Occupational Wage Survey

YORK, PENNSYLVANIA

FEBRUARY 1960

Bulletin No. 1265-27

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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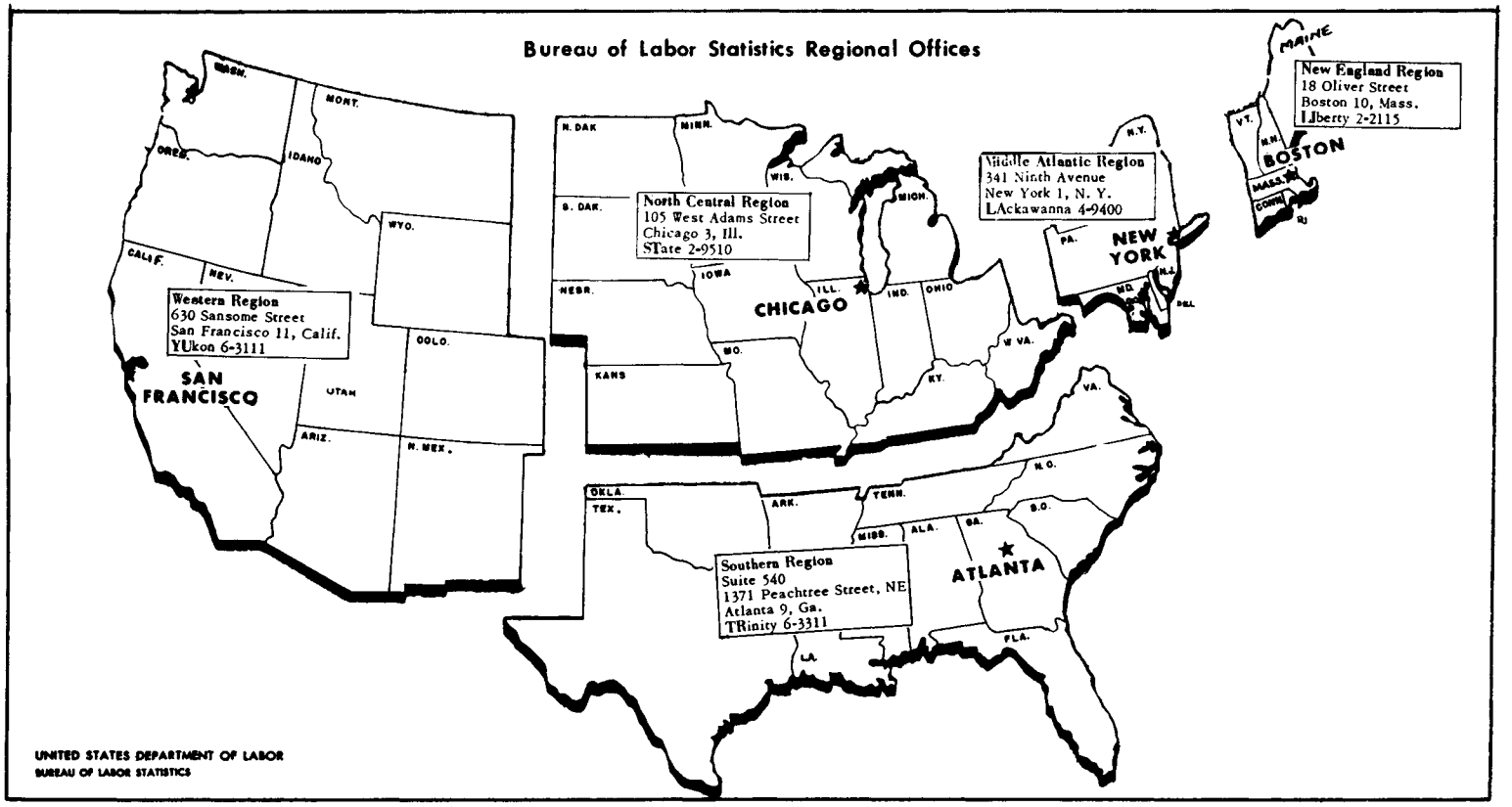

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Preface

The Community Wage Survey Program

The Bureau of Labor Statistics regularly conducts areawide wage surveys in a number of important industrial centers. The studies, made from late fall to early spring, relate to occupational earnings and related supplementary benefits. A preliminary report is available on completion of the study in each area, usually in the month following the payroll period studied. This bulletin provides additional data not included in the earlier report. A consolidated analytical bulletin summarizing the results of all of the year's surveys is issued after completion of the final area bulletin for the current round of surveys.

This report was prepared in the Bureau's regional office in New York, N.Y., by Elliott A. Browar, under the direction of Frederick W. Mueller, Regional Wage and Industrial Relations Analyst.

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* NOTE: Similar tabulations for these and other items are available in the reports for surveys in other major areas. A directory indicating date of study and the price of the reports is available upon request.

Union scales, indicative of prevailing pay levels, are also available for seven selected building trades in the York area.

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Occupational Wage Survey—York, Pa.

Introduction

This area is one of several important industrial centers in which the U.S. Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field economists to representative establishments within six broad industry divisions: Manufacturing; transportation,[1] communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government 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. 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. 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, 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 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.

