

MASTER TITLES AND DEFINITIONS

RESEARCH ENGINEER (profess. & kin.) development engineer.

Conducts research in a field or specialization of an engineering discipline to discover facts, or performs research directed toward investigation, evaluation, and application of known engineering theories and principles. Plans and conducts, or directs engineering personnel performing, complex engineering experiments to test, prove, or modify theoretical propositions on basis of research findings and experiences of others researching in related technological areas. Evaluates findings to develop new concepts, products, equipment, or processes; or to develop applications of findings to new uses. Prepares technical reports for use by engineering or management personnel for long- and short-range planning, or for use by sales engineering personnel in sales or technical services activities. Classifications are made according to discipline.

SALES ENGINEER (profess. & kin.) marketing engineer.

Sells chemical, mechanical, electro-mechanical, electrical, electronic equipment and supplies or services requiring knowledge of engineering and cost effectiveness: Calls on management representatives, such as engineers, architects, or other professional and technical personnel at commercial, industrial, and other establishments in attempt to convince prospective client of desirability and practicability of products or services offered. Reviews blueprints, plans, and other customer documents to develop and prepare cost estimates or projected increases in production from client's use of proposed equipment or services. Draws up or proposes changes in equipment, processes, or use of materials or services which would result in cost reduction or improvement in operations. Provides technical services to clients relating to use, operation, and maintenance of equipment. May draw up sales or service contract for products or services. May provide technical training to employees of client. Usually specializes in sale of one or more closely related group of products or types of services, such as electrical or electronic equipment or systems, industrial machinery, processing equipment or systems, air conditioning and refrigeration equipment, electric power equipment, or chemical goods.

SALES REPRESENTATIVE (ret. tr.; whole. tr.) sales agent; sales associate.

Sells products to business and industrial establishments or individual for manufacturer or distributor at sales office, store, showroom, or customer's place of business, utilizing knowledge of product sold: Compiles lists of prospective customers for use as sales leads, based on information from newspapers, business directories, and other sources. Travels throughout assigned territory to call on regular and prospective customers to solicit orders or talks with customers on sales floor or by phone. Displays or demonstrates product, using samples or catalog, and emphasizes salable features. Quotes prices and credit terms and prepares sales contracts for orders obtained. Estimates date of delivery to customer, based on knowledge of own firm's production and delivery schedules. Prepares reports of business transactions and keeps expense accounts. Classifications are made according to products sold as SALES REPRESENTATIVE, FOOD PRODUCTS (whole. tr.); SALES REPRESENTATIVE, INDUSTRIAL MACHINERY (whole. tr.).

SALESPERSON (ret. tr.; whole. tr.)

Sells merchandise to individuals in store or showroom, utilizing knowledge of products sold: Greets customer on sales floor and ascertains make, type, and quality of merchandise desired. Displays merchandise, suggests selections that meet customer's needs, and emphasizes selling points of article, such as quality and utility. Prepares sales slip or sales contract. Receives payment or obtains credit authorization. Places new merchandise on display. May wrap merchandise for customer. May take inventory of stock. May requisition merchandise from stockroom. May visit customer's home by appointment to sell merchandise on shop-at-home basis. Classifications are made according to products sold as SALESPERSON, AUTOMOBILE ACCESSORIES (ret. tr.; whole. tr.); SALESPERSON, BOOKS (ret. tr.); SALESPERSON, SURGICAL APPLIANCES (ret. tr.).

SEWING-MACHINE OPERATOR, AUTOMATIC (any ind.)

