 1314.15 |
| AIRPORT SERVICES MANAGER | 1233.19 | ARTIFICIAL BREEDING LABORATORY ATTENDANT | 6121.40 |
| AMBASSADOR | 1120.33 | ARTIFICIAL INSEMINATOR | 6121.35 |
| AMBULANCE ATTENDANT | 5132.45 | ARTIFICIAL LIFT OPERATOR, OIL WELL | 8113.30 |
| AMBULANCE DRIVER | 8322.30 | ARTIFICIAL-FLOWER MAKER | 7339.45 |
| ANAESTHETIST | 2221.30 | ARTIST | 2452.15 |
| ANALYST, BUDGET | 2413.29 | ARTIST, BATIK | 7332.15 |
| ANALYST, CORE | 3117.20 | ARTIST, SOFT-TOY | 7332.30 |
| ANALYST, FINANCIAL | 2419.15 | ASPHALT BATCHING PLANT OPERATOR | 8212.20 |
| ANALYST, MARKET RESEARCH | 2419.33 | ASPHALT COMPACTOR OPERATOR | 8332.29 |
| ANALYST, OCCUPATIONAL | 2412.35 | ASPHALT SPREADER DRIVER | 8332.15 |
| ANALYST, SYSTEMS | 2131.20 | Asphalt Spreading Machine Operator | 8332.15 |
| ANALYTICAL CHEMIST | 2113.25 | ASPHALT STILL ATTENDANT | 8154.50 |
| ANIMAL AESTHETICIAN | 5141.50 | ASPHALT-LAYING HELPER | 9312.35 |
| ANIMAL ATTENDANT | 6129.25 | ASSEMBLER, AGRICULTURAL, EARTH- AND MATERIAL-MOVING EQUIPMENT | 8281.15 |
| ANIMAL CARETAKER | 6129.25 | ASSEMBLER, AUTOMOBILE | 8281.20 |
| ANIMAL-DRAWN VEHICLE DRIVER | 9332.15 | ASSEMBLER, BATTERY | 8282.15 |
| Animal Health Assistant | 3224.10 | ASSEMBLER, BLENDER CUTTER-CUP | 8282.50 |
| ANIMAL SCIENTIST | 2213.25 | ASSEMBLER, CIRCUIT-BREAKER | 8282.35 |
| ANIMAL SLAUGHTERER | 7411.15 | ASSEMBLER, COIL SPRING UNIT MACHINE | 8299.25 |
| ANIMAL STUNNER | 7411.15 | ASSEMBLER, COMPUTER | 8283.15 |
| ANIMAL-SKINNING MACHINE ATTENDANT | 8271.40 | ASSEMBLER, ELECTRIC FIXTURES | 8282.25 |
| ANNOUNCER, RADIO | 3462.30 | ASSEMBLER, ELECTRICAL AND GAS APPLIANCES | 8282.30 |
| ANTHROPOLOGIST | 2442.25 | ASSEMBLER, ELECTRICAL MOTORS | 8282.45 |
| APIARIST | 6123.15 | ASSEMBLER, ELECTRONIC EQUIPMENT | 8283.20 |
| APPRAISER, AUTOMOBILE DAMAGE | 3417.30 | ASSEMBLER, FILTER | 8284.35 |
| APPRAISER, JEWELLERY | 3417.35 | ASSEMBLER, FURNITURE | 8285.15 |
| APPRAISER, REAL ESTATE | 3417.25 | ASSEMBLER, HAND, OIL SPRING UNIT | 8284.25 |
| APPRAISER, USED CARS | 3417.40 | ASSEMBLER, LIGHT BULB | 8282.40 |
| AQUACULTURE TECHNICIAN | 3211.35 | ASSEMBLER, METAL FURNITURE | 8284.15 |
| AQUACULTURIST | 2211.60 | ASSEMBLER, METAL PRODUCTS | 8284.20 |
| AQUATIC BIOLOGIST | 2211.6 | ASSEMBLER, PAINT-BRUSH | 8289.15 |
| ARC WELDER | 7212.10 | ASSEMBLER, SEWING MACHINES | 8282.55 |
| ARCHAEOLOGIST | 2442.15 | ASSEMBLER, UPHOLSTERED FURNITURE | 8285.20 |
| ARCHBISHOP | 1134.15 | ASSEMBLER, WOODEN FURNITURE FRAMES | 8285.25 |
| ARCHITECT | 2141.15 | ASSEMBLER-FITTER, RADIATOR | 8281.25 |
| ARCHITECT, LANDSCAPE | 2141.20 | ASSEMBLER-MAKER, TROPHY | 8284.30 |
| ARCHITECTURAL DRAUGHTER | 3118.30 | ASSEMBLY SECRETARY | 1110.25 |
| ARCHITECTURAL-MODEL MAKER | 7339.15 | ASSISTANT CHEF | 5122.05 |
| ARCHIVE REPAIRER | 7344.15 | ASSISTANT DIRECTOR | 1120.10 |
| ARCHIVES ASSISTANT | 3490.21 | ASSISTANT ENGINEER, TELEPHONE DISTRIBUTION FRAME SECTION | 7240.20 |
| ARCHIVIST | 2431.15 | ASSISTANT POSTMASTER GENERAL | 1233.47 |
| ARMATURE RE-WINDER | 7241.60 | ASSISTANT PRODUCTIVITY ADVISER | 2412.15 |
| Armourer | 7311.35 | ASSISTANT PROFESSOR | 2310.55 |
| ARMOURING-MACHINE OPERATOR | 7223.35 | ASSISTANT REGISTRAR | 1221.50 |
| ARRANGER, FLORAL | 7339.35 | ASSOCIATE PROFESSOR | 2310.55 |
| ARRANGER, MUSIC | 2453.25 | | |
| ARREARS CLERK | 4122.25 | | |
| ART AND CRAFT TEACHER, SECONDARY SCHOOL | 3310.15 | | |

ALPHABETICAL INDEX

| | | | |
|--|----------------|--|----------------|
| ASTROLOGER | 5151.15 | AUDIO-VISUAL EQUIPMENT TECHNICIAN, TRAINING INSTITUTE | 3139.15 |
| ATTENDANT, AMBULANCE | 5132.45 | AUDIO-VISUAL-AIDS OFFICER | 3390.41 |
| ATTENDANT, ASPHALT STILL | 8154.50 | AUDIOLOGIST | 2229.15 |
| ATTENDANT, BRICK DRYER | 8131.35 | Audiology Technician | 3229.40 |
| ATTENDANT, CEMENT MILL | 8112.25 | AUDIOMETRIST | 3229.40 |
| ATTENDANT, CREMATORIUM CHAPEL | 5143.20 | Audit Assistant | 4121.25 |
| ATTENDANT, CRUSHING AND SLURRY PLANT | 9311.15 | AUDIT CLERK | 4121.25 |
| ATTENDANT, FAST FOOD | 5123.15 | AUDITOR | 2411.15 |
| ATTENDANT, FLIGHT | 5111.15 | AUDITOR, NIGHT, HOTEL | 4121.20 |
| ATTENDANT, FUNERAL HOME | 9400.30 | Author | 2451.40 |
| ATTENDANT, GAS PLANT | 8299.15 | AUTOMATIC BANKING MACHINE CLERK | 4122.50 |
| ATTENDANT, GLASS BATCH PLANT | 8139.30 | AUTOMOBILE ACCESSORIES INSTALLER | 7231.30 |
| ATTENDANT, HAIRDRESSING SALON | 5141.40 | AUTOMOBILE AIR-CONDITIONER INSTALLER | 7241.50 |
| ATTENDANT, ICE CREAM PARLOUR | 5123.30 | AUTOMOBILE BODY STRAIGHTENER | 7213.25 |
| ATTENDANT, ICE-ROOM | 8299.41 | AUTOMOBILE ELECTRICIAN | 7241.45 |
| ATTENDANT, INCINERATOR-COMPACTOR | 9161.25 | AUTOMOBILE PAINTER | 7142.15 |
| ATTENDANT, KNITTING MACHINE | 8262.20 | AUTOMOTIVE ASSEMBLER, BODY SHOP | 8281.20 |
| ATTENDANT, LAUNDRY | 9133.15 | AUTOMOTIVE ASSEMBLER, FINAL LINE | 8281.20 |
| ATTENDANT, LIBRARY | 4141.70 | AUTOMOTIVE ASSEMBLER, PAINT SHOP | 8281.20 |
| ATTENDANT, MATCH MACHINE | 8229.15 | AUTOMOTIVE ASSEMBLER, TRIM LINE | 8281.20 |
| ATTENDANT, MELTING ROOM, CANDLE MANUFACTURE | 8152.40 | AUTOMOTIVE CHASSIS ASSEMBLER | 8281.20 |
| ATTENDANT, MORTUARY | 9400.45 | AUTOMOTIVE LICENSING OFFICER | 3444.25 |
| ATTENDANT, MOTOR VEHICLE, LICENSING OFFICE | 9339.15 | AUTOMOTIVE MACHINIST | 7223.15 |
| ATTENDANT, MUSEUM | 9400.20 | AUTOMOTIVE MECHANIC | 7231.15 |
| ATTENDANT, OFFICE MACHINE | 7242.25 | AVIONICS TECHNICIAN | 3114.15 |
| ATTENDANT, OIL-WELL WIRELINE | 8333.20 | AWNING MAKER, CANVAS | 7434.20 |
| ATTENDANT, PARKING LOT | 9152.25 | | |
| ATTENDANT, ROAD CONSTRUCTION MACHINERY | 9312.35 | | |
| ATTENDANT, ROTARY KILN PLANT | 8152.30 | | |
| ATTENDANT, SAND PLANT | 8111.15 | | |
| ATTENDANT, SCHOOL FARM | 6130.25 | | |
| ATTENDANT, SCHOOL WORKSHOP | 7233.35 | | |
| ATTENDANT, SERVICE STATION | 9190.20 | | |
| ATTENDANT, SKINNING MACHINE | 8271.40 | | |
| ATTENDANT, SMOKE ROOM | 8271.30 | | |
| ATTENDANT, STARTING GATE, HORSE RACING | 9400.40 | | |
| ATTENDANT, STOREROOM | 9331.45 | | |
| ATTENDANT, SUGAR PROCESSING | 9329.30 | | |
| ATTENDANT, SURVEY | 9312.15 | | |
| ATTENDANT, TUNNEL KILN | 8131.40 | | |
| ATTENDANT, VAULT | 4141.55 | | |
| ATTENDANT, WAREHOUSE | 9331.40 | | |
| ATTORNEY-AT-LAW | 2422.10 | | |
| Auction Assistant | 4152.20 | | |
| AUCTION CLERK | 4152.20 | | |
| AUCTIONEER | 3418.10 | | |
| AUDIO EQUIPMENT OPERATOR, FILM/VIDEO PRODUCTION | 3131.39 | | |
| AUDIO TYPIST | 4112.35 | | |
| | | B | |
| | | BABY-SITTER | 5133.15 |
| | | BACK STORE SUPERVISOR | 5310.05 |
| | | BACK TENDER, FINISHING RANGE, TEXTILE MANUFACTURE | 8264.15 |
| | | BACK-UP SINGER | 3463.15 |
| | | BACKHOE OPERATOR | 8332.39 |
| | | BACTERIOLOGIST | 2211.20 |
| | | BAGGAGE PORTER | 9151.30 |
| | | BAGGING MACHINE OPERATOR | 8299.53 |
| | | BAILIFF, COURT | 4151.35 |
| | | BAKER | 7412.35 |
| | | BAKING MACHINE OPERATOR, ICE CREAM CONE MANUFACTURE | 8274.29 |
| | | BANDSAW OPERATOR | 8141.15 |
| | | BANK CLERK | 4122.50 |
| | | BANK MANAGER | 1221.40 |
| | | BANK TELLER | 4212.20 |
| | | BAR OWNER | 1315.25 |
| | | BAR SOAP MACHINE OPERATOR | 8221.15 |
| | | BAR-SETTER, PAPERBOARD CORRUGATING MACHINE | 8253.15 |
| | | BARBER | 5141.30 |

ALPHABETICAL INDEX

| | | | |
|--|---------|--|---------|
| BARTENDER | 5123.25 | BLOOD DONOR RECRUITMENT | |
| BASKETBALL COACH | 3465.35 | OFFICER | 3490.17 |
| BASKETRY WEAVER | 7333.15 | BLOWER OPERATOR, PETROLEUM | |
| BATCH DYEING MACHINE OPERATOR | 8264.20 | REFINERY | 8162.20 |
| BATCH MIXER, GLASS MANUFACTURE | 8139.30 | BOARDING CLERK | 4133.35 |
| BATCH SUPERVISOR, GLASS MANU- FACTURE | 8130.20 | Boarding Representative | 4133.35 |
| BATCH-COOKER OPERATOR, SOFT CANDY | 8274.33 | BOAT DESIGNER | 3119.25 |
| BATCH-ROLLER ATTENDANT, CONFECTIONERY MANUFACTURE | 8274.43 | BOAT OPERATOR-TOUR GUIDE | 5113.15 |
| BATIK ARTIST | 7332.15 | BOATBUILDER, FIBREGLASS | 7499.40 |
| BATTERY ASSEMBLER | 8282.15 | BOATMAN | 6152.20 |
| BATTERY CHARGER | 8282.20 | BOATSWAIN | 8341.05 |
| BEACH FACILITY ATTENDANT | 9152.45 | BOILER AND PIPE INSULATOR | 7132.20 |
| BEAD FORMING MACHINE OPERATOR | 8231.17 | BOILER OPERATOR | 8162.25 |
| Bead Wrapper | 8231.21 | BOLT-SCREW-AND STUD-MACHINE OPERATOR | 8211.65 |
| BEAUTICIAN | 5141.15 | BOND SUPERVISOR, PETROLEUM INDUSTRY | 3419.15 |
| BEAUTY CONSULTANT | 5310.30 | BOOK EDITOR | 2451.30 |
| BEEF LIVESTOCK FARMER | 6121.25 | BOOK-KEEPING MACHINE OPERATOR | 4115.15 |
| BEEF LIVESTOCK WORKER | 6121.45 | BOOKBINDER | 7344.20 |
| BEEKEEPER | 6123.15 | BOOKBINDING MACHINE OPERATOR | 8252.10 |
| BEER PASTEURISER | 8279.29 | BOOKING CLERK | 4211.25 |
| Belt and Hopper Attendant | 9311.15 | Borough Engineer | 2142.30 |
| BERTHING OFFICER | 3141.35 | BOTANICAL TECHNICIAN | 3211.20 |
| BIAS-CUTTER OPERATOR | 8231.23 | BOTANIST | 2211.35 |
| BICYCLE REPAIRER | 7231.25 | BOTTOMHOLE PRESSURE METERING SUPERVISOR | 8110.15 |
| BILINGUAL SECRETARY | 4111.10 | BOUNDARIES OFFICER | 3118.07 |
| Bill Collector | 4215.15 | BOUTIQUE MANAGER | 1314.25 |
| Billet Coordinator | 8330.15 | BOX PRINTER | 8251.15 |
| BILLING CLERK | 4121.45 | BOX-OFFICE CASHIER | 4211.25 |
| BIO-MEDICAL EQUIPMENT TECHNICIAN | 3114.15 | BOXER | 3465.30 |
| BIOCHEMIST | 2212.60 | BRAILLIST | 7341.65 |
| BIOLOGICAL TECHNICIAN | 3211.25 | BRAZER | 7212.15 |
| BIOLOGIST, AQUATIC | 2211.60 | BREWERY TECHNOLOGIST | 3119.15 |
| BIOLOGIST, WILD-LIFE | 2211.50 | BREWHOUSE OPERATOR | 8279.21 |
| BIOMETRICIAN | 2122.15 | BRICK DRYER ATTENDANT | 8131.35 |
| BIOPHYSICIST | 2212.50 | BRIDGE/GANTRY CRANE OPERATOR | 8333.45 |
| BISCUIT CUTTING MACHINE OPERATOR | 8274.25 | BRIDGES ENGINEER | 2142.60 |
| BISHOP | 1134.15 | BRIDGES SUPERINTENDENT | 1232.37 |
| BLACK-PUDDING MAKER | 7411.20 | BRIGADES ENGINEER | 2145.40 |
| BLACKSMITH | 7221.15 | BRIQUETTING PLANT OPERATOR | 8122.37 |
| BLANCHING MACHINE OPERATOR | 8275.35 | BROKER, CUSTOMS | 3422.15 |
| BLASTER | 7112.15 | BROKER, INSURANCE | 3412.15 |
| BLEACH AND WASH-MACHINE OPERA- TOR, TEXTILES | 8264.50 | BROKER, PAWN | 4214.15 |
| BLENDER ASSEMBLER | 8282.50 | BROOM FINISHER | 8289.20 |
| BLENDER BASE ASSEMBLER | 8282.50 | BROOM FLAGGER | 8299.55 |
| BLENDER JAR ASSEMBLER | 8282.50 | BROOM MAKER | 8299.55 |
| BLENDER MOTOR TESTER | 7241.65 | BROOM NAILER | 8299.55 |
| BLENDER, LIQUOR | 8279.19 | BROOM SEALER | 8299.55 |
| BLENDER, LUBRICATING OIL | 8155.25 | BROOM WINDER | 8299.45 |
| Blending Assistant, Liquor Production | 8279.19 | BROOM-STITCHING MACHINE OPE- RATOR | 7424.25 |
| BLENDING ATTENDANT, AROMATIC BITTERS PRODUCTION | 8279.23 | BUCKER | 6141.20 |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| BUDDER | 6113.15 | CANDLE DECORATOR | 7339.40 |
| BUDGET ANALYST | 2413.29 | CANDLE MAKER | 7339.30 |
| BUFFING AND POLISHING MACHINE OPERATOR | 7224.30 | CANDLE-MAKING MACHINE OPERATOR | 8229.20 |
| BUILDER, WOODEN BOATS | 7123.25 | CANDLE-WRAPPING MACHINE OPERATOR-PACKER | 8299.57 |
| BUILDING CLEANER | 9132.35 | CANDY-COOKING MACHINE OPERATOR, HARD CANDY | 8274.33 |
| BUILDING CONSTRUCTION ENGINEER | 2142.45 | CANDY-MAKING MACHINE OPERATOR, CONFECTIONERY MANUFACTURE | 8274.33 |
| BUILDING CONTRACTOR | 1313.15 | CANER, CHAIR SEAT | 7333.25 |
| BUILDING ELECTRICIAN | 7135.15 | CANINE CONTROL WORKER | 9400.35 |
| BUILDING INSPECTOR | 3151.20 | CAPTAIN, LAUNCH | 3141.40 |
| BUILDING INSULATOR | 7132.15 | CAR WASHER | 9190.35 |
| BUILDING MAINTENANCE WORKER | 7129.15 | CARBON DIOXIDE PLANT OPERATOR | 8154.30 |
| BUILDING PAINTER | 7141.20 | CARBONATION ASSISTANT, SUGAR PROCESSING | 8276.45 |
| BUILDING SERVICE CONTRACT SUPERVISOR | 9132.05 | CARBONATION WORKER, SUGAR PROCESSING | 8276.30 |
| BUILDING SUPERINTENDENT | 1232.37 | CARBURETTOR MECHANIC | 7231.15 |
| BULLDOZER OPERATOR | 8332.41 | CARD LACER, TOWEL MANUFACTURE | 7433.30 |
| BUNDLER | 9329.25 | CARDIOLOGIST | 2221.15 |
| BURNER, SCRAP METAL | 7212.25 | CARETAKER | 9141.15 |
| BURSAR-REGISTRAR, EDUCATIONAL INSTITUTION | 3431.15 | CARETAKER, ANIMAL | 6129.25 |
| BUS AND TRUCK MECHANIC | 7231.15 | CARGO AGENT | 1233.51 |
| BUS CONDUCTOR | 5112.15 | CARGO AGENT, AIR TRANSPORT | 4133.40 |
| BUS DESPATCHER | 4133.50 | CARNIVAL BAND DESIGNER | 3461.40 |
| BUS DRIVER | 8323.15 | CARNIVAL BAND LEADER | 1239.55 |
| BUS DRIVER-CONDUCTOR | 8323.15 | CARNIVAL COSTUME DECORATOR | 7339.20 |
| BUS STATION INSPECTOR | 8320.20 | CARPENTER'S HELPER | 9313.20 |
| BUS STATION SUPERVISOR | 4133.09 | CARPENTER-JOINER, CONSTRUCTION | 7123.10 |
| BUSBOY | 9132.60 | CARPET AND UPHOLSTERY CLEANER | 9132.40 |
| BUSINESS DEVELOPMENT OFFICER | 2419.29 | CARPET LAYER | 7136.25 |
| BUSINESS EDUCATION TEACHER | 2330.10 | CARRIER OPERATOR, SUGAR PROCESSING | 8276.60 |
| BUTLER | 5121.30 | CART DRIVER | 9332.15 |
| BUTTONHOLER | 8263.15 | CARTOGRAPHIC DRAUGHTER | 3118.45 |
| BUYER | 3416.10 | CARTOONIST | 2452.30 |
| BUYER, SALVAGE | 3416.30 | Casa | 4213.20 |
| BUYER, USED GOODS | 3416.25 | CASEWORKER, SUBSTANCE ABUSE | 3450.55 |
| BUYING AGENT, COCOA AND COFFEE | 3416.20 | Cashier, Booking Office | 4211.25 |
| C | | CASHIER, CUSTOMER SERVICE | 5123.30 |
| CABINET MAKER | 7422.25 | CASHIER, OFFICE | 4211.15 |
| CABINET OFFICER | 2413.21 | CASKET COVERER | 7435.25 |
| CABLE JOINTER | 7245.20 | CAST CONCRETE PRODUCTS MAKER | 8212.40 |
| Cable Rewinder | 8211.70 | CASTER, CERAMIC WARE | 7321.15 |
| CADASTRAL DRAUGHTER | 3118.45 | CATERER | 5122.15 |
| CADDIE | 9151.25 | Catwagon Operator | 8332.25 |
| CADET FORCE OFFICER | 3490.25 | CEMENT AND SLURRY TESTER | 3152.41 |
| CAKE DECORATOR | 7412.30 | CEMENT BULK OPERATOR, OIL-WELL DRILLING | 9311.25 |
| CALYPSONIAN | 2453.45 | CEMENT MILL ATTENDANT | 8112.25 |
| CALYPSO TENT MANAGER | 1239.60 | CEMENT MILL OPERATOR | 8112.20 |
| CAMERA OPERATOR, PRINTING | 7343.15 | CEMETERY KEEPER | 9141.05 |
| CAMERA REPAIRER | 7311.40 | CENTRIFUGAL MACHINE OPERATOR | 8276.40 |
| CAMPUS DEAN | 1228.17 | | |
| CAMPUS REGISTRAR | 1221.50 | | |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| Centrifugal Operator | 8276.40 | CHIEF FIRE OFFICER | 1120.53 |
| CERAMIC LABELLING CHARGEHAND | 8299.23 | CHIEF IMMIGRATION OFFICER | 1120.59 |
| CERAMIC LABELLING MACHINE OPERATOR | 8299.23 | CHIEF INSPECTOR, PETROLEUM REFINERY | 2145.25 |
| CERAMICIST | 2147.15 | CHIEF MEDICAL OFFICER | 1120.17 |
| CERAMICS DECORATOR | 7324.15 | CHIEF OF DEFENCE STAFF | 0110.15 |
| Ceramics Engineer | 2147.15 | CHIEF PARLIAMENTARY COUNSEL | 1120.25 |
| CERAMICS TECHNICIAN | 3111.39 | CHIEF PERSONNEL OFFICER | 1120.05 |
| Ceramist | 7321.25 | CHIEF PROBATION OFFICER | 1120.61 |
| CERTIFYING OFFICER | 2413.35 | CHIEF TECHNICAL OFFICER | 1120.10 |
| CESSPOOL EMPTIER | 9161.15 | CHIEF TECHNICAL OPERATOR, RADIO STATION | 3132.07 |
| CESSPOOL SUPERVISOR | 9161.05 | CHIEF TRAFFIC ENGINEER | 1233.23 |
| CHAIN-LINK MACHINE OPERATOR | 8211.20 | CHILD PSYCHIATRIST | 2221.25 |
| CHAIN-MORTISER OPERATOR | 7423.60 | CHILD PSYCHOLOGIST | 2445.40 |
| CHAINMAN | 9312.15 | CHIROPDIST | 3229.45 |
| Chain Saw Operator | 8331.30 | CHIROPRACTOR | 2226.30 |
| CHAIR SEAT CANER | 7333.25 | CHISEL-MORTISER OPERATOR | 7423.60 |
| CHAMBERMAID | 9132.55 | CHLORO-ALKALI PLANT OPERATOR | 8154.45 |
| CHAPLAIN | 2460.30 | CHOCOLATE MILK GRANULE MAKER | 8272.25 |
| CHARCOAL BURNER | 6142.10 | CHOCOLATE MOULDER | 8277.35 |
| CHARGE CRANE OPERATOR | 8333.45 | CHOCOLATE MOULDING MACHINE OPERATOR | 8274.55 |
| CHARGEHAND, CANE HANDLING | 8270.30 | Chocolate Slater | 8277.35 |
| CHARGEHAND, CRYSTALLISATION | 8270.30 | CHOIR MASTER | 2453.15 |
| CHARGEHAND, JETTY TANK FARM, PETROLEUM INSTALLATION | 8299.33 | CHOKERMAN | 9212.10 |
| CHARGEHAND, METAL CONTAINER MANUFACTURE | 8210.20 | CHORAL DIRECTOR | 2453.15 |
| CHARGEHAND, MILL | 8270.30 | CHOREOGRAPHER | 2454.15 |
| CHARGEHAND, PROCESSING | 8270.30 | CHOREOGRAPHER/DIRECTOR | 2454.15 |
| CHARGEHAND, SAND PLANT | 8112.30 | CHURCH MODERATOR | 1134.15 |
| CHARGEHAND-OPERATOR, PASTE-INK MANUFACTURE | 8151.40 | CHURCH PRESIDENT | 1134.15 |
| CHARGEHAND-OPERATOR, SUGAR PROCESSING | 8270.30 | CHURCH SUPERINTENDENT | 1134.15 |
| CHARGEHAND-SET-UP WORKER, CERAMIC LABELLING | 8290.30 | CIGARETTE-MAKING MACHINE OPERATOR | 8278.25 |
| CHAUFFEUR | 8322.25 | CINEMA PROJECTIONIST | 3132.30 |
| CHEF | 5122.05 | CIRCULATION CLERK | 4159.25 |
| CHEMICAL ENGINEER | 2146.10 | CIRCULATION SUPERVISOR, NEWSPAPERS | 3419.15 |
| CHEMICAL LABORATORY TECHNICIAN | 3111.15 | CITRUS GROWER | 6112.10 |
| CHEMIST, ANALYTICAL | 2113.25 | CITRUS JUICE EXTRACTOR OPERATOR | 8275.23 |
| CHEMIST, ORGANIC | 2113.15 | CITY CLERK | 1120.69 |
| CHEMIST, PETROLEUM | 2113.20 | CITY ENGINEER | 2142.30 |
| CHERRY PICKER OPERATOR | 8333.30 | CITY MEDICAL OFFICER OF HEALTH | 1228.15 |
| CHIEF ADMINISTRATIVE OFFICER, COUNTY COUNCIL | 1120.69 | CITY TREASURER | 2411.10 |
| CHIEF ADMINISTRATOR, LOCAL GOVERNMENT BODY | 1120.69 | CIVIL ENGINEER | 2142.10 |
| CHIEF CENSUS AND SURVEY OFFICER | 2122.10 | Civil Engineer, Airports | 2142.55 |
| CHIEF ENGINEER, RADIO/TELEVISION STATION | 2144.25 | Civil Engineer, Bridges | 2142.60 |
| CHIEF ENGINEER, SHIP | 2145.20 | Civil Engineer, Roads and Highways | 2142.50 |
| CHIEF EXAMINER | 1228.27 | Civil Engineer, Structural | 2142.40 |
| Chief Executive Officer | 1210.20 | CIVIL ENGINEERING DRAUGHTER | 3118.25 |
| | | CLAIMS CLERK | 4122.55 |
| | | CLAMSHELL CRANE OPERATOR | 8333.30 |
| | | CLARIFIER OPERATOR, SUGAR PROCESSING | 8276.20 |
| | | CLASSIFIED CLERK, NEWSPAPER | 4152.15 |
| | | CLAUSTRAL PRIOR/SUB-PRIRESS | 3470.15 |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| CLAY BLOCK EXTRUDER OPERATOR | 8139.35 | CLERK, STOCKBROKER'S | 4122.45 |
| CLAY CRUSHER OPERATOR | 8139.40 | CLERK, STORES | 4131.20 |
| CLEANER | 9132.40 | CLERK, TERM DEPOSIT | 4122.35 |
| CLEANER, AIRCRAFT | 9132.15 | CLERK, TITLE | 4151.20 |
| CLEANER, BUILDING | 9132.35 | CLERK, TRAFFIC, RADIO STATION | 4132.25 |
| CLEANER, CARPET AND UPHOLSTERY | 9132.40 | CLERK-TYPIST | 4112.30 |
| CLEANER, METAL | 8222.30 | CLICKER MACHINE OPERATOR | 8265.20 |
| CLEANER, SHOE | 9120.15 | CLIMATOLOGIST | 2112.20 |
| CLEANER, WINDOW | 9142.10 | CLINICAL INSTRUCTOR, NURSING | 3390.31 |
| CLEANING SUPERVISOR | 9132.05 | CLINICAL MICROBIOLOGIST | 2211.30 |
| CLERK OF APPEALS | 3432.20 | CLINICAL PATHOLOGIST | 2212.40 |
| CLERK OF PARLIAMENT | 1120.67 | CLINICAL PSYCHOLOGIST | 2445.35 |
| CLERK OF THE HOUSE | 1120.67 | CLINICAL THERAPIST, DRUG REHAB- ILITATION | 2445.50 |
| CLERK OF THE PEACE | 3432.15 | CLOTHES DESIGNER | 3461.15 |
| CLERK OF THE SENATE | 1120.67 | CLOWN | 3464.25 |
| CLERK OF WORKS | 3112.25 | COACH, SPORTS | 3465.35 |
| CLERK 1/11/111 | 3112.25 | COASTAL ENGINEER | 2142.15 |
| CLERK, ACCOUNTS | 4121.15 | COATING MACHINE OPERATOR, SNACK AND CEREAL MANUFACTURE | 8274.31 |
| CLERK, AUCTION | 4152.20 | COATING PAN ATTENDANT, CONFEC- TIONERY MANUFACTURE | 8274.45 |
| CLERK, AUDIT | 4121.25 | COBWEB-BROOM MAKER | 7424.20 |
| CLERK, BANK | 4122.50 | COCOA AND COFFEE EXPORTER | 1311.30 |
| CLERK, BILLING | 4121.45 | COCOA AND COFFEE PROCESSING WORKER | 8277.30 |
| CLERK, BOARDING | 4133.35 | Cocoa and Coffee Warehouse Worker | 8277.30 |
| CLERK, CIRCULATION | 4159.25 | COCOA BEAN GRINDER-BLENDER | 8277.40 |
| CLERK, CONTROL, ELECTRONIC DATA PROCESSING | 4132.20 | Cocoa Bean Parcher | 8277.45 |
| CLERK, CONVEYANCING | 3432.35 | COCOA BEAN ROASTER | 8277.45 |
| CLERK, COST | 4121.30 | COCOA GROWER | 6112.10 |
| CLERK, COUNTER, FINANCIAL INSTITUTION | 4212.30 | COCONUT GROWER | 6112.10 |
| CLERK, CUSTOMS | 4133.30 | COFFEE GRINDER | 8277.50 |
| CLERK, INDICTMENT | 4151.15 | COFFEE GROWER | 6112.10 |
| CLERK, INSURANCE | 4122.55 | COFFEE ROASTER | 8277.25 |
| CLERK, LOANS | 4122.25 | COFFIN MAKER | 7422.20 |
| CLERK, MORTGAGE SECURITIES | 4122.20 | COIL COMPACTOR | 8122.25 |
| CLERK, NEWSPAPER ADVERTISING | 4152.15 | COIL RE-WINDER | 7241.60 |
| CLERK, OFFICE | 4159.20 | COIL SPRING UNIT ASSEMBLER, MACHINE | 8299.25 |
| CLERK, PAYROLL | 4121.40 | COIL TUBING OPERATOR HELPER, OIL WELL DRILLING | 9311.25 |
| CLERK, PENSION | 4122.15 | COIL-SPRING-UNIT ASSEMBLER, HAND | 8284.25 |
| CLERK, PERSONNEL | 4159.15 | COIL-TUBING OPERATOR | 8113.55 |
| CLERK, POLL | 4159.45 | COLD END OPERATOR, GLASS MANU- FACTURE | 8299.21 |
| CLERK, PROBATE | 4151.30 | COLD END SUPERVISOR, GLASS MANUFACTURE | 8290.15 |
| CLERK, PRODUCTION | 4132.10 | COLD STORAGE ATTENDANT | 9331.40 |
| CLERK, REGISTRATION | 4122.30 | COLLAR BAND CREASER | 8269.40 |
| CLERK, REGISTRY | 4141.30 | COLLAR SHAPER | 9329.25 |
| CLERK, RENTAL | 4152.25 | Collecting Station Operator | 8122.35 |
| CLERK, RESERVATIONS, AIRLINE | 4221.25 | COLLECTOR, FARE | 9190.25 |
| CLERK, SALES | 5310.35 | COLLECTOR, TICKET | 9152.40 |
| CLERK, SALES, OPTICAL | 5310.15 | | |
| CLERK, SEARCH | 4159.35 | | |
| CLERK, SHIPPING | 4133.40 | | |
| CLERK, STATISTICAL | 4122.40 | | |
| Clerk-Stenographer | 4112.20 | | |
| CLERK, STOCK | 4131.25 | | |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| COLLEGE INSTRUCTOR | 2310.55 | CONSTRUCTION ESTIMATOR | 3112.20 |
| College President | 1210.15 | CONSTRUCTION LABOURER | 9313.20 |
| Colour Analyst/Colour Consultant | 5149.15 | CONSTRUCTION MANAGER | 1232.27 |
| Colour Film Developer | 8223.40 | CONSTRUCTION SUPERINTENDENT | 1232.37 |
| COMEDIAN | 3464.15 | CONSTRUCTION SUPERVISOR | 3112.05 |
| COMMERCIAL PHOTOGRAPHER | 3131.17 | CONSULTANT, BEAUTY | 5310.30 |
| COMMERCIAL PRODUCTION DIRECTOR, TELEVISION STATION | 3462.15 | CONSULTANT, IMMIGRATION | 2412.20 |
| COMMISSARY AND CATERING AGENT | 4131.05 | CONSUMER CREDIT CLERK | 4122.25 |
| COMMISSIONER OF POLICE | 1120.51 | CONSUMER LIAISON OFFICER | 2413.19 |
| COMMISSIONER OF PRISONS | 1120.55 | CONTACT LENS INSPECTOR | 3152.17 |
| COMMISSIONER, INLAND REVENUE | 1120.31 | CONTACT-LENS PROCESSOR | 7322.25 |
| COMMISSIONER, TRANSPORT | 1233.49 | CONTACT-PRINTER OPERATOR | 8223.25 |
| COMMUNITY DEVELOPMENT OFFICER | 3450.35 | CONTAINER CONTROL CLERK | 4133.40 |
| COMMUNITY DEVELOPMENT SUPER- VISOR | 1120.49 | CONTINUOUS DYEING MACHINE OPERA- TOR | 8264.20 |
| COMMUNITY DEVELOPMENT SUPER- VISOR, SOCIAL WELFARE | 4122.40 | Continuous Metal Casting Machine Operator | 8122.19 |
| COMPANY DIRECTOR | 1210.20 | CONTINUOUS PAINTING MACHINE OPERATOR | 8222.25 |
| COMPANY SECRETARY | 1221.60 | CONTRACTOR, BUILDING | 1313.15 |
| COMPLIANCE MANAGER | 1221.45 | CONTRACTOR, TRANSPORT | 1316.25 |
| COMPLIANCE OFFICER | 3449.37 | CONTRACTS MANAGER | 1232.17 |
| COMPLIANCE SUPERVISOR | 3449.07 | CONTRACTS OFFICER | 3490.43 |
| COMPOSER, MUSIC | 2453.30 | CONTROL CLERK, ELECTRONIC DATA PROCESSING | 4132.20 |
| COMPOSING-MACHINE OPERATOR | 7341.40 | CONTROLLER, AIR TRAFFIC | 3144.10 |
| COMPOSITOR, HAND | 7341.25 | CONTROLLER, PROGRAMME, TELE- VISION STATION | 3462.20 |
| Compounder | 8151.15 | CONVEYANCING CLERK | 3432.35 |
| COMPRESSOR FITTER | 7233.30 | CONVEYOR BELT OPERATOR | 8339.25 |
| COMPRESSOR MECHANIC | 7233.25 | COOK | 5122.25 |
| COMPTROLLER OF ACCOUNTS | 1120.05 | COOK, CONDIMENTS | 8275.25 |
| COMPTROLLER OF CUSTOMS AND EXCISE | 1120.57 | COOK, CORDIALS | 8275.25 |
| COMPUTER ASSEMBLER | 8283.15 | COOK, FAST FOOD | 5122.30 |
| COMPUTER OPERATOR | 3122.10 | COOK, FOOD PRESERVATION | 8275.25 |
| COMPUTER PROGRAMMER | 3121.15 | COOK, RELISH | 8275.25 |
| COMPUTER STUDIES TEACHER, SECOND- ARY SCHOOL | 2320.10 | COOK-FISHERMAN | 6153.15 |
| COMPUTER TECHNICIAN | 3114.15 | COOLING BED OPERATOR | 8122.21 |
| COMPUTER TYPESETTER | 7341.60 | COOLING DRUM ATTENDANT | 8274.47 |
| COMPUTERISED AXIAL TOMOGRAPHY TECHNICIAN | 3133.20 | COOLING MACHINE OPERATOR, BEER PROCESSING | 8279.21 |
| CONCRETE-BATCHING PLANT OPERA- TOR | 8212.35 | COOLING PROCESS PULPIT OPERATOR | 8122.31 |
| CONCRETE TRUCK MIXER-DRIVER | 8324.10 | COOLING-TABLE ATTENDANT | 8274.49 |
| CONCRETE-MIXER OPERATOR | 8212.45 | COOPER | 7422.35 |
| Concrete-Mixing Plant Operator | 8212.35 | COOPERATIVE OFFICER | 3449.35 |
| CONDENSED MILK MAKER | 8272.15 | COORDINATOR, MARINE SERVICES | 3490.29 |
| CONDUCTOR, BUS | 5112.15 | COORDINATOR, RAMP | 3490.33 |
| Confectionery Cook | 8274.41 | COORDINATOR, ROLLING MILL | 8122.05 |
| CONFECTIONERY MAKER, HAND | 7412.20 | COPRA PROCESSOR | 8275.19 |
| CONSTABLE, ESTATE | 5214.10 | COPY HOLDER | 4143.20 |
| CONSTRUCTION CARPENTER | 7123.20 | COPY TYPIST | 4112.35 |
| CONSTRUCTION ENGINEERING TECHN- ICIAN | 3112.30 | COPYWRITER, ADVERTISING | 2451.45 |
| | | CORE ANALYST | 3117.20 |
| | | CORKMAN | 6152.20 |
| | | CORPORAL, REGIMENT | 0111.35 |

