

# **THE BERMUDA STANDARD CLASSIFICATION OF OCCUPATIONS**

**Adapted from the  
International Standard Classification of Occupations of the  
International Labour Organisation**



GOVERNMENT OF BERMUDA  
The Cabinet Office  

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**Department of Statistics**

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Published by:



GOVERNMENT OF BERMUDA

The Cabinet Office

**Department of Statistics**

P. O. Box HM 3015, Hamilton HM MX, Bermuda  
Telephone: (441) 297-7761 • Fax: (441) 295-8390

Website: [www.statistics.gov.bm](http://www.statistics.gov.bm)

**Revised August 2014**

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## **FOREWORD**

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Since the release of the August 2012 version of the Bermuda Standard Classification of Occupations two years ago, the Department of Statistics has received valuable feedback in regard to occupational classifications from stakeholders and from non-government agencies. A significant portion of this feedback is reflected in new occupational titles that have been added to the alphabetic index. Users of this document will note the inclusion of several new occupational titles in the professional fields such as systems analyst, web and multimedia designer and database designer and administrator.

As with all previous versions, the BSCO-14 has been prepared as a guide for employers in Bermuda to classify their employees in various occupations. Occupation profiles relevant in the Bermuda context have been prepared. These include information relating to general duties and other requirements (education, training and competency) as a general guide to present day standards. It is hoped that these requirements will be of help to education authorities in curriculum planning and individuals seeking vocational guidance and training. It must be noted that this edition is comprised of occupational classifications or profiles which are not substituted job descriptions. These classifications only approximate the major duties of an occupation and do not provide the full range of associated tasks that might be assigned to an individual. Occupational definitions contained in this document should therefore, not be regarded as authoritative descriptions of duties of a particular worker and the classification should not be considered as setting any standard or relative level in respect of pay, hours of work, or related subjects. These profiles are designed to serve as guidelines for the employer's use in the completion of the Annual Employment Survey and other related Government information gathering services. Users are advised that the revised occupation descriptions in the BSCO-14 will, henceforth, supersede those contained in the BSCO-12.

The Department of Statistics acknowledges the feedback from the staff and members of Government's Department of E-Commerce Advisory Group which was used in updating this classification system.

The Department of Statistics remains committed "to provide a body of statistical information that is relevant, timely, accurate and reliable for distribution to the Government and the general public". In the continuing effort to accomplish its mission the Department of Statistics welcomes you to provide any occupational classification updates as they become available.

Valerie Robinson-James  
Director  
Department of Statistics  
August 2014

## I INTRODUCTION

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### **What is an Occupational Classification?**

The International Standard Classification of Occupations (ISCO) is an essential tool for organising all jobs in an establishment, an industry, or a country into a clearly defined set of groups according to the tasks and duties undertaken in the job. In the context of ISCO-88 a job is defined as a set of tasks and duties which are (or can be assigned to be) carried out by one person. It provides a means for describing and presenting information on occupations in a manner which makes international comparison possible. The job descriptions may be used by enterprises for personnel management and wage systems which in most countries are not the concern of national authorities, except for the management of public sector employees.

### **Main Objectives**

ISCO has been created to serve three main objectives:

- To facilitate international communication about jobs by supplying national statisticians with a tool to make national occupational statistics available and reasonably comparable internationally.
- To make it possible for international occupational information to be produced in a form which can be useful for research as well as for specific decision making and action oriented activities, such as those connected with international worker migration or job placement.
- To serve as a model for countries developing or revising their national occupational classifications.

### **Components of an Occupational Classification**

The occupational classification is intended both for statistical users and for client oriented users. The main client oriented applications are in the recruitment of workers through employment offices, in the management of short or long term migration of workers between countries as well as in the development of vocational training programmes and guidance. It normally consists of two components:

- A **descriptive component**: which usually consists of descriptions of the tasks and duties as well as other aspects of the jobs which belong to each of the defined groups, including goods and services produced, skill level and specialisation, occupations included and excluded, entry restrictions, etc. These descriptions can be said to constitute a dictionary of occupations.
- A **classification component**: a system which gives the guidelines on how jobs are to be classified into the most detailed groups of the classification and how these detailed groups are to be further aggregated into broader groups. It includes the occupational titles and codes, and represents a value set for the variable occupation, a variable which describes the different tasks and duties of jobs.

### **Design and Structure of the BSCO-14**

Bermuda has adopted the ISCO-88 as the model for its national classification – the BSCO-14. The structure of the BSCO-14 has been defined in terms of a set of occupational titles and alternative titles accompanied by a set of associated definitional descriptions. Descriptions have been developed for all categories that are identified at the first and fourth levels of the BSCO-14 structure. However, these detailed descriptions may not be exhaustive for applicability in all situations. These descriptions can easily be extended by defining detailed occupations if and when that is needed.

BSCO-14 has a hierarchical, four-layer structure consisting of 10 major groups at the top level of aggregation, subdivided into 25 sub-major groups, 91 minor groups and 500 unit groups (see Table 1). It was built on the basis of the type of work performed as reflected in the level, and in the specialisation, of the skills needed to execute a job. The intermediate level of aggregation (2-digit) enhances its usefulness for presenting occupational statistics at the level of detail often considered by users as the most suitable.

**Table 1: Number of Subgroups and Skill Levels in the Revised BSCO-14**

<b>Major Groups (1-Digit Level)</b>	<b>Sub-Major Groups (2-Digit Level)</b>	<b>Minor Groups (3-Digit Level)</b>	<b>Unit Groups (4-Digit Level)</b>
1. Senior Officials and Managers	3	6	42
2. Professionals	4	24	133
3. Technicians and Associate Professionals	3	13	67
4. Clerks	2	6	44
5. Service Workers and Shop and Market Sales Workers	2	9	50
6. Skilled Agricultural and Fishery Workers	1	1	8
7. Craft and Related Trades Workers	4	17	97
8. Plant and Machine Operators and Assemblers	3	9	46
9. Elementary Occupations	2	5	12
0. Armed Forces	1	1	1
<b>Total</b>	<b>25</b>	<b>91</b>	<b>500</b>

**Process of Updating to BSCO-14**

The BSCO is systematically updated to ensure that its content and format remain relevant to the labour market as well as being closely aligned with the ISCO. The framework which was used in updating the BSCO-14 is based on two main concepts: the kind of work performed or job and education, training and competency. Job—a set of tasks or duties executed, or meant to be executed by one person—is the statistical unit classified by BSCO-14. A set of jobs whose main tasks are characterised by a high degree of similarity constitutes an occupation. Persons can be classified by occupation through their relationship to a past, present, or future job. Jobs which have the same set of main tasks and duties were aggregated (grouped together) into occupations. Occupations were grouped together into narrowly or broadly defined occupational groups on the basis of similarity in the type of work done, i.e., similarity in the tasks and duties performed. The units described in a dictionary of occupations are occupations and occupational groups. Education, training and competency provide the ability to carry out the tasks and duties of a given job. Education was defined in terms of the educational categories and levels which appear in the Bermuda Classification of Education (adopted from the International Standard Classification of Education (ISCED) 1997; and Training and Competency were defined by the field of knowledge required, the tools and machinery used, the materials worked on or with, as well as the kinds of good and services produced. On the basis of the education, training, and competency concept thus defined, the BSCO-14 occupational groups were delineated and further aggregated.

BSCO-14 has been updated to take into account the developments in the Bermuda economy. The updating has not affected the basic principles of occupational classification but has taken the form of new occupational groups in some areas and improved descriptions in others. The updating process was carried out on the basis of feedback from enterprises, the experience gained in applying BSCO-12 in the

business community in the completion of the Annual Employment Survey, as well as in the Department of Statistics in its usual related activities. Specifically, updating the document meant that new occupations had to be added while some needed to be omitted because they had become obsolete and were no longer relevant to the current job market. To acquire a comprehensive list of new occupations, the Department of Statistics approached key stakeholders to provide a list of any job titles that had recently emerged or job titles that have evolved along with their corresponding job descriptions. The final step, as far as job titles were concerned, was to ensure that they were all gender neutral, for example, policeman was changed to police officer. Once the new list of occupations had been developed, the next objective was to change the structure of both the occupation and education codes. Restructuring the occupation codes was a straight forward task because they only needed to be changed from 5 digits to 4 digits in accordance with the ISCO-88. The education codes, on the other hand, posed some level of difficulty in restructuring since they had to reflect the evolution of the Bermuda's education system which saw a dramatic change in 1998. With the new list of occupations and the adjusted codes, the final stage of the process was formatting, which was only a matter of modifying the previous documented versions of the BSCO. Further, a correlation table linking the old codes to the new listing was incorporated for cross-reference purposes (see Appendix 1). These updates were incorporated in the presentation of this version and will be used, from henceforth, in the Annual Employment Survey and in the next round of Population Censuses.