Occupational employment and earnings 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.

Average earnings of men and women are presented separately for selected occupations in which both sexes are commonly employed. Differences in pay levels of men and women in these occupations are largely due to (1) differences in the distribution of the sexes among industries and establishments; (2) differences in specific duties performed, although the occupations are appropriately classified within the same survey job description; and (3) differences in length of service or merit review when individual salaries are adjusted on this basis. Longer average service of men would result in higher average pay when both sexes are employed within the same rate range. Job descriptions used in classifying employees in these surveys are usually more generalized than those used in individual establishments to allow for minor differences among establishments in specific duties performed.

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 B-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 working supervisors and nonsupervisory workers performing clerical or related functions, and excludes administrative, executive, and professional personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, and professional 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.

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[1] Railroads, formerly excluded from the scope of these studies, have been added in nearly all of the areas to be studied during the winter of 1959-60; railroads will be added in the remaining areas next year. For scope of survey in this area, see footnote to "transportation, communication, and other public utilities" in table 1.

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Table 1. Establishments and workers within scope of survey and number studied in York, Pa.,[1] by major industry division,[2] February 1960

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study[3]	Studied	Within scope of study			Studied
				Total[4]	Office	Plant	Total[4]
All divisions	51	237	86	45,100	6,000	32,900	26,080
Manufacturing	51	169	55	37,000	4,500	28,200	21,520
Nonmanufacturing	51	68	31	8,100	1,500	4,700	4,560
Transportation, communication, and other public utilities[5]	51	23	13	3,300	500	1,800	2,450
Wholesale trade	51	5	2	600	(6)	(6)	250
Retail trade	51	24	9	2,700	(6)	(6)	1,080
Finance, insurance, and real estate	51	7	3	700	(6)	(6)	330
Services[7]	51	9	4	800	(6)	(6)	450

[1] The York Metropolitan Area (York County). 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 this 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 payroll period studied and (2) small establishments are excluded from the scope of the survey.

[2] The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division. Major changes from the earlier edition (used in the Bureau's labor market wage survey program prior to the winter of 1958-1959) are the transfer of milk pasteurization plants and ready-mixed concrete establishments from trade (wholesale or retail) to manufacturing, and the transfer of radio and television broadcasting from services to the transportation, communication, and other public utilities division.

[3] 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.

[4] Includes executive, professional, and other workers excluded from the separate office and plant categories.

[5] Railroads were included; taxicabs and services incidental to water transporation were excluded.

[6] 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.

[7] Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.

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Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,[2] 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. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. 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. Scheduled hours are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.[3] Because of rounding, sums of individual items in these tabulations may not equal totals.

The first part of the paid holidays table presents the number of whole and half holidays actually provided. The second part combines whole and half holidays to show total holiday time.

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, 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.

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,[4] 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[5] 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 benefits.

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.

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[2] 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.

[3] Scheduled weekly hours for office workers (first section of table B-3) in surveys made prior to late 1957 and early 1958 were presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

[4] The temporary disability laws in California and Rhode Island do not require employer contributions.

[5] An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick-leave allowances, determined on an individual basis, were excluded.

