
Occupational Wage Survey

LAWRENCE, MASSACHUSETTS

FEBRUARY 1956

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UNITED STATES DEPARTMENT OF LABOR

James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS

Ewan Clague, Commissioner

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	Page
Introduction -----	1
Summary -----	1
Tables:	
A: Cross industry occupations - (Average earnings for selected occupations studied on an area basis)	
A-1: Office occupations -----	3
A-2: Professional and technical occupations -----	4
A-3: Maintenance and powerplant occupations -----	5
A-4: Custodial and material movement occupations -----	6
B: Characteristic industry occupations - (Average earnings for selected occupations studied on an industry basis)	
B-1: Women's cement process shoes - conventional lasted -----	7
B-2: Metalworking industries -----	8
C: Union scales for selected industries by occupation -	
C-1: Building construction -----	9
C-2: Printing trades -----	9
C-3: Local transit operating employees -----	9
C-4: Motortruck drivers and helpers -----	9
D: Entrance rates -	
D-1: Minimum entrance rates for women office workers -----	10
E: Supplementary wage practices -	
E-1: Shift differential provisions -----	11
E-2: Scheduled weekly hours -----	12
E-3: Overtime pay practices -----	12
E-4: Frequency of wage payment -----	13
E-5: Wage structure characteristics and labor-management agreements -----	13
E-6: Paid holidays -----	14
E-7: Paid vacations -----	15
E-8: Health, insurance, and pension plans -----	16
Appendix A:	
Scope and method of survey -----	17
Appendix B:	
Descriptions of occupations surveyed -----	19

Introduction

The Lawrence Metropolitan Area is composed of the city of Lawrence and the neighboring towns of Andover, North Andover, and Methuen. In 1956, the estimated total population for this area was approximately 125,000 with 2 out of 3 persons living within the city limits of Lawrence. Located on the banks of the Merrimac River, the city at an early date had become a key manufacturing center. Over the past century there developed an increasing concentration on the manufacture of textile products until the area became the center of the woolen and worsted industry. By 1941, out of a total manufacturing employment of 37,000, almost 31,000 were engaged in the manufacture of textile products, primarily woolen and worsted goods. Within 10 years, however, a serious decline in textile employment was apparent and by 1956 total employment in this industry had decreased to slightly under 6,000 persons. The decline in textile employment brought with it serious economic problems to the community and especially to the older textile worker. In May of 1949 it was estimated that approximately 21,000 persons in the area were unemployed. At the time of this survey, improvement had taken place but there were still an estimated 6,000 unemployed.¹

During recent years a number of different industries have developed, tending to give balance to the overall economy. In February 1956, total nonagricultural employment was approximately 40,000 with over 22,000 employed in manufacturing.¹ Of the manufacturing total approximately 6,000 were engaged in the manufacture of textile goods, 4,000 in metalworking, slightly under 4,000 in footwear and other leather products, 2,000 in paper products, and approximately 1,400 in the apparel industries. Wholesale and retail trade with an employment of approximately 7,500 accounted for the largest group in the nonmanufacturing division. Other groups accounting for sizable numbers of employees were the service industries with approximately 2,400; transportation, communication, and utilities with 1,300; construction with 1,100; and finance, insurance, and real estate concerns with an employment of slightly over 1,000 persons.

The survey conducted in February 1956 presents information on wages and related practices based upon data from 77 establishments employing 17,000 workers which were selected to represent 204 establishments employing 25,000 workers in 6 major industry groupings within scope of the study. (See table in appendix A.)

Summary

Wage Structure

The number of plant workers paid on an incentive basis was only slightly lower than those who were paid on the basis of time. Piecework was the most prevalent type of incentive plan with 2 out of 3 incentive workers paid on this basis. Of the plant workers paid on a time-rate basis, about three-fifths were in plants having formalized wage plans providing either a single rate or a range of rates for each job. Establishments with single-rate structures accounted for a higher proportion of the plant workers than those with rate ranges. Office workers by contrast were about equally divided between those employed in establishments with a formal wage structure and those whose pay was determined on an individual worker basis. Those in formal rate establishments were usually classified under a rate range rather than on a single-rate basis.

Over one-half of the establishments surveyed had specified minimum rates for hiring inexperienced clerical workers other than typists. The largest number of these had an established minimum of between \$40 and \$42.50 a week. Of the remainder with es-

tablished entrance rates, the most commonly specified rate was between \$30 and \$32.50 a week. About a third of the total number of establishments had no policy in this regard.

Almost half of the companies in the survey reported that they did not have a minimum hiring rate policy for inexperienced typists since they did not employ workers in this category. Of the companies having an established policy, the most commonly specified minimum salary for inexperienced typists was between \$40 and \$42.50 a week with the next largest number specifying a rate between \$30 and \$32.50 a week.

Occupational Pay Levels

Straight-time average hourly earnings for the skilled maintenance jobs studied on a cross-industry basis ranged from \$1.67 for painters to \$2.15 for tool and die makers. Maintenance electricians received \$1.91, machinists \$1.84, and carpenters \$1.71 an hour on the average. Maintenance trades helpers averaged \$1.49 an hour. Among custodial and material movement occupations surveyed, pay levels of men ranged from \$1.19 for janitors, porters, and cleaners to \$1.59 an hour for guards. Laborers engaged on material handling, the largest numerical job category studied in this group, averaged \$1.32 while truckdrivers, the next largest group, averaged \$1.53 an hour.

Salaries of women office workers averaged \$48 or more in most occupations surveyed with the range extending from \$40.50 for file clerks on routine work to \$67 for secretaries. Payroll clerks were numerically the most important office occupation studied and averaged \$49 a week. Among other classifications, stenographers received \$54.50 and routine typists an average of \$43 a week. Of the professional and technical occupations studied, senior draftsmen earned \$84.50 and junior draftsmen \$66 a week on the average. Industrial nurses averaged \$61.50 a week.

Shift Operations

About one-fifth of the plant employees in manufacturing establishments were employed on extra shifts at the time of the survey. Differentials over day shift rates were paid to almost all of these workers, the form and amount varying among plants. Over half of these second shift workers received 4 cents additional hourly pay and the remainder were about equally divided between those receiving 5 cents and 10 percent. For work on the third shift the differential received by the largest number of employees was 7 cents per hour in addition to their regular rate. Among all establishments providing for shift differentials, although not necessarily operating extra shifts at the time of the survey, the provisions most typical were 4 cents an hour additional for work on the second shift and 7 cents for third shift work.

Work Schedules

Approximately nine-tenths of the office workers and two-thirds of the plant workers were on a 40-hour schedule in February 1956. Few office workers were scheduled to work more than 40 hours, whereas 1 out of 5 plant workers were employed in establishments having a 48-hour work schedule.

Overtime Pay

Seven out of 10 workers in the manufacturing group, both plant and office, were employed in establishments providing premium pay of one and a half times the regular rate for work in excess of 8 hours a day. In nonmanufacturing establishments one-third of the plant employees and one-sixth of the office employees received premium pay for daily overtime. The provisions governing weekly overtime for office employees were generally only slightly less liberal than those for plant workers.

* This report was prepared in the Bureau's regional office in Boston, Mass., by Paul V. Mulkern, Regional Wage and Industrial Relations Analyst.

¹ Estimates prepared by the Research and Statistics Division of the Massachusetts Division of Employment Security.

Frequency of Wage Payment

All plant workers and those office workers employed in manufacturing establishments were paid weekly. In nonmanufacturing concerns, 7 out of 10 office employees were paid on a weekly basis with most of the remainder being paid semimonthly.

Labor-Management Agreements

Slightly over one-half of the plant workers in the industry and establishment-size groups included in the Lawrence survey were in establishments reporting labor-management agreements covering a majority of their plant workers. With 60 percent of plant workers in manufacturing establishments covered by such agreements, the proportion was considerably higher than in nonmanufacturing establishments where only 1 out of 4 workers were covered. Establishments with agreements covering a majority of their office employees accounted for about 5 percent of the total number of office workers.