D

ALPHABETICAL INDEX

| | | | |
|--|---------|---|---------|
| DENTIST | 2222.25 | DIRECTOR, COMPANY | 1210.20 |
| DENTIST, SPECIALIST | 2222.20 | DIRECTOR, CULTURE | 1120.45 |
| DEPARTMENTAL SUPERVISOR, NURSING | 3226.05 | DIRECTOR, CURRICULUM DEVELOPMENT | 1120.29 |
| DEPOSIT ACCOUNTS CLERK | 4122.50 | DIRECTOR, DRAINAGE DIVISION | 1232.25 |
| DEPUTY DIRECTOR | 1120.10 | DIRECTOR, EDUCATION | 1120.29 |
| DEPUTY LEGAL SECRETARY | 1221.20 | DIRECTOR, EDUCATION SERVICES | 1120.29 |
| DERMATOLOGIST | 2221.15 | DIRECTOR, EDUCATIONAL PLANNING | 1120.29 |
| DERRICKMAN, PETROLEUM INDUSTRY | 8113.65 | DIRECTOR, ENERGY AND NATURAL RESOURCES | 1120.35 |
| DESIGN ENGINEER | 2145.35 | DIRECTOR, EPIDEMIOLOGY CENTRE | 1228.19 |
| DESIGNER, BOATS | 3119.25 | DIRECTOR, FILM AND VIDEO PRO- DUCTION | 2455.35 |
| DESIGNER, CARNIVAL BAND | 3461.40 | DIRECTOR, FISHERIES | 1120.37 |
| DESIGNER, CLOTHES | 3461.15 | DIRECTOR, FORESTRY | 1120.37 |
| DESIGNER, GRAPHIC | 3461.30 | DIRECTOR, FUNERAL HOME | 1318.20 |
| DESIGNER, THEATRICAL SET | 3461.25 | DIRECTOR, HEALTH EDUCATION | 1120.47 |
| DESIGNER-DECORATOR, INTERIOR | 3461.35 | DIRECTOR, HEALTH PLANNING SERVICES | 1120.17 |
| DESIGNER-MAKER, DISPLAYS | 3461.45 | DIRECTOR, INSTITUTE OF LANGUAGES | 1228.25 |
| DESPATCHER, BUS | 4133.50 | DIRECTOR, INSTITUTIONAL NURSING | 1120.63 |
| DESPATCHER, FLIGHT | 4133.25 | DIRECTOR, JOINT SERVICE STAFF | 1228.25 |
| DESPATCHER, STOCK | 4131.15 | DIRECTOR, LABOUR COLLEGE | 1228.25 |
| DETECTIVE, HOUSE | 5219.17 | DIRECTOR, LAY COVENANTED COMMUNITY | 1133.15 |
| DEVELOPMENT CONTROL SUPERVISOR, TOWN AND COUNTRY PLANNING | 3449.05 | DIRECTOR, LIBRARY SERVICES | 1120.41 |
| DEVELOPER, X-RAY FILM | 8223.50 | DIRECTOR, MARITIME SERVICES | 1120.39 |
| DEVELOPMENT CONTROL INSPECTOR | 3449.43 | DIRECTOR, MEDICAL | 1228.15 |
| DIAGNOSTIC RADIOGRAPHER | 2229.35 | DIRECTOR, MUSIC | 2453.20 |
| DIAGNOSTIC RADIOLOGIST | 2221.35 | DIRECTOR, NATIONAL BLOOD TRANS- FUSION CENTRE | 1228.15 |
| DIALYSIS TECHNICIAN | 3133.35 | DIRECTOR, NURSING | 1120.63 |
| DICTAPHONE TYPIST | 4112.35 | DIRECTOR, NURSING EDUCATION | 1120.63 |
| DIE AND MOULD SETTER | 7223.30 | DIRECTOR, NURSING HOME | 1318.15 |
| DIE CUTTER, PRINTING | 8251.19 | DIRECTOR, PASTORAL CENTRE | 2460.15 |
| DIE MAKER, PAPER PRODUCTS MANU- FACTURE | 7499.30 | DIRECTOR, PROGRAMME, RADIO STATION | 1239.15 |
| DIE-CASTING MACHINE OPERATOR | 8122.15 | DIRECTOR, PROGRAMME, TELEVISION | 1239.35 |
| DIESEL ENGINE MECHANIC | 7231.15 | DIRECTOR, PUBLIC HEALTH ENGI- NEERING | 1232.25 |
| DIETETIC ASSISTANT | 5132.60 | DIRECTOR, PUBLIC HEALTH LABORA- TORY | 1228.15 |
| DIETETIC TECHNICIAN | 3229.35 | DIRECTOR, PUBLIC WORKS ENGI- NEERING DIVISION | 1232.25 |
| DIETITIAN | 2225.20 | DIRECTOR, RADIOTHERAPY CENTRE | 1228.15 |
| DINING-ROOM SUPERVISOR | 5123.05 | DIRECTOR, RESEARCH AND DEVELOP- MENT INSTITUTE | 1227.15 |
| DIRECT DATA-ENTRY OPERATOR | 4114.10 | DIRECTOR, RESEARCH, CROPS AND LIVE- STOCK | 1120.37 |
| DIRECTIONAL SURVEY TECHNICIAN, PETROLEUM | 3117.30 | DIRECTOR, RESEARCH, PLANNING AND DEVELOPMENT | 1120.43 |
| DIRECTIONAL-DRILLING OPERATOR | 8113.25 | DIRECTOR, SCHOOL SUPERVISION | 1120.29 |
| DIRECTOR OF CONSTRUCTION | 1232.25 | DIRECTOR, SOCIAL WELFARE | 1120.61 |
| DIRECTOR OF CONTRACTS | 1221.25 | DIRECTOR, SOCIAL WORK DIVISION | 1120.61 |
| DIRECTOR OF HIGHWAYS | 1232.25 | DIRECTOR, STUDENT ADVISORY SERVICES | 1228.33 |
| DIRECTOR OF MAINTENANCE | 1232.25 | | |
| DIRECTOR OF PERSONNEL ADMINIS- TRATION | 1120.05 | | |
| DIRECTOR, AGRICULTURAL DIVISION | 1120.37 | | |
| DIRECTOR, CHRISTIAN EDUCATION | 1134.20 | | |
| DIRECTOR, CIVIL AVIATION | 1233.25 | | |
| DIRECTOR, COMMUNITY DEVELOPMENT | 1120.61 | | |
| DIRECTOR, COMMUNITY NURSING | 1120.63 | | |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| DIRECTOR, TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING | 1120.29 | DRAMA CRITIC | 2451.35 |
| DIRECTOR, TELECOMMUNICATIONS | 1233.15 | DRAMA TEACHER, SECONDARY SCHOOL | 3310.15 |
| DIRECTOR, THEATRICAL | 2455.20 | DRAPERY INSTALLER | 7139.20 |
| DIRECTOR, TOWN AND COUNTRY PLANNING | 1120.27 | DRAUGHTER | 3118.10 |
| DIRECTOR, VETERINARY-DIVISION-SERVICES | 1120.37 | DRAUGHTER, ARCHITECTURAL | 3118.30 |
| DIRECTOR, WATER RESOURCES AGENCY | 1232.15 | DRAUGHTER, CIVIL ENGINEERING | 3118.25 |
| DIRECTOR, YOUTH AFFAIRS | 1120.61 | DRAUGHTER, ELECTRICAL | 3118.35 |
| DIRECTOR-PRINCIPAL, POST-SECONDARY ED. & TRAINING INST. | 1228.25 | DRAUGHTER, ENGINEERING | 3118.20 |
| DISBURSEMENT SUPERVISOR, PETROLEUM INDUSTRY | 4133.05 | DRAUGHTER, GEOLOGICAL | 3118.15 |
| DISC JOCKEY | 3469.30 | DRAUGHTER, STRUCTURAL | 3118.40 |
| DISCOUNT CLERK | 4122.25 | DRAUGHTER, SURVEY | 3118.45 |
| DISPATCHER, TAXI SERVICE | 4133.45 | DRAUGHTING SUPERVISOR | 3118.05 |
| DISPENSING OPTICIAN | 3222.10 | DREDGE-PIPE LAYER | 7134.40 |
| DISPERSION CHARGEHAND | 8151.35 | DREDGEMASTER | 3141.30 |
| DISPERSION MIXER/OPERATOR | 8151.35 | DREDGING OPERATOR | 8332.33 |
| DISPLAY DESIGNER-MAKER | 3461.45 | DRESSMAKER | 7432.20 |
| Displaywriter Operator | 4113.10 | DRILL INSTRUCTOR | 3390.25 |
| DISTRIBUTION AGENT, NEWSPAPER | 3419.45 | DRILL PIPE INSPECTOR | 3152.39 |
| DISTRIBUTION MANAGER | 1225.20 | DRILLER, ROTARY WATERWELL | 8113.20 |
| DISTRIBUTION SUPERVISOR | 3419.15 | DRILLER, ROTARY, PETROLEUM INDUSTRY | 8113.15 |
| DISTRICT DRILLING ENGINEER, OIL WELL | 2147.30 | DRILLING AND WORKOVER MANAGER, PETROLEUM INDUSTRY | 1232.23 |
| DISTRICT HEALTH VISITOR | 3226.15 | DRILLING ENGINEER, OIL WELL | 2147.30 |
| DISTRICT MANAGER | 1314.25 | DRILLING FLUIDS TECHNICIAN | 3117.35 |
| DISTRICT NURSE | 3226.15 | DRILLING MACHINE OPERATOR, QUARRYING | 8111.15 |
| DIVER | 7216.15 | DRILLING SUPERVISOR | 8110.15 |
| DIVING SUPERVISOR | 7216.05 | DRIVER LICENSING EXAMINER | 3444.30 |
| DIVISION DRILLING ENGINEER, OIL WELL | 2147.30 | DRIVER, AMBULANCE | 8322.30 |
| DIVISIONAL FIRE OFFICER | 5211.05 | DRIVER, ASPHALT SPREADER | 8332.15 |
| DOCKER | 9331.25 | DRIVER, AUTOMOBILE DELIVERY | 8322.20 |
| DOCKING MASTER | 3115.25 | DRIVER, BUS | 8323.15 |
| Dock Supervisor | 3141.35 | DRIVER, CART | 9332.15 |
| DOCUMENT CLEANER, ARCHIVES | 9132.25 | DRIVER, HEAVY VEHICLE | 8324.10 |
| Document Conservator | 7344.15 | DRIVER, LIGHT VEHICLE | 8322.40 |
| DOG BREEDER | 6121.20 | DRIVER, LOCOMOTIVE | 8311.15 |
| DOG HANDLER | 5219.31 | DRIVER, ROAD ROLLER | 8332.37 |
| DOG TRAINER | 6129.20 | Driver Salesperson | 9113.15 |
| DOMESTIC IRONER | 9131.20 | DRIVER, SKIDDER | 8331.20 |
| DOMESTIC MAID | 9131.15 | DRIVER, TAXI | 8322.35 |
| DOOR-TO-DOOR SALESPERSON | 9113.20 | DRIVER, WHEEL TRACTOR | 8331.15 |
| DOUBLE-NEEDLE QUILTING-MACHINE OPERATOR | 8263.25 | DRIVING INSTRUCTOR | 3390.45 |
| DOUGH MIXER | 8274.19 | Druggist | 3221.10 |
| DOUGHNUT MAKER | 8274.23 | DRUG SALES REPRESENTATIVE | 3415.15 |
| DRAFTER, PATTERN | 7433.20 | DRUM FILLER | 8299.29 |
| DRAGLINE CRANE OPERATOR | 8333.30 | DRY CLEANING MACHINE OPERATOR | 8264.40 |
| DRAINAGE ENGINEER | 2142.75 | DRYER TENDER, TEXTILE MANUFACTURE | 8251.27 |
| DRAINAGE SUPERINTENDENT | 1232.37 | DRYING MACHINE OPERATOR | 8264.40 |
| Drain Layer | 7134.50 | DRYING TOWER OPERATOR, SOAP POWDER MANUFACTURE | 8152.25 |
| | | DUMP TRUCK DRIVER | 8324.10 |
| | | DUPLICATING-MACHINE OPERATOR | 4141.65 |
| | | DYER, HOSIERY | 8264.35 |

ALPHABETICAL INDEX

E

| | |
|---|---------|
| EARTH-MOVING EQUIPMENT ASSEMBLER | 8281.15 |
| Earth-Moving-Machine Operator | 8332.41 |
| ECOLOGIST | 2211.65 |
| ECONOMETRICIAN | 2441.15 |
| ECONOMIST | 2441.10 |
| EDIBLE OIL EXTRACTOR | 8275.15 |
| EDIBLE OIL REFINER | 8275.17 |
| EDITOR, BOOK | 2451.30 |
| EDITOR, HANSARD | 2451.50 |
| EDITOR, NEWSPAPER | 2451.15 |
| EDITOR, FILM/VIDEOTAPE | 3131.25 |
| EDUCATION DIRECTOR | 1120.29 |
| EDUCATION EXTENSION OFFICER | 2399.20 |
| EDUCATION OFFICER, TRADE UNION | 2391.40 |
| EDUCATIONAL BROADCASTING OFFICER | 3390.15 |
| EDUCATIONAL PSYCHOLOGIST | 2445.25 |
| EDUCATIONAL RESEARCH OFFICER | 2391.30 |
| EDUCATIONAL TESTING OFFICER | 2391.35 |
| ELECTORAL REGISTRATION CLERK | 4159.40 |
| ELECTORAL REGISTRATION OFFICER | 3490.27 |
| ELECTRIC CABLE MACHINE SETTER-OPERATOR | 7223.35 |
| ELECTRIC POWER PLANT OPERATOR | 8161.15 |
| ELECTRIC-ARC-FURNACE OPERATOR | 8121.20 |
| ELECTRIC-CRUCIBLE FURNACE OPERATOR | 8121.25 |
| ELECTRICAL APPLIANCE INSTALLER-REPAIRER | 7241.40 |
| ELECTRICAL DRAUGHTER | 3118.35 |
| ELECTRICAL ENGINEER | 2143.10 |
| ELECTRICAL ENGINEERING TECHNICIAN | 3113.10 |
| ELECTRICAL INSPECTOR | 3152.25 |
| ELECTRICAL MOTOR REPAIRER | 7241.60 |
| ELECTRICAL POWER TRANSMISSION AND DISTRIBUTION ENGINEER | 2143.15 |
| ELECTRICAL SALES REPRESENTATIVE | 3415.25 |
| ELECTRICAL TOOL AND SMALL APPLIANCE REPAIRER | 7241.35 |
| Electrical Wireman | 7135.15 |
| ELECTRICIAN, AUTOMOTIVE | 7241.45 |
| ELECTRICIAN, BUILDING | 7135.15 |
| ELECTRICIAN, INDUSTRIAL | 7135.25 |
| ELECTRICIAN, MARINE | 7241.20 |
| ELECTRICIAN, POWER HOUSE | 7135.20 |
| ELECTROCARDIOGRAPH OPERATOR | 3133.25 |
| ELECTROENCEPHALOGRAPH RECORDIST | 3133.30 |
| ELECTROLOGIST | 5141.20 |
| ELECTRONIC APPLIANCE REPAIRER | 7243.10 |
| ELECTRONIC EQUIPMENT ASSEMBLER | 8283.20 |

| | |
|--|---------|
| ELECTRONIC INSTRUMENT TECHNICIAN | 3114.15 |
| ELECTRONIC MUSICAL INSTRUMENT TECHNICIAN | 3114.15 |
| ELECTRONIC-DATA-PROCESSING LIBRARIAN | 4141.25 |
| ELECTRONICS ENGINEER | 2144.20 |
| ELECTRONICS ENGINEERING TECHNICIAN | 3114.15 |
| ELECTROPLATER | 8222.60 |
| Elementary School Teacher/Preparatory School Teacher | 3330.10 |
| ELEVATOR AND ESCALATOR INSTALLER AND REPAIRER | 7241.30 |
| ELEVATOR AND ESCALATOR TESTER AND ADJUSTER | 7241.25 |
| ELEVATOR OPERATOR | 9190.15 |
| EMBALMER | 5143.15 |
| EMBOSSER | 8251.17 |
| Embossing Machine Operator | 8251.17 |
| EMBROIDERER | 7434.25 |
| EMPLOYMENT COUNSELLOR | 3423.15 |
| ENDODONTIST | 2222.20 |
| ENERGY ANALYST | 2441.10 |
| ENGINEER, AGRICULTURAL | 2145.30 |
| ENGINEER, AIRPORT | 2142.55 |
| ENGINEER, BRIDGES | 2142.60 |
| ENGINEER, BRIGADES | 2145.40 |
| ENGINEER, BUILDING AND CONSTRUCTION | 2142.45 |
| ENGINEER, CHEMICAL | 2146.10 |
| ENGINEER, CHIEF, RADIO STATION | 2144.25 |
| ENGINEER, CITY | 2142.30 |
| ENGINEER, CIVIL | 2142.10 |
| ENGINEER, COASTAL | 2142.15 |
| ENGINEER, DESIGN | 2145.35 |
| ENGINEER, DRAINAGE | 2142.75 |
| ENGINEER, DRILLING, OIL WELL | 2147.30 |
| ENGINEER, ELECTRICAL | 2143.10 |
| ENGINEER, ELECTRICAL POWER TRANSMISSION AND DISTRIBUTION | 2143.15 |
| ENGINEER, ELECTRONICS | 2144.20 |
| ENGINEER, ENVIRONMENTAL | 2142.25 |
| ENGINEER, GAS PRODUCTION AND DISTRIBUTION | 2149.15 |
| ENGINEER, GEOTECHNICAL | 2142.20 |
| ENGINEER, INDUSTRIAL | 2149.21 |
| ENGINEER, INDUSTRIAL INSPECTION | 2149.17 |
| ENGINEER, INSPECTION | 2145.25 |
| ENGINEER, MECHANICAL | 2145.10 |
| ENGINEER, OIL-WELL LOGGING | 2149.29 |
| ENGINEER, PETROLEUM | 2147.20 |
| ENGINEER, PORT | 2142.35 |
| ENGINEER, POWER STATION | 2143.20 |
| ENGINEER, PROJECT | 2149.23 |