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A: Occupational Earnings

Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, York, Pa., February 1960)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours[1] (Standard)	Average: Weekly earnings[1] (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	$120.00 - 125.00	$125.00 - 130.00	$130.00 - 135.00
				Number of workers receiving straight-time weekly earnings of—																		
Men																						
Clerks, accounting, class A	30	40.0	$92.50	-	-	-	-	-	-	1	3	1	10	4	4	2	2	1	1	1	-	-
Manufacturing	28	40.0	91.00	-	-	-	-	-	-	1	3	1	10	4	4	2	2	-	1	-	-	-
Clerks, accounting, class B	37	40.0	70.00	-	9	-	1	-	4	4	8	5	4	1	1	-	-	-	-	-	-	-
Manufacturing	32	40.0	68.00	-	9	-	-	-	4	4	8	4	3	-	-	-	-	-	-	-	-	-
Clerks, order	56	40.0	74.50	-	-	-	-	1	10	21	10	11	-	-	3	-	-	-	-	-	-	-
Manufacturing	48	40.0	74.50	-	-	-	-	1	10	19	6	9	-	-	3	-	-	-	-	-	-	-
Clerks, payroll	27	40.0	77.00	-	-	-	1	5	1	2	11	3	-	3	-	-	1	-	-	-	-	-
Manufacturing	23	40.0	76.00	-	-	-	1	5	1	-	11	2	-	3	-	-	-	-	-	-	-	-
Tabulating-machine operators, class A	17	40.0	102.50	-	-	-	-	-	-	-	3	3	1	-	3	-	1	-	-	1	3	2
Manufacturing	17	40.0	102.50	-	-	-	-	-	-	-	3	3	1	-	3	-	1	-	-	1	3	2
Women																						
Billers, machine (billing machine)	68	39.5	59.50	11	4	11	7	3	20	2	10	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	45	39.5	63.50	7	-	6	-	3	17	2	10	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	23	39.5	52.50	4	4	5	7	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	23	40.0	62.00	-	-	2	7	8	4	-	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	19	40.0	63.00	-	-	-	7	8	2	-	2	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	55	40.0	55.50	4	10	10	14	10	5	-	-	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	23	40.0	54.50	2	6	4	7	2	-	-	-	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	32	40.0	56.50	2	4	6	7	8	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	30	39.5	77.00	-	-	-	1	-	16	1	2	1	-	5	3	-	1	-	-	-	-	-
Manufacturing	24	39.5	78.00	-	-	-	-	-	13	1	2	1	-	3	3	-	1	-	-	-	-	-
Clerks, accounting, class B	50	40.0	55.00	10	-	17	7	7	4	2	3	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	40	39.5	58.50	-	-	17	7	7	4	2	3	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B	77	40.0	49.00	41	19	2	2	2	7	2	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	25	40.0	60.00	1	7	2	2	2	7	2	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	52	40.0	43.50	40	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	64	40.0	57.50	6	2	3	26	18	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	52	40.0	58.50	-	2	3	26	12	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll	98	39.5	66.50	-	4	9	22	15	14	10	8	6	5	2	3	-	-	-	-	-	-	-
Manufacturing	85	39.5	66.00	-	2	9	22	11	12	9	8	4	3	2	3	-	-	-	-	-	-	-
Keypunch operators	51	40.0	66.00	3	2	8	13	1	5	-	5	6	8	-	-	-	-	-	-	-	-	-
Manufacturing	44	40.0	67.50	3	2	2	13	1	4	-	5	6	8	-	-	-	-	-	-	-	-	-
Secretaries	214	39.5	83.50	-	-	5	5	7	16	10	30	48	15	34	25	10	9	-	-	-	-	-
Manufacturing	181	39.5	86.00	-	-	-	4	2	10	10	23	41	14	34	25	10	8	-	-	-	-	-
Nonmanufacturing	33	40.5	70.50	-	-	5	1	5	6	-	7	7	1	-	-	-	1	-	-	-	-	-
Public utilities[2]	21	40.5	70.50	-	-	5	-	1	6	-	4	4	-	-	-	-	1	-	-	-	-	-
Stenographers, general	212	39.5	66.00	12	3	16	23	41	39	35	19	13	9	2	-	-	-	-	-	-	-	-
Manufacturing	186	40.0	66.50	12	2	16	16	37	31	31	18	12	9	2	-	-	-	-	-	-	-	-
Nonmanufacturing	26	39.0	63.50	-	1	-	7	4	8	4	1	1	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

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Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, York, Pa., February 1960)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours[1] (Standard)	Average: Weekly earnings[1] (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	$120.00 - 125.00	$125.00 - 130.00	$130.00 - 135.00
Women—Continued																						
Switchboard operator-receptionists	122	39.5	$59.00	3	13	36	23	21	2	15	3	1	2	3	-	-	-	-	-	-	-	-
Manufacturing	89	40.0	60.50	1	6	25	17	18	1	12	3	1	2	3	-	-	-	-	-	-	-	-
Nonmanufacturing	33	39.0	54.50	2	7	11	6	3	1	3	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class B	19	40.0	77.50	-	-	-	2	5	-	2	-	2	1	6	1	-	-	-	-	-	-	-
Manufacturing	17	40.0	79.50	-	-	-	2	3	-	2	-	2	1	6	1	-	-	-	-	-	-	-
Transcribing-machine operators, general	55	40.0	65.00	-	2	6	6	13	14	2	7	2	3	-	-	-	-	-	-	-	-	-
Manufacturing	46	39.5	67.00	-	-	3	6	11	13	1	7	2	3	-	-	-	-	-	-	-	-	-
Typists, class A	98	39.5	59.50	-	6	35	11	17	17	8	1	3	-	-	-	-	-	-	-	-	-	-
Manufacturing	95	39.5	60.00	-	6	32	11	17	17	8	1	3	-	-	-	-	-	-	-	-	-	-
Typists, class B	137	40.0	56.00	29	23	14	21	21	15	5	9	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	107	40.0	58.00	13	21	7	17	21	14	5	9	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	30	40.0	47.50	16	2	7	4	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-

[1] Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
[2] Transportation, communication, and other public utilities.

Table A-2. Professional and Technical Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, York, Pa., February 1960)