Paid Holidays

Paid holidays were an established policy in firms employing virtually all office workers and slightly over 85 percent of plant workers. On an all-industry basis, plant workers most frequently received 6 days annually while the most prevalent provision for office employees was 7 paid holidays. In nonmanufacturing establishments, 2 out of every 5 office workers and 1 out of every 5 plant workers received 10 paid holidays.

Slightly over half the plant workers received an extra day's pay for holidays falling on Saturday. By contrast more than two-thirds of the office workers were employed in establishments where no special provisions were made. For holidays falling on Sunday about 70 percent of plant and 90 percent of office workers were employed in establishments where special provisions were made mainly in terms of another day off with pay. The majority of office workers were employed in establishments having provisions for holidays

occurring during the vacation period, usually in the form of another day off with pay. A slightly smaller number of plant workers were employed in establishments having such provisions and in these cases the prevailing practice was to grant an extra day's pay for holidays occurring during the vacation period.

Paid Vacations

All office workers and over 9 out of 10 plant workers were employed in establishments having provisions for paid vacations. The amount of vacation pay varied with the workers' length of service and was generally based on his regular straight-time hourly or weekly rate; however, among manufacturing establishments vacation pay for one-fourth of the plant workers was based on a percentage of their earnings. Eighty percent of the plant employees were in establishments providing 1 week's vacation with pay upon completion of a year of service. After this same period, approximately 2 out of 5 office workers were eligible for 1 week and an even greater percentage for 2 weeks. At the end of 5 years' service, the majority of plant workers were provided a second week's vacation. One-third of the plant workers became eligible for 3 weeks' vacation after 15 years' service and there was little change in this figure for additional years of service. A slightly higher percentage of office workers received a third week's vacation and about 1 in 10 received a fourth week at the completion of 15 years' service. For office workers, also, there was little change in these provisions for additional years of service.

Health, Insurance, and Pension Plans

Approximately two-thirds of the plant workers and three-fourths of the office workers were employed in establishments which paid wholly or in part for life, hospital, and surgical insurance. Over half the plant workers were covered by accidental death and dismemberment, and sickness and accident insurance, with a slightly lower percentage of office workers covered under such plans. By contrast, only 1 out of 5 plant workers were in establishments with pension plans, whereas over half of the office workers were in establishments where retirement programs were available.

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Lawrence, Mass., by industry division, February 1956)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 30.00 and under 35.00	\$ 35.00 - 40.00	\$ 40.00 - 45.00	\$ 45.00 - 50.00	\$ 50.00 - 55.00	\$ 55.00 - 60.00	\$ 60.00 - 65.00	\$ 65.00 - 70.00	\$ 70.00 - 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	
Women																				
Billers, machine (billing machine) -----	22	40.0	\$ 48.00	-	2	1	14	-	3	2	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	17	40.0	46.50	-	2	-	13	-	-	2	-	-	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine) -----	13	41.5	43.00	2	1	-	10	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	13	41.5	43.00	2	1	-	10	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B -----	47	40.0	47.00	-	4	14	6	18	5	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	10	39.5	53.50	-	-	-	-	5	5	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	37	40.0	45.00	-	4	14	6	13	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A -----	63	40.5	59.50	-	1	4	1	17	6	11	16	2	-	5	-	-	-	-	-	
Manufacturing -----	28	40.0	56.00	-	-	2	1	11	6	3	5	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	35	41.0	62.00	-	1	2	-	6	-	8	11	2	-	5	-	-	-	-	-	
Clerks, accounting, class B -----	75	40.5	48.00	2	2	20	13	28	1	-	9	-	-	-	-	-	-	-	-	
Manufacturing -----	21	40.0	48.00	-	-	4	4	12	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	54	40.5	48.00	2	2	16	9	16	-	-	9	-	-	-	-	-	-	-	-	
Clerks, file, class B -----	26	40.5	40.50	7	3	10	5	-	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	24	40.5	40.50	7	2	10	4	-	1	-	-	-	-	-	-	-	-	-	-	
Clerks, payroll -----	126	40.0	49.00	-	4	33	38	18	13	14	4	2	-	-	-	-	-	-	-	
Manufacturing -----	119	40.0	48.50	-	4	33	34	17	13	14	2	2	-	-	-	-	-	-	-	
Duplicating-machine operators (mimeograph or ditto) -----	9	40.0	50.50	-	-	3	2	1	3	-	-	-	-	-	-	-	-	-	-	
Key-punch operators -----	16	40.0	49.00	-	-	4	5	4	3	-	-	-	-	-	-	-	-	-	-	
Office girls -----	9	40.0	44.00	-	-	5	3	1	-	-	-	-	-	-	-	-	-	-	-	
Secretaries -----	84	40.0	67.00	-	-	-	5	2	13	17	14	13	9	6	2	1	1	-	1	
Manufacturing -----	65	39.5	67.00	-	-	-	4	2	12	12	9	9	9	4	1	1	1	-	1	
Nonmanufacturing -----	19	40.0	68.50	-	-	-	1	-	1	5	5	4	-	2	1	-	-	-	-	
Stenographers, general -----	93	39.5	54.50	-	1	5	20	22	20	11	14	-	-	-	-	-	-	-	-	
Manufacturing -----	62	39.5	55.00	-	-	-	20	9	15	6	12	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	31	39.0	54.00	-	1	5	-	13	5	5	2	-	-	-	-	-	-	-	-	
Switchboard operators -----	19	40.0	49.50	2	-	5	-	9	-	2	1	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	15	40.0	47.00	2	-	5	-	7	-	1	-	-	-	-	-	-	-	-	-	
Switchboard operator-receptionists -----	24	39.5	47.50	-	5	4	8	2	2	2	1	-	-	-	-	-	-	-	-	
Manufacturing -----	17	39.5	50.50	-	-	3	7	2	2	2	1	-	-	-	-	-	-	-	-	
Typists, class B -----	68	40.0	43.00	4	6	34	20	3	1	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	40	40.0	42.00	4	4	22	6	3	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	28	39.5	44.00	-	2	12	14	-	-	-	-	-	-	-	-	-	-	-	-	

¹ Hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.Occupational Wage Survey, Lawrence, Mass., February 1956
U. S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings¹ for selected occupations studied on an area basis in Lawrence, Mass., by industry division, February 1956)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under 45.00	\$ 45.00 50.00	\$ 50.00 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 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	\$ 115.00 120.00	
<u>Men</u>																				
Draftsmen, senior -----	31	40.0	\$ 84.50	-	-	-	-	-	2	6	3	4	9	2	2	1	-	1	1	
Manufacturing -----	31	40.0	84.50	-	-	-	-	-	2	6	3	4	9	2	2	1	-	1	1	
Draftsmen, junior -----	16	39.5	66.00	-	1	4	2	3	-	1	1	2	2	-	-	-	-	-	-	
Manufacturing -----	16	39.5	66.00	-	1	4	2	3	-	1	1	2	2	-	-	-	-	-	-	
<u>Women</u>																				
Nurses -----	17	39.5	61.50	1	-	2	3	4	5	1	1	-	-	-	-	-	-	-	-	
Manufacturing -----	17	39.5	61.50	1	-	2	3	4	5	1	1	-	-	-	-	-	-	-	-	