ALPHABETICAL INDEX

| | | | |
|----------------------------------|---------|----------------------------------|---------|
| ENGINEER, PUBLIC HEALTH | 2142.65 | Express Package Deliverer | 9151.15 |
| ENGINEER, RECORDING | 3131.33 | EXTENSION OFFICER, FISHERIES | 3213.30 |
| ENGINEER, RESEARCH, ELECTRONICS | 2144.30 | EXTRACTOR OPERATOR, CITRUS JUICE | 8275.23 |
| ENGINEER, ROADS AND HIGHWAYS | 2142.50 | EXTRACTOR OPERATOR, INSTANT | |
| ENGINEER, SHIP CONSTRUCTION | 2145.15 | COFFEE MANUFACTURE | 8277.15 |
| ENGINEER, SHIP'S | 3142.15 | EXTRUDER OPERATOR, CHEWING | |
| ENGINEER, STRUCTURAL | 2142.40 | GUM MANUFACTURE | 8274.51 |
| ENGINEER, TELECOMMUNICATIONS | 2144.15 | EXTRUDER OPERATOR, RUBBER PRO- | |
| ENGINEER, TRAFFIC | 2141.25 | DUCTS | 8231.39 |
| ENGINEER, WATER RESOURCES | 2142.70 | EXTRUDING MACHINE OPERATOR, | |
| ENGINEERING DRAUGHTER | 3118.20 | ANIMAL FOOD MANUFACTURE | 8273.15 |
| ENGINEERING SUPERVISOR, TELE- | | EXTRUDING MACHINE OPERATOR, | |
| VISION STATION | 3114.05 | CEREAL MANUFACTURE | 8274.21 |
| ENGINEERING SURVEYOR | 3112.35 | EXTRUDING MACHINE OPERATOR, | |
| ENGINEERING TECHNICIAN, RADIO | | PLASTICS | 8232.25 |
| BROADCASTING | 3114.40 | EXTRUDING/ENROBING MACHINE | |
| ENGRAVER | 7343.50 | OPERATOR, CHOC. CONFECTIONERY | 8274.59 |
| Entertainment Promoter | 1239.50 | Extrusion Die Set-Up Worker | 8124.30 |
| ENTOMOLOGIST | 2211.15 | EXTRUSION LEAD-OUT WORKER | 8124.40 |
| ENVIRONMENTAL ENGINEER | 2142.25 | | |
| ENVIRONMENTAL SANITATION | | F | |
| PATROLMAN | 5219.35 | FABRIC CALENDER OPERATOR | 8231.29 |
| EPIDEMIOLOGIST | 2212.35 | FABRIC CUTTER | 8269.35 |
| EQUIPMENT AND MATERIALS CO- | | FABRIC DYEING MACHINE OPERATOR | 8264.20 |
| ORDINATOR, OILFIELD | 4131.05 | FABRIC MERCHANT | 1314.25 |
| EQUIPMENT SUPERINTENDENT | 7230.10 | FABRIC PAINTER | 7332.35 |
| ERECTOR, AIR-CONDITIONING DUCT | 7214.20 | FABRIC SPREADER | 8269.45 |
| ERECTOR, STRUCTURAL STEEL | 7214.25 | FABRICATOR, METAL | 7214.30 |
| ESTATE CONSTABLE | 5214.10 | FABRICATOR, STRUCTURAL STEEL | 7212.30 |
| Estate Worker | 6112.15 | FAN MOTOR TESTER-INSTALLER | 7241.65 |
| Estimating Clerk/Costing Clerk | 4121.30 | FARE COLLECTOR | 9190.25 |
| Estimator, Civil Engineering | 3112.20 | FARM FOREMAN | 6130.07 |
| ESTIMATOR, CONSTRUCTION | 3112.20 | FARM MANAGER | 1311.20 |
| ETCHING MACHINE OPERATOR | 8251.31 | FARM SCHOOL DEMONSTRATOR | 3320.30 |
| EVANGELIST | 2460.20 | FARM SCHOOL INSTRUCTOR | 3320.20 |
| EVAPORATOR ATTENDANT, SUGAR | | FARM SUPERVISOR | 6130.05 |
| PROCESSING | 8276.35 | FARM WORKER, CITRUS ESTATE | 6112.15 |
| EVAPORATOR OPERATOR, INSTANT | | FARM WORKER, COCOA ESTATE | 6112.15 |
| COFFEE MANUFACTURE | 8277.20 | FARM WORKER, COCONUT ESTATE | 6112.15 |
| EXAMINATIONS OFFICER | 2413.31 | FARM WORKER, COFFEE ESTATE | 6112.15 |
| EXAMINER, DRIVER LICENSING | 3444.30 | FARM WORKER, FIELD CROPS | 6111.25 |
| EXAMINER, FINANCIAL INSTITUTIONS | 2419.17 | FARM WORKER, MIXED FARMING | 6130.20 |
| EXAMINER, TRADE UNION | 3449.17 | FARMER, MIXED ANIMAL HUSBANDRY | 6124.15 |
| EXCAVATING MACHINE OPERATOR | 8332.39 | FARMER, MIXED FARMING | 6130.15 |
| EXECUTIVE HOUSEKEEPER | 5121.15 | FARRIER | 7221.20 |
| EXECUTIVE SECRETARY | 3439.15 | FASHION MODEL | 5320.15 |
| EXECUTIVE SECRETARY, CHARI- | | FAST-FOOD ATTENDANT | 5123.15 |
| TABLE ORGANISATION | 1133.20 | FAST-FOOD COOK | 5122.30 |
| EXECUTIVE SECRETARY, POLITICAL | | FEED MIXER | 8273.45 |
| PARTY | 1131.15 | FERMENTATION EQUIPMENT OPERATOR, | |
| EXPEDITER | 4132.15 | BEER MANUFACTURE | 8279.17 |
| EXPLORATIONS MANAGER | 1232.19 | FERTILISER APPLICATOR, HAND | 9211.15 |
| EXPORTER, COCOA AND COFFEE | 1311.30 | FIBREGLOSS BOATBUILDER | 7499.40 |
| EXPRESS COURIER | 9151.15 | | |

ALPHABETICAL INDEX

| | | | |
|--|----------------|--|----------------|
| FIBREGLASS LAMINATOR | 7499.45 | Fireman | 5211.10 |
| FIELD COUNSELLOR, VOCATIONAL TRAINING | 3390.17 | FIRE OFFICER | 5211.07 |
| FIELD CROP FARM WORKER | 6111.20 | FIRE PREVENTION SPECIALIST | 3151.15 |
| FIELD CROP FARMER | 6111.15 | FIRE STATION OFFICER | 5211.07 |
| FIELD INTERVIEWER | 4300.20 | FIRE SUB-STATION OFFICER | 5211.07 |
| FIELD INVESTIGATOR | 4300.15 | FIRE WORKER, CONFECTIONERY MANUFACTURE | 8274.41 |
| Field Officer, Human Resource Development | 3450.35 | FIRE-APPLIANCE DRIVER | 5211.10 |
| Field Service Technician, Poultry Industry | 3213.25 | FIRE-FIGHTER | 5211.10 |
| Field Supervisor, Vocational Training | 3390.17 | FIREMAN | 3390.33 |
| FIELD TECHNICIAN, GAS PIPELINE AND RELATED FACILITIES | 3115.30 | FIRST-AID INSTRUCTOR | 3390.43 |
| FILING CLERK | 4159.20 | Fish Breeder | 6151.10 |
| FILLER MIXER | 8151.15 | FISH CUTTER AND CLEANER | 7411.35 |
| FILLER, TYRE BEAD | 8231.21 | FISH FARM LABOURER | 9213.15 |
| FILLER-CAPPER, PAINT PRODUCTS | 8299.27 | FISH FARMER | 6151.10 |
| FILLET NET FISHERMAN | 6152.15 | Fish Hatchery Operator | 6151.10 |
| FILLING MACHINE OPERATOR | 8299.29 | FISH POT FISHERMAN | 6152.25 |
| FILLING MACHINE OPERATOR, BEVERAGE BOTTLING PLANT | 8279.35 | FISH PROCESSING MACHINE OPERATOR | 8271.15 |
| FILLING MACHINE OPERATOR, FOOD CANNING PLANT | 8275.39 | FISH VENDOR | 9114.20 |
| Filling Station Attendant | 8299.15 | FISH-AND-SHRIMP-CLEANING MACHINE OPERATOR | 8271.20 |
| FILM AND VIDEOTAPE LIBRARIAN, TELEVISION STATION | 4141.40 | FISHERIES ASSISTANT | 3213.35 |
| FILM BOOKER, CINEMA | 4159.30 | FISHERIES OFFICER | 2211.55 |
| FILM CRITIC | 2451.35 | FISHING GEAR TECHNOLOGIST-INSTRUCTOR | 3320.25 |
| FILM CUTTER | 9323.20 | Fishing Vessel Captain | 3141.25 |
| FILM DISTRIBUTION OFFICER | 4141.35 | Fishmonger | 7341.60 |
| FILM PRODUCTION OFFICER | 3131.15 | FITNESS INSTRUCTOR | 3465.40 |
| FILM SPLICER | 9323.20 | FITNESS SPECIALIST | 2226.20 |
| FILM-DEVELOPER, PRINTER | 7346.15 | FITTER, AIRCRAFT | 7232.20 |
| FILM/VIDEOTAPE EDITOR | 3131.25 | FITTER, MACHINERY | 7233.30 |
| FILTER ASSEMBLER | 8284.35 | FITTER, SHOE SOLE | 8265.35 |
| FILTER OPERATOR | 9329.30 | FITTER-TURNER | 7233.30 |
| Finance Manager | 1221.15 | FLAGGING FOREMAN | 6130.07 |
| FINANCIAL ANALYST | 2419.15 | FLAGGING SUPERVISOR | 6130.05 |
| FINANCIAL COMPTROLLER | 1221.15 | FLAGMAN | 9211.15 |
| FINE ARTS TEACHER, SECONDARY SCHOOL | 3310.15 | Flame Cutter | 7212.25 |
| FINGERPRINT EXPERT | 5212.10 | FLEXIBLE PRINTING-PLATE MOUNTER | 7342.20 |
| FINISHER AND CUTTER, GLASS | 7322.45 | Flexographic Pressman | 8251.21 |
| FINISHER, BROOM | 8289.20 | FLEXOGRAPHIC PRINTER | 8251.19 |
| FINISHER, GAS CYLINDER | 8222.35 | FLIGHT ATTENDANT | 5111.15 |
| FINISHER, HANDBAG | 8286.20 | Flight Engineer | 3143.30 |
| FINISHER, METAL | 8222.65 | FLIGHT OPERATIONS LICENSING OFFICER | 3444.15 |
| FINISHER, SUITCASE | 8286.15 | FLIGHT OPERATIONS OFFICER | 4133.25 |
| FINISHER, WOOD | 7422.45 | FLIGHT PURSER | 5111.05 |
| FINISHER-BLOCKER, PRINTING PLATE | 8222.55 | FLIGHT SUPERVISOR | 4133.07 |
| FINISHING RANGE OPERATOR, TEXTILES | 8264.15 | FLOOR AND PIT MOULDER | 7211.15 |
| FINISHING SUPERVISOR, CULTURED MARBLE PRODUCTS | 8210.30 | Floor Manager, Cocoa-and-Coffee Warehouse | 8270.35 |
| FINISHING SUPERVISOR, TEXTILES | 8260.15 | FLOORMAN, OIL WELL | 8113.60 |
| | | FLORAL ARRANGER | 7339.35 |
| | | FLYING INSTRUCTOR | 3390.35 |
| | | FOAM MATTRESS MAKER | 7435.20 |
| | | FOAM OPERATOR, OIL WELL | 8113.35 |

ALPHABETICAL INDEX

| | | | | |
|--|----------------|----------------|---|----------------|
| FOOD AND BEVERAGE MANAGER, HOTEL | | 1239.30 | G | |
| FOOD AND BEVERAGE TECHNICIAN | 3111.31 | | GAMBLING TABLE OPERATOR | 4213.20 |
| FOOD AND DRUGS INSPECTOR | 2113.30 | | GAME WARDEN | 5219.29 |
| FOOD DEMONSTRATOR | 5122.20 | | GANTRY ATTENDANT, FUEL PLANT | 8299.17 |
| FOOD SERVICE OFFICER | 3152.21 | | GANTRY FOREPERSON, FUEL PLANT | 8290.25 |
| FOOD SERVICE SUPERVISOR | 5122.07 | | GARDENER | 6113.25 |
| Food Slicer | 8271.25 | | GARMENT CUTTER | 7433.35 |
| FOOD TECHNOLOGIST | 2119.40 | | GARMENT FOLDER | 8269.55 |
| FOOD VENDOR | 9111.15 | | GAS APPLIANCE INSTALLER | 7134.35 |
| FOOTBALL COACH | 3465.35 | | GAS COMPRESSOR HOUSE ATTENDANT | 8169.15 |
| FOOTBALLER | 3465.30 | | GAS CYLINDER FINISHER | 8222.35 |
| FOOTWEAR UPPER PREPARER | 8265.30 | | GAS CYLINDER TESTER | 8159.15 |
| FOREIGN EXCHANGE CLERK | 4122.50 | | GAS ENGINEER, PRODUCTION AND DISTRIBUTION | 2149.15 |
| FOREIGN LANGUAGE AND LITERATURE TEACHER, SECONDARY SCHOOL | 2320.10 | | Gas Pipefitter | 7134.35 |
| FOREIGN SERVICE OFFICER | 2413.15 | | GAS PLANT ATTENDANT | 8299.15 |
| FOREMAN, FARM | 6130.07 | | Gas Station Attendant | 9190.20 |
| FORENSIC PATHOLOGIST | 2212.45 | | Gas-Station Manager | 1314.30 |
| FORENSIC PHOTOGRAPHER | 3131.23 | | GAS STATION SERVICE WORKER | 9190.30 |
| FOREST PLANTATION OVERSEER | 6141.05 | | GAS SUPERVISOR, INSTRUMENTATION | 7310.15 |
| FOREST RANGER | 6141.15 | | Gas Technician, Natural Gas Compression | 8169.15 |
| FORESTER | 3213.20 | | GAS WELDER | 7212.10 |
| FORESTRY LABOURER | 9212.10 | | GASTROENTEROLOGIST | 2221.15 |
| FORESTRY TRAINING OFFICER | 2330.15 | | GATEKEEPER | 9152.20 |
| FORESTRY WORKER | 6141.20 | | GAUGER CHARGEHAND, PETROLEUM INDUSTRY | 8155.30 |
| FORK-LIFT TRUCK OPERATOR | 8334.15 | | GAUGER, PETROLEUM INDUSTRY | 8155.30 |
| FORMING MACHINE OPERATOR, GLASS MANUFACTURE | 8131.15 | | GEM CUTTER AND POLISHER | 7313.15 |
| FOSTER MOTHER | 5131.15 | | GEM SETTER | 7313.20 |
| FOSTER WINDER | 8261.20 | | GEMOLOGIST | 3417.20 |
| FREIGHT/DOCUMENTATION CLERK | 4133.40 | | GENERAL MANAGER/CHIEF EXECUTIVE OFFICER | 1210.25 |
| Freight Clerk | 4133.40 | | GENERAL MEDICAL PRACTITIONER | 2221.50 |
| FRIENDLY SOCIETIES OFFICER | 3449.31 | | GENERAL SECRETARY, TRADE UNION | 1132.25 |
| FRONT DESK CLERK, HOTEL | 4222.15 | | GENERAL SUPERVISOR, BILLET YARD | 8330.15 |
| FRONT OFFICE CASHIER | 4222.15 | | GENERAL SUPERVISOR, METAL CASTING OPERATIONS | 8120.15 |
| Front Office Clerk, Hotel | 4222.15 | | GEOCHEMIST | 2114.25 |
| FRONT OFFICE MANAGER, HOTEL | 3431.20 | | GEODETTIC COMPUTER | 4159.50 |
| FRONT-END LOADER OPERATOR | 8332.39 | | GEOGRAPHER | 2442.30 |
| FRONT-END TENDER, FINISHING RANGE, TEXTILES | 8264.15 | | Geological Assistant | 3111.23 |
| FRUIT JUICE BLENDER | 8275.21 | | GEOLOGICAL DRAUGHTER | 3118.15 |
| Fruit Press Operator | 8275.23 | | GEOLOGICAL LABORATORY ASSISTANT | 3111.43 |
| FRYER OPERATOR, SNACK MANUFACTURE | 8274.15 | | GEOLOGICAL PHOTOGRAPHER | 3131.19 |
| FUNERAL HOME ATTENDANT | 9400.30 | | GEOLOGICAL TECHNICIAN | 3111.23 |
| FUNERAL HOME DIRECTOR | 1318.20 | | GEOLOGIST | 2114.40 |
| FURNACE SUPERVISOR, GLASS MANUFACTURE | 8130.15 | | GEOLOGIST ASSISTANT | 3117.40 |
| FURNITURE ASSEMBLER | 8285.15 | | GEOLOGIST, PETROLEUM | 2114.50 |
| FURNITURE MOVER | 9331.20 | | GEOPHYSICIST | 2114.35 |
| FURNITURE UPHOLSTERER | 7435.15 | | GEOTECHNICAL ENGINEER | 2142.20 |
| | | | GEOTECHNICAL TECHNICIAN | 3112.40 |
| | | | GERIATRIC ASSISTANT | 5132.35 |
| | | | GLASS BLOWER | 7322.15 |

ALPHABETICAL INDEX

| | |
|--|---------|
| GLASS CUTTER AND FINISHER | 7322.45 |
| GLASS INSTALLER | 7133.20 |
| GLAZE MAKER | 8139.25 |
| GLAZER, CERAMIC WARE | 8139.20 |
| Glazier | 7133.25 |
| GLOVE TURNER AND FORMER | 8269.25 |
| GLYCERINE PLANT OPERATOR, SOAP MANUFACTURE | 8154.55 |
| GOAT FARMER | 6121.25 |
| GOLD BLOCKING MACHINE OPERATOR | 8251.37 |
| GOLDSMITH | 7313.35 |
| GOLF-COURSE SUPERINTENDENT | 6113.05 |
| GOVERNMENT MINISTER | 1110.15 |
| GOVERNMENT PRINTER | 1239.25 |
| GRADER OPERATOR, AGRICULTURAL FARM | 8332.35 |
| Grader Operator | 8332.35 |
| GRADUATE TEACHER, AGRICULTURE | 2330.20 |
| GRAPE-CRUSHING MACHINE TENDER | 8279.33 |
| GRAPHIC DESIGNER | 3461.30 |
| GRAVE DIGGER | 9400.50 |
| GRAVEL-PACK OPERATOR, OIL WELL | 8113.40 |
| Greaser | 7233.55 |
| GREASE PLANT ATTENDANT | 8299.29 |
| GREEN-KEEPER | 6113.20 |
| Greenman | 6113.20 |
| GRID-CASTING-MACHINE OPERATOR | 8121.40 |
| GRIEVANCE OFFICER, TRADE UNION | 3490.41 |
| GRINDER, COFFEE | 8277.50 |
| GRINDER-BLENDER, COCOA BEAN | 8277.40 |
| Groom | 6129.40 |
| Groundsman | 6113.25 |
| GROUND SUPERINTENDENT | 6113.05 |
| GUEST HOUSE OWNER-OPERATOR | 1315.20 |
| Guidance Officer | 2445.45 |
| GUIDE FITTER | 7233.30 |
| GUILLotine OPERATOR | 8299.19 |
| GUITARIST | 2453.50 |
| GUNSMITH | 7311.35 |
| GYMNASIUM INSTRUCTOR | 3465.40 |

H

| | |
|------------------------------|---------|
| HAEMATOLOGIST | 2221.15 |
| HAIRDRESSER | 5141.25 |
| HAIRDRESSING SALON ATTENDANT | 5141.40 |
| Hair Stylist | 5141.25 |
| HAND COMPOSITOR | 7341.25 |
| Hand Engraver | 7343.30 |
| HAND LAMINATOR | 7422.40 |
| HAND LAUNDERER | 9133.25 |
| HAND PACKER | 9322.20 |
| HANDBAG FINISHER | 8286.20 |
| HANSARD EDITOR | 2451.50 |

| | |
|--|---------|
| HANSEN'S DISEASE FOLLOW-UP WORKER | 3450.60 |
| HARDWARE DEALER | 1314.25 |
| HAT BANDING MACHINE OPERATOR | 8269.30 |
| HAT BINDING MACHINE OPERATOR | 8269.30 |
| HAT BLOCKER | 8269.20 |
| Hat-Blocking-Machine Operator | 8269.20 |
| Hat Decorator | 7432.25 |
| HAT TRIMMER | 7432.25 |
| HAT WIRING MACHINE OPERATOR | 8269.30 |
| Hatchery Attendant | 9211.20 |
| HATCHERY MANAGER | 1311.35 |
| Hatchery Supervisor | 1311.35 |
| HEAD BUTLER | 5121.20 |
| HEAD CHEF | 5122.05 |
| HEAD CLEANER | 9132.05 |
| HEAD LAD | 6129.40 |
| HEAD NURSE | 3226.07 |
| HEAD NURSE, MIDWIFERY | 3227.05 |
| HEAD OF DEPARTMENT, HIGHER EDUCATION INSTITUTION | 1228.21 |
| HEAD OF DEPARTMENT, SCHOOL | 2320.10 |
| HEAD OF DEPARTMENT, TECHNICAL AND VOCATIONAL EDUCATION | 3320.10 |
| HEAD OF DEPARTMENT, TECHNICAL INSTITUTE | 1228.29 |
| HEAD OF DEPARTMENT, TECHNICAL TEACHER TRAINING | 1228.29 |
| HEAD SWIMMING INSTRUCTOR | 3390.47 |
| HEAD WAITER | 5123.20 |
| HEAD, AIRLINE OPERATIONS CONTROL | 1233.21 |
| HEAD, AIRLINE TRAFFIC PLANNING AND SCHEDULING | 1233.29 |
| HEADER-MACHINE OPERATOR | 8211.65 |
| HEADMAN, OIL WELL SERVICING | 8333.15 |
| HEALTH EDUCATION OFFICER | 2399.25 |
| HEALTH SCIENCE TUTOR | 3390.27 |
| HEALTH-CONTROL OFFICER | 5219.23 |
| HEARING-AID REPAIR TECHNICIAN | 3114.20 |
| HEAVY EQUIPMENT OPERATOR | 8332.31 |
| HEAVY VEHICLE DRIVER | 8324.10 |
| HELICOPTER MECHANIC | 7232.15 |
| HELICOPTER PILOT | 3143.20 |
| HELPER, BOOK BINDING | 9323.35 |
| HELPER, ETCHING | 9323.25 |
| HELPER, GARMENT MANUFACTURE | 9329.25 |
| HELPER, PHOTO ENGRAVING | 9323.25 |
| HELPER, PLASTIC PRODUCTS MANUFACTURE | 9329.10 |
| HELPER, PRINTING-PLATE MANUFACTURE | 9323.25 |
| HELPER, TYPESETTING | 9323.30 |
| HELPER, TYRE MANUFACTURE | 9329.40 |
| HELPER, UPHOLSTERY | 9329.15 |

ALPHABETICAL INDEX

| | | | |
|---|----------------|--|----------------|
| HERBALIST | 3230.10 | IMPRESARIO | 1239.50 |
| High Commissioner | 1120.33 | INCINERATOR-COMPACTOR ATTENDANT | 9161.25 |
| HISTORIAN | 2443.20 | INDIAN MUSIC SINGER | 2453.40 |
| HOIST OPERATOR, CONSTRUCTION | 8333.50 | INDICTMENT CLERK | 4151.15 |
| HOME SISTER | 3229.15 | INDUSTRIAL ARTS TEACHER, SECONDARY SCHOOL | 3310.20 |
| HOPPER FEEDER | 9211.15 | INDUSTRIAL COURT MEMBER | 2421.20 |
| HORIZONTAL EARTH-BORING MACHINE OPERATOR | 8332.19 | INDUSTRIAL COURT PRESIDENT | 1229.15 |
| HORSE BREEDER | 6121.15 | INDUSTRIAL ELECTRICIAN | 7135.25 |
| HORSESHOER | 7221.20 | INDUSTRIAL ENGINEER | 2149.21 |
| HORTICULTURAL MANAGER | 1311.25 | INDUSTRIAL EQUIPMENT ASSEMBLER | 8281.15 |
| HOSIERY DYER | 8264.35 | INDUSTRIAL INSPECTION ENGINEER | 2149.17 |
| HOSPITAL ADMINISTRATOR | 1221.65 | INDUSTRIAL INSPECTION SUPERVISOR | 1232.31 |
| HOSPITAL ATTENDANT | 5132.55 | INDUSTRIAL MECHANIC | 7233.25 |
| HOSPITAL MANAGER | 3431.35 | INDUSTRIAL MICROBIOLOGIST | 2211.30 |
| HOSPITAL MEDICAL DIRECTOR | 1228.15 | INDUSTRIAL NURSE | 3226.25 |
| HOSPITAL ORDERLY | 5132.55 | INDUSTRIAL PLANT CLEANER | 9132.45 |
| HOSPITAL SUPPLIES OFFICER | 3416.15 | INDUSTRIAL PSYCHOLOGIST | 2445.20 |
| HOT OIL OPERATOR | 9311.25 | INDUSTRIAL SAFETY OFFICER | 2149.25 |
| HOT-DIP GALVANISER | 8222.45 | INDUSTRIAL SALESMAN | 3415.25 |
| HOTEL DOORMAN-BELLMAN | 9152.50 | INDUSTRIAL TOUR GUIDE | 5113.20 |
| HOTEL FRONT DESK CLERK | 4222.15 | INFORMATION ASSISTANT, AIR TRANSPORT | 4222.20 |
| HOTEL FRONT OFFICE MANAGER | 3431.20 | INSPECTION ENGINEER | 2145.25 |
| HOTEL MANAGER | 1210.30 | INSPECTOR, AIRCRAFT | 3152.15 |
| HOTEL SCHOOL INSTRUCTOR | 3390.23 | INSPECTOR, ANIMAL WELFARE | 5219.21 |
| HOUSE DETECTIVE | 5219.17 | INSPECTOR, BUILDING | 3151.20 |
| HOUSE FATHER | 3450.45 | INSPECTOR, BUS STATION | 8320.20 |
| House Manager | 5121.15 | INSPECTOR, COCOA AND COFFEE INDUSTRY BOARD | 3152.29 |
| HOUSE MOTHER | 3450.45 | INSPECTOR, CONTACT LENS | 3152.17 |
| House Painter | 7141.20 | INSPECTOR, DEVELOPMENT CONTROL | 3449.43 |
| HOUSEKEEPER, EXECUTIVE | 5121.15 | INSPECTOR, DRILL PIPE | 3152.39 |
| HUMAN RESOURCE MANAGER | 1222.15 | INSPECTOR, ELECTRICAL | 3152.25 |
| HUNTER | 6154.10 | INSPECTOR, FOOD AND DRUGS | 2113.30 |
| Hydroblaster | 7143.20 | INSPECTOR, LABOUR | 3449.39 |
| HYDROGEN PLANT OPERATOR | 8154.25 | INSPECTOR, MINING | 3449.19 |
| HYDROGRAPHIC SURVEYING ASSISTANT | 3112.15 | INSPECTOR, MOTOR VEHICLE | 3444.20 |
| HYDROGRAPHIC SURVEYOR | 2148.30 | INSPECTOR, MOTOR VEHICLE ASSEMBLY | 3152.37 |
| HYDROLOGIST | 2119.20 | INSPECTOR, PETROLEUM | 3152.23 |
| HYGIENIST, DENTAL | 5132.25 | INSPECTOR, PLANT | 3115.15 |
| I | | INSPECTOR, POLICE | 5212.05 |
| ICE-CREAM FREEZER OPERATOR | 8272.55 | INSPECTOR, POSTMEN | 4142.05 |
| ICE CREAM MAKER | 7415.20 | INSPECTOR, PRICES, WEIGHTS AND MEASURES | 3449.41 |
| ICE-CREAM PARLOUR ATTENDANT | 5123.30 | INSPECTOR, PUBLIC HEALTH | 3152.35 |
| Ice Maker | 8299.41 | INSPECTOR, QUALITY CONTROL | 3152.31 |
| IMAGE CONSULTANT | 5149.15 | INSPECTOR, SAFETY | 3152.27 |
| IMAM | 2460.30 | INSPECTOR, TERRY | 9329.20 |
| IMMIGRATION CONSULTANT | 2412.20 | Installation Service Technician, Security Systems | 7242.20 |
| IMMIGRATION OFFICER | 3442.10 | | |
| IMMIGRATION SUPERVISOR | 3442.05 | | |
| IMPORT-EXPORT MANAGER | 1223.20 | | |
| IMPOSER | 7341.35 | | |

ALPHABETICAL INDEX

| | |
|---|---------|
| INSTALLER, AIR-CONDITIONING AND REFRIGERATION EQUIPMENT | 7241.50 |
| INSTALLER, AUTOMOBILE ACCESSORIES | 7231.30 |
| INSTALLER, GAS APPLIANCE | 7134.35 |
| INSTALLER, GLASS | 7133.20 |
| INSTALLER, METAL AWNINGS | 7139.15 |
| INSTALLER, PLATE GLASS | 7133.25 |
| INSTALLER, SECURITY SYSTEM | 7242.20 |
| INSTALLER, SUSPENDED CEILINGS | 7131.35 |
| INSTALLER, WINDOW COVERINGS AND FITTINGS | 7139.20 |
| INSTALLER-FABRICATOR, TELEVISION ANTENNA | 7242.15 |
| INSTALLER- REPAIRER, PRECISION INSTRUMENT | 7311.10 |
| INSTALLER-REPAIRER, TRAFFIC LIGHT | 3114.35 |
| INSTALLER-TESTER, SMALL APPLIANCE MOTOR | 7241.65 |
| Instant Coffee Drier | 8277.20 |
| INSTRUCTOR OF THE MENTALLY HANDICAPPED (ADULT) | 3350.15 |
| INSTRUCTOR'S AIDE, AIR TRAFFIC SERVICES | 4300.25 |
| INSTRUCTOR, AIR TRAFFIC SERVICES | 3390.21 |
| INSTRUCTOR, COLLEGE | 2310.55 |
| INSTRUCTOR, DENTAL NURSING | 3390.19 |
| INSTRUCTOR, DRIVING | 3390.45 |
| INSTRUCTOR, FARM | 3320.20 |
| INSTRUCTOR, FIRST AID | 3390.43 |
| INSTRUCTOR, FLYING | 3390.35 |
| INSTRUCTOR, HOTEL SCHOOL | 3390.23 |
| INSTRUCTOR, NURSING | 2399.15 |
| INSTRUCTOR, NURSING, CLINICAL | 3390.31 |
| INSTRUCTOR, PHYSICAL TRAINING | 3465.40 |
| INSTRUCTOR, POLICE TRAINING COLLEGE | 3390.25 |
| INSTRUCTOR, SWIMMING | 3390.47 |
| INSTRUCTOR, TECHNICAL, AGRICULTURE AND FORESTRY | 3320.15 |
| INSTRUCTOR, TRADE | 3320.35 |
| Instrument Fitter | 7311.10 |
| Instrument Mechanic | 7311.10 |
| INSTRUMENT SUPERINTENDENT | 7310.15 |
| Instrument Technician | 7311.10 |
| INSULATOR, AIR CONDITIONING AND REFRIGERATION EQUIPMENT | 7132.25 |
| INSULATOR, BOILER AND PIPE | 7132.20 |
| INSULATOR, BUILDING | 7132.15 |
| INSURANCE AGENT | 3412.20 |
| INSURANCE BROKER | 3412.15 |
| INSURANCE CLAIMS ADJUSTER | 3417.15 |
| INSURANCE CLERK | 4122.55 |
| INSURANCE OFFICER | 3432.25 |
| Insurance Salesperson | 3412.20 |

| | |
|----------------------------------|---------|
| Insurance Surveyor | 2149.27 |
| INSURANCE UNDERWRITER | 2419.31 |
| INTERIOR DESIGNER-DECORATOR | 3461.35 |
| INTERMEDIATE MILL ROLLER | 8122.29 |
| Internist | 2221.15 |
| INTERPRETER | 2444.25 |
| INTERVIEWER, SURVEY | 4300.20 |
| INVESTIGATOR, FIELD | 4300.15 |
| INVESTIGATOR, OMBUDSMAN'S OFFICE | 2413.23 |
| INVESTIGATOR, PRIVATE | 5219.15 |
| INVESTIGATOR, WATER SYSTEM | 7134.45 |
| Invoice Clerk | 4121.45 |