Sex, occupation, and industry division	Number of workers	Average: Weekly hours[1] (Standard)	Average: Weekly earnings[1] (Standard)	$55.00 and under 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	$120.00 - 125.00	$125.00 - 130.00	$130.00 - 135.00	$135.00 - 140.00	$140.00 - 145.00	$145.00 and over
Men																						
Draftsmen, leader	50	40.0	$126.50	-	-	-	-	-	-	-	-	1	2	2	7	3	16	4	7	-	3	5
Manufacturing	37	40.0	128.00	-	-	-	-	-	-	-	-	1	2	2	5	3	6	4	7	-	2	5
Draftsmen, senior	195	40.0	104.00	-	-	-	5	6	7	10	10	35	28	30	41	2	12	2	-	1	-	6
Manufacturing	172	40.0	105.50	-	-	-	1	-	7	10	10	35	22	30	34	2	12	2	-	1	-	6
Nonmanufacturing	23	40.0	92.50	-	-	-	4	6	-	-	-	-	6	-	7	-	-	-	-	-	-	-
Draftsmen, junior	141	40.0	83.00	2	8	20	15	17	5	17	32	16	3	3	3	-	-	-	-	-	-	-
Manufacturing	101	39.5	86.00	-	4	5	15	11	5	17	19	16	3	3	3	-	-	-	-	-	-	-
Nonmanufacturing	40	40.0	75.00	2	4	15	-	6	-	-	13	-	-	-	-	-	-	-	-	-	-	-
Women																						
Nurses, industrial (registered)	17	40.0	78.00	-	3	-	5	1	4	3	-	-	1	-	-	-	-	-	-	-	-	-
Manufacturing	17	40.0	78.00	-	3	-	5	1	4	3	-	-	1	-	-	-	-	-	-	-	-	-

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

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Table A-3. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, York, Pa., February 1960)

Occupation and industry division	Number of workers	Average hourly earnings[1]	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			Under $1.40	$1.40 and under 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 and over
Carpenters, maintenance	36	$2.36	-	-	-	-	-	-	-	-	10	2	10	9	-	4	-	-	1	-
Manufacturing	36	2.36	-	-	-	-	-	-	-	-	10	2	10	9	-	4	-	-	1	-
Electricians, maintenance	135	2.47	-	-	-	-	-	-	2	10	12	9	13	21	15	34	6	13	-	-
Manufacturing	135	2.47	-	-	-	-	-	-	2	10	12	9	13	21	15	34	6	13	-	-
Firemen, stationary boiler	81	1.94	3	15	7	-	-	3	11	12	6	15	-	-	9	-	-	-	-	-
Manufacturing	79	1.95	1	15	7	-	-	3	11	12	6	15	-	-	9	-	-	-	-	-
Helpers, trades, maintenance	171	1.87	7	1	13	21	9	26	15	57	12	10	-	-	-	-	-	-	-	-
Manufacturing	121	1.93	7	1	1	2	9	19	14	47	12	9	-	-	-	-	-	-	-	-
Nonmanufacturing	50	1.72	-	-	12	19	-	7	1	10	-	1	-	-	-	-	-	-	-	-
Public utilities[2]	48	1.72	-	-	10	19	-	7	1	10	-	1	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	82	2.49	-	-	-	-	-	-	-	-	-	12	6	13	38	5	6	-	2	-
Manufacturing	82	2.49	-	-	-	-	-	-	-	-	-	12	6	13	38	5	6	-	2	-
Machinists, maintenance	80	2.40	-	-	-	-	-	1	5	7	1	9	14	8	24	3	5	2	1	-
Manufacturing	76	2.38	-	-	-	-	-	1	5	7	1	9	14	8	21	3	5	2	-	-
Mechanics, automotive (maintenance)	75	2.46	-	-	-	-	2	3	-	-	4	5	6	14	31	2	5	3	-	-
Manufacturing	20	2.45	-	-	-	-	-	-	-	-	4	-	-	12	1	-	-	3	-	-
Nonmanufacturing	55	2.46	-	-	-	-	2	3	-	-	-	5	6	2	30	2	5	-	-	-
Public utilities[2]	51	2.48	-	-	-	-	-	3	-	-	-	5	6	2	30	-	5	-	-	-
Mechanics, maintenance	218	2.46	-	-	2	2	-	-	11	13	19	9	16	9	28	102	-	7	-	-
Manufacturing	207	2.46	-	-	2	2	-	-	11	13	19	4	16	9	22	102	-	7	-	-
Millwrights	42	2.50	-	-	-	-	-	-	-	-	5	7	3	7	3	7	-	10	-	-
Manufacturing	42	2.50	-	-	-	-	-	-	-	-	5	7	3	7	3	7	-	10	-	-
Oilers	31	1.93	3	-	5	4	-	1	3	2	-	-	13	-	-	-	-	-	-	-
Manufacturing	31	1.93	3	-	5	4	-	1	3	2	-	-	13	-	-	-	-	-	-	-
Painters, maintenance	23	2.09	-	-	-	-	3	1	5	9	-	1	-	2	2	-	-	-	-	-
Manufacturing	23	2.09	-	-	-	-	3	1	5	9	-	1	-	2	2	-	-	-	-	-
Pipefitters, maintenance	46	2.37	-	-	-	-	-	-	-	3	17	4	6	-	1	8	-	7	-	-
Manufacturing	46	2.37	-	-	-	-	-	-	-	3	17	4	6	-	1	8	-	7	-	-
Tool and die makers	110	2.63	-	-	-	-	-	-	-	-	-	7	17	10	14	14	13	21	12	2
Manufacturing	110	2.63	-	-	-	-	-	-	-	-	-	7	17	10	14	14	13	21	12	2

[1] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
[2] Transportation, communication, and other public utilities.