Tends one or more sewing machines that automatically join, reinforce, or decorate material or fabricated articles: Places spool of thread on spindle and draws thread through guides, tensions, and eye of needle. Inserts bobbin into shuttle and draws thread through slot in shuttle wall, or draws thread through guides and looper eyes. May pull boxes of flatfolded material into feeding position or place roll of material on brackets at entry end of machine. May thread material through feed rollers and guides. Depresses pedal or moves lever to raise presser foot; positions article parts or material under needle, using edges, seams, or markings on fabric as guides, and lowers presser foot. Presses pedal or button to start machine that stops as material runs out or thread breaks. May cut material, using scissors, when specified length of cloth has been sewn. Observes sewing operation to detect defective stitching,

breaks in thread, or machine malfunction. Rethreads machine, replaces defective or broken needles, using pliers, or notifies SEWING-MACHINE REPAIRER (any ind.) of machine malfunction. May remove rolls or trucks of material from discharge end of machine. May select supplies, such as fasteners or thread, according to specifications or color of fabric. May oil machine. May cut excess thread, using scissors or blade attachment on machine. May tend machine equipped with blade attachment that automatically trims selvages. May tend multiple-needle machine that joins two or more layers of cloth to reinforce them. Classifications are usually made according to function of machine as FASTENER-SEWING-MACHINE OPERATOR (any ind.); HEMMER, AUTOMATIC (house furn.); SERGING-MACHINE OPERATOR, AUTOMATIC (any ind.); TACKING-MACHINE OPERATOR (any ind.).

SEWING-MACHINE OPERATOR, REGULAR EQUIPMENT (any ind.)

Operates various sewing machines to join parts of fabricated articles or garments: Places spool of thread on spindle of machine and draws thread through machine guides, tensions, and eye of needle. Inserts bobbin into shuttle and draws thread through slot in shuttle wall, or draws thread through guide and looper eye. Presses knee lever, depresses pedal, or moves hand lever to raise presser foot or spread feed cups. Positions parts to be joined under presser foot and needle and lowers presser foot. Starts, stops, and controls speed of machine, using pedal or knee lever. Guides parts under needle, using fingers and hands, and following edges, seams, guides on machine bed, or markings on part. Observes stitching to detect defects and notifies supervisor or SEWING-MACHINE REPAIRER (any ind.) when defects are caused by machine malfunction. May select sewing supplies, such as binding, braid, cord, piping, tape, thread, or welt, according to specifications or color of material. May cut excess material or thread, using blade attached to machine or scissors. May oil machine, change needles, or secure modifying attachments to machine. Classifications are usually made according to type of machine, garment part sewn, product fabricated, or modifying attachment on machine.

SUPERVISOR (any ind.) boss; chief; head; leader; manager; overlooker; overseer; principal; section chief; section leader.

Supervises and coordinates activities of workers engaged in one or more occupations: Studies production schedules and estimates worker-hour requirements for completion of job assignment. Interprets company policies to workers and enforces safety regulations. Interprets specifications, blueprints, and job orders to workers, and assigns duties. Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment. Recommends measures to improve production methods, equipment performance, and quality of product, and suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew. Analyzes and resolves work problems, or assists workers in solving work problems. Initiates or suggests plans to motivate workers to achieve work goals. Recommends or initiates personnel actions, such as promotions, transfers, discharges, and disciplinary measures. May train new workers. Maintains time and production records. May estimate, requisition, and inspect materials. May confer with other SUPERVISORS (any ind.) to coordinate activities of individual departments. May confer with workers' representatives to resolve grievances. May set up machines and equipment. When supervising workers engaged chiefly in one occupation or craft, is required to be adept in the activities of the workers supervised. When supervising workers engaged in several occupations, is required to possess general knowledge of the activities involved. Classifications are made according to process involved, craft of workers supervised, product manufactured, or according to industry in which work occurs. Classifications are made according to workers supervised.

SUPERVISOR (clerical) section chief; section head.

Supervises and coordinates activities of clerical workers: Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Studies and standardizes procedures to improve efficiency of subordinates. Maintains harmony among workers and resolves grievances. Prepares composite reports from individual reports of subordinates. Adjusts errors and complaints. May perform or assist subordinates in performing duties. May keep time and personnel records, and oversee preparation of payrolls. May hire, train, and discharge workers. Classifications are made according to type of work or functions of unit supervised, as SUPERVISOR, COMPUTER OPERATIONS (clerical); SUPERVISOR, TELEPHONE CLERKS (tel. & tel.); TYPING SECTION CHIEF (clerical).