¹ Hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings¹ for men in selected occupations studied on an area basis
in Lawrence, Mass., by industry division, February 1956)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																	
			\$ 1.00 and under 1.10	\$ 1.10 - 1.20	\$ 1.20 - 1.30	\$ 1.30 - 1.40	\$ 1.40 - 1.50	\$ 1.50 - 1.60	\$ 1.60 - 1.70	\$ 1.70 - 1.80	\$ 1.80 - 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 - 2.60	\$ 2.60 - 2.70	\$ 2.70 and over
Carpenters, maintenance ----- Manufacturing -----	42 41	\$ 1.71 1.72	- -	- -	- -	- -	2 1	2 2	22 22	2 2	5 5	5 5	4 4	- -	- -	- -	- -	- -	- -	- -
Electricians, maintenance ----- Manufacturing -----	42 42	1.91 1.91	- -	- -	- -	- -	- -	- -	4 4	6 6	16 16	- -	8 8	6 6	1 1	- -	1 1	- -	- -	- -
Engineers, stationary ----- Manufacturing ----- Nonmanufacturing -----	43 31 12	1.80 1.79 1.83	- - -	- - -	- - -	- - -	9 9 -	4 2 2	- - -	9 3 6	5 5 -	7 7 -	3 3 -	4 - 4	- - -	- - -	1 1 -	- - -	- - -	1 1 -
Firemen, stationary boiler ----- Manufacturing ----- Nonmanufacturing -----	47 39 8	1.67 1.64 1.81	- - -	- - -	- - -	- - -	9 6 3	8 8 -	11 11 -	7 7 -	7 7 -	- - -	5 - 5	- - -	- - -	- - -	- - -	- - -	- - -	- - -
Helpers, trades, maintenance ----- Manufacturing -----	41 34	1.49 1.45	- -	- -	6 5	14 14	1 1	1 1	12 12	6 1	1 -	- -	- -	- -	- -	- -	- -	- -	- -	- -
Machine-tool operators, toolroom ----- Manufacturing -----	24 24	1.79 1.79	- -	- -	- -	- -	- -	- -	1 1	13 13	8 8	- -	2 2	- -	- -	- -	- -	- -	- -	- -
Machinists, maintenance ----- Manufacturing -----	72 72	1.84 1.84	- -	- -	- -	- -	- -	3 3	13 13	18 18	11 11	1 1	25 25	- -	- -	1 1	- -	- -	- -	- -
Mechanics, automotive (maintenance) ----- Nonmanufacturing -----	40 37	1.83 1.83	- -	- -	- -	- -	- -	- -	6 5	14 13	- -	13 13	7 6	- -	- -	- -	- -	- -	- -	- -
Oilers ----- Manufacturing -----	13 11	1.44 1.35	3 3	- -	- -	3 3	3 3	1 1	- -	1 1	- -	2 -	- -	- -	- -	- -	- -	- -	- -	- -
Painters, maintenance ----- Manufacturing -----	9 9	1.67 1.67	- -	- -	- -	2 2	- -	1 1	- -	3 3	3 3	- -	- -	- -	- -	- -	- -	- -	- -	- -
Pipefitters, maintenance ----- Manufacturing -----	24 24	1.81 1.81	- -	- -	- -	- -	1 1	5 5	3 3	2 2	2 2	- -	10 10	1 1	- -	- -	- -	- -	- -	- -
Sheet-metal workers, maintenance ----- Manufacturing -----	9 9	1.79 1.79	- -	- -	- -	- -	- -	4 4	- -	- -	1 1	1 1	3 3	- -	- -	- -	- -	- -	- -	- -
Tool and die makers ----- Manufacturing -----	32 32	2.15 2.15	- -	- -	- -	- -	- -	- -	- -	- -	- -	5 5	7 7	8 8	8 8	1 1	- -	2 2	1 1	- -

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

Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings¹ for selected occupations² studied on an area basis in Lawrence, Mass., by industry division, February 1956)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			\$ 0.70 and under .80	\$ 0.80 - .90	\$ 0.90 - 1.00	\$ 1.00 - 1.10	\$ 1.10 - 1.20	\$ 1.20 - 1.30	\$ 1.30 - 1.40	\$ 1.40 - 1.50	\$ 1.50 - 1.60	\$ 1.60 - 1.70	\$ 1.70 - 1.80	\$ 1.80 - 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 and over
Guards -----	22	\$ 1.59	-	-	-	-	-	1	5	-	6	-	5	5	-	-	-	-	-	-
Manufacturing -----	22	1.59	-	-	-	-	-	1	5	-	6	-	5	5	-	-	-	-	-	-
Janitors, porters, and cleaners (men) -----	148	1.19	1	23	8	14	23	29	19	24	-	7	-	-	-	-	-	-	-	-
Manufacturing -----	120	1.18	1	18	8	10	19	22	16	24	-	2	-	-	-	-	-	-	-	-
Nonmanufacturing -----	28	1.23	-	5	-	4	4	7	3	-	-	5	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women) -----	13	1.16	1	2	-	1	-	6	2	1	-	-	-	-	-	-	-	-	-	-
Laborers, material handling -----	364	1.32	-	2	7	31	52	104	51	43	36	13	5	20	-	-	-	-	-	-
Manufacturing -----	322	1.30	-	2	7	29	48	93	46	41	36	13	5	2	-	-	-	-	-	-
Nonmanufacturing -----	42	1.48	-	-	-	2	4	11	5	2	-	-	-	18	-	-	-	-	-	-
Packers, shipping (men) -----	86	1.43	-	-	-	-	9	20	29	9	4	4	-	2	-	3	1	1	2	2
Manufacturing -----	86	1.43	-	-	-	-	9	20	29	9	4	4	-	2	-	3	1	1	2	2
Packers, shipping (women) -----	81	1.10	-	3	15	10	39	12	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	81	1.10	-	3	15	10	39	12	2	-	-	-	-	-	-	-	-	-	-	-
Receiving clerks -----	14	1.48	-	-	-	-	-	7	-	-	2	1	2	1	-	1	-	-	-	-
Manufacturing -----	9	1.57	-	-	-	-	-	3	-	-	1	1	2	1	-	1	-	-	-	-
Shipping clerks -----	49	1.54	-	-	-	-	-	3	6	10	18	4	3	2	-	3	-	-	-	-
Manufacturing -----	26	1.61	-	-	-	-	-	3	1	4	6	4	3	2	-	3	-	-	-	-
Shipping and receiving clerks -----	65	1.43	-	-	-	-	7	18	2	10	9	13	3	3	-	-	-	-	-	-
Manufacturing -----	55	1.41	-	-	-	-	5	18	2	8	9	13	-	-	-	-	-	-	-	-
Nonmanufacturing -----	10	1.58	-	-	-	-	2	-	-	2	-	-	3	3	-	-	-	-	-	-
Truckdrivers ³ -----	276	1.53	-	-	-	4	6	24	15	6	73	123	13	2	10	-	-	-	-	-
Manufacturing -----	126	1.53	-	-	-	-	4	12	5	5	40	47	11	2	-	-	-	-	-	-
Nonmanufacturing -----	150	1.54	-	-	-	4	2	12	10	1	33	76	2	-	10	-	-	-	-	-
Truckdrivers, light (under 1½ tons) -----	36	1.39	-	-	-	4	4	2	2	-	22	-	2	-	-	-	-	-	-	-
Manufacturing -----	8	1.26	-	-	-	-	4	-	2	-	2	-	-	-	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons) -----	108	1.54	-	-	-	-	-	12	13	5	10	57	11	-	-	-	-	-	-	-
Manufacturing -----	68	1.60	-	-	-	-	-	2	3	5	-	47	11	-	-	-	-	-	-	-
Truckers, power (forklift) -----	31	1.54	-	-	-	-	7	-	1	-	11	6	-	-	6	-	-	-	-	-
Manufacturing -----	25	1.45	-	-	-	-	7	-	1	-	11	6	-	-	-	-	-	-	-	-
Watchmen -----	63	1.39	-	-	4	5	5	-	3	27	12	4	3	-	-	-	-	-	-	-
Manufacturing -----	56	1.39	-	-	4	1	5	-	3	27	12	4	-	-	-	-	-	-	-	-

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 Includes all drivers regardless of size and type of truck operated.Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-1: Women's Cement Process Shoes - Conventional Lasted ¹

(Average straight-time hourly earnings for selected occupations studied on an industry basis in Lawrence, Mass., February 1956)