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Table A-4. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, York, Pa., February 1960)

Occupation[1] and industry division	Number of workers	Average hourly earnings[2]	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			Under $ 1.00	$ 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 - 2.80	$ 2.80 - 2.90	$ 2.90 - 3.00	$ 3.00 and over
Guards	58	$1.84	-	-	-	-	2	15	5	-	2	-	12	6	2	-	14	-	-	-	-	-	-	-
Manufacturing	56	1.86	-	-	-	-	-	15	5	-	2	-	12	6	2	-	14	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men)	289	1.64	3	11	7	38	14	17	12	32	50	55	14	30	6	-	-	-	-	-	-	-	-	-
Manufacturing	237	1.71	-	2	1	29	12	9	8	26	48	52	14	30	6	-	-	-	-	-	-	-	-	-
Nonmanufacturing	52	1.32	3	9	6	9	2	8	4	6	2	3	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities[3]	17	1.47	-	-	3	3	-	2	2	4	-	3	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women)	38	1.42	3	6	3	4	2	6	-	4	2	5	-	3	-	-	-	-	-	-	-	-	-	-
Manufacturing	25	1.53	-	4	1	1	2	6	-	1	2	5	-	3	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	732	1.86	-	26	32	33	19	8	9	24	61	192	48	38	124	102	12	4	-	-	-	-	-	-
Manufacturing	609	1.78	-	26	32	33	19	8	9	22	61	190	39	36	120	14	-	-	-	-	-	-	-	-
Nonmanufacturing	123	2.25	-	-	-	-	-	-	-	2	-	2	9	2	4	88	12	4	-	-	-	-	-	-
Public utilities[3]	109	2.29	-	-	-	-	-	-	-	-	-	-	3	-	2	88	12	4	-	-	-	-	-	-
Order fillers	300	1.93	-	4	11	19	-	9	9	-	2	105	92	-	4	-	-	-	-	-	-	45	-	-
Manufacturing	183	2.04	-	-	3	5	-	9	9	-	2	105	1	-	4	-	-	-	-	-	-	45	-	-
Nonmanufacturing	117	1.74	-	4	8	14	-	-	-	-	-	-	91	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (men)	248	1.88	-	6	19	14	5	12	7	7	3	93	5	5	-	20	16	-	6	30	-	-	-	-
Manufacturing	230	1.93	-	-	11	14	5	12	7	7	3	93	3	3	-	20	16	-	6	30	-	-	-	-
Nonmanufacturing	18	1.28	-	6	8	-	-	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-
Packers, shipping (women)	60	1.48	-	-	8	9	10	5	1	3	21	3	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	60	1.48	-	-	8	9	10	5	1	3	21	3	-	-	-	-	-	-	-	-	-	-	-	-
Receiving clerks	77	1.99	-	1	4	4	-	-	-	-	3	5	9	23	8	9	9	-	-	-	2	-	-	-
Manufacturing	57	2.11	-	-	-	-	-	-	-	-	1	5	7	18	8	9	7	-	-	-	2	-	-	-
Nonmanufacturing	20	1.65	-	1	4	4	-	-	-	-	2	-	2	5	-	-	2	-	-	-	-	-	-	-
Shipping clerks	54	2.09	-	-	-	4	1	-	1	4	5	-	6	3	2	11	8	-	2	-	3	3	-	1
Manufacturing	46	2.10	-	-	-	4	1	-	1	4	3	-	6	1	-	11	6	-	2	-	3	3	-	1
Shipping and receiving clerks	41	1.65	-	4	-	4	2	-	12	-	5	7	-	-	-	7	-	-	-	-	-	-	-	-
Manufacturing	31	1.81	-	-	-	-	-	-	12	-	5	7	-	-	-	7	-	-	-	-	-	-	-	-
Truckdrivers[4]	444	2.19	-	2	2	8	4	15	8	10	1	4	13	76	22	20	138	121	-	-	-	-	-	-
Manufacturing	91	1.82	-	2	-	8	-	11	8	10	1	3	11	7	18	8	4	-	-	-	-	-	-	-
Nonmanufacturing	353	2.28	-	-	2	-	4	4	-	-	-	1	2	69	4	12	134	121	-	-	-	-	-	-
Public utilities[3]	258	2.39	-	-	-	-	-	-	-	-	-	1	-	-	-	12	126	119	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons)	100	2.00	-	2	-	5	-	3	2	1	1	3	11	34	19	9	8	2	-	-	-	-	-	-
Manufacturing	47	1.88	-	2	-	5	-	3	2	1	1	3	9	-	15	6	-	-	-	-	-	-	-	-
Nonmanufacturing	53	2.10	-	-	-	-	-	-	-	-	-	-	2	34	4	3	8	2	-	-	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type)	87	2.13	-	-	-	-	-	8	6	-	-	-	2	25	3	11	-	32	-	-	-	-	-	-
Manufacturing	23	1.72	-	-	-	-	-	8	6	-	-	-	2	2	3	2	-	-	-	-	-	-	-	-
Nonmanufacturing	64	2.28	-	-	-	-	-	-	-	-	-	-	-	23	-	9	-	32	-	-	-	-	-	-
Truckers, power (forklift)	251	2.04	-	-	-	9	-	-	-	-	-	49	54	23	50	-	50	3	1	12	-	-	-	-
Manufacturing	226	2.05	-	-	-	9	-	-	-	-	-	49	38	20	48	-	46	3	1	12	-	-	-	-
Nonmanufacturing	25	2.02	-	-	-	-	-	-	-	-	-	-	16	3	2	-	4	-	-	-	-	-	-	-
Watchmen	186	1.64	-	3	6	23	18	18	3	15	15	48	32	2	3	-	-	-	-	-	-	-	-	-
Manufacturing	184	1.64	-	3	6	21	18	18	3	15	15	48	32	2	3	-	-	-	-	-	-	-	-	-

[1] Data limited to men workers except where otherwise indicated.
[2] Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.
[3] Transportation, communication, and other public utilities.
[4] Includes all drivers regardless of size and type of truck operated.

