

Occupational Wage Survey

PORTLAND, OREG.

APRIL 1955

BLS Bulletin No. 1172-16

UNITED STATES DEPARTMENT OF LABOR

James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS

Arynnes Joy Wickens, Acting Commissioner

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* NOTE: Similar tabulations (also covering health, insurance, and pension plans) are available in the Portland area reports for June 1951, September 1952, and September 1953. The 1953 report also provides tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

A current report on occupational earnings and supplementary wage practices is also available for the machinery industries in the Portland area (December 1954). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local transit operating employees, and motortruck drivers.

OCCUPATIONAL WAGE SURVEY, PORTLAND, OREG.*

Introduction

The Portland, Oreg., area is one of several important industrial centers in which the Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In each area, data are obtained by personal visits of Bureau field agents to representative establishments within 6 broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government institutions and the construction and extractive industries. Establishments having fewer than a prescribed number of workers were also omitted since they furnished insufficient employment in the occupations studied to warrant inclusion.¹ Wherever possible, separate tabulations are provided for the individual broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments, and to ensure prompt publication of results. To obtain appropriate accuracy at minimum cost, a greater proportion of large than of small establishments is studied. In combining the data, however, all establishments are given their appropriate weight. Estimates are presented therefore as relating to all establishments in the industry grouping and area, but not to those below the minimum size studied.²

Occupations and Earnings

Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job (see Appendix for listing of these descriptions). Earnings data are presented for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

* This report was prepared in the Bureau's regional office in San Francisco, Calif., by William P. O'Connor under the direction of John L. Dana, Regional Wage and Industrial Relations Analyst.

¹ See following table for minimum-size establishment covered by study.

² An exception is made in the tabulation of minimum entrance rates for women office workers which relates to provisions in establishments actually studied.

Data are shown for full-time workers, i.e., those hired to work a full-time schedule for the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are also excluded, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is to the work schedules (rounded to the nearest half-hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest 50 cents.

Occupational employment estimates refer to the total in all establishments within the scope of the study and not to the number actually surveyed. Because of differences in occupational structure among establishments, the estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not materially affect the accuracy of the earnings data.

Establishment Practices and Supplementary Wage Provisions

Information is also presented on selected establishment practices and supplementary benefits as they relate to office and plant workers. The term, "office workers", as used in this bulletin includes all office clerical employees and excludes administrative, executive, professional, and technical personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, professional, and technical employees, and force account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries but are included as plant workers in nonmanufacturing industries.

Shift-differential data are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy³ and (b) effective provisions for workers

³ An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

actually employed on extra shifts at the time of the survey. Tabulations relating to establishment policy are presented in terms of total plant worker employment; estimates in the second tabulation relate only to those workers actually employed on the specified shift.

Supplementary practices, other than minimum entrance rates for women office workers, and shift differentials, are treated statistically on the basis that these are provided to all workers employed in offices or plant departments that observe the practice in question.⁴ Because of varying eligibility re-

⁴ Scheduled weekly hours for office workers (first section of table B-4) are presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

quirements, the proportion actually receiving the specific benefits may be smaller. Moreover, a practice was considered as applicable to all office or plant workers in an establishment if it applied to a majority of such workers. Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The summary of vacation plans is limited to formal arrangements, excluding informal plans whereby time off with pay is granted at the discretion of the employer or the supervisor. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation allowances by years of service, payments not on a time basis were converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

Establishments and Workers Within Scope of Survey and Number Studied in Portland, Oreg.,¹ by Major Industry Division, April 1955

Industry division	Minimum size establishment in scope of study ²	Number of establishments		Workers in establishments			
		Within scope of study	Studied	Within scope of study			Studied
				Total ³	Office	Plant	
All divisions	51	508	144	97,000	16,700	65,500	53,550
Manufacturing	51	203	60	45,800	3,500	37,400	23,580
Nonmanufacturing	51	305	84	51,200	13,100	28,200	29,970
Transportation (excluding railroads), communication, and other public utilities ⁴	51	51	20	14,900	3,000	7,400	11,510
Wholesale trade	51	90	19	9,300	(⁵)	(⁵)	3,160
Retail trade	51	84	23	16,900	2,100	13,100	10,740
Finance, insurance, and real estate	51	37	9	5,600	(⁵)	(⁵)	2,870
Services ⁶	51	43	13	4,500	(⁵)	(⁵)	1,690

¹ Portland Metropolitan Area (Clackamas, Multnomah, and Washington Counties, Oreg.; and Clark County, Washington). The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indices to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the pay period studied, and (2) small establishments are excluded from the scope of the survey.

² Includes all establishments with total employment at or above the minimum size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as one establishment.

³ Includes executive, technical, professional, and other workers excluded from the separate office and plant categories.

⁴ Also excludes taxicabs, and services incidental to water transportation included in earlier studies.

⁵ This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A and B tables, although coverage was insufficient to justify separate presentation of data.