J

| | |
|--|---------|
| Jack Hammer Operator | 8332.45 |
| JACKHAMMER OPERATOR, QUARRYING | 8111.20 |
| JETTY FOREMAN | 9331.05 |
| JEWELLER | 7313.25 |
| JEWELLERY APPRAISER | 3417.35 |
| JEWELLERY REPAIRER | 7313.30 |
| JOCKEY | 3465.45 |
| JOINER | 7123.20 |
| JOINTER, CABLE | 7245.20 |
| Journalist | 2451.25 |
| JUDGE | 2421.10 |
| JUDGE, PATROL, HORSE RACING | 3465.20 |
| JUICE SCALE OPERATOR, SUGAR PROCESSING | 8276.50 |
| Junior Matron | 3226.05 |
| JUVENILE HOME SUPERVISOR | 3450.45 |

K

| | |
|------------------------------------|---------|
| KEEPER, LIGHTHOUSE | 9152.15 |
| KETTLE OPERATOR, BEER PROCESSING | 8279.21 |
| KILN OPERATOR, CERAMICS PRODUCTION | 8131.30 |
| KITCHEN ASSISTANT | 9132.20 |
| Kitchen Supervisor | 5122.07 |
| KNITTING MACHINE ATTENDANT | 8262.20 |

L

| | |
|--|---------|
| LABORATORY ASSISTANT | 3111.45 |
| LABORATORY TECHNICIAN, CEMENT AGGREGATE AND RELATED MATERIAL MANUFACTURE | 3111.27 |
| LABORATORY DEMONSTRATOR, EDUCATIONAL INSTITUTION | 2399.35 |
| LABORATORY TECHNICIAN, GLASS MANUFACTURE | 3111.29 |
| LABORATORY TECHNICIAN, INK MANUFACTURE | 3111.15 |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| Laboratory Technician, Metals | 3117.25 | LEAD SMELTER | 8121.60 |
| LABORATORY TECHNICIAN, PAINT MANUFACTURE | 3111.15 | LEADER OF GOVERNMENT BUSINESS IN THE HOUSE | 1110.20 |
| LABORATORY TECHNICIAN, PALAEONTOLOGY | 3111.41 | LEADER OF GOVERNMENT BUSINESS IN THE SENATE | 1110.20 |
| LABORATORY TECHNICIAN, RUBBER PRODUCTS MANUFACTURE | 3111.25 | LEADER OF THE OPPOSITION | 1110.20 |
| LABOUR COLLEGE LECTURER | 2310.35 | LEADER, CARNIVAL BAND | 1239.55 |
| LABOUR INSPECTOR | 3449.39 | LEADING SEAMAN, COAST GUARD | 0111.25 |
| Labour Officer | 3449.29 | LEADMAN | 6152.20 |
| Labour Officer, Trade Union | 3490.41 | Leather Goods Repairer | 7332.20 |
| LABOUR RELATIONS OFFICER | 3449.29 | LEATHER WORKER | 7332.20 |
| LABOURER, AGRICULTURAL | 9211.15 | LECTURER, AGRICULTURAL SCIENCE | 2310.45 |
| LABOURER, CONSTRUCTION | 9313.20 | LECTURER, CO-OPERATIVE STUDIES | 2310.35 |
| LABOURER, FISH FARM | 9213.15 | LECTURER, COMPUTER SCIENCE | 2310.50 |
| LABOURER, FORESTRY | 9212.10 | LECTURER, INDUSTRIAL ARTS | 2310.45 |
| LABOURER, MANUFACTURING | 9329.10 | LECTURER, LABOUR COLLEGE | 2310.35 |
| LABOURER, OIL WELL DRILLING AND SERVICING | 9311.25 | LECTURER, LABOUR STUDIES | 2310.35 |
| LABOURER, RAILWAY TRANSPORT | 9339.20 | LECTURER, MUSIC | 2310.45 |
| LABOURER, ROTARY OIL WELL DRILLING | 9311.25 | LECTURER, PHYSICAL EDUCATION | 2310.45 |
| LADLE CRANE OPERATOR | 8333.45 | LECTURER, POLICE TRAINING COLLEGE | 3390.25 |
| LADLEMAN | 8122.23 | LECTURER, TEACHERS' TRAINING COLLEGE | 2310.45 |
| LAMINATING-PRESS OPERATOR | 7423.50 | LECTURER, THEOLOGY | 2310.40 |
| LAMINATOR OPERATOR, PLASTIC BAG PRODUCTION | 8232.35 | LECTURER, UNIVERSITY | 2310.20 |
| LAMINATOR, FIBREGLASS | 7499.45 | Legal Adviser | 2429.20 |
| LAMINATOR, HAND | 7422.40 | Legal Drafter | 2429.15 |
| LAMINATOR OPERATOR, PAPERBAG PRODUCTION | 8232.30 | LEGAL OFFICER | 2429.20 |
| LANCE CORPORAL, REGIMENT | 0111.35 | LEGAL SECRETARY | 1221.20 |
| LAND SURVEYING TECHNICIAN | 3112.35 | LEGAL SECRETARY, OMBUDSMAN'S OFFICE | 1221.20 |
| LAND SURVEYOR | 2148.25 | LENS EDGER | 7322.20 |
| Land Surveyor's Assistant | 3112.35 | LENS MOUNTER | 7322.20 |
| LANDSCAPE ARCHITECT | 2141.20 | LENS-GRINDING MACHINE OPERATOR | 7322.30 |
| LANDSCAPE ARTIST | 2452.15 | LENS-POLISHING MACHINE OPERATOR | 7322.30 |
| LANDSCAPE GARDENER | 6113.25 | LENS-SURFACE-LAYOUT WORKER | 7322.30 |
| Landscaping Contractor | 1311.15 | LETTERING ARTIST | 7324.20 |
| LANDSCAPING PROJECT MANAGER | 1311.15 | LETTERPRESS OPERATOR | 8251.29 |
| Lathe Operator | 7223.25 | LEVEL LUFFING CRANE OPERATOR | 8333.45 |
| LAUNCH CAPTAIN | 3141.40 | LIBRARIAN | 2432.15 |
| LAUNDERER, HAND | 9133.25 | LIBRARIAN, ELECTRONIC DATA PRO- CESSING | 4141.25 |
| LAUNDRY ATTENDANT | 9133.15 | LIBRARIAN, NEWSPAPER | 4141.20 |
| Laundry Checker | 9133.15 | LIBRARIAN, RECORD, RADIO STATION | 4141.15 |
| LAUNDRY PRESSER | 8264.45 | LIBRARIAN, REFERENCE | 2432.25 |
| LAUNDRY SPOTTER | 9133.20 | LIBRARIAN, SCHOOL | 2432.20 |
| LAUNDRY SUPERVISOR | 8260.30 | LIBRARY ASSISTANT | 3490.23 |
| LAWN CUTTER | 6113.25 | LIBRARY ATTENDANT | 4141.70 |
| Layout Man, Typography | 7341.15 | LIFEGUARD | 5219.19 |
| LAY-UP-MACHINE OPERATOR | 7223.35 | Lift Operator | 9190.15 |
| LAYING-HOUSE POULTRY WORKER | 6122.20 | LIGHT BOARD OPERATOR | 7135.30 |
| Lead-Acid Battery Plate Maker | 8222.15 | LIGHT BULB BASING MACHINE OPERA- TOR | 8282.40 |
| LEAD BURNER | 7212.20 | LIGHT BULB FLARING MACHINE OPERA- TOR | 8282.40 |
| LEAD-KETTLE OPERATOR | 8121.55 | | |

ALPHABETICAL INDEX

| | | | |
|--|---------|---|---------|
| LIGHT BULB MOUNTING MACHINE OPERATOR | 8282.40 | MACHINE OPERATOR, BROOM-AND-BRUSH-MAKING | 8299.43 |
| LIGHT BULB SEALING MACHINE OPERATOR | 8282.40 | MACHINE OPERATOR, CEREAL MANUFACTURE | 8274.35 |
| LIGHT BULB STEMMING MACHINE OPERATOR | 8282.40 | MACHINE OPERATOR, CHOCOLATE-NUT COATING | 8274.57 |
| LIGHT VEHICLE DRIVER | 8322.40 | MACHINE OPERATOR, DOUGH PRO-DUCTS | 8274.21 |
| LIGHTHOUSE KEEPER | 9152.15 | MACHINE OPERATOR, GRANOLA PRO-DUCTION | 8274.37 |
| LIGHTING DESIGNER | 3461.20 | MACHINE OPERATOR, HAT MANUFACTURE | 8269.30 |
| LIMING STATION ATTENDANT | 9329.30 | MACHINE OPERATOR, HOUSEHOLD PAPER PRODUCTS | 8253.45 |
| LINE AND CABLE SUPERVISOR | 7240.25 | MACHINE OPERATOR, LAUNDRY | 8264.40 |
| LINE FISHERMAN | 6152.30 | MACHINE OPERATOR, LIQUID CHOCOLATE | 8274.53 |
| LINE MECHANIC, METAL CAN MANUFACTURE | 7233.15 | MACHINE OPERATOR, LIQUID INK MANUFACTURE | 8151.45 |
| LINE SUPERVISOR, METAL CONTAINER MANUFACTURE | 8210.20 | MACHINE OPERATOR, METAL CONTAINER MANUFACTURE | 8211.35 |
| LINEAGE CLERK, NEWSPAPER | 4152.15 | MACHINE OPERATOR, MONOCASTING | 7341.50 |
| LINESMAN | 7245.15 | MACHINE OPERATOR, MOP MAKING | 8299.59 |
| LINGUIST | 2444.15 | MACHINE OPERATOR, OPTICAL LENS FINISHING | 7322.30 |
| LINOTYPE OPERATOR | 7341.20 | MACHINE OPERATOR, OPTICAL LENS SURFACING | 7322.25 |
| LIQUEFIED PETROLEUM GAS PLANT ATTENDANT | 8299.33 | MACHINE OPERATOR, PAINT MANUFACTURE | 8151.35 |
| LIQUOR BLENDER | 8279.19 | MACHINE OPERATOR, PASTA MANUFACTURE | 8274.21 |
| LITERARY CRITIC | 2451.35 | MACHINE OPERATOR, PASTE INK MANUFACTURE | 8151.40 |
| Litigation Clerk | 4151.25 | MACHINE OPERATOR, PERSONAL PAPER PRODUCTS | 8253.40 |
| Litter Warden | 5219.35 | MACHINE OPERATOR, PHARMACEUTICALS | 8221.20 |
| LIVE BAIT FISHERMAN | 6152.30 | MACHINE OPERATOR, PLASTIC PRO-DUCTS | 8232.35 |
| LIVESTOCK FARM WORKER | 6121.45 | MACHINE OPERATOR, SNACK MANUFACTURE | 8274.21 |
| LIVESTOCK FARMER | 6121.25 | MACHINE OPERATOR, WAFER PRO-DUCTS | 8274.61 |
| LIVESTOCK FOREMAN | 6130.07 | MACHINE OPERATOR, WIRE PRODUCTS | 8211.50 |
| LIVESTOCK SUPERVISOR | 6130.05 | MACHINE OPERATOR, WOOD-PLANING | 7423.40 |
| LOADING AND TINTING CHARGEHAND | 8151.35 | MACHINE OPERATOR, WOOD-SPINDLE-CARVING | 7423.35 |
| LOAN INTERVIEWER | 4122.25 | MACHINE OPERATOR, WOOD-TENONING | 7423.25 |
| LOANS ADMINISTRATION OFFICER | 3419.30 | MACHINE OPERATOR, WOODWORKING | 7423.20 |
| LOANS CLERK | 4122.25 | MACHINE SETTER, WOODWORKING | 7423.15 |
| LOANS OFFICER | 3419.35 | MACHINE SETTER-OPERATOR, ELECTRIC CABLE | 7223.35 |
| LOANS SUPERVISOR | 3419.35 | MACHINERY FITTER | 7233.30 |
| LOCKSMITH | 7222.15 | MACHINERY MECHANIC | 7233.25 |
| LOCOMOTIVE DRIVER | 8311.15 | | |
| LOG LOADER | 9212.10 | | |
| Lolly-Making Machine Operator | 8272.50 | | |
| LOLLY-MOULDING MACHINE OPERATOR | 8272.50 | | |
| LONGSHOREMAN | 9331.25 | | |
| LOOM FIXER | 7233.50 | | |
| LOST-AND-FOUND OFFICER, AIR TRANSPORT | 4221.15 | | |
| LUBE OIL BLENDING TANK ATTENDANT | 8299.29 | | |
| LUBRICATING OIL BLENDER | 8155.25 | | |
| M | | | |
| MACHINE EMBROIDERER | 8263.30 | | |
| MACHINE OPERATOR, BISCUIT CUTTING | 8274.67 | | |

ALPHABETICAL INDEX

| | | | |
|--|---------|---|---------|
| MACHINIST | 7223.10 | MANAGER, LIFE CENTRE | 1228.43 |
| MAGICIAN | 3464.20 | MANAGER, MAINTENANCE | 1232.29 |
| MAGISTRATE | 2423.10 | MANAGER, MUSICAL BAND | 3429.25 |
| MAIL CARRIER | 4142.20 | MANAGER, NURSERY/KINDERGARTEN | 1318.30 |
| MAIL CLERK | 4141.30 | MANAGER, OFFICE | 3431.40 |
| MAIL LOADER | 9331.35 | MANAGER, OPERATIONS, PETROLEUM INDUSTRY | 1232.21 |
| MAINTENANCE MANAGER | 1232.29 | MANAGER, OPERATIONS, PETROLEUM REFINERY | 1231.20 |
| Maintenance Supervisor | 7230.10 | MANAGER, PERFORMING ARTISTE | 3429.20 |
| Maintenance Technician | 7233.25 | MANAGER, PORT | 1233.17 |
| MAKE-UP ARTIST | 5141.35 | MANAGER, PRODUCTION | 1231.10 |
| Make-up Demonstrator | 5310.30 | MANAGER, PROVIDENT FUNDS | 1221.70 |
| MAKE-UP-MAN, PRINTING | 7341.30 | MANAGER, PUBLIC RELATIONS | 1224.15 |
| MALT COOKER | 8279.21 | MANAGER, PUBLIC SERVICE | 1120.05 |
| MANAGER (TERM TITLE) | | MANAGER, PUBLISHING COMPANY | 1319.15 |
| MANAGER, ADMINISTRATIVE | 1221.45 | MANAGER, QUALITY CONTROL | 1231.35 |
| MANAGER, ADVERTISING AGENCY | 1317.20 | MANAGER, RECREATIONAL CLUB | 1319.45 |
| MANAGER, AIRPORT | 1233.27 | MANAGER, RESEARCH AND DEVELOP- MENT | 1227.20 |
| MANAGER, AIRPORT SERVICES | 1233.19 | MANAGER, RESIDENTIAL CHILDREN'S INSTITUTION | 1228.41 |
| MANAGER, ART GALLERY | 1314.15 | MANAGER, RESTAURANT, FAST- FOOD & CATERING SERVICE | 1315.15 |
| MANAGER, CALYPSO TENT | 1239.60 | MANAGER, RETAIL TRADE | 1314.25 |
| MANAGER, CAR RENTAL FIRM | 1317.30 | MANAGER, SAFETY | 1232.33 |
| MANAGER, CARGO HANDLING | 1233.51 | MANAGER, SALES AND MARKETING | 1223.15 |
| MANAGER, CINEMA | 1319.25 | MANAGER, SECURITY SERVICE | 1317.15 |
| Manager, Compliance Department | 1221.55 | MANAGER, SERVICE STATION | 1314.30 |
| MANAGER, CONSTRUCTION | 1232.27 | MANAGER, SHIPPING COMPANY | 1316.15 |
| MANAGER, CONTRACTS | 1232.17 | MANAGER, SMALL MANUFACTURING ENTERPRISE | 1312.15 |
| MANAGER, CREMATORIUM | 1318.35 | MANAGER, SPORTSPERSON | 3429.15 |
| MANAGER, CUSTOMER SERVICES & TRAFFIC OPERATIONS TELECOMMUNI- CATIONS | 1233.43 | Manager, Sports Team | 3429.15 |
| MANAGER, DANCE STUDIO | 1319.40 | MANAGER, STADIUM | 1229.20 |
| MANAGER, DISTRIBUTION | 1225.20 | MANAGER, STAGE, THEATRE | 2455.40 |
| MANAGER, DRILLING AND WORKOVER, PETROLEUM INDUSTRY | 1232.23 | MANAGER, SUPPLY | 1225.15 |
| MANAGER, ELECTRONIC DATA PRO- CESSING | 1226.10 | MANAGER, TECHNICAL | 1231.15 |
| MANAGER, EMPLOYERS' ASSOCIATION | 1132.15 | MANAGER, TELECOMMUNICATIONS | 1233.43 |
| Manager, Engineering and Maintenance | 1232.29 | MANAGER, TELEPHONE INSTALLATION SERVICE CENTRE | 1233.43 |
| MANAGER, EXPLORATIONS | 1232.19 | MANAGER, TELEPHONE REPAIR SERVICE BUREAU | 1233.43 |
| MANAGER, FARM | 1311.20 | MANAGER, THEATRE | 1239.40 |
| MANAGER, FILM DISTRIBUTION AGENCY | 1319.35 | MANAGER, TRAINING | 1222.20 |
| MANAGER, FINANCIAL INSTITUTION | 1221.40 | MANAGER, TRAVEL AGENCY | 1319.20 |
| MANAGER, FOOD AND BEVERAGE, HOTEL | 1239.30 | MANAGER, WAREHOUSE | 1225.25 |
| MANAGER, FREIGHT FORWARDING COMPANY | 1316.20 | MANAGER, WHOLESALE TRADE | 1314.20 |
| MANAGER, GERIATRIC HOME | 1318.25 | MANAGER, WORKSHOP, HANDICRAFT CENTRE | 1319.30 |
| MANAGER, HATCHERY | 1311.35 | MANAGER, YOUTH/VOCATIONAL CENTRE | 1228.43 |
| MANAGER, HORTICULTURE | 1311.25 | MANICURIST-PEDICURIST | 5141.45 |
| MANAGER, HOSPITAL | 3431.35 | Manpower Officer | 3423.15 |
| MANAGER, HOTEL | 1210.30 | | |
| MANAGER, HUMAN RESOURCES | 1222.15 | | |
| MANAGER, IMPORT-EXPORT | 1223.20 | | |
| MANAGER, INSURANCE AGENCY | 1317.25 | | |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| Manufacturing Attendant | 9329.10 | MEAT BONER | 7411.25 |
| MARBLE ENGRAVER | 7113.15 | MEAT CUTTER | 7411.25 |
| MARE GROOM | 6129.40 | MEAT VENDOR | 9114.25 |
| MARGARINE PROCESS MAKER | 8272.30 | MECHANIC, AUTOMOTIVE | 7231.15 |
| MARINE BIOLOGIST | 2211.60 | MECHANIC, HELICOPTER | 7232.15 |
| MARINE CRAFT SUPERINTENDENT | 1233.39 | MECHANIC, LINER, METAL CAN MANU- FACTURE | 7233.15 |
| MARINE CRAFT SUPERVISOR | 3142.20 | MECHANIC, MACHINERY | 7233.25 |
| MARINE ELECTRICIAN | 7241.20 | MECHANIC, MOTOR LAUNCH | 7233.20 |
| Marine Manager | 1233.17 | MECHANIC, OFFICE MACHINE | 7243.15 |
| MARINE OPERATIONS SUPERINTEN- DENT | 1233.45 | MECHANICAL ENGINEER | 2145.10 |
| MARINE PIPEFITTER | 7134.20 | MECHANICAL ENGINEERING TECHNI- CIAN | 3115.10 |
| Marine Rigger | 7215.20 | Mechanical Draughter | 3118.20 |
| MARINE SERVICES COORDINATOR | 3490.29 | MECHANICAL HARVESTER OPERATOR | 8331.25 |
| MARINE SUPERINTENDENT | 1233.37 | Mechanical Supervisor | 7230.10 |
| MARINE SUPERINTENDENT, ENGINEER- ING | 1233.39 | MECHANICAL TESTER | 3117.25 |
| Marine Superintendent, Planning | 1233.37 | MECHANICAL TROLLEY OPERATOR | 8334.20 |
| MARINE SURVEYOR | 2149.31 | MEDIA REPORTER | 2451.25 |
| MARINE SURVEYOR, ENGINEERING SYSTEMS | 2149.31 | MEDICAL ADMINISTRATOR | 1120.17 |
| MARINE SURVEYOR, NAUTICAL SYSTEMS | 2149.31 | Medical Centre Attendant | 5132.55 |
| MARINE SURVEYOR, SMALL CRAFT | 3152.19 | MEDICAL DIRECTOR | 1228.15 |
| MARKER, BETTING ESTABLISHMENT | 2419.33 | MEDICAL LABORATORY SUPERINTEN- DENT | 3111.05 |
| MARKETING OFFICER | 2419.21 | MEDICAL LABORATORY TECHNICIAN | 3211.15 |
| Marketing Officer, Credit Union | 3429.35 | Medical Officer of Health | 2221.45 |
| Marketing Representative | 3415.25 | MEDICAL PHOTOGRAPHER | 3131.35 |
| MARKETING REPRESENTATIVE, CREDIT UNION | 3429.35 | MEDICAL PHYSICIST | 2111.15 |
| Marketing Representative, Display Advertising | 3429.50 | MEDICAL RECORDS OFFICER | 2432.30 |
| MARKETING REPRESENTATIVE, ELEC- TRONIC DATA PROCESSING | 3415.15 | MEDICAL REPRESENTATIVE | 3415.15 |
| MARKETING REPRESENTATIVE, FREIGHT SERVICE | 3429.40 | MEDICAL SECRETARY | 4111.10 |
| Marshal of the Chamber | 5214.15 | Medical Services Specialist | 1228.15 |
| MASH TUN WORKER | 8279.21 | MEDICAL SOCIAL WORKER | 2446.15 |
| MASON | 7121.10 | MELTER, ELECTRIC-ARC FURNACE | 8121.15 |
| MASON'S HELPER | 9313.20 | MELTING ROOM ATTENDANT, CANDLE MANUFACTURE | 8152.40 |
| MASSEUR | 3223.15 | MEMBER OF PARLIAMENT | 1110.20 |
| MASTER OF CEREMONIES | 3469.25 | MENTAL HEALTH OFFICER | 3229.25 |
| MASTER TAILOR | 7432.15 | MERCANTILE MARINE SUPERINTEN- DENT | 3449.33 |
| MASTIC ASPHALT SPREADER | 7132.30 | MERCHANDISER | 5310.20 |
| MATCH-MACHINE ATTENDANT | 8229.15 | MERCHANDISING SUPERVISOR | 5310.01 |
| MATHEMATICS TEACHER, SECONDARY SCHOOL | 2320.10 | MESSANGER | 9151.20 |
| Matron | 1228.37 | METAL CAN BODY-MAKING MACHINE OPERATOR | 8211.45 |
| MATRON, JUVENILE HOME | 3229.30 | METAL CASTER | 8122.19 |
| MATRON, YOUTH CAMP | 5121.25 | METAL CLEANER | 8222.30 |
| Mattress Assembler | 7435.20 | METAL CUTTER | 8211.30 |
| MATTRESS MAKER | 7435.20 | METAL EXTRUSION DIEHEAD WORKER | 8124.30 |
| MATTRESS VENTILATOR AND HANDLE INSTALLER | 9329.15 | METAL EXTRUSION PRESS OPERATOR | 8124.25 |
| MAYONNAISE MIXER | 8275.27 | METAL EXTRUSION STRETCHER OPERATOR | 8124.35 |
| MAYOR | 1110.30 | METAL FABRICATOR | 7214.30 |
| | | METAL FINISHER | 8222.65 |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| METAL GRINDER | 7224.25 | Mixer, Ice-cream Manufacture | 8272.45 |
| METAL GRINDING MACHINE OPERATOR | 7224.15 | MIXER, ICE-CREAM CONE MANUFACTURE | 8274.65 |
| METAL HEAT-TREATER | 8123.15 | MIXER, PEANUT BUTTER | 8275.33 |
| METAL PRINTING-PLATE ENGRAVER | 7343.20 | MIXER, SOFT DRINK | 8279.25 |
| METAL ROLLER | 8122.29 | MIXER, SPICE AND SEASONING | 8273.50 |
| Metal Scaffolding Erector | 7129.20 | MIXER-EXTRUDER, TOOTH MANUFACTURE | 8299.35 |
| METAL SURFACE PREPARER, MOTOR-VEHICLE ASSEMBLY | 8222.50 | MIXING MACHINE OPERATOR | 8151.15 |
| METAL-BENDING MACHINE OPERATOR | 8211.15 | MIXING-MACHINE OPERATOR, CHEWING-GUM | 8274.33 |
| METAL-FRAME MAKER, SUITCASES | 7223.45 | MOBILE CRANE OPERATOR | 8333.30 |
| METAL-WORKING-MACHINE SETTER | 7223.20 | MODEL, ART AND PHOTOGRAPHY | 5320.20 |
| METALLOGRAPHIC TECHNICIAN | 3117.25 | MODEL, FASHION | 5320.15 |
| METALLURGICAL PROCESS TECHNICIAN | 8122.17 | MONK/CLOISTERED NUN | 3470.15 |
| METALLURGICAL TECHNICIAN | 3117.25 | MONOTYPE KEYBOARD OPERATOR | 7341.45 |
| METALLURGIST | 2147.25 | MONOTYPE-CASTING MACHINE OPERATOR | 7341.50 |
| METALWORK TEACHER | 3310.20 | Morbid Anatomist | 2212.40 |
| METEOROLOGICAL ASSISTANT | 3111.37 | MORTGAGE FINANCE COMPANY MANAGER | 1221.40 |
| METEOROLOGIST | 2112.15 | MORTGAGE ADMINISTRATION OFFICER | 3419.30 |
| METER READER | 9153.15 | MORTGAGE OFFICER | 3419.35 |
| MICROBIOLOGIST | 2211.30 | MORTGAGE SECURITIES CLERK | 4122.20 |
| Microfilm Clerk | 8223.30 | MORTISING-MACHINE OPERATOR | 7423.60 |
| MICROFILM-MACHINE OPERATOR | 8223.30 | MORTUARY ATTENDANT | 9400.45 |
| Microfilm Technician | 8223.30 | MOTOR GRADER OPERATOR | 8332.35 |
| MICROPALAEONTOLOGIST | 2114.30 | MOTOR LAUNCH MECHANIC | 7233.20 |
| MIDSHIPMAN, COAST GUARD | 0111.15 | MOTOR VEHICLE ATTENDANT, LICENSING OFFICE | 9339.15 |
| MIDWIFE, DOMICILIARY SERVICES | 3227.15 | MOTOR VEHICLE INSPECTOR | 3444.20 |
| MILK PROCESSING EQUIPMENT OPERATOR | 8272.20 | MOTOR VEHICLE NUMBER PLATE MAKER | 7499.50 |
| MILK PROCESSING EQUIPMENT OPERATOR, ICE-CREAM MANUFACTURE | 8272.45 | MOTOR VEHICLE OFFICER | 3444.35 |
| MILK SAMPLER AND TESTER | 3152.33 | MOTOR VEHICLE SUPERVISOR | 3444.05 |
| MILL BED CLEANER, SUGAR PROCESSING | 9329.30 | MOTOR VEHICLE UPHOLSTERER | 7435.15 |
| MILL OPERATOR, RUBBER | 8231.33 | MOULD CLAMPER | 9323.25 |
| MILLER, RICE | 8273.35 | MOULD MAKER, CERAMIC WARE | 7321.20 |
| MILLER, SPICE | 8273.40 | MOULD MAKER, CULTURED MARBLE PRODUCTS | 7499.20 |
| MILLER, WHEAT | 8273.20 | MOULD MAKER, FIBREGLASS PRODUCTS MANUFACTURE | 7499.15 |
| MILLING MACHINE ATTENDANT, PASTA MANUFACTURE | 8274.63 | MOULDER, TOOTH MANUFACTURE | 8299.37 |
| Mill Operator, Paint Manufacture | 8151.35 | MOULDING MACHINE OPERATOR, CONFECTIONERY MANUFACTURE | 8274.67 |
| MILLWRIGHT | 7233.25 | MOULDING PRESS OPERATOR, TOOTH MANUFACTURE | 8299.47 |
| MINI-BUS DRIVER | 8322.40 | MUFFLER REPAIRER-INSTALLER | 7231.35 |
| MINING INSPECTOR | 3449.19 | MULTI-NEEDLE QUILTING MACHINE OPERATOR | 8263.25 |
| MINING SURVEY TECHNICIAN | 3112.35 | MUSEUM AND ART GALLERY CURATOR | 2431.25 |
| MINISTER OF RELIGION | 2460.30 | MUSEUM ATTENDANT | 9400.20 |
| MINISTER, GOVERNMENT | 1110.15 | MUSIC ARRANGER | 2453.25 |
| MIXED-CROP FARMER | 6114.10 | Music-Band Leader | 2453.20 |
| MIXER AND CASTER, CULTURED MARBLE PRODUCTS | 8212.15 | | |
| MIXER, DOUGH | 8274.19 | | |
| MIXER, FEED | 8273.45 | | |
| MIXER, FOOD DRESSINGS | 8275.27 | | |