## **II OCCUPATIONAL CATEGORY**

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Details are provided for each occupation under the following headings:

### **CODE NUMBER:**

This is a 4-digit code with the first 3 digits indicating the major group and sub-major groups; and the last digit indicating the unit group, e.g., civil engineer is coded as 2151, indicating that it is under: major group 2 (professionals), sub-major group 21 (physical, mathematical and engineering science professionals), minor group 215 (engineers and related professionals), and is the first unit group in this category, hence 1 as the fourth digit.

### **OCCUPATIONAL TITLE:**

This is the name most frequently applied in Bermuda to those performing the principal duties described.

### **OCCUPATIONAL PROFILE:**

This is a brief outline of the highlights of the occupation. It should not, in any way, be considered a job description for a particular worker or group of workers. Duties for particular workers will obviously vary according to the requirements of different employers.

### **EDUCATION PROFILE:**

The education profile refers to a scale of educational attainment which is included in this edition in Section III. It reflects the basic level of formal instruction that would normally be expected before an applicant would be considered for employment. An individual might have a higher level of attainment than the minimum.

Similarly, it is recognised that certain individuals are performing occupations very satisfactorily without meeting the educational standards. Quite frequently, the individual concerned has received training in the industry or undertaking over a period of many years and this is at least the equivalent of formal education. For purposes of classification, the actual performance of occupational duties takes precedence over formal qualifications and the employee should be classified under the occupation which most closely describes what the employee does.

### **TRAINING PROFILE:**

This profile refers to training that is normally required subsequent to, and in addition to, completion of formal education. It sometimes refers to a licence or certificate based on practical experience that is gained after leaving formal education.

### **COMPETENCIES PROFILE:**

The personal profile gives an indication of the basic attributes required of a person entering the occupation.

### **GENERAL NOTES:**

Many organisations in Bermuda are quite small and it is often the rule rather than the exception that employees perform a variety of duties spanning several occupations as defined in this volume. In these cases, the job should be classified in the occupation which reflects its primary function.

### **OWNERS:**

Ownership of an undertaking is not an occupation and therefore an owner is classified according to the nature of the functions which are being performed. Many owners, especially of larger concerns, would be classified using one of the management levels, unless the occupation is basically professional in nature (e.g., lawyer) in which case the appropriate professional occupational category should be used.

### **APPRENTICES AND TRAINEES:**

Apprentices and trainees although of a special status, are classified according to the occupation being learned.



### III CLASSIFICATION OF EDUCATION STANDARDS

Code	International Standard Classification of Education (ISCED)	Code	Bermuda Classification of Education	
0	Pre-primary	0		Pre-primary
1	Primary Education	1		Primary Education P1-P6 Equivalent to Kindergarten – Grade 5
2	Lower Secondary	2		Middle School M1- M3 Equivalent to Grades 6 – 8
3	Upper Secondary	3		Secondary School S1-S4 Equivalent to Grades 9 -12
4	Post-Secondary Non- Tertiary	4		Post-Secondary/Pre-University
			4.1	Grade 13/College Prep.
			4.2	Associates Degree
		5		Vocational/Trade Certificates
			5.1	Clerical/Secretarial
			5.2	Electronic
			5.3	Plumbing
			5.4	Masonry/Construction
			5.5	Mechanical
5	First Stage of Tertiary	6		Bachelor's Degree
		7		Professional Designations
			7.1	Insurance Degree
			7.2	Accounting Degree
6	Second Stage of Tertiary	8		Master's Degree
		9		Ph.D. Degree

## IV INTERPRETATION NOTES OF BERMUDA CLASSIFICATION OF EDUCATION STANDARDS

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It is recognised that no list such as the classification of educational standards can be other than approximate and is subject to criticism. You are asked for the purpose of the Annual Employment Survey, however, to categorise according to this list.

The scale relates to the educational level required for the job and does not refer to the educational attainment of the person currently filling the job.

**Level 0 – Pre-Primary:** defined as the initial stage of organised instruction; programmes at this level are designed primarily to introduce very young children to a school-type environment, i.e., to provide a bridge between the home and a school-based atmosphere. Upon completion of these programmes, children continue their education at level 1 (primary education).

**Level 1 – Primary:** includes the completion of early educational years up to and including the end of primary or elementary education. The core at this level consists of education provided for children, the customary or legal age of entrance being not younger than five years or older than seven years. This level covers in principle six years of full-time schooling.

**Level 2 – Middle School:** Includes the completion of the first three years of secondary school, or Grades 6–8, or lower secondary or junior high school.

**Level 3 – Secondary School:** The educational programmes included at this level typically require the completion of some nine years of full-time education (since the beginning of level 1). Includes the completion of secondary school, or Grade 12 or GED—e.g., obtaining the Bermuda Secondary School Certificate in the public school system or the General Certification of Secondary Education (GCSE) in the private school system. Also referred to as upper/senior secondary.

**Level 4 – Post-Secondary/Pre-University** (including Level 4.1 Grade 13/College Prep and Level 4.2 Associates Degree): Includes the completion of diplomas or associate degrees, other post-secondary certification that leads to admission to undergraduate programmes of studies – e.g., advance placement or certification or associates degree obtained at institutions such as the Bermuda College.

**Level 5 – Vocational/Trade Certificates:** Includes the completion of certificates in technical and vocational fields at community colleges, junior colleges or technical and vocational institutes that lead to work, such as clerical/secretarial (5.1), electronic (5.2), plumbing (5.3), masonry/construction (5.4), and mechanical (5.5) – e.g., certificate and diploma programmes obtained at institutions such as the Bermuda College.

**Level 6 – Bachelor’s Degree:** includes the completion of an academic programme of study that leads to an undergraduate degree.

**Level 7 – Professional Designations:** includes the completion of specialised training programmes that lead directly to employment in fields such as insurance (7.1) and accounting (7.2).

**Level 8 – Master’s Degree:** includes the completion of an academic programme of study that leads to a graduate degree or a professional designation.

**Level 9 – Ph.D. Degree:** only includes the completion of all requirements for a Ph.D.

## **V SUMMARY OF MAJOR GROUPS**

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The following succinctly outlines the BSCO-14 major groups, and is meant to facilitate the interpretation of the classification. The information given here should not be regarded as a substitute for the more detailed descriptions of occupational groups which are included in Section VII of this publication.

### **Major Group 1: Senior Officials and Managers**

This major group includes occupations whose main tasks consist of determining and formulating government policies, as well as laws and public regulations, overseeing their implementation, representing governments and acting on their behalf, or planning, directing and coordinating the policies and activities of enterprises and organisations, or departments. Reference to skill level has not been made in defining the scope of this major group, which has been divided into three sub-major groups, six minor groups and 42 unit groups, reflecting differences in tasks associated with different areas of authority and different types of enterprises and organisations.

### **Major Group 2: Professionals**

This major group includes occupations whose main tasks require a high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities. The main tasks consist of increasing the existing stock of knowledge, applying scientific and artistic concepts and theories to the solution of problems, and teaching about the foregoing in a systematic manner. Most occupations in this major group require skills at the fourth ISCO skill level. This major group has been divided into four sub-major groups, 24 minor groups and 133 unit groups, reflecting differences in tasks associated with different fields of knowledge and specialisation.

### **Major Group 3: Technicians and Associate Professionals**

This major group includes occupations whose main tasks require technical knowledge and experience in one or more fields of physical and life sciences, or social sciences and humanities. The main tasks consist of carrying out technical work connected with the application of concepts and operational methods in the above-mentioned fields, and in teaching at certain educational levels. Most occupations in this major group require skills at the third ISCO skill level. This major group has been divided into three sub-major groups, 13 minor groups and 67 unit groups, reflecting differences in tasks associated with different fields of knowledge and specialisation.

### **Major Group 4: Clerks**

This major group includes occupations whose main tasks require the knowledge and experience necessary to organise, store, compute and retrieve information. The main tasks consist of performing secretarial duties, operating word processors and other office machines, recording and computing numerical data, and performing a number of customer-oriented clerical duties, mostly in connection with mail services, money-handling operations and appointments. Most occupations in this major group require skills at the second ISCO skill level. This major group has been divided into two sub-major groups, six minor groups and 44 unit groups, reflecting differences in tasks associated with different areas of specialisation.

### **Major Group 5: Service Workers and Shop and Market Sales Workers**

This major group includes occupations whose main tasks require the knowledge and experience necessary to provide personal and protective services, and to sell goods in shops or at markets. The main tasks consist of providing services related to travel, housekeeping, catering, personal care, protection of individuals and property, and to maintaining law and order, or selling goods in shops or at markets. Most occupations in this major group require skills at the second ISCO skill level. This major group has been divided into two sub-major groups, nine minor groups and 50 unit groups, reflecting differences in tasks associated with different areas of specialisation.

### **Major Group 6: Skilled Agricultural and Fishery Workers**

This major group includes occupations whose tasks require the knowledge and experience to produce farm, forestry and fishery products. The main tasks consist of growing crops, breeding or hunting animals, catching or cultivating fish, conserving and exploiting forests and, especially in the case of market-oriented agricultural and fishery workers, selling products to purchasers, marketing organisations or at markets. Most occupations in this major group require skills at the second ISCO skill level. This major group has been divided into one sub-major group, one minor group and eight unit groups, reflecting differences in tasks associated with differences between market-oriented and subsistence agricultural and fishery workers.