Occupation and sex	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			\$ 0.75 and under .80	\$ 0.80 .90	\$ 0.90 1.00	\$ 1.00 1.10	\$ 1.10 1.20	\$ 1.20 1.30	\$ 1.30 1.40	\$ 1.40 1.50	\$ 1.50 1.60	\$ 1.60 1.70	\$ 1.70 1.80	\$ 1.80 1.90	\$ 1.90 2.00	\$ 2.00 2.10	\$ 2.10 2.20	\$ 2.20 2.30	\$ 2.30 2.40	\$ 2.40 2.50	\$ 2.50 2.60	\$ 2.60 2.70	\$ 2.70 2.80	\$ 2.80 2.90	\$ 2.90 3.00	\$ 3.00 3.10	\$ 3.10 3.20	\$ 3.20 and over		
Men																														
Assemblers for pullover, machine ³ ----	10	2.24	-	-	-	-	-	-	-	-	-	-	-	2	3	-	1	2	2	-	1	1	-	-	-	-	-	-	-	
Bed-machine operators ³ -----	47	2.38	-	-	-	-	-	-	2	-	1	5	2	1	1	2	4	3	13	-	1	-	5	2	1	1	3			
Cutters, vamp and whole shoe, machine ³ -----	119	2.29	-	-	-	-	2	2	3	-	5	2	7	7	4	4	13	11	7	11	11	5	4	5	8	2	1	5		
Edge trimmers, machine ³ -----	11	2.23	-	-	-	-	-	-	-	-	2	-	-	-	-	2	-	3	1	2	-	-	-	1	-	-	-	-		
Floor boys ⁴ -----	10	1.04	1	1	2	1	3	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Janitors, porters, and cleaners ⁴ -----	25	.93	1	6	8	9	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Laborers, material handling ⁴ -----	21	.98	-	2	7	11	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Shipping and receiving clerks ^{4,5} -----	18	1.24	-	-	-	-	5	11	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Side lasters, machine ³ -----	36	2.19	-	-	-	-	-	-	-	-	4	4	-	2	2	4	3	6	7	1	1	1	-	-	-	-	1			
Sole attachers, cement process ³ -----	20	1.92	-	-	1	-	2	-	2	-	1	1	-	1	5	2	1	2	-	1	-	1	-	-	-	-	-	-		
Treers ³ -----	24	1.69	-	-	-	-	-	6	4	1	-	1	-	1	4	4	1	-	2	-	-	-	-	-	-	-	-	-		
Women																														
Assemblers for pullover, machine ³ ----	11	2.13	-	-	-	-	-	-	2	-	-	-	-	-	2	2	2	-	1	-	1	1	-	-	-	-	-	-		
Crowners, (inspectors) ⁴ -----	16	1.05	-	-	8	4	1	2	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Fancy stitchers ³ -----	121	1.41	-	1	-	22	11	11	15	17	15	9	7	6	5	-	1	-	1	-	-	-	-	-	-	-	-	-		
Floor girls ⁴ -----	18	1.19	-	-	-	3	7	3	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Packers, shipping ⁴ -----	48	1.10	-	3	6	10	15	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Pasters, backers, or fitters, upper, hand ³ -----	103	1.08	8	23	13	15	11	15	8	3	2	1	2	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Top stitchers ³ -----	71	1.72	-	-	-	3	1	7	5	2	7	13	7	4	6	4	4	4	2	-	2	-	-	-	-	-	-	-		
Vampers ³ -----	55	1.70	-	-	-	-	3	5	9	2	5	5	5	3	7	3	1	2	-	2	3	-	-	-	-	-	-	-		

¹ The study covered establishments with 21 or more workers engaged in the manufacture of women's cement process shoes - conventional lasted, part of group 3141 as defined in the Standard Industrial Classification Manual (1945 edition) prepared by the Bureau of the Budget.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ Insufficient data to warrant presentation of separate averages by method of wage payment; all or predominantly incentive workers.⁴ Insufficient data to warrant presentation of separate averages by method of wage payment; all or predominantly time workers.⁵ Includes data for receiving clerks, shipping clerks, and shipping and receiving clerks.Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-2: Metalworking Industries¹(Average straight-time hourly earnings for selected occupations studied on an industry basis
in Lawrence, Mass., February 1956)

Occupation ²	Number of workers	Average hourly earnings ³	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																
			\$ 1.00 and under 1.10	\$ 1.10 - 1.20	\$ 1.20 - 1.30	\$ 1.30 - 1.40	\$ 1.40 - 1.50	\$ 1.50 - 1.60	\$ 1.60 - 1.70	\$ 1.70 - 1.80	\$ 1.80 - 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 - 2.60	\$ 2.60 - 2.70
Men																			
Assemblers, class A ⁴	38	\$ 1.76	-	-	-	-	-	3	17	6	4	4	-	3	-	1	-	-	-
Assemblers, class B ⁵	145	1.69	-	-	2	6	6	67	42	4	1	1	1	-	1	1	1	4	7
Carpenters, maintenance ⁴	16	1.74	-	-	-	-	1	1	7	2	-	1	4	-	-	-	-	-	-
Electricians, maintenance ⁴	12	2.08	-	-	-	-	-	-	-	-	3	-	2	5	1	-	1	-	-
Inspectors, class A ⁴	21	1.77	-	-	-	-	-	1	5	6	1	1	1	-	-	-	-	-	-
Janitors, porters, and cleaners ⁴	39	1.33	1	9	3	10	14	-	2	-	-	-	-	-	-	-	-	-	-
Laborers, material handling ⁴	73	1.36	-	8	26	13	13	8	3	2	-	-	-	-	-	-	-	-	-
Machine-tool operators, production, class A ⁶	139	1.76	-	-	-	-	3	21	41	19	26	14	9	5	1	-	-	-	-
Drill-press operators, radial, class A ⁴	15	1.75	-	-	-	-	2	-	5	-	7	1	-	-	-	-	-	-	-
Milling-machine operators, class A ⁴	10	1.78	-	-	-	-	-	1	2	2	4	-	1	-	-	-	-	-	-
Machine-tool operators, production, class B ⁶	72	1.73	-	-	-	2	10	6	17	9	9	14	3	-	2	-	-	-	-
Drill-press operators, radial, class B ⁴	8	1.55	-	-	-	1	2	1	4	-	-	-	-	-	-	-	-	-	-
Milling-machine operators, class B ⁴	10	1.56	-	-	-	1	2	1	6	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom ⁴	23	1.79	-	-	-	-	-	-	1	12	8	-	2	-	-	-	-	-	-
Machinists, maintenance ⁴	6	1.89	-	-	-	-	-	-	-	3	2	-	-	-	-	1	-	-	-
Machinists, production ⁴	20	1.97	-	-	-	-	-	-	-	-	8	3	1	8	-	-	-	-	-
Packers, shipping ⁴	52	1.54	-	-	20	4	9	4	4	-	2	-	3	1	1	2	-	2	-
Shipping and receiving clerks ^{4,7}	26	1.60	-	-	-	-	7	7	6	3	1	-	2	-	-	-	-	-	-
Tool and die makers ⁴	22	2.20	-	-	-	-	-	-	-	-	-	2	3	7	6	1	-	2	1
Truckdrivers ^{4,8}	11	1.65	-	-	-	-	4	-	2	3	2	-	-	-	-	-	-	-	-
Medium (1½ to and including 4 tons) ⁴	9	1.60	-	-	-	-	4	-	2	3	-	-	-	-	-	-	-	-	-
Truckers, power (forklift) ⁴	6	1.58	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-
Welders, hand, class A ⁴	40	1.86	-	-	-	-	-	-	-	12	14	12	2	-	-	-	-	-	-
Welders, hand, class B ⁴	11	1.61	-	-	-	-	1	1	9	-	-	-	-	-	-	-	-	-	-

¹ The study covered selected metalworking establishments (Industry Groups 34, 35, 36) as defined in 1945 edition of the Standard Industrial Classification Manual prepared by the Bureau of the Budget.² Data could not be shown for assemblers, class C; inspectors, class B and class C; and machine-tool operators, production, class C.³ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.⁴ Insufficient data to warrant presentation of separate averages by method of wage payment; all or predominantly time workers.⁵ Insufficient data to warrant presentation of separate averages by method of wage payment; all or predominantly incentive workers.⁶ Includes data for machine-tool operators in addition to those shown separately.⁷ Includes data for receiving clerks, shipping clerks, and shipping and receiving clerks.⁸ Includes all drivers regardless of size and type of truck operated.Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

C: Union Wage Scales

(Minimum wage rates and maximum straight-time hours per week agreed upon through collective bargaining between employers and trade unions. Rates and hours are those in effect on dates indicated.)

