MASTER TITLES AND DEFINITIONS

Master definitions describe work duties that are common or potentially common to a number of jobs. Jobs in which the common duties are an essential part refer to the Master definition title as a device to save space and to avoid repetition of the common duties. Clues to classifications of jobs utilizing Master definitions are provided.

APPRENTICE (any ind.)

A worker who learns, according to written or oral contractual agreement, a recognized skilled craft or trade requiring one or more years of on-the-job training through job experience supplemented by related instruction, prior to being considered a qualified skilled worker. High school or vocational school education is often a prerequisite for entry into an apprenticeship program. Provisions of apprenticeship agreement regularly include length of apprenticeship; a progressive scale of wages; work processes to be taught; and amount of instruction in subjects related to the craft or trade, such as characteristics of materials used, physics, mathematics, estimating, and blueprint reading. Apprenticeability of a particular craft or trade is best evidenced by its acceptability for registration as a trade by a State apprenticeship agency or the Federal Bureau of Apprenticeship and Training. Generally, where employees are represented by a union, apprenticeship programs come under the guidance of joint apprenticeship committees composed of representatives of the employers or the employer association and representatives of the employees. These committees may determine need for apprentices in a locality and establish minimum apprenticeship standards of education, experience, and training. In instances where committees do not exist, apprenticeship agreement is made between apprentice and employer, or an employer group. The title, APPRENTICE, is often loosely used as a synonym for beginner, HELPER (any ind.), or TRAINEE (any ind.). This practice is technically incorrect and leads to confusion in determining what is meant. Typical classifications for apprentices are BLACKSMITH APPRENTICE (forging); MACHINIST APPRENTICE (mach. shop); and PLUMBER APPRENTICE (const.).

CLEANER (any ind.) I

Maintains premises of commercial, institutional, or industrial establishments, office buildings, hotels and motels, apartment houses, retirement homes, nursing homes, hospitals, schools, or similar establishments in clean and orderly condition, performing the following duties: Cleans rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and locker rooms and other work areas. Sweeps, scrubs, waxes, and polishes floors, using brooms and mops and powered scrubbing and waxing machines. Cleans rugs, carpets, upholstered furniture, and draperies, using vacuum cleaner. Dusts furniture and equipment. Polishes metalwork, such as fixtures and fittings. Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills. Empties wastebaskets, and empties and cleans ashtrays. Transports trash and waste to disposal area. Replenishes bathroom supplies. Replaces light bulbs. Classifications are made according to type of establishment in which work is performed. Typical classifications are CLEANER, COMMERCIAL OR INSTITUTIONAL (any ind.); CLEANER, HOSPITAL (medical ser.); CLEANER, HOUSEKEEPING (any ind.); CLEANER, INDUSTRIAL (any ind.); HOUSECLEANER (hotel & rest.).

DESIGN ENGINEER, FACILITIES (profess. & kin.)

Applies engineering principles to design, modify, or develop facilities, testing, machines, equipment, or processes used in processing or manufacturing products: Analyzes product or equipment specifications and performance requirements to determine designs which can be produced by existing manufacturing or processing facilities and methods. Analyzes engineering proposals, process requirements, and related technical data pertaining to industrial machinery and equipment design. Determines feasibility of designing new plant equipment or modifying existing facilities considering costs, available space, time limitations, company planning, and other technical and economic factors. Provides technical information concerning manufacturing or processing techniques, materials, properties, and process advantages and limitations which affect long range plant and product engineering planning. Compiles and analyzes operational, test, and research data to establish performance standards for newly designed or modified equipment. Studies engineering and technical publications to keep abreast of technological changes and developments in industry. Classifications are made according to type of process or specialization.

DESIGN ENGINEER, PRODUCTS (profess. & kin.)

Conducts analytical studies on engineering proposals to develop design for products, such as engines, equipment, machines, associated and subsystems components, and aerospace structures, utilizing and applying engineering principles, research data, and proposed product specifications. Analyzes data to determine feasibility of product proposal. Confers with research personnel to clarify or resolve problems and develops design. Prepares or directs preparation of product or system layout and detailed drawings and schematics. Directs and coordinates manufacturing or building of prototype product or system. Plans and develops experimental test programs. Analyzes test data and reports to determine if design meets functional and performance specifications. Confers with research and other engineering personnel and prepares design modifications as required. Evaluates engineering test results for possible application to development of systems or other uses. Design engineering personnel are classified according to discipline.

DRAFTER (profess. & kin.)

Prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes, according to specified dimensions: Makes final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project. Makes any adjustments or changes necessary or desired. Inks in lines and letters on pencil drawings as required. Exercises manual skill in manipulation of triangle, T-square, and other drafting tools. Draws charts for representation of statistical data. Draws finished designs from sketches. Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings. Classifications are made according to type of drafting as DRAFTER, ARCHITECTURAL (profess. & kin.); DRAFTER, ELECTRICAL (profess. & kin.).

HELPER (any ind.)

A worker who assists another worker, usually of a higher level of competence or expertness, by performing a variety of duties, such as furnishing another worker with materials, tools, and supplies; cleaning work area, machines, and equipment; feeding or offbearing machines; holding materials or tools; and performing other routine duties. A HELPER (any ind.) may learn a trade but does so without an agreement with employer that such is the purpose of their relationship. Consequently, the title HELPER (any ind.) is sometimes used as synonym for APPRENTICE (any ind.), a practice that is incorrect technically. A worker whose duties are limited or restricted to one type of activity, such as moving materials from one department to another, feeding machines, removing products from conveyors or machines, or cleaning machines or work areas is not technically a HELPER (any ind.) and is classified according to duties performed as MATERIAL HANDLER (any ind.); MACHINE CLEANER (any ind.); CLEANER, INDUSTRIAL (any ind.). A worker who performs a variety of duties to assist another worker is a HELPER (any ind.) technically and is classified according to worker assisted as BRICKLAYER HELPER (const.); DRY-CLEANER HELPER (clean., dye., & press.).