### **Major Group 7: Craft and Related Trades Workers**

This major group includes occupations whose tasks require the knowledge and experience of skilled trades or handicrafts which, among other things, involves an understanding of materials and tools to be used, as well as of all stages of the production process, including the characteristics and the intended use of the final product. The main tasks consist of extracting raw materials, constructing buildings and other structures and making various products as well as handicraft goods. Most occupations in this major group require skills at the second ISCO skill level. This major group has been divided into four sub-major groups, 17 minor groups and 97 unit groups, reflecting differences in tasks associated with different areas of specialisation.

### **Major Group 8: Plant and Machine Operators and Assemblers**

This major group includes occupations whose main tasks require the knowledge and experience necessary to operate and monitor large scale, and often highly automated, industrial machinery and equipment. The main tasks consist of operating and monitoring mining, processing and production machinery and equipment, as well as driving vehicles and driving and operating mobile plant, or assembling products from component parts. Most occupations in this major group require skills at the second ISCO skill level. This major group has been divided into three sub-major groups, nine minor groups and 46 unit groups, reflecting differences in tasks associated with different areas of specialisation.

### **Major Group 9: Elementary Occupations**

This major group covers occupations which require the knowledge and experience necessary to perform mostly simple and routine tasks, involving the use of hand-held tools and in some cases considerable physical effort, and, with few exceptions, only limited personal initiative or judgement. The main tasks consist of selling goods in streets, door keeping and property watching, as well as cleaning, washing, pressing, and working as labourers in the fields of mining, agriculture and fishing, construction and manufacturing. Most occupations in this major group require skills at the first ISCO skill level. This major group has been divided into two sub-major groups, five minor groups and 12 unit groups, reflecting differences in tasks associated with different areas of work.

### **Major Group 0: Armed Forces**

Members of the armed forces are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment. Included are regular members of the army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specified period, depending on national requirements. Excluded are persons in civilian employment of government establishments concerned with defence issues: police (other than military police); customs inspectors and members of border or other armed civilian services; persons who have been temporarily withdrawn from civilian life for a short period of military training or retraining, according to national requirements, and members of military reserves not currently on active service. Reference to a skill level has not been used in defining the scope of this major group.

## **VI SCHEDULE OF MAJOR GROUPS**

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### ***Major, Sub-Major, Minor, and Unit Group Titles***

#### **MAJOR GROUP 1: SENIOR OFFICIALS AND MANAGERS**

##### **II SENIOR OFFICIALS**

##### **III GOVERNMENT EXECUTIVE OFFICIALS**

1110 Government executive official

1111 Government administrator

##### **II CORPORATE MANAGERS**

##### **II1 DIRECTORS AND CHIEF EXECUTIVES**

1210 Director and chief executive

##### **II2 SUPERVISORS**

1221 Supervisor, production foreman (general foreman)

1222 Supervisor foreman (construction)

1223 Supervisor foreman (mechanic)

1224 Supervisor (statistical work)

1225 Supervisor (warehouse)

1226 Supervisor (clerical)

1227 Supervisor (sales)

1228 Compliance officer

1229 Supervisor/Foreman, N.E.C.

##### **II3 GENERAL MANAGERS**

##### **II31 GENERAL MANAGERS**

1310 General administration/Personnel

1311 Corporate/Legal

1312 Data processing/Information technology

1313 Finance (insurance, banking, accounting)

1314 Engineering (including maintenance)

1315 Marketing and sales

1316 Food and beverage (catering)

1317 Production/Operations

1318 Public relations

1319 General managers, N.E.C

##### **II32 MANAGERS**

1320-1329 As per schedule for general manager

##### **II33 SUB-MANAGERS**

1330-1339 As per schedule for general manager

#### **MAJOR GROUP 2: PROFESSIONALS**

##### **II1 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS**

##### **II11 PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS**

2110 Physicist (general)

2111 Physicist and astronomer

2112 Meteorologist

2113 Chemist (general)  
2114 Analytical chemist  
2115 Geologist and geophysicist  
2116 Physical science technician

## **212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS**

2121 Statistical and mathematical technician  
2122 Statistician

## **213 COMPUTING PROFESSIONALS**

2131 Computer programmer/Analyst  
2132 Computer programmer  
2133 Software engineer/Computer science designer  
2139 Computing professional, N.E.C.

## **214 ARCHITECTS AND RELATED PROFESSIONALS**

2141 Architect  
2142 Telecommunication network architect  
2143 Town planner/Traffic planner  
2144 Land surveyor  
2145 Building surveyor  
2146 Estates surveyor  
2147 Quantity surveyor  
2148 Cartographical draughtsperson  
2149 Architects (landscaper)

## **215 ENGINEERS AND RELATED PROFESSIONALS**

2151 Civil engineer  
2152 Mechanical engineer  
2153 Chemical engineer  
2156 Organisation and methods officer  
2159 Mechanical engineer, N.E.C.

## **216 ELECTRICAL AND ELECTRONIC ENGINEERS**

2161 Electrical engineer (general)  
2162 Electronic engineer (general)  
2163 Electrical engineer (power distribution and transmission)  
2164 Electrical engineer (power generation)  
2165 Telecommunications engineer  
2166 Wireless RF/field engineer

## **22 LIFE SCIENCE AND HEALTH PROFESSIONALS**

### **221 LIFE SCIENCE PROFESSIONALS**

2211 Biologist, botanist, zoologist and related professional  
2212 Plant pathologist, medical pathologist, pharmacologist and related professional  
2213 Agronomist  
2214 Horticulturalist  
2215 Biological technician/Public health analyst  
2216 Medical laboratory technologist  
2217 Biochemist

**222 HEALTH PROFESSIONALS (Except nursing)**

2221 Physician  
2222 Surgeon  
2223 Dentists  
2224 Veterinarian  
2225 Pharmacist  
2226 Public health nutritionist  
2229 Medical worker, N.E.C.

**223 MEDICAL TECHNOLOGISTS AND THERAPISTS**

2231 Nuclear medical technologist  
2232 Radiological technologist  
2233 Radiologist  
2234 Physiotherapist  
2235 Occupational therapist  
2236 Osteopath  
2237 Chiropractor

**224 NURSING AND MIDWIFERY PROFESSIONALS**

2241 Chief nursing officer  
2242 Nurse, Registered  
2243 District nurse  
2244 Enrolled nurse  
2245 Professional midwife  
2266 Other health professional, N.E.C.

**23 TEACHING PROFESSIONALS****231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS**

2310 College, university and higher education teaching professional

**232 SECONDARY EDUCATION TEACHING PROFESSIONALS**

2321 Secondary education teaching professional  
2322 Vocational instructor  
2323 Middle school teacher

**233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS**

2331 Primary education teaching professional  
2332 Reading resource—primary school  
2333 Pre-primary education teaching professional  
2334 Teacher's aide/Pre-school paraprofessional

**234 SPECIAL EDUCATION TEACHING PROFESSIONALS**

2341 Special education teacher  
2342 Speech correction teacher

**235 OTHER TEACHING PROFESSIONALS**

2351 Education methods specialist  
2352 Education officer  
2353 School inspector

2354 Principal  
2355 Home visitor  
2356 Vocational guidance counsellor/School counsellor  
2359 Other teaching professionals, N.E.C.

## **24 OTHER PROFESSIONALS**

### **241 BUSINESS PROFESSIONALS**

2411 Accountant I  
2412 Accountant II  
2413 Accountant III  
2414 Auditor, internal  
2415 Actuary  
2416 Specialist economist/Securities analyst  
2417 Market controller analyst  
2418 Business analyst  
2419 Other professional, technical and related, N.E.C.