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B: Establishment Practices and Supplementary Wage Provisions

Table B-1. Shift Differentials

(Percent of manufacturing plant workers in establishments having formal provisions for shift work, and in establishments actually operating late shifts by type and amount of differential, York, Pa., February 1960)

Shift differential	In establishments having formal provisions[1] for—		In establishments actually operating—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	73.0	51.4	12.6	5.2
With shift pay differential	73.0	51.4	12.6	5.2
Uniform cents (per hour)	46.9	28.3	8.5	4.0
4 cents	1.0	-	.4	-
5 cents	12.5	-	3.4	-
6 cents	2.6	-	.6	-
7 cents	1.4	-	-	-
7 1/2 cents	2.0	-	-	-
8 cents	3.9	.7	.7	-
9 cents	-	.8	-	.1
10 cents	17.9	15.4	2.1	2.4
12 cents	2.5	7.5	.7	1.2
15 cents	-	1.5	-	-
18 cents	2.4	-	.6	-
20 cents	.7	-	([2])	-
24 cents	-	2.4	-	.3
Uniform percentage	18.9	14.8	3.4	1.0
4 percent	1.9	-	.5	-
5 percent	1.1	-	.2	-
7 1/2 percent	3.0	-	.8	-
10 percent	12.9	14.8	1.9	1.0
Other formal pay differential	7.2	8.3	.7	.2
No shift pay differential	-	-	-	-

[1] Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.
[2] Less than 0.05 percent.

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Table B-2. Minimum Entrance Salaries for Women Office Workers

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, York, Pa., February 1960)

Minimum weekly salary[1]	Inexperienced typists					Other inexperienced clerical workers[2]				
	All industries	Manufacturing		Nonmanufacturing		All industries	Manufacturing		Nonmanufacturing	
		Based on standard weekly hours[3] of—					Based on standard weekly hours[3] of—			
		All schedules	40	All schedules	40		All schedules	40	All schedules	40
Establishments studied	86	55	xxx	31	xxx	86	55	xxx	31	xxx
Establishments having a specified minimum	16	11	11	5	5	34	21	17	13	11
Under $40.00	-	-	-	-	-	1	-	-	1	-
$40.00 and under $42.50	5	3	3	2	2	12	5	4	7	6
$42.50 and under $45.00	-	-	-	-	-	2	1	1	1	1
$45.00 and under $47.50	2	1	1	1	1	9	7	4	2	2
$47.50 and under $50.00	2	2	2	-	-	2	2	2	-	-
$50.00 and under $52.50	3	2	2	1	1	2	1	1	1	1
$52.50 and under $55.00	1	1	1	-	-	1	1	1	-	-
$55.00 and under $57.50	1	1	1	-	-	1	1	1	-	-
$57.50 and under $60.00	1	-	-	1	1	1	1	1	-	-
$60.00 and under $62.50	-	-	-	-	-	1	-	-	1	1
$62.50 and under $65.00	1	1	1	-	-	1	1	1	-	-
$65.00 and under $67.50	-	-	-	-	-	1	1	1	-	-
Establishments having no specified minimum	11	7	xxx	4	xxx	39	25	xxx	14	xxx
Establishments which did not employ workers in this category	59	37	xxx	22	xxx	13	9	xxx	4	xxx

[1] Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.
[2] Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.
[3] 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

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, York, Pa., February 1960)

Weekly hours	OFFICE WORKERS			PLANT WORKERS		
	All industries[1]	Manufacturing	Public utilities[2]	All industries[3]	Manufacturing	Public utilities[2]
All workers	100	100	100	100	100	100
Under 37½ hours	5	3	2	2	1	-
37½ hours	6	3	12	2	1	-
Over 37½ and under 40 hours	2	2	-	1	-	-
40 hours	86	91	86	78	78	97
Over 40 and under 44 hours	(4)	(4)	-	1	-	-
44 hours	1	1	-	(4)	-	2
Over 44 and under 48 hours	-	-	-	1	1	-
48 hours	-	-	-	7	9	-
Over 48 hours	-	-	-	8	10	1

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.
[4] Less than 0.5 percent.