ALPHABETICAL INDEX

| | | | |
|---|---------|-------------------------------------|---------|
| MUSIC COMPOSER | 2453.30 | NURSE, MIDWIFERY | 3227.10 |
| MUSIC CRITIC | 2451.35 | NURSE, PRIVATE DUTY | 3226.20 |
| MUSIC DIRECTOR | 2453.20 | NURSE, PSYCHIATRIC | 3226.30 |
| MUSIC TEACHER, SECONDARY SCHOOL | 3310.15 | Nursery Aide | 5131.20 |
| MUSIC TRANSCRIBER | 2453.35 | NURSERY ASSISTANT | 5131.20 |
| Musical Instrumentalist | 2453.50 | Nursery School Teacher | 3340.10 |
| MUSICIAN | 2453.50 | NURSERY WORKER | 6113.15 |
| MUSKETRY INSTRUCTOR | 3390.25 | NURSING ADMINISTRATOR | 1228.37 |
| MUSTARD MIXER | 8275.27 | NURSING ASSISTANT | 5132.30 |
| N | | NURSING DIRECTOR | 1120.63 |
| NAIL-MAKING MACHINE OPERATOR | 7223.40 | NURSING INSTRUCTOR | 2399.15 |
| Narrator | 2455.45 | NUT FRYER OPERATOR | 8275.31 |
| NATURAL SCIENCE TEACHER, SECOND-ARY SCHOOL | 2320.10 | NUT ROASTER OPERATOR | 8275.29 |
| Naval Architect | 2145.15 | NUTRITION OFFICER | 2225.25 |
| NAVIGATIONAL AIDS MAINTENANCE ASSISTANT | 7241.55 | NUTRITIONIST | 2225.15 |
| NAVIGATIONAL AIDS MAINTENANCE OFFICER | 7241.15 | O | |
| NEON SIGN MAKER | 7322.35 | OARMAN | 6152.20 |
| Net Fisherman | 6152.15 | OBSTETRICIAN-GYNAECOLOGIST | 2221.15 |
| NETBALL COACH | 3465.35 | OCCUPATIONAL ANALYST | 2412.35 |
| NEUROLOGIST | 2221.15 | Occupational Health Nurse | 3226.25 |
| NEUROSURGEON | 2221.20 | OCCUPATIONAL HEALTH NURSING ADVISER | 3229.20 |
| NEUTRALISER-BLEACHER OPERATOR, SOAP MANUFACTURE | 8151.20 | OCCUPATIONAL HEALTH PHYSICIAN | 2221.40 |
| NEWS EDITOR, TELEVISION STATION | 2451.25 | Occupational Psychologist | 2445.20 |
| NEWS REPORTER, RADIO STATION | 2451.25 | OCCUPATIONAL THERAPIST | 2229.25 |
| NEWSPAPER ADVERTISING CLERK | 4152.15 | OCCUPATIONAL THERAPY AIDE | 5132.20 |
| NEWSPAPER ADVERTISING SUPERVISOR | 4152.05 | OCEANOGRAPHER, PHYSICAL | 2114.45 |
| NEWSPAPER DISTRIBUTION AGENT | 3419.45 | ODD JOB WORKER | 9162.20 |
| NEWSPAPER EDITOR | 2451.15 | Office Assistant | 9151.20 |
| NEWSPAPER LIBRARIAN | 4141.20 | OFFICE CASHIER | 4211.15 |
| NEWSPAPER REPORTER | 2451.25 | OFFICE CLERK | 4159.20 |
| NEWSPAPER, VENDOR STREET | 9112.25 | OFFICE HANDYMAN | 9132.50 |
| NIGHT AUDITOR, HOTEL | 4121.20 | OFFICE MANAGER | 3431.40 |
| Night Soil Worker | 9161.15 | OFFICE-MACHINE MECHANIC | 7243.15 |
| NIGHTCLUB DANCER | 3463.15 | OFFICE-MACHINE OPERATOR | 4141.65 |
| NIGHTCLUB MUSICIAN | 3463.15 | OFFICE-MACHINE-ROOM SUPERVISOR | 4141.05 |
| NITROUS OXIDE PLANT OPERATOR | 8154.35 | OFFICER, AUTOMOTIVE LICENSING | 3444.25 |
| NO TWIST MILL ROLLER | 8122.29 | OFFICER, FIRE | 5211.07 |
| NON-GRADUATE TECHNICAL AND VOCATIONAL EDUCATION TEACHER | 3320.10 | OFFICER, HEALTH CONTROL | 5219.23 |
| Noodle Cutter | 8274.69 | OFFICER, MEDICAL RECORDS | 2432.30 |
| NOODLE MAKER | 8274.67 | OFFICER, POLICE | 5212.10 |
| NOVELIST | 2451.40 | OFFICER, PRISON | 5213.10 |
| NURSE | 3226.10 | OFFICER, REEF PATROL | 5219.25 |
| NURSE'S AIDE | 5132.50 | OFFICER, TRAFFIC SAFETY | 3449.27 |
| NURSE, DENTAL | 3225.10 | OFFSET-PRESS OPERATOR | 8251.23 |
| NURSE, DISTRICT | 3226.15 | OIL-WELL CEMENTER | 8113.50 |
| NURSE, HEAD, MIDWIFERY | 3227.05 | OIL-WELL TESTING OPERATOR | 7112.20 |
| NURSE, INDUSTRIAL | 3226.25 | OIL-FILTER ASSEMBLER | 8284.35 |
| | | OIL-WELL LOGGING ENGINEER | 2149.29 |
| | | OIL-WELL WIRE-LINE ATTENDANT | 8333.20 |
| | | OILER | 7233.55 |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| OILFIELD EQUIPMENT MECHANIC | 7233.25 | OPERATOR, CHOCOLATE MOULDING MACHINE | 8274.55 |
| OMBUDSMAN | 1120.15 | OPERATOR, CIGARETTE-MAKING MACHINE | 8278.25 |
| OPERA SINGER | 2453.40 | OPERATOR, CITRUS JUICE EXTRACTOR | 8275.23 |
| OPERATING TECHNICIAN, CHEMICAL PLANT | 8154.15 | OPERATOR, CLAY BLOCK EXTRUDER | 8139.35 |
| OPERATIONS AGENT, AIRLINE | 4221.20 | OPERATOR, CLAY CRUSHER | 8139.40 |
| OPERATIONS MANAGER, PETROLEUM INDUSTRY | 1232.21 | OPERATOR, CLICKER MACHINE | 8265.20 |
| OPERATIONS MANAGER, PETROLEUM REFINERY | 1231.20 | OPERATOR, COATING MACHINE, SNACK AND CEREAL MANUFACTURING | 8274.31 |
| OPERATIONS SUPERINTENDENT, NATURAL GAS COMPRESSION | 1231.25 | OPERATOR, COIL-TUBING | 8113.55 |
| OPERATIONS SUPERVISOR, ELECTRONIC MEDIA | 3132.05 | OPERATOR, CONCRETE MIXER | 8212.45 |
| Operations Supervisor, Metal Rolling | 8120.25 | OPERATOR, CONTACT PRINTER | 8223.25 |
| OPERATIONS SUPERVISOR, TELEVISION STATION | 3132.05 | OPERATOR, CONTINUOUS PAINTING MACHINE | 8222.25 |
| OPERATOR, TOBACCO-CUTTING MACHINE | 8278.15 | OPERATOR, CONVEYOR BELT | 8339.20 |
| OPERATOR, ACETYLENE PLANT | 8154.40 | OPERATOR, COOLING BED | 8122.21 |
| OPERATOR, AGGREGATE PLANT | 8339.15 | OPERATOR, COOLING-PROCESS-PULPIT | 8122.31 |
| OPERATOR, ARTIFICIAL LIFT, OIL WELL | 8113.30 | OPERATOR, CORRUGATING MACHINE | 8211.55 |
| OPERATOR, ASPHALT BATCHING PLANT | 8212.20 | OPERATOR, CREMATOR | 8169.30 |
| OPERATOR, ASPHALT COMPACTOR | 8332.29 | OPERATOR, CRUSHER, CANDLE MANUFACTURE | 8151.50 |
| OPERATOR, BAGGING MACHINE | 8299.53 | OPERATOR, CRUTCHER, SOAP MANUFACTURE | 8151.25 |
| OPERATOR, BAKING MACHINE, ICE CREAM CONE MANUFACTURE | 8274.29 | OPERATOR, CUPOLA-FURNACE | 8121.45 |
| OPERATOR, BANDSAW | 8141.15 | OPERATOR, DIRECT-DATA-ENTRY | 4114.10 |
| OPERATOR, BAR SOAP MACHINE | 8221.15 | OPERATOR, DIRECTIONAL DRILLING | 8113.25 |
| OPERATOR, CONCRETE-BATCHING PLANT | 8212.35 | OPERATOR, DRYING TOWER, SOAP POWDER MANUFACTURE | 8152.25 |
| OPERATOR, BEAD FORMING MACHINE | 8231.17 | OPERATOR, ELECTRIC ARC FURNACE | 8121.20 |
| OPERATOR, BLANCHING MACHINE | 8275.35 | OPERATOR, ELECTRIC CRUCIBLE FURNACE | 8121.25 |
| OPERATOR, BOILER | 8162.25 | OPERATOR, ELECTRIC POWER PLANT | 8161.15 |
| OPERATOR, BOLT, SCREW AND STUD MACHINE | 8211.65 | OPERATOR, ELECTROCARDIOGRAPH | 3133.25 |
| OPERATOR, BOOK-KEEPING MACHINE | 4115.15 | OPERATOR, ELEVATOR | 9190.15 |
| OPERATOR, BRIDGE/GANTRY CRANE | 8333.45 | OPERATOR, ETCHING MACHINE | 8251.31 |
| OPERATOR, BRIQUETTING PLANT | 8122.37 | OPERATOR, EXCAVATING MACHINE | 8332.39 |
| OPERATOR, BROOM-AND-BRUSH MAKING MACHINE | 8299.43 | OPERATOR, FABRIC-DYEING MACHINE | 8264.20 |
| OPERATOR, BROOM-STITCHING MACHINE | 8299.45 | OPERATOR, FILLING MACHINE | 8299.29 |
| OPERATOR, BUFFING AND POLISHING MACHINE | 7224.30 | OPERATOR, AUDIO EQUIPMENT, FILM/VIDEO PRODUCTION | 3131.39 |
| OPERATOR, BULLDOZER | 8332.41 | OPERATOR, FINISHING-RANGE, TEXTILES | 8264.15 |
| OPERATOR, CANDLE-MAKING MACHINE | 8229.20 | OPERATOR, FISH-AND-SHRIMP-CLEANING MACHINE | 8271.20 |
| OPERATOR, CANDLE-WRAPPING MACHINE | 8299.57 | OPERATOR, FISH-PROCESSING MACHINE | 8271.15 |
| OPERATOR, CANDY-MAKING MACHINE, CONFECTIONERY MANUFACTURE | 8274.33 | OPERATOR, FOAM, OIL WELL | 8113.35 |
| OPERATOR, CARBON DIOXIDE PLANT | 8154.30 | OPERATOR, FORK-LIFT-TRUCK | 8334.15 |
| OPERATOR, CEMENT MILL | 8112.20 | OPERATOR, FORMING MACHINE, GLASS MANUFACTURE | 8131.15 |
| OPERATOR, CERAMIC LABELLING MACHINE | 8299.23 | OPERATOR, GLYCERINE PLANT, SOAP MANUFACTURE | 8154.55 |
| OPERATOR, CEREAL MANUFACTURE MACHINE | 8274.35 | OPERATOR, GOLD-BLOCKING MACHINE | 8251.37 |
| OPERATOR, CHAIN-LINK MACHINE | 8211.20 | OPERATOR, GRAVEL PACK | 8113.40 |
| | | OPERATOR, GRID-CASTING MACHINE | 8121.40 |

ALPHABETICAL INDEX

| | | | |
|--|---------|--|---------|
| OPERATOR, GUILLotine | 8299.19 | OPERATOR, PAPERBOARD-CORRUGATING MACHINE | 8253.20 |
| OPERATOR, HEAVY-DUTY EQUIPMENT | 8332.31 | OPERATOR, PAPERBOX-FINISHING MACHINE | 8253.35 |
| OPERATOR, HORIZONTAL EARTH-BORING MACHINE | 8332.19 | OPERATOR, PASTEURISING PLANT | 8272.40 |
| OPERATOR, HOUSEHOLD PAPER PRO-DUCTS MACHINE | 8253.45 | OPERATOR, PASTING MACHINE | 8222.15 |
| OPERATOR, HYDROGEN PLANT | 8154.25 | OPERATOR, PELLET MILL | 8273.30 |
| OPERATOR, ICE-CREAM FREEZER | 8272.55 | OPERATOR, PHOTOGRAPHIC PRINTER | 8223.35 |
| OPERATOR, LAMINATING PRESS | 7423.50 | OPERATOR, PICKLE INJECTION MACHINE | 8271.50 |
| OPERATOR, LAUNDRY MACHINE | 8264.40 | OPERATOR, PILE HAMMER | 8332.17 |
| OPERATOR, LEAD KETTLE | 8121.55 | OPERATOR, PLANT, OXYGEN-AND-NITROGEN | 8154.20 |
| OPERATOR, LETTERPRESS | 8251.29 | OPERATOR, PLANT, PETROLEUM INSTALLATION | 8299.33 |
| OPERATOR, LIGHT BOARD | 7135.30 | OPERATOR, PLASTIC MOULDING MACHINE | 8232.20 |
| OPERATOR, LINOTYPE | 7341.20 | OPERATOR, PLASTIC PRODUCTS MACHINE | 8232.35 |
| OPERATOR, LOLLY-MOULDING MACHINE | 8272.50 | OPERATOR, PNEUMATIC DRILL | 8332.45 |
| OPERATOR, MACHINE, PAINT MANUFACTURE | 8151.35 | OPERATOR, POWER SWITCHBOARD | 2143.25 |
| OPERATOR, MACHINE, PHARMACEUTICALS | 8221.20 | OPERATOR, POWER TONG | 8113.45 |
| OPERATOR, MECHANICAL HARVESTER | 8331.25 | OPERATOR, QUILTING-MACHINE | 8263.25 |
| OPERATOR, MECHANICAL TROLLEY | 8334.20 | OPERATOR, RADIO | 3132.15 |
| OPERATOR, METAL CAN BODY-MAKING MACHINE | 8211.45 | OPERATOR, RECTIFIER | 8223.15 |
| OPERATOR, METAL-EXTRUSION PRESS | 8124.25 | OPERATOR, REHEATING FURNACE | 8121.30 |
| OPERATOR, METAL-EXTRUSION STRETCHER | 8124.35 | OPERATOR, REHEATING FURNACE PULPIT | 8122.39 |
| OPERATOR, METAL-GRINDING MACHINE | 7224.15 | OPERATOR, ROAD-MARKING MACHINE | 8332.43 |
| OPERATOR, METAL PRESS | 8211.25 | OPERATOR, ROLLING-MILL FLOOR | 8122.41 |
| OPERATOR, MICRO-FILM | 8223.30 | OPERATOR, ROLLING-MILL PULPIT | 8122.27 |
| OPERATOR, MILK-PROCESSING EQUIPMENT | 8272.20 | OPERATOR, ROTARY FURNACE | 8121.50 |
| OPERATOR, MILL RUBBER | 8231.33 | OPERATOR, ROTARY KILN, CEMENT PLANT | 8152.15 |
| OPERATOR, MIXING MACHINE | 8151.15 | OPERATOR, ROTOMILL | 8332.27 |
| OPERATOR, MIXING MACHINE, LIQUID CHOCOLATE | 8274.53 | OPERATOR, ROUGHING MILL PULPIT | 8122.33 |
| OPERATOR, MOBILE CRANE | 8333.30 | OPERATOR, RUBBER MOULDING PRESS | 8231.37 |
| OPERATOR, MONOTYPE KEYBOARD | 7341.45 | OPERATOR, SANFORISER | 8264.25 |
| OPERATOR, MOP-MAKING MACHINE | 8299.59 | OPERATOR, SAUSAGE-MIXING MACHINE | 8271.35 |
| OPERATOR, MORTISING MACHINE | 7423.60 | OPERATOR, SAUSAGE-STUFFING-AND-LINKING MACHINE | 8271.45 |
| OPERATOR, MOTOR GRADER | 8332.35 | OPERATOR, SCRAPER | 8332.25 |
| OPERATOR, MOULDING MACHINE, CONFECTIONERY MANUF. | 8274.67 | OPERATOR, SCREED | 8332.23 |
| OPERATOR, NAIL-MAKING MACHINE | 7223.40 | OPERATOR, SEWING MACHINE, GARMENT INDUSTRY | 8263.15 |
| OPERATOR, NEUTRALISER-BLENDER, SOAP MANUFACTURE | 8151.20 | OPERATOR, SHEATHING EXTRUDER | 8124.15 |
| OPERATOR, NITROUS OXIDE PLANT | 8154.35 | OPERATOR, SHOE-LASTING MACHINE | 8265.25 |
| OPERATOR, NUT FRYER | 8275.31 | OPERATOR, SHOE-SEWING MACHINE | 8265.15 |
| OPERATOR, NUT ROASTER | 8275.29 | OPERATOR, SLICING MACHINE | 8271.25 |
| OPERATOR, OFFICE-MACHINE | 4141.65 | OPERATOR, SLITTING MACHINE | 8211.40 |
| OPERATOR, PAPER PROCESSOR | 8223.45 | OPERATOR, SLUICE GATE | 9312.40 |
| OPERATOR, PAPER PRODUCTS MACHINE | 8253.40 | OPERATOR, STATIONARY CRANE | 8333.35 |
| OPERATOR, PAPERBAG-MAKING MACHINE | 8253.30 | OPERATOR, STATIONARY ENGINE | 8169.25 |
| | | OPERATOR, STELMOR-REFORM, STEEL MILL | 8122.35 |
| | | OPERATOR, STONE-CRUSHING MACHINE | 8112.40 |
| | | OPERATOR, STRAIGHTENING ROLL | 8122.43 |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| OPERATOR, SYRUP-MAKING MACHINE | 8274.17 | ORNAMENTAL SHEET METAL WORKER | 7213.15 |
| OPERATOR, TANK FURNACE, GLASS MANUFACTURE | 8131.25 | ORTHODONTIST | 2222.20 |
| OPERATOR, TELEGRAPH | 4113.20 | ORTHOPAEDIC APPLIANCE TECHNICIAN | 7311.50 |
| OPERATOR, TELEPHONE | 4223.10 | ORTHOPAEDIC APPLIANCE WORKSHOP SUPERINTENDENT | 7310.10 |
| OPERATOR, TERRAZZO-GRINDING PLANT | 8212.25 | ORTHOPAEDIC BRACE MAKER | 7311.50 |
| OPERATOR, TEXTILE-WINDING MACHINE | 8261.20 | ORTHOPAEDIC ORDERLY | 5132.40 |
| OPERATOR, THERMOGRAPHIC PRINTER | 8251.35 | ORTHOPAEDIC SHOE MAKER | 7442.20 |
| OPERATOR, TOOTH MOULDING PRESS | 8299.47 | ORTHOPAEDIC SURGEON | 2221.20 |
| OPERATOR, TOWER-CRANE | 8333.40 | ORTHOPTIST | 2224.20 |
| OPERATOR, TRIMMING MACHINE | 8269.15 | ORTHOTIST | 2226.25 |
| OPERATOR, TUBE MILL | 8211.60 | OVEN TENDER | 8274.27 |
| OPERATOR, TUNNEL KILN | 8131.20 | OVERSEER, FOREST PLANTATION | 6141.05 |
| OPERATOR, TYING MACHINE | 8269.50 | OWNER-OPERATOR, GUEST HOUSE | 1315.20 |
| OPERATOR, UNDER-TREAD CALENDER | 8231.27 | OWNER-OPERATOR, QUARRY | 1312.20 |
| OPERATOR, VACUUM-METALLISER | 8222.20 | OXYGEN AND NITROGEN PLANT OPERATOR | 8154.20 |
| OPERATOR, VARI-FORMER CURBING MACHINE | 8332.21 | OYSTER GATHERER | 6152.45 |
| OPERATOR, VIDEO CAMERA | 3131.27 | | |
| OPERATOR, VIDEOTAPE-RECORDING EQUIPMENT | 3131.41 | P | |
| OPERATOR, WATERWORKS | 8169.20 | | |
| OPERATOR, WEB PRESS | 8251.25 | Packaging Lineworker | 9322.20 |
| OPERATOR, WELDED WIRE-MESH MACHINE | 8121.35 | PACKAGING MACHINE OPERATOR, FOOD PRODUCTS | 8274.71 |
| OPERATOR, WINCH | 8333.25 | PACKER, HAND | 9322.20 |
| OPERATOR, WIRE PRODUCTS MACHINE | 8211.50 | PAEDIATRICIAN | 2221.15 |
| OPERATOR, WORD PROCESSOR | 4113.10 | PAEDODONTIST | 2222.20 |
| OPERATOR, YOGURT-MAKING MACHINE | 8272.35 | PAINT MANUFACTURING MACHINE OPERATOR | 8151.35 |
| OPERATOR, METAL-BENDING MACHINE | 8211.15 | Paint Shader | 8151.30 |
| OPERATOR-SETTER, ELECTRIC CABLE MACHINE | 7223.35 | PAINT TINTER | 8151.30 |
| OPERATOR-SETTER, METAL WORKING MACHINE | 7223.20 | PAINT-BRUSH ASSEMBLER | 8289.15 |
| OPHTHALMIC ASSISTANT | 2229.40 | PAINT-BRUSH-HEAD MAKER | 7424.15 |
| Ophthalmic Optician | 2224.15 | PAINT-SHOP SUPERVISOR | 7140.10 |
| OPHTHALMOLOGIST | 2221.20 | PAINTER'S HELPER | 9313.20 |
| OPTICAL INSTRUMENT TECHNICIAN | 7311.25 | PAINTER, BUILDING | 7141.20 |
| OPTICAL SALES CLERK | 5310.15 | PAINTER, FABRIC | 7332.35 |
| OPTICAL-LENS-FINISHING-MACHINE OPERATOR | 7322.20 | Painter, Fine Arts | 2452.15 |
| OPTICAL-LENS-SURFACING MACHINE OPERATOR | 7322.30 | PAINTER, SIGN | 7324.20 |
| OPTICIAN, DISPENSING | 3222.10 | PAINTER, SPRAY | 7142.15 |
| OPTOMETRIST | 2224.15 | PAINTER, STRUCTURAL STEEL | 7141.15 |
| ORAL AND MAXILLO FACIAL SURGEON | 2222.15 | PALAEONTOLOGIST | 2114.30 |
| ORDERLY, COURT | 9152.35 | Palaeontology Technician | 3111.41 |
| ORDINARY SEAMAN | 8341.20 | PAN BOILER, SUGAR PROCESSING | 8276.15 |
| ORDINARY SEAMAN, COAST GUARD | 0111.25 | PANDIT | 2460.30 |
| ORGANIC CHEMIST | 2113.15 | Panel Board Operator, Metal Processing | 8122.21 |
| ORGANISATION AND MANAGEMENT OFFICER | 2412.50 | PANEL FABRICATOR | 7129.30 |
| ORGANIST | 2453.50 | PANNIST | 2453.50 |
| ORNAMENTAL GLASS BLOWER | 7322.40 | PAPER BAG MAKING MACHINE OPERATOR | 8253.30 |
| | | PAPER PROCESSOR OPERATOR | 8223.45 |
| | | PAPERBOARD BOX CUTTER | 8253.25 |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| PAPERBOARD BOX FINISHING | | PERSONNEL AND INDUSTRIAL | |
| MACHINE OPERATOR | 8253.35 | RELATIONS OFFICER | 2412.45 |
| PAPERBOARD CORRUGATING | | PERSONNEL CLERK | 4159.15 |
| MACHINE OPERATOR | 8253.20 | Personnel Manager | 1222.15 |
| PAPERBOARD SUITCASE MAKER | 8253.50 | PERSONNEL TECHNICIAN | 2412.40 |
| PARANG SINGER | 2453.40 | PEST CONTROL OFFICER, SUGARCANE | |
| PARISH PRIEST | 2460.30 | CULTIVATION | 2211.25 |
| PARKING LOT ATTENDANT | 9152.25 | PEST CONTROL WORKER | 9400.15 |
| PARLIAMENTARY COUNSEL | 2429.15 | PET-SHOP ATTENDANT | 6129.25 |
| PARLIAMENTARY SECRETARY | 1110.20 | PETROLEUM CHEMIST | 2113.20 |
| PARQUETRY FLOOR LAYER | 7136.20 | PETROLEUM ENGINEER | 2147.20 |
| PASSENGER SERVICE AGENT, AIRLINE | 4221.20 | PETROLEUM ENGINEERING ASSISTANT | 4122.40 |
| PASSENGER SERVICE REPRESENTATIVE | 4221.20 | PETROLEUM ENGINEERING TECHNI- | |
| PASTA STRIPPER | 8274.67 | CIAN | 3117.15 |
| PASTE-UP ARTIST | 7341.55 | PETROLEUM GEOLOGIST | 2114.50 |
| PASTEURISING PLANT OPERATOR | 8272.40 | PETROLEUM INSPECTOR | 3152.23 |
| PASTING MACHINE OPERATOR | 8222.15 | PETROLEUM TESTING TECHNICIAN | 3111.17 |
| PASTOR | 2460.30 | PETTY OFFICER, COAST GUARD | 0111.20 |
| PASTRY MAKER | 7412.25 | PHARMACIST | 3221.10 |
| PATHOLOGIST, CLINICAL | 2212.40 | PHOTOGRAMMETRIST | 2148.15 |
| PATHOLOGIST, FORENSIC | 2212.45 | PHOTOGRAPHER | 3131.29 |
| PATHOLOGIST, PLANT | 2212.30 | PHOTOGRAPHER, COMMERCIAL | 3131.17 |
| PATHOLOGIST, VETERINARY | 2212.20 | PHOTOGRAPHER, FORENSIC | 3131.23 |
| PATROL JUDGE, HORSE RACING | 3465.20 | PHOTOGRAPHER, GEOLOGICAL | 3131.19 |
| PATROLMAN | 5219.41 | PHOTOGRAPHER, MEDICAL | 3131.35 |
| PATTERN DESIGNER, TOWEL MANU- | | PHOTOGRAPHER, POLICE | 3131.21 |
| FACTURE | 7433.30 | PHOTOGRAPHER, PRESS | 3131.31 |
| PATTERN DRAFTER | 7433.20 | PHOTOGRAPHIC DARKROOM ATTEN- | |
| PATTERN HAND | 9329.45 | DANT | 9323.20 |
| PATTERN MAKER, GARMENT MANU- | | PHOTOGRAPHIC PRINTER OPERATOR | 8223.35 |
| FACTURE | 7433.15 | PHOTOGRAPHIC-LABORATORY TECH- | |
| PATTERN MAKER, SHOE | 7442.15 | NICIAN, COLOUR FILM PROCESSING | 8223.40 |
| PATTERN MAKER, TOWEL MANUFAC- | | PHOTOGRAPHIC-LABORATORY TECH- | |
| TURE | 7433.30 | NICIAN | 8223.20 |
| PATTERN PUNCHER, TOWEL MANUFAC- | | Photographic-Laboratory Technician, Paper | |
| TURE | 7433.30 | Processing | 8223.45 |
| PAWNBROKER | 4214.15 | Photographic-Laboratory Technician, Photo- | |
| PAYMASTER | 4121.35 | graphic Printing | 8223.35 |
| PAYROLL CLERK | 4121.40 | Photolithographer | 7343.35 |
| PEANUT BLANCHER OPERATOR, | | PHOTOPOLYMER-PLATE MAKER | 7343.45 |
| SNACK MANUFACTURE | 8275.37 | PHYSICAL EDUCATION AND SPORT | |
| PEANUT BUTTER MIXER | 8275.33 | OFFICER | 2399.30 |
| PELLET MILL OPERATOR | 8273.30 | PHYSICAL EDUCATION TEACHER, | |
| PENSIONS ADMINISTRATOR | 3419.25 | SECONDARY SCHOOL | 3310.25 |
| PENSIONS CLERK | 4122.15 | PHYSICAL OCEANOGRAPHER | 2114.45 |
| PERCUSSION-DRUM MAKER AND | | PHYSICAL TRAINING INSTRUCTOR | 3465.40 |
| REPAIRER | 7312.35 | PHYSICIAN, OCCUPATIONAL HEALTH | 2221.40 |
| PERFORMER, STREET AND NIGHT CLUB | 3463.15 | PHYSICIAN, PUBLIC HEALTH | 2221.45 |
| PERIODONTIST | 2222.20 | PHYSICS LABORATORY TECHNICIAN | 3111.21 |
| Permanent Secretary | 1120.05 | PHYSICIST | 2111.20 |
| Personnel Assistant | 4159.15 | PHYSIOLOGIST, VETERINARY | 2212.25 |
| PERSONAL ASSISTANT TO GOVERN- | | PHYSIOTHERAPIST | 2226.15 |
| MENT MINISTER | 2413.37 | PIANIST | 2453.50 |
| | | PIANO REPAIRER AND TUNER | 7312.25 |