### **242 LEGAL PROFESSIONALS**

2421 Lawyer  
2422 Judge  
2424 Legal executive

### **243 ARCHIVISTS, LIBRARIANS**

2431 Librarian  
2432 Archivist/Conservator  
2433 Art gallery and museum curator

### **244 INFORMATION PROFESSIONALS**

2441 Author/Writer  
2442 Journalist/Reporter  
2443 Documentalist  
2444 Sub-editor/Editor  
2445 Advertising copywriter  
2446 Public relations officer/Publicity agent  
2447 Publicity writer  
2448 Technical writer

### **245 SOCIAL SCIENCE AND RELATED PROFESSIONALS**

2451 Economist (general)  
2455 Psychologist  
2459 Other sociologist, anthropologists, and related workers, N.E.C.

### **246 SOCIAL WORK PROFESSIONALS**

2461 Social worker (general)  
2462 Social worker/Social assistant worker  
2463 Social worker/Residential care worker/ Welfare worker  
2464 Youth co-coordinator/Youth leader  
2465 Social worker/Delinquency worker  
2466 Nursery nurse  
2467 Child care assistant



2468 Personnel specialist  
2469 Job analyst

### **247 CREATIVE OR PERFORMING ARTISTS**

2471 Sculptor  
2472 Artist (general/painter)  
2473 Printing engraver and etcher  
2474 Composer, musician and singer  
2475 Orchestra and band conductor  
2476 Choreographer and dancer  
2477 Performing arts director/Producer (general), actor, film/stage director

### **248 COMMERCIAL ARTISTS**

2481 Commercial artist  
2482 Interior decoration designer  
2483 Fashion/Product designer  
2484 Display artist  
2485 Floral arranger  
2486 Photographer/Cameraperson

### **249 RELIGIOUS PROFESSIONALS**

2491 Minister of religion/Chaplain/Nun/Priest/Pastor  
2492 Religious worker  
2493 Theologian

## **26 INFORMATION AND COMMUNICATIONS TECHNOLOGY PROFESSIONALS**

### **261 SOFTWARE AND APPLICATIONS DEVELOPERS AND ANALYSTS**

2611 Systems Analyst  
2612 Software Engineers/Developers/Application Programmers  
2613 Web and Multimedia Developer

### **262 DATABASE AND NETWORK PROFESSIONALS**

2621 Database Designer and Administrator  
2622 Systems Administrator  
2623 IT Networking/Communications Analyst

## **MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS**

### **31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS**

#### **311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS**

3111 Town planning technician  
3112 Civil engineering technician  
3113 Electrical engineering technician  
3114 Electronics and telecommunications engineering technician  
3115 Mechanical engineering technician  
3116 Wireless install technician/Wireless installer  
3117 Architectural assistant/technician  
3118 Draughtsperson (general)  
3119 Surveyor's technician/Referencer

### **312 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS**

- 3121 Radio and television transmitting equipment operator
- 3122 Motion picture projectionist
- 3123 Sound equipment operator
- 3124 Computer equipment operator

### **313 SHIP CONTROLLERS AND TECHNICIANS**

- 3131 Ship's master (sea going)
- 3132 Tug/Tender pilot/Ship's master (coastal waters)
- 3133 Ship's navigation officer (sea going)
- 3134 Ship pilot/Branch pilot
- 3135 Ferry pilot/Sightseeing and charter boat pilot
- 3136 Marine superintendent
- 3137 Marine engineer officer

### **314 AIRCRAFT CONTROLLERS AND TECHNICIANS**

- 3141 Aircraft pilot
- 3145 Air traffic controller
- 3146 Air traffic safety technician
- 3147 Flight operations officer

### **315 SAFETY AND QUALITY INSPECTORS**

- 3151 Clerk of works/Building inspector
- 3152 Health and safety inspector
- 3153 Facilities manager

## **32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS**

### **321 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS**

- 3210 Life science technician
- 3211 Agronomy and forestry technician
- 3212 Farming and forestry adviser

### **322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)**

- 3221 Medical assistant
- 3222 Sanitarian
- 3223 Dietician
- 3224 Optometrist and optician
- 3225 Dispensing optician
- 3226 Dental assistant
- 3227 Dental hygienist (oral)
- 3228 Pharmaceutical assistant

### **323 TRADITIONAL MEDICINE PRACTITIONERS AND FAITH HEALERS**

- 3230 Traditional medicine practitioner

## **33 OTHER ASSOCIATE PROFESSIONALS**

### **331 FINANCE AND SALES ASSOCIATE PROFESSIONALS**

- 3311 Insurance salesperson
- 3312 Real estate salesperson/House agent
- 3313 Technical salesperson
- 3314 Technical service advisor

3315 Buyer  
3316 Purchasing officer  
3317 Appraiser, valuer and auctioneer

### **332 BUSINESS SERVICES AGENTS AND TRADE BROKERS**

3321 Broker  
3322 Trust officer  
3323 Investment officer  
3324 Business services and advertising salesperson  
3325 Manufacturers' agent  
3326 Consultant, business (general)  
3327 Underwriter  
3328 Pawnbroker and money lender

### **333 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS**

3331 Immigration inspector  
3332 Ship surveyor  
3333 Customs officer

### **334 POLICE INSPECTORS AND DETECTIVES**

3341 Police officer/Detective  
3342 Police cadet  
3343 Traffic warden

### **335 ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS**

3351 Decorator and commercial designer  
3352 Radio, television and other announcer  
3353 Sports coach  
3354 Fitness instructor/Physical trainer

## **35 INFORMATION AND COMMUNICATIONS TECHNICIANS**

### **351 INFORMATION AND COMMUNICATIONS TECHNOLOGY OPERATIONS AND USER SUPPORT TECHNICIANS**

3511 Information and Communications Technology Operations Technician  
3512 Information and Communications Technology User Support Technician  
3513 IT Networking and Systems Technician  
3514 Web Technician

### **352 TELECOMMUNICATIONS AND BROADCASTING TECHNICIANS**

3521 Broadcasting and Audiovisual Technician

## **MAJOR GROUP 4: CLERKS**

### **41 OFFICE CLERKS**

#### **41 I SECRETARIES AND KEYBOARD-OPERATING CLERKS**

4111 Executive secretary/Personal assistant  
4112 Senior secretary  
4113 Junior secretary  
4114 Legal secretary  
4115 Medical secretary

4116 Shorthand/Speedwriting typist  
4117 Shorthand/Speedwriting typist with foreign language  
4118 Teletypist  
4119 Audio/Copy typist

#### **412 NUMERICAL CLERKS**

4121 Senior bookkeeper/Night auditor  
4122 Junior bookkeeper  
4123 Finance clerk  
4124 Senior clerk  
4125 Junior clerk/Typist  
4126 Legal clerk  
4127 Insurance/Reinsurance processor  
4128 Data clerk (input)

#### **413 MATERIAL-RECORDING AND TRANSPORT CLERKS**

4131 Clerk (Warehouse/Storeroom)  
4132 Customs clerk  
4133 Meter reader (electrical)  
4134 Supervisor/Dispatcher road transport  
4135 Transport and communications supervisors  
4136 Telecommunications service supervisor

#### **414 LIBRARY, MAIL AND RELATED CLERKS**

4141 Postmaster  
4142 Postal supervisor  
4143 Mail sorting clerk  
4144 Postperson  
4145 Messenger, porter  
4146 Filing clerk  
4147 Records officer (archives)

#### **42 CUSTOMER SERVICES CLERKS**

##### **421 CASHIERS, TELLERS AND RELATED CLERKS**

4211 Chief cashier  
4212 Cashier  
4213 Bank teller  
4214 Cash clerk  
4215 Debt-collector and related worker

##### **422 CLIENT INFORMATION CLERKS**

4221 Travel agency clerk  
4222 Airline passenger agent  
4223 Airline reservations/Ticket agent  
4224 Airline freight agent  
4225 Client information clerk  
4226 Receptionist  
4227 Hotel receptionist/Cashier  
4228 Telephone switchboard operators  
4229 Telegrapher

## **MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS**

### **51 PERSONAL AND PROTECTIVE SERVICES WORKERS**

#### **511 TRAVEL ATTENDANTS AND RELATED WORKERS**

5111 Sightseeing, travel, museum guide

5112 Fishing Guide

#### **512 HOUSEKEEPING AND RELATED SERVICES**

5121 Executive housekeeper

5122 Assistant housekeeper/Night housekeeper/Housekeeper

5123 Housekeeper (private service)

5124 Butler

5125 Cleaner/Houseperson

5126 Nursemaid/Nanny

5127 Companion

5128 Chambermaid and/or Night maid

#### **513 COOKS**

5131 Executive chef/Head cook

5132 Sous chef/Second chef

5133 Chef de partie/Cook

5134 Commis de cuisine/Assistant cook

5135 Cook (private service)

#### **514 WAITER/WAITRESSES, BARTENDERS AND RELATED WORKERS**

5141 Waiter/Waitress, general

5142 Maitre D'/Room manager

5143 Captain Head/Waiter

5144 Waiter/Chef de Rang

5145 Bus boy/Commis waiter

5146 Barperson/Bartender/Bar steward

5147 Wine steward/Sommelier/Wine waiter/Bar waiter

5148 Bar porter

5149 Kitchen assistant

#### **515 PERSONAL CARE AND RELATED WORKERS**

5151 Childcare worker

5152 Institution-based personal care worker

5153 Home-based personal care worker

5159 Personal care and related worker, N.E.C.

#### **516 OTHER PERSONAL SERVICES WORKERS**

5161 Barber, hairdresser

5162 Beautician

5163 Undertaker

5164 Funeral director

5165 Morgue attendant

## **517 OTHER SERVICE WORKERS**

5171 Social hostess/Social director  
5172 Bookmaker  
5173 Croupier  
5174 Nursing aide (includes orderly)  
5175 Travel attendant  
5176 Pool attendant/Beach attendant  
5177 Convention coordinator  
5179 Other service worker, N.E.C.