Table C-1: Building Construction

March 1, 1956

Trade or occupation	Rate per hour	Hours per week
<u>Journeyman</u>		
Asbestos workers	\$3.070	40
Boilermakers	3.150	40
Bricklayers	3.250	40
Carpenters	2.875	40
Cement finishers	3.400	40
Electricians	2.900	40
Painters	2.250	40
Pipefitters	3.100	40
Plasterers	3.400	40
Plumbers	3.100	40
Rodmen	3.400	40
Structural-iron workers	3.400	40
<u>Helpers and laborers</u>		
Bricklayers' tenders	2.150	40
Building laborers	2.050	40
Plasterers' tenders	2.300	40

Table C-2: Printing Trades

March 1, 1956

Trade or occupation	Rate per hour	Hours per week
<u>Book and job</u>		
Compositors, hand	\$2.400	37½
Machine operators	2.400	37½
Pressmen, cylinder	2.400	37½
<u>Newspaper</u>		
Compositors, hand - daywork	2.506	37½
Compositors, hand - nightwork	2.667	37½
Machine operators - daywork	2.506	37½
Machine operators - nightwork	2.667	37½
Pressmen, web presses - daywork	2.520	37½
Pressmen, web presses - nightwork	2.680	37½
Pressmen-in-charge, web presses - daywork	2.653	37½
Pressmen-in-charge, web presses - nightwork	2.813	37½
Stereotypers - daywork	2.506	37½
Stereotypers - nightwork	2.667	37½

Table C-3: Local Transit Operating Employees

March 1, 1956

Trade or occupation	Rate per hour	Hours per week
<u>Buses:</u>		
First 12 months	\$1.610	40
13 - 24 months	1.710	40
After 24 months	1.810	40

Table C-4: Motortruck Drivers and Helpers

March 1, 1956

Trade or occupation	Rate per hour	Hours per week
<u>Bakery:</u>		
Hauling and transport:		
1 - 3 tons	\$1.700	48
3 - 5 tons	1.750	48
5 tons and over	1.850	48
Helpers	1.650	48
<u>Biscuit:</u>		
Drivers	1.850	45
Trailer drivers	1.900	45
<u>Beer and liquor</u>		
Helpers	1.750	40
<u>Coal, oil, and building supply</u>		
Helpers	1.700	40
Helpers	1.600	40
Helpers	1.500	40
<u>Construction:</u>		
Specialized earth moving equipment	2.350	40
2-axle equipment	2.095	40
3-axle equipment	2.150	40
<u>Food service - Wholesale</u>		
Helpers	1.970	50
General transportation	1.820	50
Helpers	1.820	40
<u>Miscellaneous manufacturing</u>		
Helpers	1.720	40
<u>Oil</u>		
Helpers	1.620	48
<u>Railway express</u>		
Helpers	1.900	48
Helpers	1.935	40

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

D: Entrance Rates

Table D-1: 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 -----	77	43	xxx	34	xxx	77	43	xxx	34	xxx
	<u>FOR INEXPERIENCED TYPISTS</u>					<u>FOR OTHER INEXPERIENCED CLERICAL WORKERS</u>				
Establishments having a specified minimum -----	32	20	20	12	11	44	27	26	17	16
\$ 30.00 and under \$ 32.50 -----	9	4	4	5	5	11	5	5	6	6
\$ 32.50 and under \$ 35.00 -----	2	-	-	2	2	3	-	-	3	3
\$ 35.00 and under \$ 37.50 -----	2	1	1	1	1	3	2	2	1	1
\$ 37.50 and under \$ 40.00 -----	1	1	1	-	-	4	2	1	2	2
\$ 40.00 and under \$ 42.50 -----	15	11	11	4	3	21	16	16	5	4
\$ 42.50 and under \$ 45.00 -----	1	1	1	-	-	1	1	1	-	-
\$ 45.00 and under \$ 47.50 -----	-	-	-	-	-	-	-	-	-	-
\$ 47.50 and under \$ 50.00 -----	2	2	2	-	-	1	1	1	-	-
Establishments having no specified minimum -----	8	5	xxx	3	xxx	24	13	xxx	11	xxx
Establishments which did not employ workers in this category -----	37	18	xxx	19	xxx	9	3	xxx	6	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 workweek reported.Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

E: Supplementary Wage Practices

Table E-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 -----	67.0	49.9	15.1	5.3
With shift pay differential -----	53.7	49.9	12.2	5.3
Uniform cents (per hour) -----	42.6	37.9	10.0	5.1
4 cents -----	28.0	-	7.2	-
5 cents -----	11.1	9.5	2.6	1.6
6 cents -----	2.7	-	.2	-
7 cents -----	-	14.6	-	2.2
7½ cents -----	-	5.2	-	1.1
8 cents -----	-	4.7	-	.1
10 cents -----	.7	4.0	-	†
Uniform percentage -----	11.1	12.0	2.2	.2
10 percent -----	11.1	12.0	2.2	.2
No shift pay differential -----	13.4	-	2.9	-

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.

† Less than 0.05 percent.

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table E-2: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers -----	100	100	100	100	100	100
Under 37½ hours -----	†	†	-	-	-	-
37½ hours -----	4	5	†	-	-	-
Over 37½ and under 40 hours -----	†	-	†	†	-	3
40 hours -----	90	92	89	66	67	58
Over 40 and under 44 hours -----	†	-	†	†	-	†
44 hours -----	3	3	†	8	9	7
Over 44 and under 48 hours -----	†	†	†	3	†	12
48 hours -----	†	-	†	21	23	10
Over 48 hours -----	-	-	-	†	-	9

¹ Data relate to women workers only.

† Less than 2.5 percent.

Table E-3: Overtime Pay Practices

Overtime policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers -----	100	100	100	100	100	100
<u>Daily overtime</u>						
Workers in establishments providing premium pay -----	48	71	16	67	73	34
Time and one-half -----	46	69	16	67	73	34
Effective after less than 8 hours -----	-	-	-	-	-	-
Effective after 8 hours -----	46	69	16	67	73	34
Effective after more than 8 hours -----	-	-	-	-	-	-
Other -----	†	3	-	-	-	-
Workers in establishments providing no premium pay or having no policy -----	52	29	84	33	27	66
<u>Weekly overtime</u>						
Workers in establishments providing premium pay -----	83	91	73	95	100	68
Time and one-half -----	82	88	73	95	100	68
Effective after less than 40 hours -----	†	3	-	-	-	-
Effective after 40 hours -----	80	85	73	94	100	61
Effective after more than 40 hours -----	-	-	-	†	-	7
Other -----	†	3	-	-	-	-
Workers in establishments providing no premium pay or having no policy -----	17	9	27	5	-	32

¹ Includes provisions for a specified number of overtime hours at either (1) no pay, (2) regular rate, or (3) a premium rate; and premium pay at another rate thereafter.

† Less than 2.5 percent.

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table E-4: Frequency of Wage Payment

Frequency of payment	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers	100	100	100	100	100	100
Weekly	88	100	73	100	100	100
Biweekly	-	-	-	-	-	-
Semimonthly	8	-	18	-	-	-
Monthly	-	-	-	-	-	-
Other	4	-	9	-	-	-

Table E-5: Wage Structure Characteristics and Labor-Management Agreements

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
WAGE STRUCTURE FOR TIME-RATED WORKERS ¹						
All workers	100	100	100	100	100	100
Formal rate structure	49	50	47	61	66	43
Single rate	5	†	11	36	36	36
Range of rates	44	50	36	25	31	6
Individual rates	51	50	53	39	34	57
METHOD OF WAGE PAYMENT FOR PLANT WORKERS						
All workers	DATA NOT COLLECTED			100	100	100
Time workers				53	48	77
Incentive workers				47	52	23
Piecework				30	36	-
Bonus work				15	16	7
Commission				3	-	16
LABOR-MANAGEMENT AGREEMENTS ²						
Workers in establishments with agreements covering a majority of such workers	5	-	11	56	61	28

¹ Estimates for office workers are based on total office employment, whereas estimates for plant workers are based on time-rated employees only.

² Estimates relate to all workers (office or plant) employed in an establishment having a contract in effect covering a majority of the workers in their respective category. The estimates so obtained are not necessarily representative of the extent to which all workers in the area may be covered by provisions of labor-management agreements due to the exclusion of smaller size establishments.

† Less than 2.5 percent.