⁶ Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Portland, Oreg., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																									
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$5.00	\$5.00 and under 37.50	\$37.50	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00	\$62.50	\$65.00	\$67.50	\$70.00	\$72.50	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00 and over				
Men																													
Clerks, accounting, class A	100	40.0	\$82.50	-	-	-	-	-	-	-	-	-	-	-	3	-	13	2	2	16	28	8	20	8	-	-			
Manufacturing	46	40.5	83.50	-	-	-	-	-	-	-	-	-	-	-	-	-	5	-	-	8	18	4	6	5	-	-			
Nonmanufacturing	54	39.5	81.50	-	-	-	-	-	-	-	-	-	-	-	3	-	8	2	2	8	10	4	14	3	-	-			
Clerks, accounting, class B	42	40.0	71.00	-	-	-	-	-	-	-	-	-	1	1	3	10	5	4	1	4	12	-	-	-	-	-			
Clerks, order	236	40.0	76.50	-	-	-	-	-	1	-	2	1	2	1	15	5	20	8	9	53	59	16	11	9	24	-			
Manufacturing	44	40.0	89.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	1	-	10	2	8	6	13	-			
Nonmanufacturing	192	40.0	73.50	-	-	-	-	-	1	-	2	1	2	1	15	5	20	4	8	53	49	14	3	3	11	-			
Clerks, payroll	32	40.0	78.00	-	-	-	-	-	-	-	-	-	-	-	-	10	-	-	-	-	11	1	4	4	2	-			
Office boys	76	40.0	46.50	3	14	5	8	11	9	2	13	9	-	-	1	-	1	-	-	-	-	-	-	-	-	-			
Nonmanufacturing	43	40.0	47.50	-	3	-	3	9	9	-	10	8	-	-	-	-	1	-	-	-	-	-	-	-	-	-			
Tabulating machine operators	56	40.0	80.00	-	-	-	-	-	-	-	-	-	2	-	2	-	4	3	4	5	4	10	10	7	5	-			
Nonmanufacturing	37	40.0	82.00	-	-	-	-	-	-	-	-	-	-	-	2	-	2	1	2	3	3	5	10	6	3	-			
Women																													
Billers, machine (billing machine)	102	40.0	55.50	-	-	-	5	3	16	4	25	4	1	4	8	9	18	3	1	-	1	-	-	-	-	-			
Nonmanufacturing	81	40.0	53.50	-	-	-	5	3	16	2	25	4	1	-	8	5	10	2	-	-	-	-	-	-	-	-			
Public utilities *	32	40.0	61.00	-	-	-	-	-	-	-	2	4	1	-	8	5	10	2	-	-	-	-	-	-	-	-			
Billers, machine (bookkeeping machine)	68	40.0	53.00	1	-	-	1	3	-	12	15	4	19	1	-	2	-	1	-	-	-	-	4	-	-	-			
Nonmanufacturing	61	40.0	52.50	1	-	-	1	3	-	12	15	4	12	1	-	2	-	1	-	-	-	-	4	-	-	-			
Bookkeeping-machine operators, class A	50	40.0	66.50	-	-	-	-	-	-	-	-	-	12	3	4	4	-	11	2	3	10	1	-	-	-	-			
Nonmanufacturing	31	40.0	66.50	-	-	-	-	-	-	-	-	-	4	3	4	3	-	11	-	1	5	-	-	-	-	-			
Bookkeeping-machine operators, class B	486	40.0	52.50	-	-	21	23	33	56	58	55	36	70	59	37	16	20	-	2	-	-	-	-	-	-	-			
Manufacturing	55	40.0	59.00	-	-	-	-	-	-	1	-	3	12	17	17	3	1	-	1	-	-	-	-	-	-	-			
Nonmanufacturing	431	40.0	51.50	-	-	21	23	33	56	57	55	33	58	42	20	13	19	-	1	-	-	-	-	-	-	-			
Retail trade	26	40.0	55.00	-	-	-	-	-	-	5	4	-	4	11	2	-	-	-	-	-	-	-	-	-	-	-			
Clerks, accounting, class A	182	40.0	72.50	-	-	-	-	-	-	-	1	8	3	2	13	9	13	24	30	2	39	17	1	20	-	-			
Manufacturing	57	40.0	71.00	-	-	-	-	-	-	-	-	8	-	-	3	5	-	10	3	2	15	10	-	1	-				
Nonmanufacturing	125	40.0	73.50	-	-	-	-	-	-	-	1	-	3	2	10	4	13	14	27	-	24	7	1	19	-				
Clerks, accounting, class B	499	40.0	58.00	1	8	1	5	33	24	7	63	54	69	33	54	36	33	13	23	6	3	33	-	-	-	-			
Manufacturing	141	40.0	57.50	-	-	-	4	2	2	1	26	13	28	17	12	16	7	8	2	-	3	-	-	-	-	-			
Nonmanufacturing	358	40.0	58.50	1	8	1	1	31	22	6	37	41	41	16	42	20	26	5	21	6	-	33	-	-	-	-			
Public utilities *	46	39.5	65.50	-	-	-	-	-	-	-	-	1	6	1	1	4	14	2	14	3	-	-	-	-	-	-			
Retail trade	131	40.0	54.00	1	8	1	1	12	7	5	15	20	13	8	26	-	11	-	-	3	-	-	-	-	-	-			
Clerks, file, class A	41	39.5	60.00	-	-	-	-	-	-	1	1	8	11	1	6	3	-	8	-	1	1	-	-	-	-	-			
Nonmanufacturing	41	39.5	60.00	-	-	-	-	-	-	1	1	8	11	1	6	3	-	8	-	1	1	-	-	-	-	-			
Clerks, file, class B	243	39.5	46.50	-	17	36	29	11	49	21	35	12	17	9	3	2	-	2	-	-	-	-	-	-	-	-			
Manufacturing	53	40.0	52.00	-	-	-	-	-	15	11	6	2	8	6	2	1	-	2	-	-	-	-	-	-	-	-			
Nonmanufacturing	190	39.5	45.00	-	17	36	29	11	34	10	29	10	9	3	1	1	-	-	-	-	-	-	-	-	-	-			

See footnote at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

Occupational Wage Survey, Portland, Oreg., April 1955
 U.S. DEPARTMENT OF LABOR
 Bureau of Labor Statistics