## **518 PROTECTIVE SERVICES WORKERS**

5181 Firefighter  
5182 Security officer  
5183 Prison officer  
5184 Watchperson  
5185 Lifeguard

## **52 MODELS, SALESPERSONS AND DEMONSTRATORS**

### **521 FASHION AND OTHER MODELS**

5211 Salesperson  
5212 Sales clerk, retail trade  
5213 Fashion and other models  
5219 Sales assistant and other sales personnel, N.E.C.

## **MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS**

### **61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS**

#### **611 MARKET GARDENERS AND CROP GROWERS**

6111 Farmer  
6112 Farm worker (general)  
6113 Gardener (general)  
6114 Plant nursery worker  
6115 Landscape gardener  
6116 Sports grounds attendant  
6117 Live stock worker  
6118 Commercial fisherperson/Charter fisherperson

## **MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS**

### **71 EXTRACTION AND BUILDING TRADES WORKERS**

#### **711 MINERS, SHOTFIRERS, STONE CUTTERS AND CARVERS**

7111 Miner  
7112 Quarrier  
7113 Well driller and borer  
7114 Stonecutter  
7119 Scaffolder

#### **712 BUILDING FRAME AND RELATED TRADES WORKERS**

7121 Wood furniture finisher  
7122 Mason

7123 Tiler  
7124 Carpenter and joiner  
7125 Shipwright  
7126 Boat builder  
7128 Drywaller  
7129 Roofer

### **713 BUILDING FINISHERS AND RELATED TRADES WORKERS**

7131 Electrician (general)  
7132 Electrical repairer  
7133 Handyperson/Utility person  
7134 Plumber, (general)  
7135 Ceiling installer  
7136 Cable joiner

### **714 PAINTERS, BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS**

7141 Painter (general)  
7142 Sign painter  
7143 Varnisher and related painter  
7144 Building structure cleaner

### **72 METAL, MACHINERY AND RELATED TRADES WORKERS**

#### **721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL METAL PREPARERS, AND RELATED TRADES WORKERS**

7211 Welder  
7212 Electroplater  
7213 Cast concrete product worker  
7214 Sheet metal worker  
7215 Construction steel erector  
7126 Rigger  
7219 Production workers, N.E.C.

#### **722 BLACKSMITHS, TOOL-MAKERS AND RELATED TRADES WORKERS**

7221 Blacksmith  
7222 Locksmith  
7223 Lathe setter/Fitter/Turner  
7224 Machine tool operator

#### **723 MACHINERY MECHANICS AND FITTERS**

7231 Motor vehicle mechanic  
7232 Motorcycle mechanic  
7233 Autobody worker  
7234 Tyre rebuilder  
7235 Vehicle spray painter

#### **724 AIRCRAFT AND MARINE MECHANICS**

7241 Aircraft engineer  
7242 Aircraft engine/Air frame mechanic

7243 Marine engine fitter/Assembler

7244 Underwater worker/Diver

### **725 OTHER MACHINE MECHANICS**

7251 Machinery/Maintenance mechanic

7252 Machinery engine fitter (general)

7253 Engine mechanic

7254 Refrigeration and air conditioning plant installer and mechanic

7255 Office machines mechanic

7259 Machinery fitter and assembler mechanic, N.E.C.

### **726 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS**

7261 Electrical fitters /Electrical meter fitter

7262 Electronics fitter

7263 Telephone Installer/Repairer

7266 Radio and television repairer

7267 Electronic computer and related equipment mechanic

7268 Overhead linesperson

7269 Telephone cable linesperson

## **73 PRECISION, HANDICRAFT, PRINTING AND RELATED TRADES WORKERS**

### **731 PRECISION WORKERS IN METAL AND RELATED MATERIALS**

7311 Jeweller

7312 Jewellery repairer

7313 Watch, clock, precision and optical instrument assembler and repairer

7314 Goldsmith and silversmith

7315 Engraver

7316 Musical instrument tuner/repairer

7317 Dental mechanic

### **732 POTTERS, GLASS-MAKERS AND RELATED TRADES WORKERS**

7321 Glass blower

7322 Glazing installer/cutter

7323 Glass engraver and etcher

7324 Optical mechanic/Technician

7325 Potter

7329 Potter worker, N.E.C.

### **733 PRINTING AND RELATED TRADES WORKERS**

7331 Compositor/Typesetter

7332 Silkscreen printer

7333 Block printer/Textile

7334 Graphic arts cameraperson

7335 Graphic designer

7336 Bookbinder

7337 Darkroom attendant

7338 Offset press operator

## **74 OTHER CRAFT AND RELATED TRADES WORKERS**

### **741 FOOD PROCESSING AND RELATED TRADES WORKERS**



7411 Butcher/Fish butcher  
7412 Baker/Mixer  
7413 Baker helper  
7414 Pastry maker  
7415 Fruit and vegetable preserver  
7416 Beverage maker  
7418 Dairy products processor  
7419 Food and beverage processor, N.E.C.

#### **742 WOOD TREATERS, CABINET MAKERS AND RELATED TRADESWORKERS**

7421 Wood products assembler  
7422 Cabinet maker  
7423 Wood treater  
7424 Woodworking machine operator

#### **743 TEXTILE, GARMENT AND RELATED TRADES WORKERS**

7431 Tailor/Dressmaker  
7432 Seamstress  
7433 Weaver (general)  
7434 Sail, tent and awning maker  
7435 Textile products assembler  
7436 Upholsterer  
7437 Carpet layer

#### **744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS**

7441 Leather goods maker  
7442 Shoe repairer

### **MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

#### **81 STATIONARY-PLANT AND RELATED OPERATORS**

##### **81 I POWER-PRODUCTION AND RELATED PLANT OPERATORS**

8111 Power switchboard operator  
8112 Engine operator  
8113 Pump person  
8114 Boiler fireperson, watch engineer, watch keeper  
8115 Incinerator plant operator  
8119 Stationary engine and related equipment operator, N.E.C.

##### **82 MACHINE OPERATORS**

##### **82 I PRINTING-, BINDING- AND PAPER-PRODUCTS MACHINE OPERATORS**

8211 Photo-typesetting machine operator  
8212 Linotype operator  
8213 Typesetting machine operator  
8214 Plastic moulding /laminating machinery operator  
8215 Letterpress operator  
8219 Other compositors and typesetters, N.E.C.

##### **822 TEXTILE-, FUR- AND LEATHER-PRODUCTS MACHINE OPERATORS**

8221 Laundry machine operator

8222 Drycleaning machinery operator  
8229 Other launder, drycleaner and presser, carpet shampooer, N.E.C.

### **823 FOOD AND RELATED PRODUCTS MACHINE OPERATORS**

8231 Bakery products machine operator  
8232 Grain processing machine operator  
8233 Chocolate products and production machine operator

### **824 ASSEMBLERS**

8241 Electronic equipment assembler  
8242 Electrical equipment assembler  
8243 Rubber products assembler  
8244 Plastic products assembler  
8245 Mechanical machinery assembler  
8246 Metal products assembler/Mechanic

### **825 OTHER MACHINE OPERATORS AND ASSEMBLERS**

8251 Data encoding machine operator  
8252 Bookkeeping machine operator  
8253 Automatic data processing machine operator  
8254 Perfume distiller

### **83 DRIVERS AND MOBILE PLANT OPERATORS**

#### **831 MOTOR VEHICLE DRIVERS**

8311 Motor car driver (includes taxi and chauffeur-driven car)  
8312 Motor bus and limousine driver  
8313 Trailer/Tank driver  
8314 Heavy-truck driver  
8315 Light truck/Van driver (includes ambulance)  
8316 Driving instructor  
8317 Driver of animal-drawn vehicle

#### **832 AGRICULTURAL AND OTHER MOBILE PLANT OPERATORS**

8321 Hoist equipment operator  
8322 Earth-moving and related plant operator  
8323 Crane operator  
8324 Open bridge operator  
8325 Material handling equipment operator  
8326 Lighthouse keeper

#### **833 SHIPS' DECK CREWS AND RELATED WORKERS**

8331 Boatswain  
8332 Able seaperson  
8333 Ordinary seaperson  
8334 Deck hand/Boatperson  
8335 Ships' oiler and greaser

## **MAJOR GROUP 9: ELEMENTARY OCCUPATIONS**

### **91 SALES AND SERVICES ELEMENTARY OCCUPATIONS**

**91 I STREET VENDORS AND RELATED WORKERS**

9111 Street food vendor

9112 Street vendor, non-food products

**912 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS**

9121 Janitor/Caretaker

9122 Swimming pool service person

9129 Char worker, cleaner, and related worker, N.E.C.

**913 GARBAGE COLLECTORS AND RELATED LABOURERS**

9131 Garbage collector

9132 Sweeper and related labourer

**92 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT**

**921 MINING AND CONSTRUCTION LABOURERS**

9211 Mining and quarrying labourer

9212 Semi-skilled construction labourer

9219 Building construction labourer

**922 MANUFACTURING LABOURERS**

9221 Goods handler and longshoreperson

9222 Packer/Bottler

**MAJOR GROUP 0: ARMED FORCES**

**01 ARMED FORCES**

**01 I ARMED FORCES**

0110 Armed forces

## VII DETAILED CLASSIFICATIONS OF OCCUPATIONS

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### MAJOR GROUP I SENIOR OFFICIALS AND MANAGERS

#### II SENIOR OFFICIALS

#### III GOVERNMENT EXECUTIVE OFFICIALS

##### III 10 Government Executive Official

Puts into effect, according to instructions from administrators, the policy decisions of central, parochial or local government and implements laws, rules and administrative regulations. Makes decisions on matters arising in the detailed implementation of instructions from administrators, subject to reference of exceptional or important questions or cases for determination at a higher level. Consults administrators to obtain directives and indications of policy to be followed; acts, within a Government department, as official in charge of a section dealing with particular administrative matters.