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table E-6: Paid Holiday Provisions

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers -----	100	100	100	100	100	100
<u>Number of paid holidays</u> ¹						
Workers in establishments providing paid holidays -----	97	98	96	86	88	77
Less than 4 holidays -----	†	-	†	3	†	14
4 holidays -----	-	-	-	3	†	10
5 holidays -----	†	†	-	†	-	3
6 holidays -----	21	34	4	40	45	14
Full days only -----	21	34	4	38	42	14
Plus 2 half days -----	-	-	-	†	†	-
7 holidays -----	31	52	5	26	31	4
Full days only -----	31	51	5	25	29	4
Plus 1 half day -----	†	†	-	†	†	-
8 holidays -----	13	7	22	7	7	5
Full days only -----	11	4	20	7	7	5
Plus 1 half day -----	†	†	-	-	-	-
Plus 2 half days -----	†	-	†	-	-	-
9 holidays -----	6	3	11	4	3	8
Full days only -----	5	†	11	†	-	8
Plus 1 half day -----	†	†	-	†	3	-
10 holidays -----	20	3	43	3	-	19
11 holidays -----	4	-	9	-	-	-
Workers in establishments providing no paid holidays -----	3	†	4	14	12	23
<u>Provisions for holidays occurring on nonworkdays</u> ²						
With provisions for holidays falling on Saturday -----	23	10	40	64	69	36
Another day off with pay -----	9	7	12	7	9	-
Extra day's pay -----	13	3	25	55	58	36
Option of another day off or extra day's pay -----	-	-	-	-	-	-
Provisions differ for various holidays -----	-	-	-	†	†	-
Other provisions -----	†	-	†	†	†	19
Saturday is a scheduled workday for all workers -----	4	†	6	3	-	-
No provisions (or no pay) for holidays falling on Saturday -----	70	86	50	19	18	22
With provisions for holidays falling on Sunday -----	95	96	93	84	88	69
Another day off with pay -----	88	89	87	71	76	45
Extra day's pay -----	†	†	†	4	3	11
Option of another day off or extra day's pay -----	†	†	†	†	†	5
Provisions differ for various holidays -----	3	6	†	5	6	-
Other provisions -----	†	†	4	†	†	8
Sunday is a scheduled workday for all workers -----	†	†	-	-	-	-
No provisions (or no pay) for holidays falling on Sunday -----	†	-	3	†	-	8
With provisions for holidays falling during vacation -----	55	68	37	43	44	37
Another day off with pay -----	42	46	37	5	-	33
Extra day's pay -----	†	4	-	32	37	4
Option of another day off or extra day's pay -----	10	18	-	6	7	-
Provisions differ for various holidays -----	-	-	-	-	-	-
Other provisions -----	-	-	-	-	-	-
No provisions (or no pay) for holidays falling during vacation -----	42	30	59	43	43	40

¹ Estimates relate to full-day holidays provided annually. These are further divided between workers who receive merely the indicated number of full-day holidays, and those who receive 1 or more half holidays in addition.

² 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.

† Less than 2.5 percent.

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table E-7: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers	100	100	100	100	100	100
METHOD OF PAYMENT						
Workers in establishments providing paid vacations	100	100	100	93	92	¹ 98
Length-of-time payment	99	100	98	66	62	87
Percentage payment	†	-	†	24	27	11
Other	-	-	-	3	3	-
Workers in establishments providing no paid vacations	-	-	-	7	8	†
AMOUNT OF VACATION PAY						
After 1 year of service						
Under 1 week	-	-	-	†	†	-
1 week	38	49	25	83	87	61
Over 1 and under 2 weeks	5	-	11	†	-	5
2 weeks	47	51	42	6	4	21
3 weeks	10	-	22	†	-	8
After 2 years of service						
Under 1 week	-	-	-	†	†	-
1 week	26	32	18	57	59	44
Over 1 and under 2 weeks	9	16	12	15	15	-
2 weeks	56	52	60	21	16	43
3 weeks	10	-	22	†	-	8
After 3 years of service						
Under 1 week	-	-	-	†	†	-
1 week	16	15	17	37	35	44
Over 1 and under 2 weeks	9	16	-	24	29	-
2 weeks	65	69	60	28	26	43
Over 2 and under 3 weeks	-	-	-	†	†	-
3 weeks	10	-	22	†	-	11
After 5 years of service						
1 week	11	8	14	19	17	28
Over 1 and under 2 weeks	-	-	-	†	†	-
2 weeks	78	89	62	66	69	51
Over 2 and under 3 weeks	-	-	-	†	†	-
3 weeks	11	†	24	6	4	20
4 weeks and over	†	†	-	-	-	-
After 10 years of service						
1 week	11	8	14	19	17	28
Over 1 and under 2 weeks	-	-	-	†	†	-
2 weeks	71	89	46	58	63	33
Over 2 and under 3 weeks	-	-	-	†	†	-
3 weeks	18	†	40	15	10	38
4 weeks and over	†	†	-	-	-	-

See footnote at end of table.

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

NOTE: In the tabulations of vacation allowances by years of service, payments other than "length of time," such as percentage of annual earnings, 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 E-7: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers -----	100	100	100	100	100	100
AMOUNT OF VACATION PAY - Continued						
<u>After 15 years of service</u>						
1 week -----	11	8	14	19	17	28
Over 1 and under 2 weeks -----	-	-	-	†	†	-
2 weeks -----	41	40	41	41	44	25
Over 2 and under 3 weeks -----	-	-	-	†	†	-
3 weeks -----	41	51	27	31	29	45
4 weeks and over -----	8	†	18	-	-	-
<u>After 20 years of service</u>						
1 week -----	11	8	14	19	17	28
Over 1 and under 2 weeks -----	-	-	-	†	†	-
2 weeks -----	41	40	41	41	44	25
Over 2 and under 3 weeks -----	-	-	-	†	†	-
3 weeks -----	40	51	24	31	29	42
4 weeks and over -----	9	†	20	†	-	3
<u>After 25 years of service</u>						
1 week -----	11	8	14	19	17	28
Over 1 and under 2 weeks -----	-	-	-	†	†	-
2 weeks -----	41	40	41	41	44	25
Over 2 and under 3 weeks -----	-	-	-	†	†	-
3 weeks -----	37	51	18	29	29	31
4 weeks and over -----	12	†	27	†	-	15

¹ Approximately 3 percent were in establishments that did not provide vacations until after 3 years of service.

† Less than 2.5 percent.

Table E-8: Health, Insurance, and Pension Plans

Type of plan	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries	Manufacturing	Nonmanufacturing	All industries	Manufacturing	Nonmanufacturing
All workers -----	100	100	100	100	100	100
Workers in establishments providing:						
Life insurance -----	76	92	55	71	74	55
Accidental death and dismemberment insurance -----	43	47	38	52	51	52
Sickness and accident insurance or sick leave or both ¹ -----	72	88	49	67	69	57
Sickness and accident insurance -----	50	60	36	58	60	47
Sick leave (full pay and no waiting period) -----	24	21	28	4	-	25
Sick leave (partial pay or waiting period) -----	15	23	3	8	9	4
Hospitalization insurance -----	74	68	82	64	65	56
Surgical insurance -----	73	67	80	62	64	53
Medical insurance -----	38	28	52	19	18	28
Catastrophe insurance -----	6	-	14	†	-	4
Retirement pension -----	54	63	42	19	21	12
No health, insurance, or pension plan -----	-	-	-	-	-	-

¹ Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below.

† Less than 2.5 percent.

Occupational Wage Survey, Lawrence, Mass., February 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Appendix A: Scope and Method of Survey

The Department of Labor's Bureau of Labor Statistics regularly conducts surveys of occupational earnings and related wage benefits in important industrial centers. In each area, data are obtained by personal visits¹ of Bureau field agents to representative establishments within six 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, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.² Wherever possible, separate tabulations are provided for each of the broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments, and to insure 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 based on the establishments studied are presented, therefore, as relating to all establishments in the industry grouping and area,³ except for those below the minimum size studied.

Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. 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 B for listing of these descriptions). Earnings data are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.¹

Data are shown for full-time workers, i.e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, 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 half dollar.

Occupational employment estimates represent the total in all establishments within the scope of the study and not 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 presented also (in the D- and E-series tables) 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.