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Portland, Oreg., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$35.00	\$35.00 and under 37.50	\$37.50 40.00	\$40.00 42.50	\$42.50 45.00	\$45.00 47.50	\$47.50 50.00	\$50.00 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 95.00	95.00 and over		
Women - Continued																											
Clerks, order	104	40.0	\$57.00	-	-	-	1	4	2	-	15	9	36	10	4	14	3	2	-	4	-	-	-	-	-	-	
Manufacturing	31	40.0	57.00	-	-	-	-	-	-	-	8	2	7	5	1	5	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	73	40.0	57.00	-	-	-	1	4	2	-	7	7	29	5	3	9	-	2	-	4	-	-	-	-	-	-	
Clerks, payroll	283	40.0	62.50	-	-	2	1	1	5	10	22	25	13	21	43	27	18	42	31	8	9	2	-	2	1		
Manufacturing	108	40.0	63.00	-	-	-	-	-	5	5	3	4	4	15	27	16	8	10	3	5	7	1	-	-	-		
Nonmanufacturing	175	40.0	62.00	-	-	2	1	1	5	5	19	21	9	6	16	11	10	32	28	3	2	1	-	2	1		
Public utilities *	49	40.0	67.50	-	-	-	-	-	-	1	1	2	1	1	1	3	4	27	2	1	2	1	-	1	1		
Retail trade	66	40.0	56.50	-	-	2	1	1	5	3	5	13	5	4	12	6	3	5	1	-	-	-	-	-	-		
Comptometer operators	490	40.0	57.50	-	1	1	4	40	29	18	50	50	46	29	120	15	34	9	6	4	20	14	-	-	-		
Manufacturing	135	40.0	58.50	-	-	-	-	-	2	10	16	16	19	20	13	10	15	5	5	-	2	2	-	-	-		
Nonmanufacturing	355	40.0	57.00	-	1	1	4	40	27	8	34	34	27	9	107	5	19	4	1	4	18	12	-	-	-		
Retail trade	129	40.0	56.50	-	1	1	2	14	6	3	-	12	7	1	72	5	5	-	-	-	-	-	-	-	-		
Duplicating-machine operators (mimeograph or ditto)	38	40.0	51.50	-	-	3	-	8	3	5	2	3	5	3	3	1	-	-	1	1	-	-	-	-	-		
Nonmanufacturing	33	40.0	50.00	-	-	3	-	8	3	5	2	3	4	-	3	1	-	-	-	1	-	-	-	-	-		
Key-punch operators	255	40.0	57.00	1	2	6	7	12	8	16	10	38	36	21	26	20	13	25	1	6	7	-	-	-	-		
Manufacturing	60	40.0	57.00	-	-	-	-	-	2	11	2	6	8	6	13	5	4	1	1	-	1	-	-	-	-		
Nonmanufacturing	195	40.0	57.00	1	2	6	7	12	6	5	8	32	28	15	13	15	9	24	-	6	6	-	-	-	-		
Office girls	135	39.5	42.00	6	16	21	39	28	5	2	12	1	3	2	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	27	40.0	45.00	1	2	2	1	12	1	-	3	1	2	2	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	108	39.5	41.00	5	14	19	38	16	4	2	9	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
Secretaries	482	40.0	72.00	-	-	-	-	-	-	4	4	8	7	19	55	41	39	45	50	41	76	33	22	24	14		
Manufacturing	159	40.0	72.50	-	-	-	-	-	-	4	1	3	2	6	12	16	18	11	8	5	36	13	11	9	4		
Nonmanufacturing	323	39.5	71.50	-	-	-	-	-	-	-	3	5	5	13	43	25	21	34	42	36	40	20	11	15	10		
Public utilities *	82	39.5	80.00	-	-	-	-	-	-	-	-	1	-	-	3	2	4	6	5	15	18	3	7	8	10		
Retail trade	58	40.0	63.50	-	-	-	-	-	-	-	-	-	5	8	18	7	3	10	4	-	2	-	1	-	-		
Stenographers, general	896	40.0	58.50	-	5	-	8	41	37	46	97	44	100	118	123	69	63	55	45	18	22	5	-	-	-		
Manufacturing	246	40.0	60.00	-	-	-	-	-	9	5	34	1	32	50	29	20	14	25	10	9	8	-	-	-	-		
Nonmanufacturing	650	39.5	58.00	-	5	-	8	41	28	41	63	43	68	68	94	49	49	30	35	9	14	5	-	-	-		
Public utilities *	99	40.0	62.00	-	-	-	-	-	1	-	1	13	8	19	13	12	8	7	14	1	-	2	-	-	-		
Retail trade	56	40.0	50.50	-	5	-	8	8	4	9	1	5	-	-	7	6	2	1	-	-	-	-	-	-	-		
Switchboard operators	183	40.0	52.50	-	-	-	22	15	8	18	41	24	15	6	13	5	5	4	6	1	-	-	-	-	-		
Nonmanufacturing	168	40.0	52.00	-	-	-	22	15	8	18	40	16	10	5	13	5	5	4	6	1	-	-	-	-	-		
Public utilities *	38	39.5	61.50	-	-	-	-	-	-	2	2	4	7	1	1	5	5	4	6	1	-	-	-	-	-		
Retail trade	26	40.0	48.00	-	-	-	1	9	2	4	5	4	-	-	1	-	-	-	-	-	-	-	-	-	-		
Switchboard operators-receptionists	252	40.0	55.00	6	-	2	13	12	29	26	26	11	30	19	13	25	21	4	5	2	8	-	-	-	-		
Manufacturing	98	40.0	57.00	-	-	2	-	-	11	15	9	4	10	12	2	9	14	4	4	2	-	-	-	-	-		
Nonmanufacturing	154	39.5	53.50	6	-	-	13	12	18	11	17	7	20	7	11	16	7	-	1	-	8	-	-	-	-		
Retail trade	42	40.0	47.00	6	-	-	-	5	11	1	17	-	-	-	1	1	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators	44	40.0	58.50	2	1	-	2	4	3	-	3	2	6	4	2	-	3	3	3	2	1	1	-	1	1		
Nonmanufacturing	27	40.0	57.00	2	1	-	2	4	3	-	3	-	-	2	-	-	1	3	2	-	1	1	-	1	1		

See footnote at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Portland, Oreg., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																								
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$35.00	\$35.00 and under 37.50	\$37.50 40.00	\$40.00 42.50	\$42.50 45.00	\$45.00 47.50	\$47.50 50.00	\$50.00 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 95.00	\$95.00 and over			
Women - Continued																												
Transcribing-machine operators, general	172	40.0	55.00	-	-	-	7	-	16	22	22	25	10	22	17	18	10	2	1	-	-	-	-	-	-	-	-	-
Manufacturing	53	40.0	59.50	-	-	-	-	-	16	17	6	2	-	10	11	14	2	2	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	119	39.5	53.50	-	-	-	7	-	-	-	-	-	10	12	6	4	8	-	-	-	-	-	-	-	-	-	-	-
Typists, class A	266	40.0	57.00	-	-	-	-	4	19	12	28	36	59	27	31	27	9	5	2	6	1	-	-	-	-	-	-	-
Manufacturing	45	40.0	61.50	-	-	-	-	-	-	-	3	7	3	6	8	6	3	3	2	3	1	-	-	-	-	-	-	-
Nonmanufacturing	221	39.5	56.00	-	-	-	-	4	19	12	25	29	56	21	23	21	6	2	-	3	-	-	-	-	-	-	-	-
Typists, class B	552	40.0	50.00	14	11	32	33	35	82	71	137	30	30	35	16	17	17	-	2	-	-	-	-	-	-	-	-	-
Manufacturing	126	40.0	53.50	-	-	-	4	1	11	13	40	11	18	15	3	6	4	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	436	39.5	48.50	14	11	32	29	34	71	58	97	19	12	20	13	11	13	-	2	-	-	-	-	-	-	-	-	-
Public utilities *	79	40.0	54.50	-	-	-	-	2	6	6	27	8	10	1	3	1	13	-	2	-	-	-	-	-	-	-	-	
Retail trade	95	40.0	45.00	12	10	4	4	16	13	8	16	2	2	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-

¹ Hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
* Transportation (excluding railroads), communication, and other public utilities.

Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Portland, Oreg., by industry division, April 1955)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																	
		Weekly hours (Standard)	Weekly earnings (Standard)	\$55.00 and under 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 95.00	\$95.00 100.00	\$100.00 105.00	\$105.00 110.00	\$110.00 115.00		
Men																					
Draftsmen, senior	113	40.0	94.50	-	-	-	-	-	-	-	-	1	2	14	14	33	15	22	7	5	
Manufacturing	104	40.0	95.00	-	-	-	-	-	-	-	-	1	12	13	29	15	22	7	5	-	
Draftsmen, junior	39	40.0	70.00	-	-	-	2	3	1	3	7	12	9	2	-	-	-	-	-	-	
Manufacturing	29	40.0	76.50	-	-	-	2	1	1	-	7	11	5	2	-	-	-	-	-	-	
Women																					
Nurses, industrial (registered)	36	40.0	70.00	1	8	-	-	4	5	5	2	5	1	4	1	-	-	-	-	-	
Manufacturing	29	40.0	69.50	-	8	-	-	3	4	4	2	3	1	3	1	-	-	-	-	-	