**Education:** Scale 3-9 or equivalent gained through long experience.

**Training:** May be required to have specialist qualifications and trained accordingly.

**Competencies:** Deals with people in an able manner. High integrity. Administrative and managerial ability.

##### III 11 Government Administrator

Plans, organises, directs and controls, subject to a broad mandate from political head of governing body, the activities of a national or local government department or agency; advises political head on policy questions; makes decisions within his broad discretionary power; performs other high level functions in connection with Government administration.

**Education:** Scale 4-6 or equivalent standard gained from long experience.

**Training:** May require specialised qualifications.

**Competencies:** High integrity. Deals with people in an able and pleasant manner.

#### 121 DIRECTORS AND CHIEF EXECUTIVES

##### 1210 Director and Chief Executive

Heads enterprises or organisations (except special interest organisations) and, with the help of at least two managers, determine and formulate policies and plan, direct and co-ordinate the general functioning of the enterprise or organisation usually within the guidelines set up by a board of directors or a governing body, to whom they are answerable for the operations undertaken and results obtained.

**Education:** Scale 3-9.

**Training:** May be required to have specialist qualifications and trained accordingly.

**Competencies:** High integrity. Able to effectively manage people.

#### 122 SUPERVISORS

##### 1221 Supervisor, Production Foreman (General Foreman)

Supervises production activities in a unit within an establishment. Controls and co-ordinates activities of workers in various processing or fabricating occupations. Studies production programme and estimates manpower requirements; interprets specifications on blueprints and determines sequence of operations. Establishes or adjusts duties of workers. Co-ordinates work of unit with that of other production units within the establishment.

**Education:** Scale 3 or equivalent gained from long experience in particular industry.

**Training:** 3-5 years in particular field with increasing responsibility.

**Competencies:** Leadership and administrative qualities.

##### 1222 Supervisor/Foreman (Construction)

Supervises activities in a distinct unit within an establishment and controls and co-ordinates activities of workers. Estimates manpower requirements and determines sequence of operations. Establishes or adjusts work procedures to meet schedules and assigns duties to workers. Co-ordinates work of unit within the establishment and recommends measures to improve methods. May have other duties.

**Education:** Scale 3-6 or equivalent standard gained from long experience in particular industry.

**Training:** At least 7 years on job experience.

**Competencies:** Good personal qualities. Deals with people ably. Strong leader.

##### 1223 Supervisor/Foreman (Mechanic)

Supervises group of workers in the repair, servicing and overhaul of motor vehicles. Estimates manpower requirements; determines sequence of operations and estimates supplies or adjusts work procedures and assigns duties to workers. Co-ordinates work of unit with that of other units within establishment. Recommends measures to improve methods. May perform duties in conjunction with other work requirements.

**Education:** Scale 3-6.

**Training:** Formal training leading to a Transport Control Department certificate of competency or equivalent plus 5-7 years on job training.

**Competencies:** Deals with people ably. Mechanical aptitude. Leadership qualities.

##### 1224 Supervisor (Statistical Work)

Performs supervisory duties with relation to statistical work, organises and co-ordinates the activities of an accounting office or department or part thereof, and by controlling and checking ensures an efficient operation. May be required to do accounting work of a bookkeeping or related nature.

**Education:** Scale 4-5. Good standard English and mathematics.

**Training:** G.C.E. 'A' level accounting or equivalent post-school experience with an understanding of bookkeeping and financial management or statistical theory and practice.

**Competencies:** Meticulous worker.

### **1225 Supervisor (Warehouse)**

Controls and arranges receipt, dispatch and security of goods and materials and keeps appropriate stock records. Checks incoming goods against invoices and other documents, noting damages and other deficiencies. Studies schedules and decides and arranges best method of transportation in effecting deliveries. May maintain stocks on hand at required levels. May be responsible for security of goods. May supervise warehouse porters and other workers.

**Education:** Scale 3-5, with a good pass in arithmetic.

**Training:** At least 5 years training to acquire a thorough knowledge of clerical record-keeping, responsibilities and of range of goods, their description and uses.

**Competencies:** High integrity. Works well with others. Leadership qualities.

### **1226 Supervisor (Clerical)**

Performs supervisory duties such as directly organising and coordinating the activities of office or department, or part thereof, and by controlling and checking ensures an efficient operation. May be required to undertake certain clerical duties. May be required to produce reports.

**Education:** Scale 3-5 English of good standard. May be required to have foreign language(s).

**Training:** Formal training at commercial school desirable and must have considerable experience and knowledge of general clerical work and procedures. May require expertise in specific areas. Typing may be required.

**Competencies:** Handles people ably.

### **1227 Sales Supervisor**

Under general direction of manager, estimates the needs of customers and orders goods of the types, qualities and quantities required. Supervises and instructs sales staff in day to day work in accordance with sales policies. Arranges credit. Ensures that goods are attractively and effectively displayed and that security, accounting and stock control rules are observed. May make recommendations concerning sales promotion and pricing policies.

**Education:** Scale 3-5.

**Training:** Business course in selling techniques. 3-5 years on job training.

**Competencies:** Persuasive. Able to direct others. Leadership qualities.

### **1228 Compliance Officer**

Provides assistance to the compliance manager, ensuring that procedures are established and implemented by

division management to properly perform the various fiduciary functions assumed by the division. Also co-ordinate a periodic review of these procedures to ensure adherence to them and will co-ordinate regular reviews of client relationships.

**Education:** Scale 4-6

**Training:** At least 3 years or equivalent experience.

**Competencies:** Organisational skills. Cooperative and constructive. Sound analytical skills

### **1229 Supervisor/General Foreman, N.E.C.**

This category includes supervisors or general foremen not elsewhere classified such as those in hotels, sanitation, parks, technical and other labour intensive units. Studies programme of work of distinct unit within an establishment and controls and co-ordinates activities of workers in that unit; estimates manpower requirements, determines sequence of operations; estimates supplies and materials needed and makes requisitions; establishes or adjusts work procedures to meet schedules and assigns duties to workers. Co-ordinates work of unit with that of other units within the establishment.

**Education:** Scale 4-6.

**Training:** On job with increasing responsibility, and industrial relations training.

**Competencies:** Good organising and leadership ability. Mechanical aptitude.

## **13 GENERAL MANAGERS**

This group is intended to include persons who manage enterprise, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub-major group as, in most cases, the tasks will be broader than those of a specialised manager in a larger enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

### **131 GENERAL MANAGERS**

**Education:** Scale 4-8 or equivalent standard gained from extensive experience.

**Training:** On job, management or specialist training.

**Competencies:** High degree of integrity. Deals ably with people. Superior administrative and managerial ability.

#### **1310 General administration/Personnel**

#### **1311 Corporate/Legal**

#### **1312 Data processing/Information Technology**

#### **1313 Finance (Insurance, Banking, Accounting)**

#### **1314 Engineering (including maintenance)**

#### **1315 Marketing and sales**

#### **1316 Food and beverage (Catering)**

### **I317 Production/Operations**

### **I318 Public relations**

### **I319 Not elsewhere classified**

## **I32 MANAGER**

### **As per schedule General Manager**

Organises, directs and controls a single undertaking or branch organisation or scope of activities within a large commercial organisation. Formulates policies for the efficient operation of the undertaking or division of activities concerned. May report to proprietor, or board of directors or general manager as required.

**Education:** Scale 4-8 or equivalent standard gained from experience.

**Training:** May be required to have specialist or management training.

**Competencies:** Deals ably with people. High degree of integrity. Administrative and managerial ability.

## **I33 SUB-MANAGER**

### **As per schedule General Manager**

Assists the manager or acts as a manager for a part of a department or small separate activity or unit of an industrial or commercial undertaking.

**Education:** Scale 4-8 or equivalent standard gained from experience.

**Training:** May be required to have specialist training.

**Competencies:** Deals ably with people. High degree of integrity. Leadership qualities and managerial abilities.

## **MAJOR GROUP 2**

### **PROFESSIONALS**

## **21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS**

### **211 PHYSICS, CHEMISTS, AND RELATED PROFESSIONALS**

#### **2110 Physicist (General)**

Conducts research, improves or develops concepts, theories and operational methods, or apply scientific knowledge relating to physics and astronomy in industrial, medical, military or other fields.