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Table B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, York, Pa., February 1960)

Item	OFFICE WORKERS			PLANT WORKERS		
	All industries[1]	Manufacturing	Public utilities[2]	All industries[3]	Manufacturing	Public utilities[2]
All workers	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	100	100	96	97	100
Workers in establishments providing no paid holidays	1	-	-	4	3	-
Number of days						
Less than 6 holidays	4	4	-	10	10	-
6 holidays	24	21	7	31	32	3
6 holidays plus 1 half day	1	2	-	2	2	-
6 holidays plus 2 half days	8	11	-	5	6	-
7 holidays	24	26	38	28	28	37
7 holidays plus 1 half day	5	6	-	4	5	-
7 holidays plus 2 half days	9	12	-	2	2	-
8 holidays	18	18	46	13	12	40
10 holidays	1	-	9	1	-	20
11 holidays	5	-	-	-	-	-
12 holidays	1	-	-	-	-	-
Total holiday time[4]						
12 days	1	-	-	-	-	-
11 or more days	6	-	-	-	-	-
10 or more days	7	-	9	1	-	20
8 or more days	33	30	56	16	14	60
7 1/2 or more days	38	36	56	20	19	60
7 or more days	70	74	93	53	53	97
6 1/2 or more days	71	75	93	55	55	97
6 or more days	95	96	100	86	87	100
5 or more days	97	99	100	91	92	100
4 or more days	98	99	100	92	93	100
3 or more days	99	100	100	94	95	100
1 or more days	99	100	100	96	97	100

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.
[4] All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

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Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, York, Pa., February 1960)

Vacation policy	OFFICE WORKERS			PLANT WORKERS		
	All industries [1]	Manufacturing	Public utilities [2]	All industries [3]	Manufacturing	Public utilities [2]
All workers	100	100	100	100	100	100
Method of payment						
Workers in establishments providing paid vacations	100	100	100	100	100	100
Length-of-time payment	95	93	100	87	85	100
Percentage payment	5	7	-	13	15	-
Other	-	-	-	-	-	-
Workers in establishments providing no paid vacations	-	-	-	-	-	-
Amount of vacation pay [4]						
After 6 months of service						
Under 1 week	15	12	33	24	24	30
1 week	23	23	12	9	9	-
Over 1 and under 2 weeks	7	10	-	3	4	-
2 weeks	8	7	-	3	3	-
After 1 year of service						
Under 1 week	1	1	-	3	3	-
1 week	56	53	88	80	79	100
Over 1 and under 2 weeks	2	2	-	8	9	-
2 weeks	41	44	12	9	9	-
After 2 years of service						
Under 1 week	1	1	-	3	3	-
1 week	48	46	61	70	71	77
Over 1 and under 2 weeks	3	4	5	15	17	3
2 weeks	48	49	34	12	9	20
After 3 years of service						
Under 1 week	1	1	-	3	3	-
1 week	30	26	41	45	43	77
Over 1 and under 2 weeks	15	19	-	24	28	-
2 weeks	54	54	59	28	26	23
After 5 years of service						
Under 1 week	1	1	-	1	1	-
1 week	7	4	-	11	9	1
Over 1 and under 2 weeks	1	2	-	6	8	-
2 weeks	89	92	93	80	81	99
Over 2 and under 3 weeks	1	-	7	-	-	-
3 weeks	1	1	-	2	1	-

See footnotes at end of table.

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Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, York, Pa., February 1960)

Vacation policy	OFFICE WORKERS			PLANT WORKERS		
	All industries[1]	Manufacturing	Public utilities[2]	All industries[3]	Manufacturing	Public utilities[2]
Amount of vacation pay[4]—Continued						
After 10 years of service						
Under 2 weeks	9	7	-	14	13	1
2 weeks	41	37	83	58	59	79
Over 2 and under 3 weeks	30	38	-	18	21	-
3 weeks	20	18	17	10	7	20
After 15 years of service						
Under 2 weeks	9	7	-	12	13	1
2 weeks	17	16	7	30	32	-
Over 2 and under 3 weeks	([5])	([5])	-	1	1	-
3 weeks	73	77	93	56	53	99
Over 3 and under 4 weeks	-	-	-	1	1	-
After 20 years of service						
Under 2 weeks	9	7	-	12	13	1
2 weeks	17	16	7	30	32	-
Over 2 and under 3 weeks	([5])	([5])	-	1	1	-
3 weeks	58	58	83	45	44	66
Over 3 and under 4 weeks	3	4	-	3	4	-
4 weeks	13	14	9	9	6	33
After 25 years of service						
Under 1 week	1	1	-	1	1	-
1 week	7	4	-	7	7	1
Over 1 and under 2 weeks	2	2	-	4	5	-
2 weeks	16	14	7	28	31	-
Over 2 and under 3 weeks	([5])	([5])	-	1	1	-
3 weeks	51	56	62	40	40	38
Over 3 and under 4 weeks	6	7	-	5	6	-
4 weeks	19	16	30	14	9	61

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.
[4] Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years.
[5] Less than 0.5 percent.