¹ Hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings¹ for men in selected occupations studied on an area basis in Portland, Oreg., by industry division, April 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.45	\$1.45 and under 1.50	\$1.50	\$1.55	\$1.60	\$1.65	\$1.70	\$1.75	\$1.80	\$1.85	\$1.90	\$1.95	\$2.00	\$2.05	\$2.10	\$2.15	\$2.20	\$2.25	\$2.30	\$2.35	\$2.40	\$2.45	\$2.50	\$2.60	\$2.70	\$2.80 and over
Carpenters, maintenance	160	2.38	-	-	-	-	-	-	-	-	1	-	-	10	8	-	6	2	24	18	16	14	1	4	8	26	22	-
Manufacturing	114	2.34	-	-	-	-	-	-	-	-	1	-	-	10	8	-	4	-	12	18	15	14	1	4	8	26	19	-
Nonmanufacturing	46	2.47	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	12	-	1	-	-	-	8	18	3	-
Public utilities*	25	2.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	2	12	-	1	-	-	-	8	18	3	-
Electricians, maintenance	283	2.38	-	-	-	-	-	-	-	-	1	-	16	1	2	4	12	-	7	47	52	76	1	-	5	12	26	21
Manufacturing	257	2.35	-	-	-	-	-	-	-	-	1	-	16	1	1	4	8	-	7	47	52	76	-	-	4	-	26	14
Nonmanufacturing	26	2.61	-	-	-	-	-	-	-	-	-	-	-	1	-	4	-	-	-	-	-	1	-	-	1	12	-	7
Engineers, stationary	254	2.25	-	-	-	-	-	-	-	-	1	-	2	-	40	-	12	43	3	89	36	-	2	4	-	16	6	-
Manufacturing	200	2.26	-	-	-	-	-	-	-	-	1	-	2	-	40	-	12	9	3	69	36	-	2	4	-	16	6	-
Nonmanufacturing	54	2.21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34	-	20	-	-	-	-	-	-	-	-
Firemen, stationary boiler	134	2.03	-	-	9	-	-	4	2	-	-	2	5	8	29	34	18	10	-	5	4	4	-	-	-	-	-	-
Manufacturing	126	2.02	-	-	9	-	-	4	2	-	-	-	5	8	28	34	18	10	-	5	4	4	-	-	-	-	-	-
Helpers, trades, maintenance	236	1.94	-	-	-	8	-	2	10	12	7	34	70	25	27	9	2	13	17	-	-	-	-	-	-	-	-	-
Manufacturing	200	1.93	-	-	-	8	-	2	10	12	7	34	70	25	27	9	2	13	15	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	43	2.28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	19	6	12	-	-	-	-	-	-
Manufacturing	43	2.28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	19	6	12	-	-	-	-	-	-
Machinists, maintenance	214	2.35	-	-	-	-	-	-	-	-	1	-	-	-	8	-	12	10	3	23	67	48	6	-	22	4	8	2
Manufacturing	191	2.36	-	-	-	-	-	-	-	-	1	-	-	-	8	-	9	-	3	23	61	48	6	-	22	-	8	2
Mechanics, automotive (maintenance)	544	2.23	-	-	-	-	-	-	-	-	1	-	8	-	10	-	13	87	4	370	26	6	-	9	10	-	-	-
Manufacturing	105	2.23	-	-	-	-	-	-	-	-	-	-	8	-	-	-	5	-	77	12	3	-	-	-	-	-	-	-
Nonmanufacturing	439	2.24	-	-	-	-	-	-	-	-	1	-	-	-	10	-	8	87	4	293	14	3	-	9	10	-	-	-
Public utilities*	347	2.25	-	-	-	-	-	-	-	-	1	-	-	-	1	-	8	37	1	275	14	3	-	-	7	-	-	-
Mechanics, maintenance	376	2.26	-	-	-	-	-	-	-	-	8	2	40	6	9	12	19	4	24	97	24	84	-	2	36	2	7	-
Manufacturing	351	2.27	-	-	-	-	-	-	-	-	8	-	40	6	7	12	8	4	24	97	18	84	-	-	36	-	7	-
Nonmanufacturing	25	2.20	-	-	-	-	-	-	-	-	-	2	-	-	2	-	11	-	-	-	6	-	-	2	-	2	-	-
Millwrights	151	2.29	-	-	-	-	-	-	-	-	-	-	-	-	-	18	-	2	-	10	59	62	-	-	-	-	-	-
Manufacturing	151	2.29	-	-	-	-	-	-	-	-	-	-	-	-	-	18	-	2	-	10	59	62	-	-	-	-	-	-
Oilers	99	1.93	4	6	-	-	-	-	-	1	6	-	31	18	12	12	2	-	7	-	-	-	-	-	-	-	-	-
Manufacturing	91	1.90	4	6	-	-	-	-	-	1	6	-	31	18	12	12	1	-	-	-	-	-	-	-	-	-	-	-
Painters, maintenance	108	2.32	-	-	-	-	-	-	-	-	4	-	2	-	-	1	9	4	4	8	18	33	2	-	19	3	1	-
Manufacturing	76	2.32	-	-	-	-	-	-	-	-	4	-	-	-	-	1	-	4	4	8	16	33	2	-	8	-	-	-
Nonmanufacturing	32	2.33	-	-	-	-	-	-	-	-	-	-	2	-	-	-	9	4	-	-	2	-	-	-	11	3	1	-
Pipefitters, maintenance	89	2.29	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4	2	-	19	37	23	-	-	-	-	-	-
Manufacturing	83	2.31	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	-	19	37	23	-	-	-	-	-	-
Tool and die makers	30	2.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	-	-	24	-	-	-
Manufacturing	30	2.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	-	-	24	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
* Transportation (excluding railroads), communication, and other public utilities.

Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings¹ for selected occupations² studied on an area basis in Portland, Oreg., by industry division, April 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.00	\$1.00 and under 1.05	\$1.05 1.10	\$1.10 1.15	\$1.15 1.20	\$1.20 1.25	\$1.25 1.30	\$1.30 1.35	\$1.35 1.40	\$1.40 1.45	\$1.45 1.50	\$1.50 1.55	\$1.55 1.60	\$1.60 1.65	\$1.65 1.70	\$1.70 1.75	\$1.75 1.80	\$1.80 1.85	\$1.85 1.90	\$1.90 1.95	\$1.95 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 and over		
Elevator operators, passenger (women)	128	1.09	41	18	32	-	1	10	2	14	-	8	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	128	1.09	41	18	32	-	1	10	2	14	-	8	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	71	1.04	28	-	32	-	1	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Guards	32	1.79	-	-	-	-	-	-	-	-	-	-	-	10	4	-	-	-	-	-	-	14	4	-	-	-	-	-		
Janitors, porters, and cleaners (men)	1,043	1.49	20	5	20	23	28	18	59	151	62	84	141	39	81	21	16	57	43	166	4	4	-	1	-	-	-	-		
Manufacturing	474	1.62	-	-	-	12	-	-	2	4	29	118	24	63	15	15	43	143	1	4	-	1	-	-	-	-	-	-		
Nonmanufacturing	569	1.37	20	5	20	23	16	18	59	149	58	55	23	15	18	6	16	42	-	23	3	-	-	-	-	-	-	-		
Retail trade	206	1.33	6	-	6	-	16	15	28	54	17	38	8	6	5	5	-	2	-	-	-	-	-	-	-	-	-			
Janitors, porters, and cleaners (women)	135	1.30	6	-	1	7	2	28	39	17	2	16	6	-	-	6	1	4	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	115	1.29	6	-	1	7	2	28	30	9	2	16	6	-	-	6	-	2	-	-	-	-	-	-	-	-	-			
Laborers, material handling	1,097	1.85	-	-	1	2	5	-	-	4	14	5	25	9	18	22	41	60	237	207	100	22	168	64	38	54	1	-		
Manufacturing	424	1.84	-	-	-	-	-	-	-	4	-	-	14	2	12	14	25	34	16	168	26	22	30	17	-	40	-			
Nonmanufacturing	673	1.85	-	-	1	2	5	-	-	14	5	11	7	6	8	16	26	221	39	74	-	138	47	38	14	1	-			
Public utilities*	237	1.96	-	-	-	-	-	-	-	-	-	1	7	6	8	16	26	221	39	74	-	138	47	38	14	1	-			
Retail trade	120	1.64	-	-	-	2	5	-	-	14	5	-	6	6	8	16	5	38	9	6	-	-	-	-	-	-	-			
Order fillers	793	1.85	-	-	1	1	1	-	2	-	-	2	-	20	10	6	1	14	236	254	34	38	76	62	11	24	-			
Manufacturing	155	1.94	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	44	-	1	6	73	5	-	20	-	-			
Nonmanufacturing	638	1.83	-	-	1	1	1	-	2	-	-	2	-	14	10	6	1	14	192	254	33	32	3	57	11	4	-			
Retail trade	175	1.83	-	-	1	1	1	-	2	-	-	2	-	4	-	6	1	14	-	69	24	21	3	24	-	2	-			
Packers, shipping	384	1.77	-	-	4	1	3	1	6	2	-	-	12	3	3	-	-	10	158	168	3	5	-	5	-	-	-			
Manufacturing	78	1.71	-	-	-	-	-	-	6	-	-	-	12	-	2	-	-	10	34	4	-	5	-	5	-	-	-			
Nonmanufacturing	306	1.78	-	-	4	1	3	1	-	2	-	-	-	3	1	-	-	-	124	164	3	-	-	-	-	-	-			
Receiving clerks	122	1.88	-	-	-	-	-	-	3	-	3	-	1	3	1	4	2	6	2	27	39	2	15	4	7	1	-			
Manufacturing	36	2.02	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	2	2	4	2	2	10	4	7	1	-			
Nonmanufacturing	86	1.83	-	-	-	-	-	-	3	-	3	-	1	1	4	2	6	-	-	23	37	-	5	-	-	-	-			
Retail trade	42	1.78	-	-	-	-	-	-	-	3	-	1	1	4	2	6	-	-	-	17	2	-	5	-	-	-	-			
Shipping clerks	141	1.93	-	-	-	-	-	-	-	-	-	-	18	-	-	-	1	3	6	-	27	33	16	5	15	2	15			
Manufacturing	66	1.93	-	-	-	-	-	-	-	-	-	-	14	-	-	-	1	3	6	-	5	4	16	3	5	-	13			
Nonmanufacturing	75	1.93	-	-	-	-	-	-	-	-	-	-	4	-	-	-	1	3	-	22	29	-	2	10	2	2	-			
Shipping and receiving clerks	148	1.95	-	-	-	-	-	-	-	5	-	-	-	-	-	4	10	15	-	21	21	2	47	1	8	14	-			
Manufacturing	65	1.92	-	-	-	-	-	-	-	-	-	-	-	-	-	4	6	15	-	7	4	2	19	1	5	2	-			
Nonmanufacturing	83	1.98	-	-	-	-	-	-	-	5	-	-	-	-	-	-	4	-	-	14	17	-	28	-	3	12	-			
Retail trade	35	1.88	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	7	11	-	12	-	-	-	-			
Truckdrivers, light (under 1½ tons)	112	1.88	-	-	-	4	-	-	-	5	-	-	-	-	6	-	-	6	6	18	12	25	23	7	-	-	-			
Manufacturing	83	1.90	-	-	-	4	-	-	-	5	-	-	-	-	6	-	-	6	2	18	-	24	16	6	-	-	-			
Nonmanufacturing	29	1.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	12	1	7	1	-	-	-			

See footnotes at end of table.

*Transportation (excluding railroads), communication, and other public utilities.

Table A-4: Custodial and Material Movement Occupations - Continued

(Average hourly earnings¹ for selected occupations² studied on an area basis in Portland, Oreg., by industry division, April 1955)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																										
			Under \$ 1.00	\$ 1.00 and under 1.05	\$ 1.05	\$ 1.10	\$ 1.15	\$ 1.20	\$ 1.25	\$ 1.30	\$ 1.35	\$ 1.40	\$ 1.45	\$ 1.50	\$ 1.55	\$ 1.60	\$ 1.65	\$ 1.70	\$ 1.75	\$ 1.80	\$ 1.85	\$ 1.90	\$ 1.95	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.40 and over
Truckdrivers, medium (1½ to and including 4 tons)	1,286	\$ 2.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	12	-	74	51	776	234	30	-	99	-	
Manufacturing	198	2.15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	23	27	57	21	-	68	-	
Nonmanufacturing	1,088	1.98	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	12	-	72	28	749	177	9	-	31	-	
Public utilities*	808	1.96	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72	28	699	-	9	-	-	-	
Retail trade	142	2.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	92	-	-	-	-	
Truckdrivers, heavy (over 4 tons, trailer type)	459	2.18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	32	12	30	178	88	72	23	
Manufacturing	240	2.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	-	14	92	82	5	4	23	
Nonmanufacturing	219	2.15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32	12	16	86	6	67	-	
Truckdrivers, heavy (over 4 tons, other than trailer type)	385	2.04	-	-	-	-	-	-	-	-	-	-	1	-	-	-	3	-	-	-	2	-	226	99	-	10	28	16	
Manufacturing	82	2.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	46	-	10	8	16	
Nonmanufacturing	303	2.00	-	-	-	-	-	-	-	-	-	-	1	-	-	-	3	-	-	-	-	-	226	53	-	20	-		
Public utilities*	231	1.96	-	-	-	-	-	-	-	-	-	-	1	-	-	-	3	-	-	-	-	-	223	4	4	-	-	-	
Truckers, power (forklift)	308	1.94	-	-	-	-	-	-	-	-	-	-	-	18	8	-	-	7	-	24	12	70	60	80	29	-	-	-	
Manufacturing	210	1.93	-	-	-	-	-	-	-	-	-	-	-	18	8	-	-	4	-	24	-	27	35	80	14	-	-	-	
Nonmanufacturing	98	1.95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	12	43	25	-	15	-	-	-	
Watchmen	247	1.59	1	7	-	6	-	1	13	35	5	14	15	11	23	1	1	6	31	37	3	34	-	3	-	-	-	-	-
Manufacturing	182	1.63	-	-	-	-	-	-	12	27	4	5	9	11	23	-	1	6	10	37	3	34	-	-	-	-	-	-	-
Nonmanufacturing	65	1.47	1	7	-	6	-	1	1	8	1	9	6	-	-	1	-	-	21	-	-	-	-	3	-	-	-	-	-
Retail trade	26	1.30	-	7	-	-	-	1	-	8	-	7	-	-	-	1	-	-	2	-	-	-	-	-	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

² Data limited to men workers except where otherwise indicated.