ALPHABETICAL INDEX

| | | | |
|------------------------------------|---------|-------------------------------------|---------|
| PICK-UP DRIVER | 8322.40 | POLICE CORPORAL | 5212.10 |
| PICKLE INJECTION MACHINE | | POLICE INSPECTOR | 5212.05 |
| OPERATOR | 8271.50 | POLICE INSPECTOR, ADMINISTRATION | 5212.05 |
| Pickle Pumper | 8271.50 | POLICE INSPECTOR, CRIMINAL INVESTI- | |
| PICTURE FRAMER | 7422.30 | GATION DEPARTMENT | 5212.05 |
| PIERMAN, PETROCHEMICAL | | POLICE INSPECTOR, TRAFFIC BRANCH | 5212.05 |
| INDUSTRY | 9331.15 | POLICE OFFICER | 5212.10 |
| PIG FARM WORKER | 6121.45 | POLICE PHOTOGRAPHER | 3131.21 |
| PIG FARMER | 6121.25 | POLICE SERGEANT | 5212.07 |
| PILE HAMMER OPERATOR | 8332.17 | POLICE SERGEANT, ADMINISTRATION | 5212.07 |
| PILE-DRIVING FOREPERSON | 8330.20 | POLICE SERGEANT, CRIMINAL INVESTI- | |
| PILOT, AIRCRAFT | 3143.15 | GATION DEPARTMENT | 5212.07 |
| PILOT, HELICOPTER | 3143.20 | POLICE SERGEANT, SPECIAL BRANCH | 5212.07 |
| PILOT, SPRAY PLANE | 3143.25 | POLICE SERGEANT, TRAFFIC | 5212.07 |
| PILOT, THIRD | 3143.30 | POLITICAL SCIENTIST | 2443.15 |
| PIPE AND TUBE FITTER, AIRCRAFT | 7134.20 | POLL CLERK | 4159.45 |
| PIPE FITTER | 7134.20 | POPULAR SINGER | 2453.40 |
| Pipe Handler | 8332.33 | PORCELAIN OPERATOR, TOOTH | |
| PIPE LAYER | 7134.50 | MANUFACTURE | 8299.39 |
| PIPELINE FITTER, OILFIELD | 7134.15 | PORT CAPTAIN | 1233.35 |
| PIRN WINDER | 8261.20 | PORT ENGINEER | 2142.35 |
| PLACEMENT OFFICER | 2412.25 | PORT MANAGER | 1233.17 |
| PLANNER, URBAN AND REGIONAL | 2141.30 | PORTER, BAGGAGE | 9151.30 |
| PLANNER-SCHEDULER, PRODUCTION | | PORTRAIT ARTIST | 2452.15 |
| AND MAINTENANCE | 3119.20 | POST OFFICE DRIVER | 8322.40 |
| PLANNING SUPERVISOR, DISTRIBUTION | 3419.15 | POSTAL AGENT | 4212.35 |
| PLANT FOREMAN | 7230.10 | POSTAL ASSISTANT | 4212.25 |
| PLANT INSPECTOR | 3115.15 | POSTAL AUXILIARY | 9151.35 |
| PLANT NEMATOLOGIST | 2212.30 | POSTAL GUARD | 5219.27 |
| PLANT OPERATOR, PETROLEUM | | POSTAL OFFICER | 4212.15 |
| INSTALLATION | 8299.33 | POSTAL SORTER AND DESPATCHER | 4142.15 |
| PLANT PATHOLOGIST | 2212.30 | POSTAL SUPERVISOR | 3431.25 |
| PLANT PROTECTION ATTENDANT | 9400.15 | Postman Inspector | 4142.05 |
| PLANT QUARANTINE GUARD | 5219.39 | POSTMAN INSPECTOR | 4142.05 |
| PLANT VIROLOGIST | 2212.30 | POSTMASTER GENERAL | 1120.21 |
| PLASTIC MOULDING MACHINE | | POTMAN, MASTIC ASPHALT | 8152.35 |
| OPERATOR | 8232.20 | POTTER | 7321.25 |
| PLASTIC SIGN MAKER | 8232.15 | POULTRY DEBEAKER | 9211.20 |
| PLATE GLASS INSTALLER | 7133.25 | POULTRY FARM WORKER | 6122.20 |
| Platemaker | 7343.20 | POULTRY FARMER | 6122.15 |
| PLATE MOUNTER | 7342.15 | POULTRY FARMER, BOILER PRODUC- | |
| Platen Press Operator | 8251.29 | TION | 6122.15 |
| PLATFORM SUPERVISOR, NATURAL | | POULTRY FARMER, HATCHING EGG | |
| GAS COMPRESSION | 8160.15 | PRODUCTION | 6122.15 |
| PLAYWRIGHT | 2451.40 | POULTRY FARMER, TABLE EGG PRO- | |
| PLUMBER | 7134.25 | DUCTION | 6122.15 |
| PLUMBING & PIPEFITTING SUPERVISOR- | | POULTRY HATCHERY WORKER | 9211.20 |
| FOREPERSON | 7130.15 | POULTRY PROCESSING PLANT | |
| PNEUMATIC DRILL OPERATOR | 8332.45 | WORKER | 8271.55 |
| POET | 2451.40 | POULTRY SLAUGHTERER | 7411.30 |
| POINTS MAN | 9339.20 | POULTRY VACCINATOR | 9211.20 |
| POLEMAN | 9312.15 | POUND KEEPER | 6129.35 |
| POLICE BANDSMAN | 5212.10 | POWER HOUSE ELECTRICIAN | 7135.20 |
| POLICE CONSTABLE | 5212.10 | POWER STATION ENGINEER | 2143.20 |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| POWER STATION SUPERINTENDENT | 1231.30 | Printing Operator, Linotype Composing | 7341.20 |
| POWER SWITCHBOARD OPERATOR | 2143.25 | Printing Operator Makeup | 7341.30 |
| POWER-TONG OPERATOR, OIL WELL | 8113.45 | Printing Operator, Monotype-Casting | 7341.50 |
| PRE-SCHOOL TEACHER | 3340.10 | Printing Operator, Monotype Machine | 7341.45 |
| PRECAST/PRESTRESSED CONCRETE WORKER | 7122.20 | Printing Operator, Typesetting | 7341.25 |
| PRECISION INSTRUMENT FITTER | 7311.10 | PRINTING MACHINE OPERATOR, TEXTILE MANUFACTURE | 8251.27 |
| PRECISION-INSTRUMENT INSTALLER- REPAIRER | 7311.10 | PRINTING MACHINE TENDER, TEXTILE MANUFACTURE | 8251.33 |
| PREPARER, METAL SURFACE, MOTOR VEHICLE ASSEMBLY | 8222.50 | PRINTING-PLATE MOULDER | 7342.25 |
| PRESIDENT'S PRIVATE SECRETARY | 3439.20 | PRINTING-PLATE RETOUCHER | 7343.25 |
| PRESIDENT, INDUSTRIAL COURT | 1229.15 | Printing Plate Setter | 7342.15 |
| President, Theological College/Rector, Seminary | 1228.23 | PRINTING PRESS HELPER | 9323.15 |
| PRESIDENT, TRADE UNION | 1132.20 | PRINTING ROLLER CHANGER | 9323.15 |
| PRESIDING OFFICER | 3449.25 | PRINTING SUPERVISOR | 7340.15 |
| PRESS OPERATOR, METAL | 8211.25 | Prioress | 2460.25 |
| PRESS PHOTOGRAPHER | 3131.31 | PRISON OFFICER | 5213.10 |
| PREVENTIVE INSPECTOR, CUSTOMS AND EXCISE | 3441.15 | PRISON SUPERVISOR | 5213.05 |
| PRIMARY SCHOOL TEACHER | 3330.10 | PRISON WELFARE OFFICER | 3450.50 |
| PRINCIPAL MARINE SURVEYOR | 1232.35 | PRIVATE INVESTIGATOR | 5219.15 |
| PRINCIPAL MEDICAL OFFICER, COMM- UNITY HEALTH SERVICES | 1120.17 | PRIVATE, REGIMENT | 0111.40 |
| PRINCIPAL MEDICAL OFFICER, ENVIRON- MENTAL HEALTH | 1120.17 | PROBATE CLERK | 4151.30 |
| PRINCIPAL MEDICAL OFFICER, EPIDEMI- OLOGY | 1120.17 | PROBATION OFFICER | 3450.25 |
| PRINCIPAL MEDICAL OFFICER, INSTITU- TIONS | 1120.17 | PROCESS FOREMAN, SLURRY PRO- DUCTION | 8110.20 |
| PRINCIPAL STATISTICAL OFFICER | 3434.05 | PROCESS OPERATOR, LIQUOR MANU- FACTURE | 8279.31 |
| PRINCIPAL, DENTAL NURSING SCHOOL | 1228.25 | PROCESS OPERATOR, NATURAL GAS COMPRESSION | 8169.15 |
| PRINCIPAL, SCHOOL | 1228.35 | PRODUCER, GOVERNMENT TELEVISION UNIT | 2455.25 |
| Principal, School for the Disabled | 1228.39 | PRODUCER-DIRECTOR, TELEVISION PROGRAMMES | 2455.25 |
| PRINCIPAL, SCHOOL FOR THE HANDI- CAPPED | 1228.39 | PRODUCTION AND PROMOTIONS ASSISTANT, RADIO STATION | 2419.25 |
| PRINCIPAL, SCHOOL FOR THE HEARING IMPAIRED | 1228.39 | PRODUCTION AND OPERATIONS MANAGER, FOOD AND BEVERAGE PROCESSING | 1231.40 |
| PRINCIPAL, SCHOOL FOR THE MENTALLY HANDICAPPED | 1228.39 | PRODUCTION AND OPERATIONS SUPER- VISOR, PETROCHEMICALS | 8150.20 |
| PRINCIPAL, SCHOOL FOR THE VISUALLY IMPAIRED | 1228.39 | PRODUCTION CLERK | 4132.10 |
| PRINCIPAL, SCHOOL OF NURSING | 1228.31 | PRODUCTION COORDINATOR, PRINT ADVERTISING | 3469.20 |
| PRINCIPAL, THEOLOGICAL COLLEGE | 1228.23 | PRODUCTION MANAGER | 1231.10 |
| PRINCIPAL, UNIVERSITY | 1210.15 | PRODUCTION SPECIALIST | 2419.21 |
| PRINT CHECKER | 9323.20 | PRODUCTION SUPERVISOR (<i>TERM TITLE</i>) | |
| PRINTER, BOX | 8251.15 | PRODUCTION SUPERVISOR, CERAMIC LABELLING | 8290.20 |
| PRINTER, FILM-DEVELOPER | 7346.15 | PRODUCTION SUPERVISOR, ELECTRICAL FIXTURES ASSEMBLY | 8280.10 |
| PRINTER, FLEXOGRAPHIC | 8251.21 | PRODUCTION SUPERVISOR, METAL FORMING | 8210.20 |
| PRINTER, SILK SCREEN | 7345.20 | PRODUCTION SUPERVISOR, METAL PRODUCTS | 8210.20 |
| PRINTING HELPER | 9323.15 | | |
| Printing Operator, Bookbinding | 7344.20 | | |
| Printing Operator, Camera | 7343.15 | | |

ALPHABETICAL INDEX

| | | | |
|---|----------------|--|----------------|
| PRODUCTION SUPERVISOR, METAL ROLLING | 8120.25 | PUMP ATTENDANT, SUGAR PROCESSING | 8276.55 |
| PRODUCTION SUPERVISOR, OILFIELD | 8110.15 | PUMP FITTER | 7233.30 |
| PRODUCTION SUPERVISOR, RADIO STATION | 3132.05 | PUMPMAN, PETROLEUM INDUSTRY | 8155.15 |
| PRODUCTION SUPERVISOR-FOREPERSON, PETROLEUM INDUSTRY | 8110.15 | Purchasing Agent | 3416.15 |
| PRODUCTION SUPERVISOR-FOREPERSON, SUGAR PROCESSING | 8270.15 | Purchasing Manager | 1225.15 |
| PRODUCTIVITY ADVISER | 2412.15 | PURCHASING OFFICER | 3416.15 |
| PROFESSIONAL ATHLETE | 3465.30 | PURSER, FLIGHT | 5111.05 |
| PROFESSOR, COLLEGE | 2310.55 | | |
| PROFESSOR, UNIVERSITY | 2310.20 | | |
| PROGRAMME CONTROLLER, TELEVISION STATION | 3462.20 | | |
| PROGRAMME DIRECTOR, RADIO STATION | 1239.15 | | |
| PROGRAMME DIRECTOR, TELEVISION STATION | 1239.35 | | |
| PROGRAMME LEADER, BIOCHEMISTRY | 2212.60 | | |
| PROJECT ANALYST | 2419.35 | | |
| PROJECT ENGINEER | 2149.23 | | |
| Project Manager, Construction | 1232.27 | | |
| PROJECT MANAGER, LANDSCAPING | 1311.15 | | |
| PROMOTIONS COORDINATOR | 2419.21 | | |
| PROOF CLERK | 4122.50 | | |
| PROOF-READER | 4143.15 | | |
| PROPAGATOR | 6113.15 | | |
| PROSTHESIS MAKER | 7311.50 | | |
| PROSTHODONTIST | 2222.20 | | |
| PSYCHIATRIC NURSE | 3226.30 | | |
| PSYCHIATRIC NURSING INSTRUCTOR | 2399.15 | | |
| PSYCHIATRIC SOCIAL WORKER | 2446.20 | | |
| PSYCHIATRIST | 2221.25 | | |
| PSYCHOLOGIST, CHILD | 2445.40 | | |
| PSYCHOLOGIST, CLINICAL | 2445.35 | | |
| PSYCHOLOGIST, COUNSELLING | 2445.30 | | |
| PSYCHOLOGIST, EDUCATIONAL | 2445.25 | | |
| PSYCHOLOGIST, INDUSTRIAL | 2445.20 | | |
| PUBLIC HEALTH ENGINEER | 2142.65 | | |
| PUBLIC HEALTH INSPECTOR | 3152.35 | | |
| Public Health Nurse | 3226.15 | | |
| PUBLIC HEALTH OFFICER | 2221.45 | | |
| PUBLIC HEALTH PHYSICIAN | 2221.45 | | |
| PUBLIC RELATIONS ASSISTANT | 2419.27 | | |
| PUBLIC RELATIONS MANAGER | 1224.15 | | |
| PUBLIC RELATIONS OFFICER | 2419.27 | | |
| PUBLIC SERVICE MANAGER | 1120.05 | | |
| PULLET HOUSE WORKER | 6122.20 | | |
| PULPIT OPERATOR, COOLING PROCESS | 8122.31 | | |
| PULPIT OPERATOR, ROLLING MILL | 8122.27 | | |
| PULPIT OPERATOR, REHEATING FURNACE | 8122.39 | | |
| PULPIT OPERATOR, ROUGHING MILL | 8122.33 | | |
| | | | |
| | | Q | |
| | | QUALITY CONTROL INSPECTOR | 3152.31 |
| | | QUALITY CONTROL MANAGER | 1231.35 |
| | | QUANTITY SURVEYING TECHNICIAN | 3119.30 |
| | | QUANTITY SURVEYOR | 2149.33 |
| | | QUARRY LABOURER | 9311.20 |
| | | QUARRY OWNER | 1312.20 |
| | | QUARTER MASTER | 8341.15 |
| | | QUILTED-BORDER MAKER | 9329.15 |
| | | QUILTING-MACHINE OPERATOR | 8263.25 |
| | | | |
| | | R | |
| | | RACE-CLUB SECRETARY | 1133.25 |
| | | RACEHORSE EXERCISER | 6129.30 |
| | | RACEHORSE TRAINER | 6129.15 |
| | | RADIAL-PLY CASING BUILDER, TYRE MANUFACTURE | 8231.15 |
| | | RADIAL-PLY SECOND STAGE BUILDER, TYRE MANUFACTURE | 8231.15 |
| | | RADIATOR ASSEMBLER | 7233.45 |
| | | RADIATOR REPAIRER | 7233.45 |
| | | RADIO ANNOUNCER | 3462.30 |
| | | RADIO COMMUNICATIONS OFFICER | 3132.15 |
| | | RADIO/TELEVISION ASSEMBLER | 8283.20 |
| | | RADIO/TELEVISION PRODUCER, ADVERTISING | 2455.30 |
| | | RADIOGRAPHER DIAGNOSTIC | 2229.35 |
| | | RADIOGRAPHER, THERAPEUTIC | 2229.30 |
| | | RADIOLOGIST, DIAGNOSTIC | 2221.35 |
| | | RAIL COUPLER | 8312.15 |
| | | RAILWAY DRILLER | 9312.20 |
| | | RAILWAY GATEMAN | 9339.20 |
| | | RAILWAY, PLATE LAYER | 9312.30 |
| | | RAILWAY SIGNALMAN | 8312.20 |
| | | RAILWAY TRANSPORT LABOURER | 9339.20 |
| | | RAMP COORDINATOR | 3490.33 |
| | | Ramp Service Attendant | 9331.30 |
| | | RAPSO POET | 2451.40 |
| | | RAW MATERIALS ATTENDANT, GLASS MANUFACTURE | 8139.30 |
| | | RAW MILLER, SLURRY PRODUCTION | 8112.15 |
| | | RE-INSURANCE CLERK | 4122.55 |
| | | REAL ESTATE AGENT | 3413.10 |

ALPHABETICAL INDEX

| | | | |
|---|---------|--|---------|
| REAL ESTATE APPRAISER | 3417.25 | REPAIRER, CAMERA | 7311.40 |
| RECAPPER, TYRE | 8231.35 | REPAIRER, DENTAL EQUIPMENT | 7233.40 |
| RECEPTIONIST | 4222.30 | REPAIRER, ELECTRICAL MOTOR | 7241.60 |
| RECEPTIONIST, HOTEL | 4222.15 | REPAIRER, ELECTRICAL TOOL AND SMALL APPLIANCE | 7241.35 |
| RECEPTIONIST, MEDICAL AND HEALTH SERVICES | 4222.25 | REPAIRER, ELECTRONIC APPLIANCE | 7243.10 |
| RECEPTIONIST, TOURIST | 4222.35 | REPAIRER, INSTALLER, ELEVATOR AND ESCALATOR | 7241.30 |
| RECLAIMER OPERATOR | 8339.20 | REPAIRER, JEWELLERY | 7313.30 |
| RECORD LIBRARIAN, RADIO STATION | 4141.15 | REPAIRER, RADIATOR | 7233.45 |
| RECORDING ENGINEER | 3131.33 | REPAIRER, SAIL | 7434.15 |
| RECORDS MANAGER | 2432.35 | REPAIRER, SHOE | 7442.30 |
| Recruiting Officer, Trade Union | 3490.39 | REPAIRER, SPORTS GOODS | 7499.35 |
| RECTIFIER OPERATOR | 8223.15 | REPAIRER, TYRE | 8231.31 |
| RECTOR | 2460.30 | REPAIRER, WATCH AND CLOCK | 7311.45 |
| REEF BOAT OPERATOR | 5113.15 | REPAIRER, WIND MUSICAL INSTRU MENTS | 7312.30 |
| REEF-PATROL OFFICER | 5219.25 | REPAIRER-INSTALLER, ELECTRICAL APPLIANCES | 7241.40 |
| REFERENCE LIBRARIAN | 2432.25 | REPAIRER-INSTALLER, MUFFLER | 7231.35 |
| REFINERY GAUGER, PETROLEUM INDUSTRY | 8155.30 | REPAIRER-INSTALLER, TELEPHONE LINE AND INSTRUMENT | 7244.30 |
| REFORM OPERATOR, STEEL MILL | 8122.35 | REPORTER, MEDIA | 2451.25 |
| REFINERY OPERATOR, PETROLEUM INDUSTRY | 8155.20 | REPORTER, VERBATIM | 4112.15 |
| Refractory Man | 7121.15 | REPOSSESSOR-BAILIFF | 4215.20 |
| REFRACTORY RELINER | 7121.15 | RESEARCH AND PLANNING OFFICER | 2413.39 |
| REFRACTORY SUPERVISOR | 7120.10 | RESEARCH ASSISTANT | 3490.45 |
| REFRIGERATION AND AIR-CONDITION- ING EQUIPMENT INSULATOR | 7132.25 | RESEARCH ENGINEER, ELECTRONICS | 2144.30 |
| REFUSE COLLECTOR | 9161.20 | RESEARCH FELLOW, UNIVERSITY | 2391.15 |
| REGIMENTAL SERGEANT MAJOR | 3490.31 | RESEARCH OFFICER, EDUCATIONAL | 2391.30 |
| REGIONAL POSTAL CONTROLLER | 2413.17 | RESEARCHER-BROADCASTER, TELE- VISION UNIT | 2419.37 |
| REGISTRAR GENERAL | 1120.23 | RESERVATIONS CLERK, HOTEL | 4222.15 |
| REGISTRAR OF BIRTHS AND DEATHS | 4141.45 | RESERVATIONS CLERK, AIRLINE | 4221.25 |
| REGISTRAR, EDUCATIONAL INSTITUTION | 3390.23 | RESERVOIR ENGINEER, PETROLEUM | 2147.20 |
| REGISTRAR, HIGHER EDUCATION INSTITUTION | 1221.50 | Restaurant Supervisor | 5123.05 |
| REGISTRAR, INDUSTRIAL COURT | 1221.35 | RETORT OPERATOR, FOOD PRESER- VATION | 8275.41 |
| REGISTRAR, LAW SCHOOL | 1221.50 | RETURNING OFFICER | 3449.23 |
| REGISTRAR, TOXIC CHEMICALS AND PESTICIDES | 2119.35 | REVENUE CONTROLLER, AIRLINE | 4123.20 |
| REGISTRATION CLERK | 4159.40 | REVENUE OFFICER | 3443.25 |
| REGISTRATION RECORD CLERK | 4159.40 | REVISOR, TELEGRAPH OFFICE | 4143.25 |
| Registry Clerk | 4141.30 | RICE CROP FARM WORKER | 6111.20 |
| REHEATING FURNACE PULPIT OPERATOR | 8122.39 | RICE DRYING EQUIPMENT OPERATOR | 8273.25 |
| REHEATING-FURNACE OPERATOR | 8121.30 | RICE FARMER | 6111.15 |
| REINFORCING METAL WORKER HELPER | 9313.20 | RICE MILLER | 8273.35 |
| RENTAL CLERK | 4152.25 | RIGGER | 7215.10 |
| REPAIRER AND MAKER, PERCUSSION DRUM | 7312.35 | RIGGER FOREPERSON | 7210.35 |
| REPAIRER AND TUNER, PIANO | 7312.25 | RIGGER, SHIPYARD | 7215.20 |
| REPAIRER, AND MAKER, STRINGED INSTRUMENTS | 7312.20 | RIGGER, TELECOMMUNICATIONS | 7215.15 |
| REPAIRER, ARCHIVE | 7344.15 | RISK SURVEYOR | 2149.27 |
| REPAIRER, BICYCLE | 7231.25 | ROAD CONSTRUCTION MACHINERY ATTENDANT | 9312.35 |
| | | ROAD HAULAGE CLERK | 4133.40 |

ALPHABETICAL INDEX

| | | | |
|-------------------------------------|---------|--|---------|
| ROAD MARKER | 9312.25 | SALES MANAGER, MEDIA ADVERTISING | 1224.20 |
| Road Planer | 8332.27 | SALES OFFICER, GOVERNMENT PRINTERY | 3419.40 |
| ROAD ROLLER DRIVER | 8332.37 | SALES REPRESENTATIVE | 3415.25 |
| Road Roller Operator | 8332.37 | SALES REPRESENTATIVE, DISPLAY ADVERTISEMENT | 3429.50 |
| ROAD-MARKING MACHINE OPERATOR | 8332.43 | SALES SUPERVISOR, RETAIL TRADE | 5310.05 |
| ROAD-SURFACING EQUIPMENT ATTENDANT | 9312.35 | SALES SUPERVISOR, WHOLESALE TRADE | 5310.03 |
| ROADS AND HIGHWAYS ENGINEER | 2142.50 | SALESPERSON, BUSINESS SERVICES | 3429.30 |
| ROADS SUPERINTENDENT | 1232.37 | SALESPERSON, DOOR-TO-DOOR | 9113.20 |
| RODMAN/STAFFMAN | 9312.15 | SALESPERSON, VAN | 9113.15 |
| ROLLING-MILL-PULPIT OPERATOR | 8122.27 | SALVAGE BUYER | 3416.30 |
| ROLLING-MILL COORDINATOR | 8122.05 | SALVAGE WORKER, METALS | 7212.40 |
| ROLLING-MILL-FLOOR OPERATOR | 8122.41 | SAMPLE CONTAINER MAKER, PAPER PRODUCTS MANUFACTURE | 7499.25 |
| ROOF THATCHER | 7131.40 | SAMPLE MAKER, GARMENT MANUFACTURE | 8263.15 |
| ROOFER HELPER | 9313.20 | Sampling Representative | 5310.25 |
| ROOFER, ASPHALT SHINGLES | 7131.25 | SAND PLANT ATTENDANT | 8112.35 |
| ROOFER, CONCRETE AND CLAY TILES | 7131.20 | SAND PLANT CHARGEHAND | 8112.30 |
| ROOFER, MASTIC GALVANISED TILES | 7131.15 | SANDBLASTER | 7143.15 |
| ROOFER, METAL SHEETING | 7131.30 | SANDBLASTER ASSISTANT | 9313.15 |
| ROOM CLERK | 4222.15 | SANFORISER OPERATOR | 8264.25 |
| ROPEMAN | 6152.20 | SANITATION SUPERVISOR-FORERPERSON | 9161.05 |
| ROTARY DRILLER, PETROLEUM INDUSTRY | 8113.15 | SANITATION WORKER | 9162.15 |
| ROTARY DRILLER, WATER WELL | 8113.20 | SATELLITE RECEIVER TECHNICIAN | 3114.25 |
| ROTARY KILN ATTENDANT, CEMENT PLANT | 8152.30 | Sausage Stuffer | 8271.45 |
| ROTARY KILN OPERATOR, CEMENT PLANT | 8152.15 | SAUSAGE-MIXING MACHINE OPERATOR | 8271.35 |
| ROTARY-FURNACE OPERATOR | 8121.50 | SAUSAGE-STUFFING-AND-LINKING MACHINE OPERATOR | 8271.45 |
| ROTO MILL OPERATOR | 8332.27 | Saw Doctor | 7224.20 |
| ROUGHING MILL PULPIT OPERATOR | 8122.33 | SAW SHARPENER | 7224.20 |
| ROUGHING MILL ROLLER | 8122.29 | SAWMILL LABOURER | 9329.35 |
| RUBBER BAND MAKER | 8231.43 | SCAFFOLDER | 7129.20 |
| RUBBERMILL OPERATOR | 8231.33 | SCALE TECHNICIAN | 7311.20 |
| Rubber Moulder | 8231.37 | SCHOOL FARM ATTENDANT | 6130.25 |
| RUBBER MOULDING PRESS OPERATOR | 8231.37 | SCHOOL LIBRARIAN | 2432.20 |
| RUBBER STAMP MAKER | 7343.40 | SCHOOL PRINCIPAL | 1228.35 |
| RUFFLER-GAUGER | 8263.15 | SCHOOLS SUPERVISOR | 2392.10 |
| RUST-PROOFER | 8222.40 | SCHOOL WORKSHOP ATTENDANT | 7233.35 |
| RUST-PROOFING SUPERVISOR | 8220.25 | SCHOOLS PUBLICATION OFFICER | 2391.25 |
| S | | SCIENCE LABORATORY TECHNICIAN, EDUCATIONAL INSTITUTION | 3111.33 |
| Safety Engineer | 2149.17 | Scientific Assistant | 3111.15 |
| SAFETY INSPECTOR | 3152.27 | Scientific Assistant, Agriculture | 3212.15 |
| SAFETY MANAGER | 1232.33 | SCIENTIFIC ASSISTANT, WATER AND SEWAGE TESTING | 3111.27 |
| SAFETY OFFICER | 2149.37 | SCIENTIFIC OFFICER, BLOOD TRANSFUSION SERVICE | 2212.55 |
| SAIL REPAIRER | 7434.15 | | |
| SALAD DRESSING MIXER | 8275.27 | | |
| SALES AND MARKETING MANAGER | 1223.15 | | |
| SALES CLERK | 5310.35 | | |
| SALES DEMONSTRATION SUPERVISOR | 5310.07 | | |
| SALES DEMONSTRATOR | 5310.25 | | |