**Education:** Scale 6-9

**Training:** Specialised on job and often graduate study.

**Competencies:** High tolerance for routine and repetition.

#### **2111 Physicist and Astronomer**

Conducts research into physical phenomena to improve materials, products and industrial and other processes by performing experiments, tests, and analyses into the structure and nature of matter, transformation and propagation of energy; relationship between matter and energy in fields such as mechanics, electronics, heat, light, sound, electricity, magnetism and nuclear reaction.

**Education:** Scale 6-9 with specialised study in physics.

**Training:** Specialised on job and often graduate study.

**Competencies:** High tolerance for routine and repetition.

#### **2112 Meteorologist**

Conducts research, improves or develops concepts, theories and operational methods related to the composition, structure and dynamics of the atmosphere, and prepares detailed or long-term weather forecasts used in aviation, shipping, agriculture and other areas and for the information of the general public.

**Education:** Scale 6-9

**Training:** Specialised on job and often graduate study.

**Competencies:** High tolerance for routine and repetition.

#### **2113 Chemist (General)**

Conducts chemical experiments, tests, and analyses to investigate chemical phenomena by determining the composition, properties and interactions of substances and their reaction to changes in heat, light, pressure and other physical factors.

**Education:** Scale 6-9 with specialised study in chemistry.

**Training:** Specialised on job and often graduate study.

**Competencies:** High tolerance for routine and repetition.

#### **2114 Analytical Chemist**

Carries out chemical tests and analysis of substances and develops and improves analytical methodology and techniques. Determines physical composition and properties of substances and develops improved analytical techniques and instrumentation in such fields

as chromatography, spectroscopy, spectrophotometry and microporosity measurement. May specialise in organic or inorganic analysis, or maintenance of chemical quality standards of materials and products and be designated accordingly.

**Education:** Scale 6–9.

**Training:** 1½ to 2 years specialised training on job.

**Competencies:** Able to handle repetition. May supervise technical staff.

### 2115 Geologist (General)

Conducts research into nature and history of earth's crust by examining rocks, minerals and fossil remains of plants and animals; exploring seabed to map its topography and study its composition, structure and history; using knowledge and research to locate underground water, gas, mineral and oil deposits.

**Education:** Scale 6–9 with specialised study in geology.

**Training:** Specialised on job training and often graduate study.

**Competencies:** Often physically demanding.

### 2115 Geophysicist

Conducts research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating geophysics in such fields as oil, gas and mineral exploitation, water conservation, civil engineering, telecommunications and navigation.

**Education:** Scale 6–9 with specialised study in geology.

**Training:** Specialised on job training and often graduate study.

**Competencies:** Often physically demanding.

### 2116 Physical Science Technician

Performs technical tasks, usually under the direction of a physical scientist, by preparing materials and equipment for experiments, tests and analyses; suggests solutions to problems in the fields of physics, chemistry, geology, etc; takes records; makes calculations; prepares charts and graphs and writes reports.

**Education:** Scale 6–9, with specialised study in one of the physical sciences.

**Training:** Specialised on job, often with formal refresher training.

**Competencies:** High tolerance for routine and repetition.

## 212 MATHEMATICIANS, STATISTICIANS, AND RELATED PROFESSIONALS

### 2121 Statistical and Mathematical Technicians

Includes statistical and mathematical technicians normally under the direction and supervision of statisticians, mathematicians and actuaries. Carries out technical tasks contributory to research in statistical, mathematical and actuarial sciences. Analyses mathematical formulations and obtains solutions

to problems applicable to statistical methods and techniques.

**Education:** Scale 4–8.

**Training:** 3–5 years experience under supervision of professional statistician.

**Competencies:** Analytical nature.

### 2122 Statistician

Conducts research to develop and advise on new and improved statistical methods. Plans and advises on practical applications of statistical methods, plans and conducts statistical surveys, and organises analyses and interprets statistical data. Writes reports. May specialise or undertake research into mathematical basis of science of statistics.

**Education:** Scale 6–9.

**Training:** 2–4 years experience under supervision of professional statistician.

**Competencies:** Personal discipline. Analytical aptitude.

## 213 COMPUTING PROFESSIONALS

### 2131 Computer Programmer/Analyst

Analyses data processing needs and problems and advises on feasibility of automatic data processing. Produces specifications for programmes to control automatic processing of data by computer. Writes and compiles programmes, conducts trial runs with sample data to test validity and logic amends programmes as necessary. Prepares detailed logical work flow charts and establishes sequence of steps for input data preparation and computer processing operations. Compiles instructions for computer operating staff.

**Education:** Scale 4–8. 2–3 years in business administration.

**Training:** Formal training in computer programming and systems design.

**Competencies:** High degree of integrity. Deals ably with people. Analytical aptitude.

### 2132 Computer Programmer

Establishes the feasibility of, and develops procedures for, processing data automatically. Ascertain the general data processing requirements of an organisation and may do feasibility study. Prepares specifications for programmers and related staff. Analyses specific problems and delineates them in sufficient detail to guide programmers in the preparation of programmes. Conducts verification trials and makes any necessary modifications.

**Education:** Scale 4–8.

**Training:** Formal training in computer operations and systems designs. 2–3 years business administration.

**Competencies:** High degree of integrity, deals ably with people. Analytical aptitude.

### **2133 Software Engineer/Computer Science Designer**

Improves or develops computing concepts and operational methods, and advises on or engages in their practical application.

**Education:** Scale 4–8

**Training:** Formal training in computer operations and system designs.

**Competencies:** High degree of integrity, analytical aptitude.

### **2139 Computing Professional, N.E.C**

This unit covers computing professionals not classified elsewhere in Minor group 213, Computing professionals.

**Education:** Scale 4–8

**Training:** Formal training in computer operations and system designs.

**Competencies:** High degree of integrity, analytical aptitude.

## **214 ARCHITECTS AND RELATED PROFESSIONALS**

### **2141 Architect**

Designs buildings or other structures and exercises general supervision over their construction. Consults with client to ascertain type and style of building, or structure required and advises on cost, design, materials, construction time and other relevant considerations; designs structure with regard to local regulations and architectural style. Prepares drawings, detailed plans and specifications for use of builders and exercises general supervision over construction work to ensure that structure is erected according to specifications. May undertake surveying tasks during construction. May plan and supervise alterations and repairs to structures. May specialise in particular types of buildings or other structures. Includes landscape architect.

**Education:** Scale 6–9.

**Training:** 5–6 years practice to be registered professionally.

**Competencies:** Deals with people in an able manner. Creative. Administrative capabilities.

### **2142 Telecommunications Network Architect**

Designs and implements Next Generation Soft Switch technology; solid knowledge of the Ethernet and fibre optics; experience with various networking systems and wireless transport systems.

**Education:** Scale 6–9

**Training:** On job 2–4 years leading to professional accreditation.

**Competencies:** Excellent interpersonal and communication skills

### **2143 Town Planner**

Plans layout and co-ordinates development of urban areas. Arranges and supervises collection of data on economic, social, physical and other factors relative to

development of area; analyses data to ascertain nature, extent and rate of areas growth and development; consults with appropriate specialists and prepares plan for area development, including zoning of industrial, commercial and residential areas and location of recreational, educational and other community facilities. Examines specific proposals affecting area development and makes recommendations thereon. May also plan and co-ordinate development of rural areas.

**Education:** Scale 6–9. Course of three years in architecture or geography. Two years in town planning.

**Training:** Membership of a recognised planning institute.

**Competencies:** Deals with people ably. Administrative capabilities.

### **2143 Traffic Planner**

Conducts research and advises on and designs layouts of towns, landscapes and traffic systems, and plans and monitors their construction and maintenance.

**Education:** Scale 6–9. Course of three years in architecture or geography. Two years in town planning.

**Training:** Membership of a recognised planning institute.

**Competencies:** Deals with people ably. Administrative capabilities.

### **2144 Land Surveyor**

Surveys land surfaces to determine boundaries and exact locations, delineate topographic features and man-made structures. Otherwise measures land areas for purposes of map making and construction work. Conducts surveys for the measurement of points, elevations, lines, angles, areas, volumes, contours and other features of land surfaces, underground or underwater areas and buildings. Records data obtained and makes sketches of area surveyed; prepares detailed reports and drawings.

**Education:** Scale 4–6. Good pass in mathematics and technical drawing. 3–5 year course in surveying.

**Training:** Practical on job training.

**Competencies:** Technical aptitude.

### **2145 Building Surveyor**

Prepares plans and specifications, handles contracts for the carrying out of the work and supervises their execution; undertakes structural surveys, measures and prices dilapidations, advises on remedial measures for dealing with defects and on maintenance policy and programming; may ensure that new and existing buildings comply with legal requirements affecting construction and use.

**Education:** Scale 6–8.

**Training:** On job 2–4 years leading to professional accreditation.

**Competencies:** Analytical, mechanical interests.

### **2146 Estates Surveyor**

Carries out all aspects of the management of landed



estates including those in public ownership and acts as the owner's estate agent and valuer. Manages all types of property whether commercial, industrial, residential, agricultural or otherwise including enforcing lease covenants and settling tenants' disputes; advises on property values and the disposal of surplus property; arranges leases, lettings, licences, wayleaves, etc. Supervises the maintenance and modernisation of the estate; advises on the insurance of buildings; advises on estate development (including sub-divisions) and redevelopment from the economic and investment standpoint and assists in bringing schemes into effect; advises on property boundaries and settles disputes; and gives expert evidence in court or other hearings.