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

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Table B-6. Health, Insurance, and Pension Plans

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, York, Pa., February 1960)

Type of benefit	OFFICE WORKERS			PLANT WORKERS		
	All industries [1]	Manufacturing	Public utilities [2]	All industries [3]	Manufacturing	Public utilities [2]
All workers	100	100	100	100	100	100
Workers in establishments providing:						
Life insurance	94	99	79	97	100	85
Accidental death and dismemberment insurance	69	76	35	66	69	34
Sickness and accident insurance or sick leave or both [4]	95	98	93	94	94	94
Sickness and accident insurance	79	91	39	87	94	43
Sick leave (full pay and no waiting period)	56	61	60	9	6	50
Sick leave (partial pay or waiting period)	2	1	-	2	-	-
Hospitalization insurance	97	99	85	95	98	71
Surgical insurance	96	99	85	94	98	71
Medical insurance	59	58	52	52	52	49
Catastrophe insurance	31	34	10	21	23	8
Retirement pension	67	72	50	56	55	91
No health, insurance, or pension plan	-	-	-	-	-	-

[1] Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.
[2] Transportation, communication, and other public utilities.
[3] Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.
[4] Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.

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Appendix: Occupational Descriptions

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

OFFICE

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 memorandums, 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 a simple type of billing described under biller, machine), cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CLERK, ACCOUNTING

Class A—Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts

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CLERK, ACCOUNTING—Continued

payable; examining and coding invoices or vouchers with proper accounting distribution; requires judgment and experience in making proper assignations 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 or accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers, or posting simple cost accounting data. 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—In an established filing system containing a number of varied subject matter files, classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or may 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 which is easily identifiable, or locates or assists in locating material in files. May perform incidental clerical duties.

CLERK, ORDER

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

CLERK, PAYROLL

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

COMPTOMETER OPERATOR

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

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

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

KEYPUNCH 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 keypunch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. May keep files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

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

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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 memorandums for information of superior.

STENOGRAPHER, GENERAL

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

STENOGRAPHER, TECHNICAL

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

SWITCHBOARD OPERATOR

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

SWITCHBOARD OPERATOR-RECEPTIONIST

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

TABULATING-MACHINE OPERATOR

Class A—Operates a variety of tabulating or electrical accounting machines, typically including such machines as the tabulator, calculator, interpreter, collator and others. Performs complete reporting assignments without close supervision, and performs difficult wiring as required. The complete reporting and tabulating assignments typically involve a variety of long and complex reports which often are of irregular or nonrecurring type requiring some planning and sequencing of steps to be taken. As a more experienced operator, is typically involved in training new operators in machine operations, or partially trained operators in wiring from diagrams and operating sequences of long and complex reports. *Does not include* working supervisors performing tabulating-machine operations *and* day-to-day supervision of the work and production of a group of tabulating-machine operators.

Class B—Operates more difficult tabulating or electrical accounting machines such as the tabulator and calculator, in addition to the sorter, reproducer, and collator. This work is performed under specific instructions and may include the performance of some wiring from diagrams. The work typically involves, for example, tabulations involving a repetitive accounting exercise, a complete but small tabulating study, or parts of a longer and more complex report. Such reports and studies are usually of a recurring nature where the procedures are well established. May also include the training of new employees in the basic operation of the machine.

Class C—Operates simple tabulating or electrical accounting machines such as the sorter, reproducing punch, collator, etc., with specific instructions. May include simple wiring from diagrams and some filing work. The work typically involves portions of a work unit, for example, individual sorting or collating runs, or repetitive operations.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not included. A worker who takes dictation in shorthand or by Stenotype or similar machine is classified as a stenographer, general.

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TYPIST

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Class A—Performs *one or more of the following:* Typing material in final form when it involves combining material from several sources *or* responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters varying details to suit circumstances.

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

PROFESSIONAL AND TECHNICAL

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, LEADER

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

DRAFTSMAN, SENIOR

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

NURSE, INDUSTRIAL (REGISTERED)

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

TRACER

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

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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 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.

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.*

FIREMAN, STATIONARY BOILER

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

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.

MACHINE-TOOL OPERATOR, TOOLROOM

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

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following:* Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and

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MACHINIST, MAINTENANCE—Continued

operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, 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; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

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

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout

MILLWRIGHT—Continued

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

OILER

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

PAINTER, MAINTENANCE

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

PIPEFITTER, MAINTENANCE

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

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PLUMBER, MAINTENANCE

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

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves *most of the following:* Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Die maker; jig maker; tool maker; fixture maker; gauge maker)

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

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

CUSTODIAL AND MATERIAL MOVEMENT

ELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial

JANITOR, PORTER, OR CLEANER—Continued

or other establishment. Duties involve *a combination of the following:* Sweeping, mopping *or* scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

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

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following:* Loading and unloading various materials and merchandise on or

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LABORER, MATERIAL HANDLING—Continued

from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car, or wheelbarrow. *Longshoremen, who load and unload ships are excluded.*

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming 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.

SHIPPING AND RECEIVING CLERK—Continued

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)
Truckdriver, light (under 1½ tons)
Truckdriver, medium (1½ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

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

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

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

WATCHMAN

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

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Occupational Wage Surveys

Occupational wage surveys are being conducted in 60 major labor markets during late 1959 and early 1960. These bulletins, when available, may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C., or from any of the BLS regional sales offices shown on the inside front cover.

A summary bulletin containing data for all labor markets, combined with additional analysis, will be issued early in 1961.

Bulletins for the areas listed below are now available.

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