³ Workers were distributed as follows: 8 at \$0.80 to \$0.85; 6 at \$0.85 to \$0.90; 11 at \$0.90 to \$0.95; 16 at \$0.95 to \$1.

⁴ All workers were at \$2.50 to \$2.60.

* Transportation (excluding railroads), communication, and other public utilities.

B: Establishment Practices and Supplementary Wage Provisions

Table B-1: Shift Differential Provisions ¹

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishments having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total -----	89.4	85.7	17.4	9.0
With shift pay differential -----	81.1	83.2	15.0	8.5
Uniform cents (per hour) -----	55.7	47.4	12.1	7.1
3 cents -----	2.5	-	.5	-
4 cents -----	.7	-	.3	-
5 cents -----	8.7	.6	.9	-
6 cents -----	20.5	16.8	4.7	2.8
7 cents -----	-	1.2	-	-
7½ cents -----	4.0	3.3	1.1	.4
8 cents -----	-	2.3	-	.5
9 cents -----	.5	6.6	.1	1.3
10 cents -----	13.1	4.4	2.4	.3
Over 10 and under 15 cents -----	2.7	-	1.0	-
15 cents -----	3.0	12.3	1.1	1.8
Uniform percentage -----	4.3	4.9	.5	.1
10 percent -----	4.3	3.4	.5	.1
15 percent -----	-	1.5	-	-
Full day's pay for reduced hours -----	2.2	5.9	.2	.6
Full day's pay for reduced hours plus cents differential -----	15.4	19.2	1.7	.3
Other -----	3.5	5.9	.5	.4
No shift pay differential -----	8.3	2.5	2.4	.5

¹ Shift differential data are presented in terms of (a) establishment policy, and (b) workers actually employed on late shifts at the time of the survey. An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

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Table B-2: Minimum Entrance Rates for Women Office Workers ¹

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rate in—					Number of establishments with specified minimum hiring rate in—				
	All industries	Manufacturing		Nonmanufacturing		All industries	Manufacturing		Nonmanufacturing	
		Based on standard weekly hours ² of—					Based on standard weekly hours ² of—			
		All schedules	40	All schedules	40		All schedules	40	All schedules	40
Establishments studied	144	60	xxx	84	xxx	144	60	xxx	84	xxx
		<u>FOR INEXPERIENCED TYPISTS</u>					<u>FOR OTHER INEXPERIENCED CLERICAL WORKERS</u>			
Establishments having a specified minimum	61	21	21	40	33	58	20	20	38	34
\$32.50 and under \$35.00	4	-	-	4	3	5	1	1	4	3
\$35.00 and under \$37.50	2	-	-	2	2	3	-	-	3	3
\$37.50 and under \$40.00	3	-	-	3	3	6	-	-	6	6
\$40.00 and under \$42.50	20	8	8	12	9	10	3	3	7	4
\$42.50 and under \$45.00	9	5	5	4	3	10	6	6	4	4
\$45.00 and under \$47.50	8	3	3	5	4	6	2	2	4	4
\$47.50 and under \$50.00	2	1	1	1	1	2	1	1	1	1
\$50.00 and under \$52.50	6	2	2	4	3	10	3	3	7	7
\$52.50 and under \$55.00	4	-	-	4	4	2	1	1	1	1
\$55.00 and under \$57.50	2	1	1	1	1	2	1	1	1	1
\$57.50 and under \$60.00	1	1	1	-	-	2	2	2	-	-
Establishments having no specified minimum	40	15	xxx	25	xxx	39	14	xxx	25	xxx
Establishments which did not employ workers in this category	42	24	xxx	18	xxx	46	26	xxx	20	xxx
Data not available	1	-	xxx	1	xxx	1	-	xxx	1	xxx

¹ Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.

² Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweeks.

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Table B-3: Frequency of Wage Payment

Frequency of payment	PERCENT OF OFFICE WORKERS EMPLOYED IN--					PERCENT OF PLANT WORKERS EMPLOYED IN--			
	All industries ¹	Manufacturing	Public utilities *	Retail trade	Finance	All industries ²	Manufacturing	Public utilities *	Retail trade
All workers -----	100	100	100	100		100	100	100	100
Weekly -----	17	36	15	40		43	53	15	38
Biweekly -----	13	13	40	3		26	31	39	3
Semimonthly -----	59	41	42	54		29	11	47	59
Monthly -----	12	10	3	3		3	5	-	-
Other intervals -----	Δ	Δ	Δ	-		Δ	-	-	-

¹ Includes data for wholesale trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

² Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

Table B-4: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN--					PERCENT OF PLANT WORKERS EMPLOYED IN--			
	All industries ²	Manufacturing	Public utilities *	Retail trade	Finance	All industries ³	Manufacturing	Public utilities *	Retail trade
All workers -----	100	100	100	100		100	100	100	100
Under 37½ hours -----	-	-	-	-		4	7	-	-
37½ hours -----	9	Δ	5	-		Δ	Δ	-	-
Over 37½ and under 40 hours -----	6	Δ	-	3		Δ	-	-	Δ
40 hours -----	84	96	95	94		94	92	100	95
Over 40 hours -----	Δ	Δ	Δ	4		Δ	-	-	4

¹ Data relate to women workers only.