ALPHABETICAL INDEX

| | | | |
|--|---------|--|---------|
| SCIENTIFIC OFFICER, DOCUMENT EXAMINATION | 2119.30 | SENIOR GOVERNMENT OFFICIAL | 1120.10 |
| SCIENTIFIC OFFICER, FIREARM AND TOOL EXAMINATION | 2119.25 | SENIOR GROOM | 6129.40 |
| SCIENTIFIC OFFICER, FORENSIC SCIENCE | 2119.15 | SENIOR INSPECTION ENGINEER, PETROLEUM REFINERY | 2145.25 |
| SCIENTIFIC OFFICER, IMMUNOLOGY | 2211.40 | SENIOR INSURANCE OFFICER | 1120.49 |
| SCIENTIST, SOIL | 2213.15 | SENIOR LADLEMAN | 8122.23 |
| Scorer | 2453.35 | SENIOR LECTURER | 2310.35 |
| SCRAPER OPERATOR | 8332.25 | SENIOR METEOROLOGICAL ASSISTANT | 3111.37 |
| SCREED OPERATOR | 8332.23 | SENIOR OPERATIONS TECHNICIAN, CHEMICAL PLANT | 8154.15 |
| Screedman | 8332.23 | SENIOR PENSIONS CLERK | 4122.15 |
| SCREEN STENCIL CUTTER | 7345.20 | Senior Pipe Handler | 3141.30 |
| SCREENMAN | 8153.15 | SENIOR PLANT INSPECTOR | 3115.15 |
| SCRIPT WRITER, RADIO AND TELEVISION PRODUCTION | 2451.55 | SENIOR REFINERY OPERATOR, PETROLEUM INDUSTRY | 8155.20 |
| SCULPTOR | 2452.25 | SENIOR SUPERVISOR, AIRCRAFT APPEARANCE | 9132.05 |
| SEAMAN, COAST GUARD | 0111.25 | SENIOR TUTOR, LAW SCHOOL | 2310.30 |
| SEAMING-MACHINE OPERATOR | 8284.35 | Sentry | 9152.20 |
| Seamstress | 7432.20 | SERGEANT, POLICE | 5212.07 |
| SEARCH CLERK | 4159.35 | SERGEANT, REGIMENT | 0111.30 |
| SEAWEED DRIER | 7411.45 | SERGEANT-AT-ARMS | 5214.15 |
| SECONDARY EDUCATION GRADUATE TEACHER | 2320.10 | SERGER | 8263.15 |
| Secretary-Stenographer | 4111.10 | SERVICE CRANE OPERATOR | 8333.45 |
| SECRETARY | 4111.10 | SERVICE STATION ATTENDANT | 9190.20 |
| SECRETARY, ADMINISTRATIVE | 1221.55 | Service Unit Operator, Oil Well | 8333.20 |
| SECRETARY, COMPANY | 1221.60 | SERVICEMAN, POULTRY INDUSTRY | 3213.25 |
| SECRETARY, EXECUTIVE | 3439.15 | SETTER, DIE AND MOULD | 7223.30 |
| SECRETARY, LAW COMMISSION | 1221.20 | SETTLEMENT CLERK | 4122.45 |
| SECRETARY, LEGAL | 1221.20 | SEWER MAINTENANCE PLUMBER | 7134.30 |
| SECRETARY, RACE-CLUB | 1133.25 | SEWING MACHINE ASSEMBLER | 8282.55 |
| SECRETARY, REGISTRATION, RECOGNITION AND CERTIFICATION BOARD | 1221.30 | SEWING MACHINE OPERATOR, GARMENT INDUSTRY | 8263.15 |
| SECRETARY-WARDEN, YOUTH CENTRE | 3450.65 | SEXTON | 9141.20 |
| Section Head, Public Service | 1120.49 | SHARE-REGISTRATION CLERK | 4122.30 |
| Securities Clerk | 4122.20 | SHARE-REGISTRATION OFFICER | 3419.20 |
| SECURITY CONSOLE OPERATOR | 9152.30 | SHARK OIL MAKER | 7411.40 |
| SECURITY GUARD | 5219.37 | SHEATHING EXTRUDER OPERATOR | 8124.15 |
| SECURITY MANAGER | 1232.33 | SHEEP AND GOAT FARM WORKER | 6121.45 |
| SECURITY SYSTEM INSTALLER | 7242.20 | SHEEP FARMER | 6121.25 |
| SEINE FISHERMAN | 6152.20 | Sheet Metal Mechanic | 7213.10 |
| SEISMOLOGIST | 2114.15 | SHEET-METAL WORKER | 7213.10 |
| SENATOR | 1110.20 | SHIFT SUPERVISOR, BILLET YARD | 8330.15 |
| SENIOR ACCOUNTANT | 2411.10 | SHIP CONSTRUCTION ENGINEER | 2145.15 |
| SENIOR CHEMIST | 2113.25 | SHIP PLATER | 7214.15 |
| SENIOR CHURCH ADMINISTRATOR | 1134.15 | SHIP SUPPLIES COORDINATOR | 3416.15 |
| SENIOR COMPUTER PROGRAMMER | 3121.15 | Ship's Captain | 2470.15 |
| SENIOR DECK HAND | 8341.20 | SHIP'S CAPTAIN, COAST GUARD | 0110.30 |
| SENIOR DRILLING ENGINEER, OILWELL | 2147.30 | Ship's Carpenter | 7123.20 |
| SENIOR FARM SUPERVISOR | 6130.05 | SHIP'S CHIEF ENGINEER | 2145.20 |
| Senior Flight Operations Officer | 3490.33 | SHIP'S CHIEF OFFICER, FOREIGN GOING | 3141.15 |
| SENIOR FOOD DEMONSTRATOR | 5122.20 | SHIP'S CHIEF OFFICER, HOME TRADE | 3141.15 |
| | | SHIP'S CHIEF STEWARD | 5111.07 |
| | | Ship's Electrician | 7241.20 |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| SHIP'S ENGINEER | 3142.15 | SOAP BOILER | 8152.20 |
| SHIP'S MASTER | 2470.15 | SOAP CUTTER AND STAMPER | 8221.25 |
| SHIP'S MASTER FOREIGN GOING | 2470.15 | SOCIAL PSYCHOLOGIST | 2445.15 |
| SHIP'S MASTER, DREDGER | 2470.15 | SOCIAL SERVICES AIDE | 3450.70 |
| SHIP'S MASTER, HOME TRADE | 2470.15 | SOCIAL STUDIES TEACHER, SECOND-ARY SCHOOL | 2320.10 |
| Ship's Mate | 3141.15 | SOCIAL WELFARE ADVISER | 3445.15 |
| SHIP'S OFFICER | 3141.15 | SOCIAL WELFARE OFFICER | 3450.20 |
| SHIP'S PILOT | 2470.20 | SOCIAL WELFARE SUPERVISOR | 1120.49 |
| SHIP'S SECOND ENGINEER | 3142.15 | SOCIAL WORKER, CASE WORK | 2446.10 |
| SHIP'S STEWARD | 5111.20 | SOCIAL WORKER, MEDICAL | 2446.15 |
| SHIP'S STEWARDESS | 5111.20 | SOCIAL WORKER, PSYCHIATRIC | 2446.20 |
| SHIP'S THIRD ENGINEER | 3142.15 | SOCIOLOGIST | 2442.20 |
| SHIP'S THIRD OFFICER | 3141.15 | SOFT DRINK MIXER | 8279.25 |
| SHIP'S SECOND OFFICER | 3141.15 | SOFT-TOY MAKER | 7332.25 |
| SHIPPING CLERK | 4133.40 | SOIL CHEMIST | 2113.25 |
| SHIPWRIGHT | 7123.20 | SOIL RESEARCH TECHNICIAN | 3212.15 |
| SHIPYARD PAINTER | 7141.15 | SOIL SCIENTIST | 2213.15 |
| SHIPYARD RIGGER | 7215.20 | Soils and Materials Engineer | 2142.20 |
| SHOE CLEANER | 9120.15 | SOLDERER | 7212.35 |
| SHOE PATTERN MAKER | 7442.15 | SOLICITOR GENERAL | 1120.19 |
| SHOE REPAIRER | 7442.30 | SORTER AND DESPATCHER, POSTAL | 4142.15 |
| SHOE SOLE FITTER | 8265.35 | SORTER-PACKER, AGRICULTURAL PRODUCE | 9322.25 |
| SHOE-LASTING MACHINE OPERATOR | 8265.25 | Sound Engineer | 3131.37 |
| SHOE-SEWING MACHINE OPERATOR | 8265.15 | SOUND TECHNICIAN, MUSIC BAND | 3131.37 |
| SHOEMAKER | 7442.25 | SPECIALIST DENTIST | 2222.20 |
| SHOEMAKER, ORTHOPAEDIC | 7442.20 | SPECIALIST PHYSICIAN | 2221.15 |
| SHOPKEEPER | 1314.35 | SPECIALIST, FIRE PREVENTION | 3151.15 |
| SHOREMAN | 6152.20 | SPEECH THERAPIST | 2229.20 |
| SIGN PAINTER | 7324.20 | SPICE AND SEASONING MIXER | 8273.50 |
| SILK SCREEN PRINTER | 7345.20 | SPICE MILLER | 8273.40 |
| SILK SCREEN-STENCIL CUTTER | 7345.15 | SPORTS COACH | 3465.35 |
| SILO ATTENDANT | 8273.55 | SPORTS GOODS REPAIRER | 7499.35 |
| Silversmith | 7313.35 | SPRAY PAINTER | 7142.15 |
| SINGER | 2453.40 | SPRAY PAINTER, BUILDING | 7142.15 |
| Site Engineer | 2142.45 | SPRAY PAINTER, ELECTRICAL ENCLOSURES | 7142.15 |
| Site Foreman | 7120.10 | SPRAY PLANE PILOT | 3143.25 |
| SKIDDER DRIVER | 8331.20 | SPRAY-PAINTING SUPERVISOR | 7140.10 |
| SKIPPER, FISHING BOAT | 6152.20 | SPRAYER | 6113.15 |
| SLAUGHTERER, ANIMAL | 7411.15 | SPRING FILLED MATTRESS MAKER | 7435.20 |
| SLAUGHTERER, POULTRY | 7411.30 | STABLEMAN | 6129.40 |
| SLICING MACHINE OPERATOR | 8271.25 | STADIUM MANAGER | 1229.20 |
| SLIPHOUSE ATTENDANT, CERAMIC WARE | 8139.15 | STAFF OFFICER, DEFENCE FORCE | 0110.25 |
| SLIPWAY OPERATOR/ATTENDANT | 8333.25 | STAFF OFFICER, FINANCE | 0110.25 |
| SLITTING MACHINE OPERATOR, METAL PRODUCTS | 8211.40 | STAFF OFFICER, LOGISTICS | 0110.25 |
| SLUICE GATE OPERATOR | 9312.40 | STAFF OFFICER, OPERATIONS AND TRAINING | 0110.25 |
| SMALL BUSINESS MANAGER (TERM TITLE) | | STAGE AND PROPERTY HAND | 9400.25 |
| SMALL PARTS MAKER, BATTERY MANUFACTURE | 7211.20 | STAGE MANAGER, CALYPSO TENT | 2455.50 |
| SMALL-APPLIANCE MOTOR INSTALLER | 7241.65 | STAGE MANAGER, THEATRE | 2455.40 |
| SMOKE-ROOM ATTENDANT | 8271.30 | STAGE SET AND PROPERTY MAKER | 7123.15 |
| SNOW-CONE VENDOR | 9111.20 | Stall Vendor, Agricultural Produce | 9114.15 |

ALPHABETICAL INDEX

| | | | |
|--|---------|---|---------|
| STALL/MARKET VENDOR, FRUIT AND VEGETABLES | 9114.15 | STORES SUPERVISOR | 4131.05 |
| STALLION GROOM | 6129.40 | STORY TELLER | 2455.45 |
| STANDARDS OFFICER | 2149.35 | STRAIGHT STITCHER | 8263.15 |
| STAPLE CLIP AND PIN MAKER | 8211.50 | STRAIGHTENING ROLL OPERATOR | 8122.43 |
| STARCH MIXER | 8151.15 | STRANDING-MACHINE OPERATOR | 7223.35 |
| STARTER, HORSE RACING | 3465.25 | Stratigrapher | 2114.30 |
| STARTING GATE ATTENDANT, HORSE RACING | 9400.40 | STRAW GOODS MAKER | 7333.20 |
| STATIONARY CRANE OPERATOR | 8333.35 | STREET AND NIGHTCLUB PERFORMER | 3463.15 |
| STATIONARY ENGINE OPERATOR | 8169.25 | STREET VENDOR | 9112.15 |
| Statistical Assistant | 4122.40 | STREET VENDOR, LOTTERY TICKETS | 9112.20 |
| STATISTICAL CLERK | 4122.40 | STREET VENDOR, NEWSPAPERS | 9112.25 |
| STATISTICAL OFFICER | 3434.20 | STRINGED-INSTRUMENT MAKER AND REPAIRER | 7312.20 |
| STATISTICAL SURVEY OFFICER | 4300.05 | STRIPPER OPERATOR, PASTA MANU- FACTURER | 8274.73 |
| STATISTICIAN | 2122.10 | STRIPPER-PLATEMAKER | 7343.35 |
| STEAMER TENDER, TEXTILE MANU- FACTURE | 8251.27 | STRUCTURAL DESIGN ENGINEER | 2142.40 |
| Steel-Bar Bender and Binder | 7122.25 | STRUCTURAL DRAUGHTER | 3118.40 |
| STEEL BUNDLER | 9322.15 | STRUCTURAL ENGINEER | 2142.40 |
| STEEL TALLYMAN-WEIGHER | 4131.30 | STRUCTURAL STEEL ERECTOR | 7214.25 |
| STEEL-PAN TUNER | 7312.15 | STRUCTURAL STEEL FABRICATOR | 7212.30 |
| STEELBAND CAPTAIN | 2453.50 | STRUCTURAL STEEL PAINTER | 7141.15 |
| STEELBAND DEVELOPMENT OFFICER | 3490.37 | STUDENT COUNSELLOR | 2445.45 |
| STEELBAND MUSIC ARRANGER | 2453.25 | Stud Farm Manager | 6121.15 |
| STEELBENDER AND FIXER | 7122.25 | STUDIO COORDINATOR, TELEVISION STATION | 3462.25 |
| STELMOR-REFORM OPERATOR, STEEL MILL | 8122.35 | Stuffed-Toy Maker | 7332.25 |
| STENOGRAPHER | 4112.20 | SUB-EDITOR, NEWSPAPER | 2451.20 |
| STEREOCUTTER | 7343.30 | Subscription Clerk | 4159.25 |
| STEREOPLOTTER OPERATOR | 3112.45 | SUBSTANCE ABUSE CASEWORKER | 3450.55 |
| STERILISER, MEDICAL INSTRUMENTS | 9132.30 | Substance Abuse Rehabilitation Counsellor | 3450.55 |
| STEVEDORE | 9331.25 | Sugar Boiler | 8276.15 |
| STEWARD, HORSE RACING | 3465.15 | SUGAR CURER | 8276.25 |
| STILL OPERATOR, LIQUOR PROCESS- ING | 8279.15 | SUGAR WEIGHER | 4131.40 |
| STITCHER, UPHOLSTERY | 8263.20 | SUGAR-CANE CROP FARM WORKER | 6111.20 |
| STOCK CLERK | 4131.25 | SUGAR-CANE WEIGHER | 4131.35 |
| STOCK DESPATCHER | 4131.15 | SUITCASE FINISHER | 8286.15 |
| STOCK VERIFIER | 3449.21 | SUITCASE MAKER, PAPERBOARD | 8253.50 |
| STOCKBROKER | 3411.15 | SUPERINTENDENT OF POLICE | 1120.65 |
| STOCKBROKER'S CLERK | 4122.45 | SUPERINTENDENT, CONSTRUCTION | 1232.37 |
| Stockman | 6121.45 | SUPERINTENDENT, GROUNDS | 6113.05 |
| STONE WORKER, CONFECTIONERY MANU- FACTURE | 7412.15 | SUPERINTENDENT, LUBRICATING OIL BLENDING PLANT | 8150.25 |
| STONE-CRUSHING MACHINE OPERA- TOR | 8112.40 | SUPERINTENDENT, MARINE | 1233.37 |
| STORAGE TANK ATTENDANT, CONFECTIONERY MANUFACTURE | 8274.39 | SUPERINTENDENT, MARINE ENGI- NEERING | 1233.39 |
| Store Detective | 5219.17 | SUPERINTENDENT, MARINE OPERA- TIONS | 1233.45 |
| STOREKEEPER | 4131.05 | SUPERINTENDENT, ORTHOPAEDIC APPLIANCE WORKSHOP | 7310.10 |
| Store Manager | 1314.25 | SUPERINTENDENT, PORT SERVICES | 1233.41 |
| STOREROOM ATTENDANT | 9331.45 | SUPERINTENDENT, POWER STATION | 1231.30 |
| STORES CLERK | 4131.20 | SUPERINTENDENT, YOUTH/VOCATIONAL CENTRE | 1228.43 |

ALPHABETICAL INDEX

| | | | |
|--|---------|---|---------|
| SUPERMARKET MANAGER | 1314.25 | SUPERVISOR, GARMENT MANUFACTURE | 8260.20 |
| SUPERVISOR, ELECTRIC CABLE MANUFACTURE | 8210.25 | SUPERVISOR, GRAIN MILLING | 8270.20 |
| SUPERVISOR, SCIENTIFIC LABORATORY | 3111.05 | SUPERVISOR, HAT MANUFACTURE | 8260.25 |
| SUPERVISOR, ADULT EDUCATION CENTRE | 3390.05 | SUPERVISOR, IMMIGRATION | 3442.05 |
| SUPERVISOR, AGRICULTURAL SERVICES | 6130.05 | SUPERVISOR, INDUSTRIAL INSPECTION | 1232.31 |
| SUPERVISOR, AIRCRAFT MAINTENANCE | 7230.10 | SUPERVISOR, JUVENILE HOME | 3450.45 |
| SUPERVISOR, ASSEMBLERS | 8280.10 | SUPERVISOR, LIGHT BULB ASSEMBLY | 8280.10 |
| SUPERVISOR, BAKERY OPERATIONS | 8270.20 | SUPERVISOR, LINE AND CABLE | 7240.25 |
| SUPERVISOR, BATTERY MANUFACTURE | 8280.10 | SUPERVISOR, MAINTENANCE GAS PIPE-LINES AND RELATED FACILITIES | 2149.19 |
| SUPERVISOR, BILLET YARD | 8330.15 | SUPERVISOR, MARINE CRAFT | 3142.20 |
| SUPERVISOR, BILLET YARD | 8330.15 | Supervisor, Marine Survey, Inspection and Examination | 1232.35 |
| SUPERVISOR, BOOK BINDING | 7340.15 | SUPERVISOR, MERCHANDISING | 5310.01 |
| SUPERVISOR, BUS STATION | 4133.09 | SUPERVISOR, METAL BRIQUETTING AND LIME PRODUCTION PLANTS | 8210.15 |
| SUPERVISOR, CANDLE MANUFACTURE | 8220.20 | SUPERVISOR, METAL EXTRUDING | 8120.35 |
| SUPERVISOR, CHEMICAL PROCESSING OPERATIONS | 8150.15 | SUPERVISOR, METAL-MELTING PLANT | 8120.20 |
| SUPERVISOR, CLEANING | 9132.05 | SUPERVISOR, MOTOR VEHICLE | 3444.05 |
| SUPERVISOR, COIL HANDLING | 8120.30 | SUPERVISOR, MOTOR VEHICLE MAINTENANCE AND REPAIR | 7230.10 |
| SUPERVISOR, COMPLIANCE | 3449.07 | SUPERVISOR, NEWSPAPER ADVERTISING | 4152.05 |
| Supervisor, Computer Operations | 3122.05 | SUPERVISOR, OFFICE MACHINE ROOM | 4141.05 |
| SUPERVISOR, CONSTRUCTION SITE | 3112.05 | Supervisor of Examinations | 1228.27 |
| SUPERVISOR, CONTINUOUS METAL CASTING | 8120.15 | SUPERVISOR, OPERATIONS, ELECTRONIC MEDIA | 3132.05 |
| SUPERVISOR, CUSTOMS AND EXCISE | 3441.05 | SUPERVISOR, OPTICAL LENS PROCESSING | 7320.15 |
| SUPERVISOR, DEPARTMENTAL NURSING | 3226.05 | SUPERVISOR, PHOTOGRAPHIC PROCESSING | 8220.15 |
| SUPERVISOR, DEVELOPMENT CONTROL, TOWN AND COUNTRY PLANNING | 3449.43 | SUPERVISOR, PIPELINES AND RIG-BUILDING | 7130.15 |
| SUPERVISOR, DINING ROOM | 5123.05 | SUPERVISOR, POSTAL | 3431.25 |
| SUPERVISOR, DISBURSEMENT, PETROLEUM INDUSTRY | 4133.05 | SUPERVISOR, PRINTING | 7340.15 |
| SUPERVISOR, DIVING | 7216.05 | SUPERVISOR, PRISON | 5213.05 |
| SUPERVISOR, DOCUMENT CONSERVATION | 7340.20 | SUPERVISOR, PRODUCT DEMONSTRATION | 5310.07 |
| SUPERVISOR, DOOR-TO-DOOR SALES-PEOPLE | 9113.05 | SUPERVISOR, PRODUCTION, METAL PRODUCTS | 8210.20 |
| SUPERVISOR, DRAUGHTING | 3118.05 | SUPERVISOR, RAILWAY TRANSPORT | 4133.03 |
| SUPERVISOR, ELECTRIC-CABLE MANUFACTURE | 8120.40 | Supervisor, Registration Department | 3419.20 |
| SUPERVISOR, ELECTRONIC DATA PROCESSING | 3122.05 | SUPERVISOR, RUST-PROOFING | 8220.25 |
| SUPERVISOR, ENGINEERING, TELEVISION STATION | 3114.05 | SUPERVISOR, SALES, RETAIL TRADE | 5310.05 |
| SUPERVISOR, FARM | 6130.05 | SUPERVISOR, SALES, WHOLESALE TRADE | 5310.03 |
| SUPERVISOR, FINISHING, CULTURED MARBLE PRODUCTS | 8210.30 | SUPERVISOR, SAND AND WATER BLASTING | 7140.10 |
| SUPERVISOR, FLIGHT | 4133.07 | SUPERVISOR, SCHOOLS | 2392.10 |
| SUPERVISOR, FOOD AND BEVERAGE MANUFACTURE | 8270.20 | SUPERVISOR, SCIENTIFIC LABORATORY | 3111.05 |
| SUPERVISOR, FOOD SERVICE | 5122.07 | SUPERVISOR, SNACK MANUFACTURE | 8270.20 |
| SUPERVISOR, GARMENT CUTTING ROOM | 7430.15 | SUPERVISOR, SHIPPING DEPARTMENT | 3431.30 |
| | | SUPERVISOR, TANKAGE | 8150.35 |
| | | SUPERVISOR, TECHNICAL, PUBLIC SERVICE | 1120.49 |

ALPHABETICAL INDEX

| | | | |
|--|----------------|---|----------------|
| SUPERVISOR, TEXTILES | 8260.15 | SUPERVISOR-FOREPERSON, QUARRY- ING | 7110.15 |
| SUPERVISOR, TOBACCO PREPARATION AND CIGARETTE MAKING | 8270.25 | SUPERVISOR-FOREPERSON, RAILWAY MAINTENANCE | 8310.10 |
| SUPERVISOR, TRAFFIC DEPARTMENT, RADIO STATION | 4132.05 | SUPERVISOR-FOREPERSON, REINFORCED CONCRETE AND TERRAZZO WORK | 7120.10 |
| SUPERVISOR, TRAINING, FLIGHT ATTENDANT | 3390.39 | SUPERVISOR-FOREPERSON, RUBBER AND PLASTIC PRODUCTS | 8230.20 |
| SUPERVISOR, UPHOLSTERY AND BEDDING MANUFACTURE | 7430.20 | SUPERVISOR-FOREPERSON, SHEET- METAL WORKING | 7210.25 |
| SUPERVISOR-FOREPERSON, AGRICUL- TURAL PRODUCE WAREHOUSE | 9322.05 | SUPERVISOR-FOREPERSON, STONE MASONRY, BRICK-LAYING AND TILE | 7120.10 |
| SUPERVISOR-FOREPERSON, BEVERAGE BREWING AND DISTILLING | 8270.20 | SUPERVISOR-FOREPERSON, WELDING | 7210.30 |
| SUPERVISOR-FOREPERSON, BUILDING TRADES | 7120.10 | SUPPLY MANAGER | 1225.15 |
| SUPERVISOR-FOREPERSON, CARPENTRY, JOINERY AND PARQUETRY | 7120.10 | SURGEON | 2221.20 |
| SUPERVISOR-FOREPERSON, CEMENT PRODUCTION | 8110.20 | SURGICAL INSTRUMENT TECHNICIAN | 7311.30 |
| SUPERVISOR-FOREPERSON, COCOA- AND-COFFEE WAREHOUSE | 8270.35 | SURVEY ATTENDANT | 9312.15 |
| SUPERVISOR-FOREPERSON, COMPOSITING/ TYPESETTING | 7340.15 | SURVEY DRAUGHTER | 3118.45 |
| SUPERVISOR-FOREPERSON, CONSTRUC- TION SITE PREPARATION | 7120.10 | SURVEY INSTRUMENT REPAIRER | 7311.25 |
| SUPERVISOR-FOREPERSON, CRANE AND HOIST OPERATIONS | 8330.20 | SURVEY INTERVIEWER | 4300.20 |
| SUPERVISOR-FOREPERSON, DAIRY PRODUCT PROCESSING | 8270.20 | SURVEYOR, HYDROGRAPHIC | 2148.30 |
| SUPERVISOR-FOREPERSON, ELECTRICAL MACHINERY AND EQUIPMENT INSTALL- ATION MAINTENANCE AND REPAIR | 7240.15 | SURVEYOR, LAND | 2148.25 |
| SUPERVISOR, PRECISION-INSTRUMENT REPAIR, PETROLEUM REFINERY | 7310.15 | SURVEYOR, MARINE | 2149.31 |
| SUPERVISOR-FOREPERSON, JEWELLERY- MAKING AND PRECIOUS METAL WORKING | 7310.20 | SURVEYOR, MARINE, SMALL CRAFT | 3152.19 |
| SUPERVISOR-FOREPERSON, LUBRICAT- ING OIL BLENDING PLANT | 8150.30 | SURVEYOR, QUANTITY | 2149.33 |
| SUPERVISOR-FOREPERSON, MEAT PROCESSING | 8270.20 | SURVEYOR, RISK | 2149.27 |
| SUPERVISOR-FOREPERSON, METAL MOULDING AND CORE MAKING | 7210.15 | SURVEYOR, VALUATION | 2148.20 |
| SUPERVISOR-FOREPERSON, PAINT FILL- ING AND LABELLING | 8290.35 | SWAMP BOAT OPERATOR | 5113.15 |
| SUPERVISOR-FOREPERSON, PAPER AND PAPERBOARD PRODUCTS MANU- FACTURE | 8250.20 | SWIMMING INSTRUCTOR | 3390.47 |
| SUPERVISOR-FOREPERSON, PLUMBING AND PIPEFITTING | 7130.15 | SYRUP-MAKING MACHINE OPERATOR | 8274.17 |
| SUPERVISOR-FOREPERSON, PRESSROOM | 7340.15 | SYSTEMS ANALYST | 2131.20 |
| SUPERVISOR-FOREPERSON, PRODUCTION, PETROLEUM INDUSTRY | 8110.15 | SYSTEMS ENGINEER | 2131.15 |
| | | SYSTEMS MANAGER, FLIGHT OPERA- TIONS | 1233.31 |
| | | T | |
| | | TABLE PREPARER, CULTURED MARBLE PRODUCTS | 7499.55 |
| | | TAILOR | 7432.15 |
| | | TANK FARM ATTENDANT, FUEL PLANT | 8299.33 |
| | | TANK FARM GAUGER, PETROLEUM INDUSTRY | 8155.30 |
| | | TANK-FURNACE OPERATOR, GLASS MANUFACTURE | 8131.25 |
| | | TANKAGE SUPERVISOR | 8150.35 |
| | | TANNER | 7441.10 |
| | | TAR-SPRAYER ATTENDANT | 9312.35 |
| | | TARIFF CLERK | 4133.40 |
| | | TAX CONSULTANT | 3433.15 |
| | | TAX OFFICER | 3443.20 |
| | | TAXATION ACCOUNTANT | 2411.10 |
| | | TAXI DRIVER | 8322.35 |
| | | TAXI SERVICE DISPATCHER | 4133.45 |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| TAXPAYER RELATIONS OFFICER | 3432.30 | TECHNICIAN, AQUACULTURE | 3211.35 |
| TEACHER, DANCE | 3390.29 | TECHNICIAN, AUDIO VISUAL EQUIPMENT, TRAINING INSTITUTION | 3139.15 |
| TEACHER, FINE ARTS, SECONDARY SCHOOL | 3310.15 | TECHNICIAN, BIOLOGICAL | 3211.25 |
| TEACHER, INDUSTRIAL ARTS, SECOND- ARY SCHOOL | 3310.20 | TECHNICIAN, BOTANICAL | 3211.20 |
| TEACHER OF THE HEARING-IMPAIRED | 3350.25 | TECHNICIAN, CERAMICS | 3111.39 |
| TEACHER OF THE LEARNING DISABLED | 3350.35 | TECHNICIAN, CHEMICAL LABORATORY | 3111.15 |
| TEACHER OF THE MENTALLY HANDI- CAPPED | 3350.15 | TECHNICIAN, COMPUTERISED AXIAL TOMO-GRAPHY | 3133.20 |
| TEACHER OF THE PHYSICALLY HANDI- CAPPED | 3350.30 | TECHNICIAN, CONSTRUCTION ENGI- NEERING | 3112.30 |
| TEACHER OF THE VISUALLY HANDI- CAPPED | 3350.20 | TECHNICIAN, COSMETIC AND HOUSE- HOLD PRODUCTS | 3111.15 |
| TEACHER, PHYSICAL EDUCATION, SECONDARY SCHOOL | 3310.25 | TECHNICIAN, DIALYSIS | 3133.35 |
| TEACHER, PRE-SCHOOL | 3340.10 | TECHNICIAN, DIETETIC | 3229.35 |
| TEACHER, PRIMARY SCHOOL | 3330.10 | TECHNICIAN, DIRECTIONAL SURVEY, PETROLEUM | 3117.30 |
| TECHNICAL AND VOCATIONAL EDUCAT- ION GRADUATE TEACHER | 2330.10 | TECHNICIAN, DRILLING FLUIDS | 3117.35 |
| TECHNICAL AND VOCATIONAL TEACHER, APPLIED SCIENCE | 2330.10 | TECHNICIAN, ELECTRICAL ENGINEERING | 3113.10 |
| TECHNICAL AND VOCATIONAL TEACHER, CONSTRUCTION ENGINEERING | 2330.10 | TECHNICIAN, ELECTRONICS ENGI- NEERING | 3114.15 |
| TECHNICAL AND VOCATIONAL TEACHER, ELECTRICAL/ELECTRONIC ENGI- NEERING | 2330.10 | TECHNICIAN, ENGINEERING, RADIO BROADCASTING | 3114.40 |
| TECHNICAL AND VOCATIONAL TEACHER, LAND SURVEYING | 2330.10 | TECHNICIAN, FIELD, GAS PIPELINE AND RELATED FACILITIES | 3115.30 |
| TECHNICAL AND VOCATIONAL TEACHER, MECHANICAL AND PRODUCTION ENGI- NEERING | 2330.10 | TECHNICIAN, FOOD AND BEVERAGE | 3111.31 |
| TECHNICAL ASSISTANT, TELECOMM- UNICATIONS | 3449.15 | TECHNICIAN, GEOLOGY | 3111.23 |
| TECHNICAL CLERK, TELEPHONE EXCHANGE | 4114.15 | TECHNICIAN, GEOTECHNICAL | 3112.40 |
| Technical Consultant | 3415.20 | TECHNICIAN, HEARING-AID REPAIR | 3114.20 |
| TECHNICAL DRAWING TEACHER | 3310.20 | TECHNICIAN, LABORATORY, CEMENT AGGREGATE AND RELATED MATERIAL MANUFACTURE | 3111.27 |
| TECHNICAL INSTRUCTOR, AGRICUL- TURE AND FORESTRY | 3320.15 | TECHNICIAN, LABORATORY, PALAEONT- OLOGY | 3111.41 |
| TECHNICAL MANAGER | 1231.15 | TECHNICIAN, LABORATORY, RUBBER PRODUCTS | 3111.25 |
| TECHNICAL OPERATOR, RADIO STATION | 3132.20 | TECHNICIAN, LAND SURVEYING | 3112.35 |
| TECHNICAL OPERATOR, TELEVISION STUDIO | 3132.25 | TECHNICIAN, MEDICAL LABORATORY | 3211.15 |
| TECHNICAL SALES REPRESENTATIVE | 3415.15 | TECHNICIAN, METALLURGICAL | 3117.25 |
| TECHNICAL SERVICE ADVISOR | 3415.20 | TECHNICIAN, PETROLEUM TESTING | 3111.17 |
| TECHNICAL SUPERINTENDENT, SHIPPING | 1233.39 | TECHNICIAN, PHYSICS LABORATORY | 3111.21 |
| TECHNICAL SUPERVISOR, PUBLIC SERVICE | 1120.49 | TECHNICIAN, QUANTITY SURVEYING | 3119.30 |
| TECHNICAL WRITER | 2451.40 | TECHNICIAN, SATELLITE RECEIVER | 3114.25 |
| TECHNICIAN, AGRICULTURAL RESEARCH | 3212.15 | TECHNICIAN, SCIENCE LABORATORY EDUCATIONAL INSTITUTION | 3111.33 |
| TECHNICIAN, AIR-CONDITIONING AND REFRIGERATION | 3115.20 | TECHNICIAN, SOUND, MUSIC BAND | 3131.37 |
| | | TECHNICIAN, TELECOMMUNICATIONS | 3114.30 |
| | | TECHNICIAN, TELEPHONE CABLE | 7244.20 |
| | | TECHNICIAN, TELEPHONE DISTRIBUTION FRAME | 7244.35 |
| | | TECHNICIAN, TELEPHONE EXCHANGE | 7244.25 |
| | | TECHNICIAN, TELEPRINTER | 7244.15 |
| | | TECHNICIAN, TELEVISION BROADCAST- ING | 3114.45 |