Minimum entrance rates (table D-1) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Scheduled hours; overtime pay practices; frequency of wage payment; paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed.⁴ Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

Shift differential data (table E-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,⁵ presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used.

With reference to wage structure characteristics (table E-5), all time-rated workers (plant or office) in an establishment are classified according to the predominant plan applying to these workers. Whereas the proportions of time and incentive workers directly reflect employment under each pay system, technical considerations required that the breakdown of incentive-worker employment according to type of incentive plan be based on the predominant plan in each establishment.

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. 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.

Data are presented for all health, insurance, and pension plans for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation and social security. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

¹ With the exception of union rate scales (C-series tables), which were collected only in Lawrence.

² See table following. For the industries in which characteristic jobs were studied on an industry basis only (tables B-31 and B-35), minimum size of establishment and extent of area covered were the same as for the six broad industry divisions.

³ The tabulation of minimum entrance rates for women office workers relates only to provisions in establishments studied.

⁴ Scheduled weekly hours for office workers (first section of table B-3) are presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

⁵ 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.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,⁶ plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-

leave plans are limited to formal plans which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are provided according to (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefit.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the normal coverage of hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be self-insured. Tabulations of retirement pension plans are limited to those plans that provide monthly payments for the remainder of the worker's life.

⁶ The temporary disability laws in California and Rhode Island do not require employer contributions.

Establishments and workers in major industry divisions and in selected industries in Lawrence, Mass.,¹ and number studied by the Bureau of Labor Statistics, February 1956

Item	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	
Industry divisions in which occupations were surveyed on an area basis							
All divisions -----	21	204	77	25,500	2,300	20,600	17,600
Manufacturing -----	21	104	43	20,300	1,300	17,200	15,220
Nonmanufacturing -----	-	100	34	5,200	1,000	3,400	2,380
Transportation (excluding railroads), communication, and other public utilities ⁴ -----	21	8	4	700	(5)	(5)	510
Wholesale trade -----	21	9	3	400	(5)	(5)	120
Retail trade -----	21	64	19	3,000	(5)	(5)	1,170
Finance, insurance, and real estate -----	21	10	4	600	(5)	(5)	310
Services ⁶ -----	21	9	4	500	(5)	(5)	270
Industries in which occupations were surveyed on an industry basis ⁷							
Metalworking -----	21	21	12	4,600	500	3,600	4,170
Women's cement process shoes - conventional lasted -----	21	12	10	2,600	100	2,400	2,300

¹ The Lawrence Metropolitan Area (Lawrence City; Andover, Methuen, and North Andover towns in Essex County, Mass.). 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 indexes 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 1 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.

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.

⁷ Industries are defined in footnotes to wage tables.

Appendix B: Descriptions of Occupations Surveyed

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.

ASSEMBLER

(Bench assembler; floor assembler; jig assembler; line assembler; subassembler)

Assembles and/or fits together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor, depending upon the size of the units and the organization of the production process. Work may include processing operations requiring the use of handtools in scraping, chipping, and filing of parts to obtain a desired fit as well as power tools and special equipment when punching, riveting, soldering, or welding of parts is necessary. Workers who perform any of these processing operations exclusively as part of specialized assembling operations are excluded.

Class A - Assembles parts into complete units or subassemblies that require fitting of parts and decisions regarding proper performance of any component part or the assembled unit. Work involves any combination of the following: Assembling from drawings, blueprints or other written specifications; assembling units composed of a variety of parts and/or subassemblies; assembling large units requiring careful fitting and adjusting of parts to obtain specified clearances; using a variety of hand and powered tools and precision measuring instruments.

Class B - Assembles parts into units or subassemblies in accordance with standard and prescribed procedures. Work involves any combination of the following: Assembling a limited range of standard and familiar products composed of a number of small- or medium-size parts requiring some fitting or adjusting; assembling large units that require little or no fitting of component parts; working under conditions where accurate performance and completion of work within set time limits are essential for subsequent assembling operations; using a limited variety of hand or powered tools.

Class C - Performs short-cycle, repetitive assembling operations. Work does not involve any fitting or making decisions regarding proper performance of the component parts or assembling procedures.

ASSEMBLER FOR PULLOVER, MACHINE

Prepares the upper for lasting by assembling the counter and upper and operating a machine to tack the upper to the wooden last. Work involves: Placing counters on rack of pan containing cement, lowering rack into pan to apply cement to counters; inserting cemented counter between lining and upper at the heel; setting a piece of wax or tissue paper next to lining to facilitate removal of last after completion of operations; placing upper on last making certain that heel seam is in center of rear of last; setting last on a jack and pushing jack into machine which automatically drives tacks through the upper into the heel seat and heel seam.

BED-MACHINE OPERATOR

(Bed laster; bed-lasting-machine operator; heel and forepart laster)

Completes the operations of drawing the toe, or toe and heel, of the upper of a shoe tightly over the last. Work involves: Setting shoe on machine with sole up, and manipulating hand levers controlling a series of wipers (friction pullers) which draw the upper over edge of insole at toe or toe and heel; holding upper in place with the wipers; securing upper at the toe in one of the following ways:

McKay system - Tacking upper, using automatically-fed hand-tacking device, the tacks remaining in the finished shoe.

Welt system - Passing a wire from an anchor tack, which he drives on one side of the shoe, around the drawn-in upper at the toe, to the opposite side where he winds it around another anchor tack, to hold upper in place until it is stitched to insole by a later operation; or may staple upper instead of using above methods.

Cement system - Wiping toe in place and holding it with wiper; trimming off surplus toe box, lining and upper, by hand, close to insole; applying cement to insole between lining and upper at toe and folding over lasting allowance of upper and sticking it in insole. If the heel also is lasted in the process, an automatically-fed hand-tacking device is used to drive tacks through the upper at the heel.

BILLER, 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:

Biller, 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 memorandum, 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.

Biller, 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.

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 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.

CARPENTER, 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

CARPENTER, MAINTENANCE - Continued

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.

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 files. May perform incidental clerical duties.

CLERK, PAYROLL

Computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating worker's 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 paychecks and assist paymaster in making up and distributing pay envelopes. May use a calculating machine.

CROWNER (INSPECTOR)

(Examiner)

Examines shoe parts, partly finished shoes in various stages of manufacture, or finished shoes before packing. Work involves inspecting for the following imperfections: Irregularity of leather surfaces; misplaced or incompletely driven tacks; unevenness and incorrect amount of stitching; inside misalignment; improper proportion of toe tip. May correct minor defects or imperfections and reject major defects for reprocessing in proper department.

CUTTER, VAMP AND WHOLE SHOE, MACHINE

Cuts parts of shoe uppers from hides, skins or fabricated materials, by means of a clicking machine. Work involves: Setting leather or other shoe material on cutting table of machine; selecting proper die and setting it in place on material; depressing lever to cause upper arm to drop automatically on the die with sufficient force to cut material to the shape and size of the die.

DRAFTSMAN, 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, 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.

DRILL-PRESS OPERATOR, RADIAL

Operates one or more types of radial-drilling machines designed primarily for the purpose of drilling, reaming, countersinking, counter-boring, spot-facing, or tapping holes in large or heavy metal parts. Several types of radial drills are in use, the most common type being designed so that the tool head and saddle are movable along a projecting arm which can be rotated about a vertical column and adjusted vertically on that column. (For description of class of work see machine-tool operator, production.)

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwritten 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.

EDGE TRIMMER, MACHINE

(Edge-trimming-machine operator; trimmer, apex; trimmer, margin)

Trims, cuts to size, and smooths the edge of shoes by turning and manipulating the side surfaces of the soles against the revolving cutting tool of an edge-trimming machine.

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.

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.

FANCY STITCHER

(Applique stitcher; blind-row stitcher; etching stitcher; eyelet-row stitcher; stripper, stitching; trimming stitcher)

Operates a power-driven sewing machine to stitch decorative designs on shoe uppers, such as outlining eyelet row, stitching imitation foxings or fancy panel designs, running extra rows of stitching, and stitching piping and ornamental leather strips (applique). Work involves: Inserting material under the presser foot and needle of machine; depressing lever to start machine; guiding material by hand (usually along previously marked lines on material) as stitching is performed.

FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuel 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 boilerroom equipment.

FLOOR BOY

(Assembly boy; floorman; router)

Keeps stock and distributes partially finished materials used in the manufacture of footwear to various departments to keep workers supplied with material, using truck or carrying material. May perform simple machine operations under direction of foreman, such as tempering soles and molding edges of soles.

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.

HELPER, TRADES, MAINTENANCE

Assists 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.

INSPECTOR

Inspects parts, products and/or processes. Performs such operations as examining parts or products for flaws and defects, checking their dimensions and appearance to determine whether they meet the required standards and specifications.

Class A - Responsible for decisions regarding the quality of the product and/or operations. Work involves any combination of the following: Thorough knowledge of the processing operations in the branch of work to which he is assigned, including the use of a variety of precision measuring instruments; interpreting drawings and specifications in inspection work on units composed of a large number of component parts; examining a variety of products or processing operations; determining causes of flaws in products and/or processes and suggesting necessary changes to correct work methods; devising inspection procedures for new products.

INSPECTOR - Continued

Class B - Work involves any combination of the following: Knowledge of processing operations in the branch of work to which he is assigned, limited to familiar products and processes or where performance is dependent on past experience; performing inspection operations on products and/or processes having rigid specifications, but where the inspection procedures involve a sequence of inspection operations, including decisions regarding proper fit or performance of some parts; using precision measuring instruments.

Class C - Work involves any combination of the following: Short-cycle, repetitive inspection operations; using a standardized, special-purpose measuring instrument repetitively; visual examination of parts or products, rejecting units having obvious deformities or flaws.

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.

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.

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; shelve; 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.

MACHINE-TOOL OPERATOR, PRODUCTION

Operates one or more nonportable, power-driven machine tools in order to shape metal by progressively removing portions of the stock in the form of chips or shavings, or by abrasion. For wage study purposes, this classification is limited to operators of the following types of machine tools:

Automatic lathes	*Machine tools,
Boring machines	miscellaneous
Drill presses, radial	Milling machines
Drill presses, single- or	Planers
multiple-spindle	Screw machines, automatic
Engine lathes	Screw machines, hand
Gear-cutting machines	Shapers
Gear-finishing machines	Turret lathes, automatic
Grinding machines	Turret lathes, hand

Class A - Sets up machines, by determining proper feeds, speeds, tooling and operation sequence or by selecting those prescribed in drawings, blueprints or layouts; makes necessary adjustments during operation where changes in work and setup are relatively frequent and where care is essential to achieve requisite dimensions of very close tolerances.

Class B - Sets up machines on standard or roughing operations where feeds, speeds, tooling and operation sequence are prescribed or maintains operation setup made by others; makes all necessary adjustments during operation where care is essential to achieve very close tolerances or where changes in product are relatively frequent.

Class C - Operates machines on routine and repetitive operations; makes only minor adjustments during operations; when trouble occurs stops machine and calls foreman, leadman, or setup man to correct the operation.

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.

* Operators required alternately to operate more than one type of machine tool as listed above are classified as machine-tool operator, miscellaneous.

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 layout 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.

MACHINIST, PRODUCTION

Fabricates metal parts involving a series of progressive operations. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping 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 needed for his work; fitting and assembling parts. 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, buses, 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; aligning 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.

MILLING-MACHINE OPERATOR

(Milling-machine operator, automatic; milling-machine operator, hand)

Performs a variety of work such as grooving, planing, and shaping metal objects on a milling machine, which removes material from metal surfaces by the cutting action of multitoothed rotating cutters of various sizes and shapes. Milling-machine types vary from the manually controlled machines employed in unit production to fully automatic (conveyor-fed) machines found in plants engaged in mass production. For wage study purposes, operators of single-purpose millers such as thread millers, duplicators, diesinkers, pantograph millers, and engraving millers are excluded. (For description of class of work see machine-tool operator, production.)

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

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.

OILER

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

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.

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.

PASTER, BACKER, OR FITTER, UPPER, HAND

(Backer; backing paster; backing cementer; canvas backer, upper; cementer, upper to lining; fitter, upper to lining; paster, line and brush, hand; paster; plain paster; reinforcer paster; quarter and lining fitter; upper doubler)

PASTER, BACKER, OR FITTER, UPPER, HAND - Continued

Reinforces vamps, tops, straps, and other parts of shoes, by pasting to each a piece of cut-to-size canvas, thin leather, or other lining material (doubler). Work involves one or more of the following: Pressing doubler against cement-covered roll and sticking doubler to leather parts, using backing tape which is so prepared that it sticks when pressed on other material with a hot iron. May paste reinforcing over only a portion of upper that is exposed to extra wear or strain.

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.

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.

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 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 experience.

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipments 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 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:

Shipping clerk
Receiving clerk
Shipping and receiving clerk

SIDE LASTER, MACHINE

Operates a machine to last the sides and shanks of the upper. Work involves: Drawing out lining and upper with hand pincers, holding shoe so that pincers of machine grasp edges of upper and draw them evenly and closely about the last, and manipulating lever of machine to operate device which drives staples or tacks through the upper at the sides and shanks.

SOLE ATTACHER, CEMENT PROCESS

(Compo-conveyor operator; sole layer, machine; sole-laying machine operator; soler)

Operates a sole-laying machine to cement outsoles permanently to the uppers of shoes. Work involves: Setting toe part of shoe on which outsole has been positioned and heel part of last directly below corresponding jacks (lugs) of machine; pressing air pedal (which opens valve on pipe leading to air compressor storage tank) to fill the air cushion and force the shoe against the jacks which hold the outsole firmly in place while the cement dries. May also, prior to permanent attachment of outsole, brush a coat of solvent over the inner surface of the outsole from the heel seat to the toe and press outer sole on shoe, being certain that edges of sole project evenly over the edges of shoe.

STENOGRAPHER, GENERAL

Primary duty is to take dictation from one or more persons, either in shorthand or by steno type 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).

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 receptionist 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.

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 toolings of machines; heating-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.

TOP STITCHER

Operates a sewing machine to stitch the lining to the upper part of a shoe and to trim off excess edges of lining. Work involves: Fitting lining to upper to obtain proper allowance for insertion of counter or receiving upper and lining already fitted or cemented together; setting parts into machine at heel seam, lowering guide down to the edge of top of upper, and guiding parts through machine by hand to complete stitching and trimming operation.

TREER

(Polisher, uppers; shoe treer)

Cleans and finishes shoes by removing spots and discolorations, remedying any slight cut or blemish, and rubbing uppers with a hot iron to smooth out wrinkles. Work involves most of the following: Setting shoe on a treeing form, the shape of the last, and depressing lever expanding form so that shoe will fit tightly over it; brushing, cleaning, dressing, and finishing shoe according to the kind of leather or material; applying color stain or bleach to blemished spots; burnishing shoe parts; smoothing out wrinkles in the uppers with a hot iron.

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)

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.

TYPIST - Continued

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.

VAMPER

(Vamp closer; vamp stitcher; zigzag seamer)

By use of a power-driven sewing machine, sews together the forepart of the upper (tip and vamp) and the two quarters of a shoe. Work involves: Setting overlapped edges together under presser foot and needle of machine; depressing lever to start machine and guiding material through stitching process; sewing top to entire lower part of upper when shoe has a cut separate from quarters, or has a whole vamp. Parts are sometimes first pasted together by another worker to insure most accurate stitching.

WATCHMAN

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

WELDER, HAND

Fuses (welds) metal objects together by means of an oxyacetylene torch or arc welding apparatus in the fabrication of metal shapes and in repairing broken or cracked metal objects. In addition to performing hand welding or brazing operation, the welder may also lay out guide lines or marks on metal parts and may cut metal with a cutting torch.

Class A - Performs welding operations requiring most of the following: Planning and laying out of work from drawings, blueprints, or other written specifications; knowledge of welding properties of a variety of metals and alloys; setting up work and determining operation sequence; welding high pressure vessels or other objects involving critical safety and load requirements; working from a variety of positions.

Class B - Performs welding operations on repetitive work, where no critical safety and load requirements are involved; where the work calls mainly for one-position welding; and where the layout and planning of the work are performed by others.