² Includes data for wholesale trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

³ Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

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Table B-5: Paid Holiday Provisions ¹

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--					PERCENT OF PLANT WORKERS EMPLOYED IN--			
	All industries ²	Manufacturing	Public utilities *	Retail trade	Finance	All industries ³	Manufacturing	Public utilities *	Retail trade
All workers	100	100	100	100		100	100	100	100
<u>Number of paid holidays</u>									
Workers in establishments providing paid holidays	99	100	99	98		85	83	85	92
2 days	-	-	-	-		Δ	-	-	8
3 days	-	-	-	-		Δ	3	-	-
5 days	Δ	Δ	-	-		Δ	Δ	-	-
6 days	51	72	32	98		54	48	31	84
7 days	34	25	38	-		23	30	33	-
8 days	14	Δ	29	-		4	Δ	21	-
10 days	Δ	-	-	-		-	-	-	-
Workers in establishments providing no paid holidays	Δ		Δ	Δ		15	17	15	8
<u>Provisions for holidays occurring on nonworkdays ⁴</u>									
With provisions for holidays falling on									
Saturday	40	31	72	59		58	56	73	59
Another day off with pay	25	22	38	43		25	20	33	39
Extra day's pay	11	9	27	16		32	36	36	20
Option of another day off or extra day's pay	3	-	7	-		Δ	-	4	-
Provisions differ for various holidays	-	-	-	-		-	-	-	-
Other provisions	-	-	-	-		-	-	-	-
Saturday is a scheduled workday for all workers	3	Δ	Δ	6		3	-	-	15
No provisions (or no pay) for holidays falling on Saturday	57	67	27	32		24	27	12	17
With provisions for holidays falling on									
Sunday	99	99	99	98		82	81	85	84
Another day off with pay	99	99	97	98		68	62	67	78
Extra day's pay	Δ	-	3	-		13	19	15	5
Option of another day off or extra day's pay	-	-	-	-		Δ	-	4	-
Provisions differ for various holidays	-	-	-	-		-	-	-	-
Other provisions	-	-	-	-		-	-	-	-
Sunday is a scheduled workday for all workers	-	-	-	-		Δ	Δ	-	-
No provisions (or no pay) for holidays falling on Sunday	Δ	Δ	-	-		Δ	-	-	8
With provisions for holidays falling during vacation									
Another day off with pay	77	78	95	74		75	79	85	61
Extra day's pay	66	69	69	43		43	41	52	39
Option of another day off or extra day's pay	4	7	9	7		25	34	21	16
Provisions differ for various holidays	7	3	17	25		8	5	12	6
Other provisions	-	-	-	-		-	-	-	-
No provisions (or no pay) for holidays falling during vacation	22	22	5	23		9	3	-	31

¹ Estimates include only full-day holidays provided annually.

² Includes data for wholesale trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

³ Includes data for wholesale trade; real estate, and services in addition to those industry divisions shown separately.

⁴ Limited to provisions in establishments having a formal policy applying when holidays occur on nonworkdays; some of the estimates would be slightly higher if practices determined informally as the situation occurs were included.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

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Table B-6: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries ¹	Manufacturing	Public utilities*	Retail trade	Finance	All industries ²	Manufacturing	Public utilities*	Retail trade
All workers -----	100	100	100	100		100	100	100	100
METHOD OF PAYMENT									
Workers in establishments providing paid vacations -----	100	100	100	100		99	99	100	100
Length-of-time payment -----	100	100	100	100		95	91	100	100
Percentage payment -----	-	-	-	-		5	5	-	-
Workers in establishments providing no paid vacations -----						Δ	Δ		
AMOUNT OF VACATION PAY									
After 1 year of service									
Less than 1 week -----	Δ	3	-	-		Δ	Δ	-	-
1 week -----	37	29	60	82		85	86	68	98
Over 1 and under 2 weeks -----	-	-	-	-		Δ	Δ	-	-
2 weeks -----	60	58	36	18		12	8	32	Δ
3 weeks -----	Δ	10	-	-		Δ	3	-	-
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
After 2 years of service									
1 week -----	13	8	18	12		47	54	28	30
Over 1 and under 2 weeks -----	4	6	Δ	-		14	24	-	-
2 weeks -----	79	75	77	88		37	19	72	70
Over 2 and under 3 weeks -----	Δ	-	-	-		-	-	-	-
3 weeks -----	Δ	10	-	-		Δ	3	-	-
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
After 3 years of service									
1 week -----	Δ	Δ	-	-		13	17	-	-
Over 1 and under 2 weeks -----	Δ	4	-	-		17	29	-	-
2 weeks -----	94	84	96	100		68	50	100	100
Over 2 and under 3 weeks -----	Δ	-	-	-		-	-	-	-
3 weeks -----	Δ	10	-	-		Δ	3	-	-
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
After 5 years of service									
1 week -----	-	-	-	-		Δ	Δ	-	-
2 weeks -----	96	90	96	100		96	94	100	100
Over 2 and under 3 weeks -----	Δ	-	-	-		Δ	Δ	-	-
3 weeks -----	Δ	10	-	-		Δ	3	-	-
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-

See footnotes at end of table.

* Transportation (excluding railroads), communication, and other public utilities.

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NOTE: In the tabulations by years of service, payments other than "length of time", such as percentage of annual earnings or flat-sum payments, were converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay.

Table B-6: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--					PERCENT OF PLANT WORKERS EMPLOYED IN--			
	All industries ¹	Manufacturing	Public utilities *	Retail trade	Finance	All industries ²	Manufacturing	Public utilities*	Retail trade
All workers -----	100	100	100	100		100	100	100	100
<u>AMOUNT OF VACATION PAY - Continued</u>									
<u>After 10 years of service</u>									
1 week -----	-	-	-	-		Δ	Δ	-	-
2 weeks -----	84	82	63	100		90	90	69	100
Over 2 and under 3 weeks -----	Δ	-	-	-		Δ	Δ	-	-
3 weeks -----	14	18	33	-		8	7	31	-
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
<u>After 15 years of service</u>									
1 week -----	-	-	-	-		Δ	Δ	-	-
2 weeks -----	38	47	24	57		59	59	33	72
Over 2 and under 3 weeks -----	Δ	3	-	-		Δ	Δ	-	-
3 weeks -----	60	51	72	43		38	37	67	28
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
4 weeks and over -----	Δ	-	-	-		-	-	-	-
<u>After 20 years of service</u>									
1 week -----	-	-	-	-		Δ	Δ	-	-
2 weeks -----	30	37	24	57		56	52	33	72
Over 2 and under 3 weeks -----	Δ	3	-	-		Δ	Δ	-	-
3 weeks -----	66	56	72	43		42	44	67	28
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
4 weeks and over -----	3	5	-	-		-	-	-	-
<u>After 25 years of service</u>									
1 week -----	-	-	-	-		Δ	Δ	-	-
2 weeks -----	30	37	24	57		56	52	33	72
Over 2 and under 3 weeks -----	-	-	-	-		Δ	Δ	-	-
3 weeks -----	54	57	72	12		37	43	67	9
Over 3 and under 4 weeks -----	Δ	-	4	-		-	-	-	-
4 weeks and over -----	15	7	-	50		6	Δ	-	19

¹ Includes data for wholesale trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

² Includes data for wholesale trade, real estate, and services in addition to those industry divisions shown separately.

Δ Less than 2.5 percent.

* Transportation (excluding railroads), communication, and other public utilities.

APPENDIX: JOB DESCRIPTIONS

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

OfficeBILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

Billers, machine (billing machine) - Uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fanfold machine.

Billers, machine (bookkeeping machine) - Uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on customers' ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

BOOKKEEPING-MACHINE OPERATOR

Operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register, with or without a typewriter keyboard) to keep a record of business transactions.