ALPHABETICAL INDEX

| | | | |
|---|---------|---|---------|
| TECHNICIAN, TEXTILE | 3111.35 | TESTER AND ADJUSTER, ELEVATOR AND ESCALATOR | 7241.25 |
| TECHNICIAN, TRAFFIC | 3119.40 | TESTER, CEMENT AND SLURRY | 3152.41 |
| TECHNICIAN, ULTRASOUND | 3133.15 | TESTER, GAS CYLINDER | 8159.15 |
| TECHNICIAN, WATER AND SEWERAGE TESTING | 3111.27 | TESTING OFFICER, EDUCATIONAL | 2391.35 |
| TECHNICIAN, ZOOLOGICAL | 3211.30 | TEXTILE TECHNICIAN | 3111.35 |
| TECHNOLOGIST, BREWERY | 3119.15 | THEATRE MANAGER | 1239.40 |
| TELECOMMUNICATIONS ELECTRONICS TECHNICIAN, AVIATION | 3114.30 | THEATRICAL DIRECTOR | 2455.20 |
| TELECOMMUNICATIONS ENGINEER | 2144.15 | THEATRICAL PRODUCER | 1239.45 |
| TELECOMMUNICATIONS MANAGER | 1233.43 | THEATRICAL SET DESIGNER | 3461.25 |
| TELECOMMUNICATIONS TECHNICIAN | 3114.30 | Theologian | 2310.40 |
| TELECOMMUNICATIONS, DIRECTOR | 1233.15 | THEOLOGY LECTURER | 2310.40 |
| TELEGRAPH OPERATOR | 4113.20 | THERAPEUTIC RADIOGRAPHER | 2229.30 |
| TELEPHONE CABLE TECHNICIAN | 7244.20 | THERMOGRAPHIC PRINTER OPERATOR | 8251.35 |
| TELEPHONE DISTRIBUTION FRAME TECHNICIAN | 7244.35 | THIRD PILOT | 3143.30 |
| TELEPHONE EXCHANGE TECHNICIAN | 7244.25 | THREADING-MACHINE OPERATOR | 8211.65 |
| TELEPHONE INFORMATION ASSISTANT | 4222.40 | TICKET COLLECTOR | 9152.40 |
| TELEPHONE LINE AND INSTRUMENT INSTALLER-REPAIRER | 7244.30 | TIE-DYE ARTIST | 7332.30 |
| TELEPHONE NETWORK OPERATIONS MANAGER | 1233.43 | TILE SETTER | 7136.15 |
| TELEPHONE NETWORK STAFF | 1233.43 | TIMEKEEPER | 4141.50 |
| TELEPHONE OPERATOR | 4223.10 | TITLE CLERK | 4151.20 |
| TELEPRINTER TECHNICIAN | 7244.15 | TOBACCO CONDITIONER | 8278.20 |
| TELEVISION ANTENNA FABRICATOR-INSTALLER | 7242.15 | TOBACCO FARM WORKER | 6111.25 |
| TELEVISION BROADCASTING TECHNICIAN | 3114.45 | TOBACCO FARMER | 6111.15 |
| TELEVISION PROGRAMMES PRODUCER-DIRECTOR | 2455.25 | TOBACCO-CUTTING MACHINE OPERATOR | 8278.15 |
| Television Transmitting Equipment Operator | 3132.25 | TOOL, DIE AND MOULD MAKER | 7222.20 |
| TELEX CLERK | 4113.15 | TOOTH SORTER | 9329.50 |
| TENTER-FRAME OPERATOR, TEXTILES | 8264.30 | TOPOGRAPHER | 3112.35 |
| TERM-DEPOSIT CLERK | 4122.35 | TOPOGRAPHICAL DRAUGHTER | 3118.45 |
| TERMINAL ASSISTANT, PETROLEUM INSTALLATION | 8299.33 | TOUR GUIDE, INDUSTRIAL | 5113.20 |
| TERMINAL OPERATOR, PETROLEUM INSTALLATION | 8299.33 | TOUR GUIDE, SIGHTSEEING | 5113.25 |
| TERRAZZO GRINDING MACHINE OPERATOR | 8212.25 | TOURISM PROMOTION OFFICER | 2413.27 |
| TERRAZZO MIXER | 8212.50 | TOURISM RECEPTIONIST | 4222.35 |
| TERRAZZO TILE-GRINDING-MACHINE OPERATOR | 8212.30 | TOWEL MILL SUPERINTENDENT | 8260.15 |
| TERRAZZO TILE-PRESSER-AND-GRINDER | 8212.30 | TOWER-CRANE OPERATOR | 8333.40 |
| TERRAZZO TILE-PRESSER-MACHINE OPERATOR | 8212.30 | TOWN CLERK | 1120.69 |
| TERRAZZO WORKER | 7122.15 | TOWN PLANNING ASSISTANT | 3119.35 |
| TERRAZZO WORKER HELPER | 9313.20 | TRADE BROKER | 3421.15 |
| TERRY INSPECTOR | 9329.20 | TRADE CENTRE SUPERINTENDENT | 1228.43 |
| TEST DRIVER | 8322.15 | TRADE INSTRUCTOR | 3320.35 |
| | | TRADE UNION ORGANISER | 3490.39 |
| | | TRADE UNION PRESIDENT | 1132.20 |
| | | TRAFFIC CLERK, NEWSPAPER | 4152.15 |
| | | TRAFFIC CLERK, RADIO STATION | 4132.25 |
| | | TRAFFIC ENGINEER | 2141.25 |
| | | TRAFFIC LIGHT INSTALLER-REPAIRER | 3114.35 |
| | | TRAFFIC MANAGER, BUS SERVICE | 1233.33 |
| | | TRAFFIC PLANNER, BUS SERVICE | 2141.35 |
| | | TRAFFIC SAFETY OFFICER | 3449.27 |
| | | TRAFFIC SIGN MAKER | 7213.20 |
| | | TRAFFIC SUPERVISOR, BUS STATION | 8320.15 |
| | | TRAFFIC TECHNICIAN | 3119.40 |

ALPHABETICAL INDEX

| | | | |
|--|---------|-------------------------|---------|
| TRAINER, DOG | 6129.20 | TUTOR, HEALTH SCIENCE | 3390.27 |
| TRAINER, RACEHORSE | 6129.15 | TUTOR, LAW SCHOOL | 2310.30 |
| TRAINING MANAGER | 1222.20 | TUTORIAL HEAD | 3390.23 |
| TRAINING OFFICER | 2412.30 | TWISTED WIREBRUSH MAKER | 8299.31 |
| TRAINING OFFICER, AGRICULTURE AND FORESTRY | 2330.15 | TYING MACHINE OPERATOR | 8269.50 |
| TRAINING OFFICER, FIRE SERVICE | | TYPIST | 4112.35 |
| TRAINING COLLEGE | 3390.33 | TYPIST, CLERK- | 4112.30 |
| Training Pilot | 3390.35 | TYPOGRAPHER | 7341.15 |
| TRAINING SUPERVISOR, FLIGHT ATTENDANTS | 3390.39 | TYRE BEAD FILLER | 8231.21 |
| TRANSCRIBER, MUSIC | 2453.35 | TYRE BUILDER | 8231.15 |
| TRANSFER CLERK | 4122.45 | TYRE MOULD CHANGER | 8231.19 |
| TRANSLATOR | 2444.20 | TYRE MOULDER | 8231.25 |
| TRANSMISSION MECHANIC | 7231.15 | Tyre Mould Repairer | 8231.19 |
| TRANSMITTER ATTENDANT | 7242.25 | TYRE POCKET MAKER | 9329.40 |
| TRANSPORT COMMISSIONER | 1233.49 | TYRE RECAPPER | 8231.35 |
| TRANSPORT CONTRACTOR | 1316.25 | TYRE REPAIRER | 8231.31 |
| TRANSPORT FOREMAN | 3490.47 | Tyre Retreader | 8231.35 |
| TRANSPORT SUPERVISOR | 3490.47 | TYRE SERVICEMAN | 9329.40 |
| TRANSPORT SUPERVISOR-FOREMAN | 3490.47 | TYRE TRIMMER | 8231.41 |
| TRAVEL AGENT | 3414.10 | TYRE WALL PAINTER | 9329.40 |
| TRAWLER CAPTAIN | 3141.25 | | |
| TREAD-CUTTER OPERATOR | 8231.23 | | |
| TREASURY ACCOUNTANT | 2411.10 | | |
| TREASURY EXECUTIVE | 3443.05 | | |
| TREASURY OFFICER | 3443.15 | | |
| TREE AND SHRUB CROP FARM WORKER | 6112.15 | | |
| TREE CROP GROWER | 6112.10 | | |
| TRESTLEMAN, ASPHALT | 9329.10 | | |
| TRIMMING MACHINE OPERATOR | 8269.15 | | |
| TROLLING FISHERMAN | 6152.30 | | |
| TROPHY MAKER-ASSEMBLER | 8284.30 | | |
| TRUCK CRANE OPERATOR | 8333.30 | | |
| TRUCK DRIVER | 8324.10 | | |
| TRUNK PIPELINE FOREMAN | 7130.15 | | |
| Trust Administrator | 3419.25 | | |
| TRUST COMPANY MANAGER | 1221.40 | | |
| TRUST OFFICER | 3419.25 | | |
| TUBE MILL OPERATOR | 8211.60 | | |
| TUG MASTER | 3141.20 | | |
| TUMBLER OPERATOR | 8264.40 | | |
| TUMBLING MACHINE TENDER, TOOTH MANUFACTURE | 8299.51 | | |
| TUNER, STEEL-PAN | 7312.15 | | |
| TUNNEL KILN ATTENDANT | 8131.40 | | |
| TUNNEL KILN OPERATOR | 8131.20 | | |
| TURBINE DRIVER, PETROLEUM REFINERY | 8162.15 | | |
| TURBINE FITTER | 7233.30 | | |
| TURBINE PIPEFITTER | 7134.20 | | |
| TURNER | 7223.25 | | |
| TUTOR, ADULT EDUCATION | 3390.37 | | |

ALPHABETICAL INDEX

| | | | |
|--|---------------------|--|---------|
| URBAN AND REGIONAL PLANNER | | VOCATIONAL COUNSELLOR, REHABILITATION CENTRE | 3450.15 |
| 2141.30 | UROLOGIST | VOLCANOLOGIST | 2114.25 |
| 2221.15 | USED CAR APPRAISER | | |
| 3417.40 | USED GOODS BUYER | W | |
| 3416.25 | Utility Clerk | | |
| 4122.50 | | | |
| V | | | |
| VACUUM-METALLISER OPERATOR | | WAITER | 5123.20 |
| 8222.20 | VALIDATION CLERK, | WAITRESS | 5123.20 |
| NEWSPAPER | | Ward Sister | 3226.07 |
| 4152.15 | Valuation Assistant | WARDSMAID | 9132.65 |
| 3417.25 | | WAREHOUSE ATTENDANT | 9331.40 |
| VALUATION SURVEYOR | | Warehouse Clerk | 4131.20 |
| 2148.20 | Valuer | WAREHOUSE MANAGER | 1225.25 |
| 2148.20 | | WAPER OPERATOR | 8261.15 |
| VALVE FITTER | | Warper Tender | 8261.15 |
| 7233.30 | | Wash Mixer, Liquor Manufacture | 8279.31 |
| VAN SALESPERSON | 9113.15 | WASHING-MACHINE OPERATOR | 8264.40 |
| VARI-FORMER CURBING MACHINE OPERATOR | 8332.21 | WATCH AND CLOCK REPAIRER | 7311.45 |
| VARITYPIST | 4112.25 | WATCH OFFICER | 4141.60 |
| VAULT ATTENDANT | 4141.55 | WATCHMAN | 9152.55 |
| Vault Custodian | 4141.55 | WATER RESOURCES ENGINEER | 2142.70 |
| VEGETABLE CROP FARM WORKER | 6111.20 | WATER SYSTEM INVESTIGATOR | 7134.45 |
| VEGETABLE FARMER | 6111.15 | WATER-BLASTER | 7143.20 |
| VEHICLE GLAZIER | 7133.15 | WATERWORKS OPERATOR | 8169.20 |
| VEHICLE LOADER | 9331.35 | WAX EXTRUDER OPERATOR | 8299.49 |
| VEHICLE TRANSPORTER DRIVER | 8324.10 | WEAVER, BASKETRY | 7333.15 |
| VENDOR, FISH | 9114.20 | WEAVER, TEXTILES | 8262.15 |
| VENDOR, FOOD | 9111.15 | WEB PRESS OPERATOR | 8251.25 |
| VENDOR, MARKET | 9114.15 | Wet Pan Operator | 8139.40 |
| VENDOR, MEAT | 9114.25 | WELDED-WIRE-MESH MACHINE OPERATOR | 8121.35 |
| VENDOR, SNOW-CONE | 9111.20 | WELDER | 7212.10 |
| VENDOR, STREET | 9112.15 | WELFARE OFFICER FOR THE VISUALLY IMPAIRED | 2446.25 |
| VENDOR, STREET, LOTTERY TICKETS | 9112.20 | WELFARE OFFICER, RESIDENTIAL CHILDREN'S HOME | 3450.30 |
| VERBATIM REPORTER | 4112.15 | WHEAT MILLER | 8273.20 |
| Verger | 9141.20 | WHEEL ALIGNER AND BALANCER | 7231.20 |
| VERIFIER, STOCK | 3449.21 | Whirler Operator | 8333.40 |
| VETERINARIAN | 2223.10 | WILD-LIFE BIOLOGIST | 2211.50 |
| VETERINARY ASSISTANT | 3224.10 | WILD-LIFE FARMER/BREEDER | 6121.25 |
| VETERINARY OFFICER | 2223.20 | WINCH OPERATOR | 8333.25 |
| VETERINARY PATHOLOGIST | 2212.20 | WINCHMAN, MARINE OPERATIONS | 8333.25 |
| VETERINARY PHYSIOLOGIST | 2212.25 | WIND MUSICAL INSTRUMENT REPAIRER | 7312.30 |
| VICE-PRESIDENT, TRADE UNION | 1132.20 | WINDING MACHINE OPERATOR, TEXTILES | 8261.20 |
| VIDEO CAMERA OPERATOR | 3131.27 | WINDOW CLEANER | 9142.10 |
| VIDEOTAPE RECORDING EQUIPMENT OPERATOR | 3131.41 | WINE FILTERER | 8279.33 |
| VINEGAR MAKER | 8279.27 | WINE PASTEURISER | 8279.33 |
| VIOLINIST | 2453.50 | WINERY WORKER | 8279.33 |
| VIROLOGIST | 2212.15 | WIRE BENDER, CARNIVAL COSTUME MANUFACTURE | 7339.25 |
| Vocalist | 2453.40 | WIRE DRAWER | 8124.20 |
| | | WIRE SPOOLER | 8211.70 |

ALPHABETICAL INDEX

| | | | |
|--------------------------------|---------|------------------------------|---------|
| WOOD FINISHER | 7422.45 | WORKS SUPERINTENDENT | 1232.37 |
| WOOD-BORING-MACHINE OPERATOR | 7423.65 | WORKSHOP MANAGER, HANDICRAFT | |
| WOOD-PLANING-MACHINE OPERATOR | 7423.40 | CENTRE | 1319.30 |
| WOOD-SHAPING-MACHINE OPERATOR | 7423.55 | WRAPPER-REPLENISHER | 9190.40 |
| WOOD-SPINDLE-CARVING MACHINE | | WRITER | 2451.40 |
| OPERATOR | 7423.35 | | |
| WOOD-TENONING-MACHINE OPERA- | | X | |
| TOR | 7423.25 | X-RAY FILM DEVELOPER | 8223.50 |
| WOODEN BOAT BUILDER | 7123.25 | | |
| WOODEN PATTERN MAKER | 7422.15 | Y | |
| WOODEN TOY AND CURIO MAKER | 7331.15 | | |
| WOODSMAN | 8331.30 | Yardboy | 9162.20 |
| WOODWORK TEACHER | 3310.20 | YOGURT MAKER | 7415.15 |
| WOODWORKING-LATHE OPERATOR | 7423.45 | YOGURT-MAKING-MACHINE OPERA- | |
| WOODWORKING-SAW OPERATOR | 7423.30 | TOR | 8272.35 |
| WOODWORKING-MACHINE OPERATOR | 7423.20 | YOUTH CAMP DIRECTOR | 1228.43 |
| WOODWORKING-MACHINE SETTER | 7423.15 | YOUTH OFFICER | 3450.40 |
| WORD PROCESSOR OPERATOR | 4113.10 | | |
| WORKOVER TOOLPUSHER, PETROLEUM | | Z | |
| INDUSTRY | 8110.15 | | |
| Works Clerks | 4132.10 | ZIPPER MAKER | 8211.50 |
| | | ZOO CURATOR | 1239.20 |
| | | ZOO-KEEPER | 6129.25 |
| | | ZOOLOGICAL TECHNICIAN | 3211.30 |
| | | ZOOLOGIST | 2211.45 |

APPENDIX

GUIDE TO THE OCCUPATIONAL PROFILE

The occupational profile provides information on factors which may affect the individual's ability to perform a job adequately. This information is presented in the form of ratings consisting of letters and numbers, which are explained below:

DPT (DATA, PEOPLE, THINGS)

DPT ratings indicate the level at which the worker's duties relate to Data (D), People (P), or Things (T). "Data" functions cover information, numbers, words, ideas and concepts; "People" functions involve human beings, and occasionally animals, and "Things" functions relate to inanimate objects such as machines, tools and equipment. The left numeral in "DPT" indicates a worker's relationship with "Data", the middle numeral his/her relationship with "People", and the right numeral his/her relationship with "Things". The code indicates the highest level of a worker's responsibility and judgement in relationship to each of the three functions and implies that in a given situation the worker can perform any or all lower-level functions.

Following are the ratings and a brief description of what they imply:

DATA (D)

- 0 Synthesising: Integrating analyses of data to discover facts or develop concepts.
- 1 Coordinating: Planning and directing work activities.
- 2 Analysing: Examining and evaluating data.
- 3 Compiling: Gathering, collating or classifying information.
- 4 Computing: Performing arithmetic operations and reporting or acting on same.
- 5 Copying: Transcribing, entering or posting data.
- 6 Comparing: Observing for similarities and/or differences.

PEOPLE (P)

- 0 Mentoring: Advising, counselling and guiding individuals.
- 1 Negotiating: Exchanging information to arrive at terms of agreement.
- 2 Instructing: Teaching or training others.
- 3 Supervising: Directing work-related activities of a group of workers.
- 4 Diverting: Entertaining others.
- 5 Persuading: Influencing others.
- 6 Speaking-Signalling: Communicating with people to convey or exchange information.
- 7 Serving: Attending to the requests/needs of people.
- 8 Taking Instructions/Helping: Carrying out assigned work.

THINGS (T)

- 0 Setting-up
- 1 Precision Working
- 2 Operating-Controlling
- 3 Driving-Operating
- 4 Manipulating
- 5 Tending
- 6 Feeding-Offbearing
- 7 Handling

ETD (EDUCATION AND TRAINING DEVELOPMENT)

Education and Training Development refers to the total time spent on the completion of both academic and vocational types of education and training, whether provided in schools, colleges and universities, or in trade, industrial, vocational, technical and commercial training schools/institutions, or acquired through apprenticeship and in-plant/on-the-job training.

Institutions and certification indicated against each level indicate the stage of education/training required for entry into the job. The education/training referred to under ETD should be a pre-requisite, not simply a desirable condition for entry into the occupation or for the performance of assigned duties.

| Level | Approximate duration of Education and Training | Institution/Certification |
|-------|--|---|
| 1 | up to 6 years | Primary school; |
| 2 | +6 to 9 years | Post-primary, Forms 1,2,3. |
| 3 | +9 to 11 years | Forms 4 & 5, CXC/GCE 0-Level; |
| 4 | +11 to 13 years | CXC/GCE A-Level, Form 6; |
| 5 | +11 to +14 years | Awards not equivalent to university first degrees, obtained at technical institute, training school, similar institution; |
| 6 | +13 to 17 years | University first degree; |
| 7 | +17 years | Post-graduate university degree/diploma |

SVP (SPECIFIC VOCATIONAL PREPARATION)

This rating indicates the total time needed by a worker to learn the techniques and acquire the information necessary to perform the job adequately. The types of training referred to include university or equivalent training, technical or vocational training, apprenticeship, in-plant training, on the job training and orientation at the work place.

| Level | Time Required |
|-------|---|
| 0 | Short demonstration /Training lasting up to 30 days |
| 1 | Over 30 days, up to and including 3 months |
| 2 | Over 3 months, up to and including 6 months |
| 3 | Over 6 months, up to and including a year |
| 4 | Over 1 year, up to and including 2 years |
| 5 | Over 2 years, up to and including 3 years |
| 6 | Over 3 years, up to and including 5 years |
| 7 | Over 5 years, up to and including 10 years |
| 8 | Over 10 years |

TEMP (TEMPERAMENTS)

This rating gives information about the personal adaptability that the worker should have in a given job situation. Use of a particular letter in the Profile indicates that the worker should demonstrate adaptability as follows:

- R** Repetitive or short-cycle work.
- V** Variety and change in terms of often changing from one task to another of a different nature without loss of efficiency or composure.
- D** Direction, control and planning of an activity or project.
- SI** Doing things only under specific instructions.
- P** Dealing with people beyond giving and receiving instructions.
- I** Influencing people.
- A** Working alone and in isolation from others.
- S** Performing under stress.
- J** Evaluation of information using subjective or judgmental criteria.
- F** Artistic interpretation of feelings, ideas or facts.
- T** Precise attainment of set limits, tolerances or standards.

APT (APTITUDES)

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job. Worker aptitudes are listed below:

- (G) General Intelligence (P, T, C, or R) is the general learning ability to understand instructions and underlying principles, and to reason and make judgements.
- (P) is used for professional, scientific, and managerial workers and executives, who require professional degrees and specialised qualifications for entry into the job.
- (T) is used for technicians, middle-level executives, shop-floor supervisors, et cetera.

- (C) is used for craftsmen, clerks, tradesmen and artisans; *and*
- (R) is used for operatives, usually called upon to perform routine, repetitive low-skilled tasks.
- (V) Verbal Ability - ability to comprehend and effectively use language.
- (N) Numerical Ability - ability to perform mathematical operations and process quickly and accurately.
- (S) Spatial Perception - ability to visualise objects in three dimensions from drawings/representations.
- (P) Form Perception - ability to perceive pertinent details in objects or in pictorial/graphic material.
- (Q) Clerical Perception - ability to perceive pertinent details/differences in verbal/tabular material
- (K) Motor Coordination- ability to make precise movements accurately and swiftly by coordinating eyes, hands and/or fingers.
- (F) Finger Dexterity - ability to move fingers and manipulate small objects rapidly/accurately.
- (M) Manual Dexterity - ability to move and work with hands easily and skillfully.
- (E) Eye-Hand-Foot Coordination - ability to move body members with good coordination.
- (C) Colour Discrimination - ability to perceive subtle colour distinctions.

INT (INTERESTS)

An interest is a liking or preference for an activity. Numerals against INT in the Profile indicate the kinds of interests that jobs demand of workers, as follows:

1. Artistic/creative expression of feelings or ideas.
2. Scientific and technical work
3. Plants and animals.
4. Protective - use of authority to protect people and property.
5. Mechanical (work)
6. Industrial (work)
7. Business detail - organized, clearly defined activities requiring accuracy and attention to details.
8. Selling
9. Accommodating - catering to the wishes of others on a personal basis.
10. Humanitarian
11. Leading-Influencing - leading and influencing others, using high-level verbal or numerical abilities
12. Physical performing

PD (PHYSICAL DEMANDS)

Generally speaking, each occupation involves a unique set of physical activities and circumstances. The ratings given identify those unique physical requirements which are common to the occupation in general and exclude peculiar circumstances found in a specific job under uncommon surroundings. Factors are underlined where they occur frequently (above 33% of worker's time).

The numbers and letters used indicate **PD** factors as follows:

The five degrees of strength defined below relate to required physical activities, and may include the lifting of loads of various weights:

1. (a) (S) **SEDENTARY WORK** - Work which is mainly sedentary, but which may involve the lifting of articles such as ledgers or small tools, weighing up to a maximum of 5 kg.
- (L) **LIGHT WORK** - Lifting and/or carrying objects weighing up to a maximum of 10kg. Even though the weight lifted may be negligible, a job will be considered to be in this category when it requires walking or standing to a significant degree, or when it involves sitting most of the time, but entails the use of the arms and/or legs.
- (M) **MEDIUM WORK** - Lifting and/or carrying objects weighing up to a maximum of 23 kg.
- (H) **HEAVY WORK** - Lifting and/or carrying objects weighing up to a maximum of 45 kg.
- (VH) **VERY HEAVY WORK** - Lifting and/or carrying objects in excess of 45 kg.

The following physical activities are closely related to strength:

1. (b) Lifting
- (c) Carrying
- (d) Pushing
- (e) Pulling
- (f) Throwing
- (g) Stretching – (exerting force upon an object to stretch it in one or both directions, using bands

- and/or arms).
- (h) Controls – (use of hand/arm and/or foot/leg to operate and control machinery or equipment)
- 2. (a) Climbing
(b) Balancing
- 3. (a) Stooping
(b) Kneeling
(c) Crouching
(d) Crawling
(e) Raising of arms
- 4. (a) Reaching
(b) Handling
(c) Fingering
(d) Feeling
(e) Strong grip
(f) Writing
- 5. Talking (a) ordinary
(b) other types
- 6. Hearing (a) ordinary conversation
(b) other sounds
- 7. Vision (a) ordinary
(b) beyond 6 metres
(c) within 0.5 metres
(d) depth perception
(e) field of vision
(f) ability to adjust focusing
(g) colour vision
(h) night vision
- 8. (a) standing
(b) walking
(c) sitting
(d) running
- 9. Good bodily coordination
- 10. Smelling.
- 11. Tasting.

EC (Environmental Conditions)

Environmental Conditions are physical and/or atmospheric surroundings within which a job is performed. Factors have been underlined where they occur frequently

- 1. Work Location (a) Inside
(b) Outside
(c) Inside and Outside
(d) Underground
(e) Underwater
(f) High Place
(g) In Air
(h) Cramped Quarters
(i) Daytime
(j) Nights
(k) Shifts/On Call

- (l) Working Alone
- (m) Team Work/Group Work
- (n) Working Around People

- 2. (a) Hot
- 3. (a) Cold
- 4. (a) Wet
(b) Humid
- 5. (a) Noisy
(b) Vibration

- 6. Occupational Hazards
 - (a) Slippery floors
 - (b) Risk of bodily injury/loss
 - (c) risk of disability conditions
 - (d) risk of occupational diseases
 - (e) noxious elements/solvents
 - (f) mechanical hazards
 - (g) electrical hazards
 - (h) moving objects
 - (i) burns
 - (j) explosives
 - (k) radiant energy

- 7. Atmospheric Conditions
 - (a) fumes
 - (b) odours
 - (c) dust
 - (d) dirt
 - (e) toxic conditions
 - (f) gases
 - (g) mist
 - (h) glare
 - (i) poor lighting
 - (j) poor ventilation

PH (Physical Handicaps)

Based on PD and EC ratings, certain occupations suitable for the residual capacities of a few categories of physically handicapped persons have been identified and indicated against the PH rating in the Occupational Profiles. These ratings are only broad indications of the suitability of certain occupations for such persons for selective vocational rehabilitation programmes or placement purposes; other relevant factors and specific medical opinion must also be taken into consideration.

- 1. (a) - Blind, one eye
(b) - Blind, both eyes
- 2. (a) - Deaf, one ear
(b) - Deaf, both ears
- 3. (a) - Mute
(b) - Speech defects (stammering, etc)
- 4. (a) - Orthopaedic (spinal deformity)
- 5. (a) - Paraplegic (paralysis of the lower part of the body and the legs)
(b) - Hemiplegic (paralysis of one side of the body .)