BOOKKEEPING-MACHINE OPERATOR - Continued

Class A - Keeps a set of records requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B - Keeps a record of one or more phases or sections of a set of records usually requiring little knowledge of basic bookkeeping. Phases or sections include accounts payable, payroll, customers' accounts (not including a simple type of billing described under biller, machine), cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CLERK, ACCOUNTING

Class A - Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable; examining and coding invoices or vouchers with proper accounting distribution; requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting, and closing journal entries; may direct class B accounting clerks.

Class B - Under supervision, performs one or more routine accounting operations such as posting simple journal vouchers, accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers. This job does not require a knowledge of accounting and bookkeeping principles but is found in offices in which the more routine accounting work is subdivided on a functional basis among several workers.

CLERK, FILE

Class A - Responsible for maintaining an established filing system. Classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

Class B - Performs routine filing, usually of material that has already been classified, or locates or assists in locating material in the files. May perform incidental clerical duties.

CLERK, ORDER

Receives customers' orders for material or merchandise by mail, phone, or personally. Duties involve any combination of the following: Quoting prices to customers; making out an order sheet listing the items to make up the order; checking prices and quantities of items on order sheet; distributing order sheets to respective departments to be filled. May check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

CLERK, PAYROLL

Computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating workers' earnings based on time or production records; posting calculated data on payroll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out pay checks and assist paymaster in making up and distributing pay envelopes. May use a calculating machine.

COMPTOMETER OPERATOR

Primary duty is to operate a Comptometer to perform mathematical computations. This job is not to be confused with that of statistical or other type of clerk, which may involve frequent use of a Comptometer but, in which, use of this machine is incidental to performance of other duties.

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwriting matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

KEY-PUNCH OPERATOR

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using an alphabetical or a numerical key-punch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. Keeps files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work.

SECRETARY

Performs secretarial and clerical duties for a superior in an administrative or executive position. Duties include making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation (where transcribing machine is not used) either in shorthand or by stenotype or similar machine, and transcribing dictation or the recorded information reproduced on a transcribing machine. May prepare special reports or memoranda for information of superior.

STENOGRAPHER, GENERAL

Primary duty is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work (see transcribing-machine operator).

STENOGRAPHER, TECHNICAL

Primary duty is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work.

SWITCHBOARD OPERATOR

Operates a single- or multiple-position telephone switchboard. Duties involve handling incoming, outgoing, and intraplant or office calls. May record toll calls and take messages. May give information to persons who call in, or occasionally take telephone orders. For workers who also act as receptionists see switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

In addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and may also type or perform routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TABULATING-MACHINE OPERATOR

Operates machine that automatically analyzes and translates information punched in groups of tabulating cards and prints translated data on forms or accounting records; sets or adjusts machine; does simple wiring of plugboards according to established practice or diagrams; places cards to be tabulated in feed magazine and starts machine. May file cards after they are tabulated. May, in addition, operate auxiliary machines.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

included. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a stenographer, general.

TYPIST

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May do clerical work involving little special training, such as keeping simple records, filing records and reports or sorting and distributing incoming mail.

Class A - Performs one or more of the following: Typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign-language copy; combining material from several sources, or planning layout of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May type routine form letters, varying details to suit circumstances.

Class B - Performs one or more of the following: Typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

Draws to scale units or parts of drawings prepared by draftsman or others for engineering, construction, or manufacturing purposes. Uses various types of drafting tools as required. May prepare drawings from simple plans or sketches, or perform other duties under direction of a draftsman.

DRAFTSMAN, LEADER

Plans and directs activities of one or more draftsmen in preparation of working plans and detail drawings from rough or preliminary sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Interpreting blueprints, sketches, and written or verbal orders; determining work procedures; assigning duties to subordinates and inspecting their work; performing more difficult problems. May assist subordinates during

DRAFTSMAN, LEADER - Continued

emergencies or as a regular assignment, or perform related duties of a supervisory or administrative nature.

DRAFTSMAN, SENIOR

Prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; making adjustments or changes in drawings or specifications. May ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve a combination of the following: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; conducting physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant

NURSE, INDUSTRIAL (REGISTERED) - Continued

environment, or other activities affecting the health, welfare, and safety of all personnel.

TRACER

Copies plans and drawings prepared by others, by placing tracing cloth or paper over drawing and tracing with pen or pencil. Uses T-square, compass, and other drafting tools. May prepare simple drawings and do simple lettering.

Maintenance and PowerplantCARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment in which employed with power, heat, refrigeration, or air-conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making equipment repairs; keeping a record of operation of machinery, temperature, and fuel consumption. May also supervise these operations. Head or chief engineers in establishments employing more than one engineer are excluded.

FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, gas, or oil burner; checks water and safety valves. May clean, oil, or assist in repairing boiler-room equipment.

ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generating, distribution, or utilization of electric energy in an establishment. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

HELPER, TRADES, MAINTENANCE

Assist, one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines in the construction of machine-shop tools, gauges, jigs, fixtures, or dies. Work involves most of the following: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling and operation sequence; making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, busses, motortrucks, and tractors of an establishment. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

Repairs machinery or mechanical equipment of an establishment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of a maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment, and parts to be used; installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

OILER

Lubricates, with oil or grease, the moving parts or wearing surfaces of mechanical equipment of an establishment.

PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves most of the following: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

PLUMBER, MAINTENANCE

Keeps the plumbing system of an establishment in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning

SHEET-METAL WORKER, MAINTENANCE - Continued

and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Diemaker; jig maker; toolmaker; fixture maker; gauge maker)

Constructs and repairs machine-shop tools, gauges, jigs, fixtures or dies for forgings, punching and other metal-forming work. Work involves most of the following: Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments; understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speeds, feeds, and tooling of machines; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, tool and die makers in tool and die jobbing shops are excluded from this classification.

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

Transports passengers between floors of an office building, apartment house, department store, hotel or similar establishment. Workers who operate elevators in conjunction with other duties such as those of starters and janitors are excluded.

GUARD

Performs routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. Includes gatemen who are stationed at gate and check on identity of employees and other persons entering.

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress).

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve one or more of the following: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car, or wheelbarrow. Longshoremen, who load and unload ships are excluded.

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock, or report short supplies to supervisor, and perform other related duties.

PACKER, SHIPPING

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; applying labels or entering identifying data on container. Packers who also make wooden boxes or crates are excluded.

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipment of merchandise or other materials. Shipping work involves: A knowledge of shipping procedures, practices, routes, available means of transportation and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. Receiving work involves: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or

SHIPPING AND RECEIVING CLERK - Continued

other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or men between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Driver-salesmen and over-the-road drivers are excluded.

For wage study purposes, truckdrivers are classified by size and type of equipment, as follows: (Tractor-trailer should be rated on the basis of trailer capacity.)

Truckdriver, light (under 1½ tons)
Truckdriver, medium (1½ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of truck, as follows:

Trucker, power (forklift)
Trucker, power (other than forklift)

WATCHMAN

Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.