**Education:** Scale 4–6.

**Training:** 3 to 5 year course with practical experience leading to a professional qualification.

**Competencies:** Deals with people in an able and pleasant manner. Administrative capabilities.

### 2147 Quantity Surveyor

Estimates quantities and costs of building materials and labour required for execution of construction projects and prepares bills of quantities. Examines designers' drawings and specifications and prepares bill of quantities describing every item needed for project in detail indicating the quantities required together with the labour and services required to execute construction. May analyse comparative advantages, and estimate costs of using different materials.

**Education:** Scale 6–8 in engineering or equivalent gained from long experience in particular industry.

**Training:** A minimum of 2–5 years on job training.

**Competencies:** Practical nature.

### 2148 Cartographical Draughtsperson

Prepares maps and charts from survey and other data. Compiles data from surveys, aerial photographs, reference maps, land titles and other records, location of boundaries, communication networks or other items to be represented on map or chart; prepares and copies topographical, political, climatic, economic, sociological, nautical and other maps and charts. May specialise in a particular type of map and be designated accordingly.

**Education:** Scale 4–6.

**Training:** 2 years formal technical training course leading to diploma in planning techniques.

**Competencies:** Patient, meticulous worker.

### 2149 Architect (Landscape)

Conducts research and advises on and design of residential, commercial and industrial buildings and landscapes, and plans and monitors their construction and maintenance.

**Education:** Scale 4–6

**Training:** Post-secondary courses in planning and design

**Competencies:** Deals with people in an able manner. Creative. Administrative capabilities.

## 215 ENGINEERS AND RELATED PROFESSIONALS

### 2151 Civil Engineer

Carries out research, designs and advises on structures such as bridges, docks, roads, airports and industrial and other large buildings. Plans, organises and supervises their construction, maintenance and repair. Studies project, assesses broad requirements; calculates stresses and strains affecting proposed structure. Consults with other specialists regarding technical and aesthetic requirements; designs structure and prepares cost estimates, working plans and specifications indicating the materials and equipment required. Prepares work schedules and directs operations as work proceeds. Plans and organises and supervises maintenance and repair work on existing structures.

**Education:** Scale 6–9.

**Training:** Post graduate experience on job. 2–4 years experience to be registered professionally.

**Competencies:** Works well with others. Mechanical aptitude.

### 2152 Mechanical Engineer

Carries out research and advises on mechanically functioning plant and equipment such as internal combustion engines, gas turbine equipment, road vehicles and other industrial equipment. Plans and supervises development, construction, installation, maintenance and repair of engines and equipment. Estimates labour, materials and other costs of installation, operation, maintenance and repair. Checks completed work to ensure compliance with specifications. May specialise in type of plant and equipment and may consult with other specialists on mechanical engineering matters.

**Education:** Scale 6–9.

**Training:** Formal post-graduate, on job 2–4 years practice to professional registration.

**Competencies:** Mechanical aptitude.

### 2153 Chemical Engineer

Conducts research and develops, advises on and directs commercial-scale chemical processes and production of various substances and items such as crude oil, petroleum derivatives, food and drink products, medicaments, or synthetic materials, and direct maintenance and repair of industrial plant, or study and advises on technological aspects of particular materials, products or processes.

**Education:** Scale 6–9.

**Training:** Formal post graduate, training on job 2–4 years practice to professional registration.

**Competencies:** Mechanical aptitude.

### 2156 Organisation and Methods Officer

Studies and advises on the organisation of production processes and commercial and administrative procedures, plans and supervises time and motion studies and makes recommendations to promote efficiency and supervises their implementation. Consults with management and supervisory personnel to identify problems; studies

existing or proposed organisation, processes and procedures; supervises detailed time and motion studies of particular operations and tasks. Analyses and co-ordinates data obtained and initiates or recommends changes in organisation, work procedures, methods and other factors to achieve more efficient use of personnel, materials and equipment.

**Education:** Scale 6-8.

**Training:** May require 4-year course leading to membership in suitable professional body.

**Competencies:** Logical thinker.

### **2159 Mechanical Engineer, N.E.C.**

Includes mechanical engineers who perform tasks in the design, production or maintenance of apparatus of products including precision instruments, cameras and projectors; typewriters; desk calculators; cash registers and ticket machines; duplicating and copying machines, mechanically functioning medical equipment.

**Education:** Scale 6-9.

**Training:** Formal post graduate, training on job 2-4 years practice to professional registration.

**Competencies:** Mechanical aptitude.

## **216 ELECTRICAL AND ELECTRONIC ENGINEERS**

### **2161 Electrical Engineer (General)**

Carries out research on electronics engineering problems, designs and advises on electronic systems and equipment and plans and supervises their development, construction, installation, operation maintenance and repair. Design systems and equipment, prepares working drawings and supervises installation maintenance and repair of electrical equipment. Checks completed work to ensure compliance with specifications and safety standards.

**Education:** Scale 6-8.

**Training:** Post-graduate experience on job. 2-4 years practice to professional registration.

**Competencies:** Deals with people in an able manner.

### **2162 Electronic Engineer (General)**

Carries out research on electronics engineering problems, designs and advises on electronic devices and equipment and plans and supervises their development, construction, installation, operation maintenance and repair.

**Education:** Scale 6-8, with specialisation in electronics.

**Training:** On job, often graduate study.

**Competencies:** Practical, logical, good at mathematics.

### **2163 Electrical Engineer (Power Distribution and Transmission)**

Carries out research, designs and advises on systems and

equipment for transmission and distribution of electric power and plans and supervises their development, construction, maintenance and repair. Consults with other specialists on electrical engineering matters. Estimates labour, materials and other costs of installation, operation, maintenance and repair. Checks completed work to ensure compliance with specifications and safety standards.

**Education:** Scale 6-8.

**Training:** Formal post-graduate, on job. 2-4 years practice to professional registration.

**Competencies:** Mechanical aptitude.

### **2164 Electrical Engineer (Power Generation)**

Carries out tasks similar to those of electrical engineer (Power Distribution and Transmission 0.23.20) but specialises in electricity generating systems and plant.

**Education:** Scale 6-8

**Training:** Formal post-graduate, on job. 2-4 years practice to professional registration.

**Competencies:** Mechanical aptitude.

### **2165 Telecommunications Engineer**

Studies, designs and advises on telecommunications systems and equipment and plans and supervises their development, construction, installation, operation, maintenance and repair.

**Education:** Scale 4 - 6

**Training:** Three years telecommunications engineering training, on-going from 7-15 years experience. Managerial training according to seniority and experience in job.

**Competencies:** Aptitude for math.

### **2166 Wireless RF/Field Engineer**

Responsible for the volume rollout of wireless access network. The role is responsible for planning, managing delivery, installing and commissioning activities from both internal and external parties in relation to wireless service.

**Education:** Scale 4-6

**Training:** Three years telecommunications engineering training, on-going from 7-15 years experience. Managerial training according to seniority and experience in job.

**Competencies:** Mechanical aptitude.

## **22 LIFE SCIENCE AND HEALTH PROFESSIONALS**

### **221 LIFE SCIENCE PROFESSIONALS**

#### **2211 Biologist**

Conducts research, improves or develops concepts, theories and operational methods, and applies scientific knowledge relating to biology, microbiology, bacteriology, cytology, and genetics in the fields of medicine and agriculture.

**Education:** Scale 6-9

**Training:** On job with courses leading to diploma in

specialised field.

**Competencies:** Precise, meticulous worker.

### **2211 Botanist**

Conducts research, improves or develops concepts, theories and operational methods, and applies scientific knowledge relating to zoology and botany, especially in fields of medicine and agriculture.

**Education:** Scale 4–8.

**Training:** On job.

**Competencies:** Must have an interest in agriculture and research

### **2211 Zoologist (General)**

Conducts research on all forms of animals to increase scientific knowledge and develop practical applications in fields such as agriculture and medicine.

**Education:** Scale 6–9.

**Training:** Professional refresher training and on job.

**Competencies:** Analytical nature.

### **2212 Plant Pathologist**

Conducts research into all forms of plant life to increase scientific knowledge and develop practical applications in such fields as agriculture and forestry; may specialise in a particular branch of botany.

**Education:** Scale 6–9.

**Training:** Professional refresher training and on job.

**Competencies:** Analytical ability.

### **2212 Medical Pathologist**

Conducts research into nature, causes and development of human diseases and disorders; supervises or conducts tests of specimens of body fluids and tissues of patients and evaluates results to determine nature, stage, development, and possible source of infection; studies effects of selected drugs on diseased organisms to find effective methods of treatment for specific patients and prepares reports for medical doctors concerned; performs autopsies, determining such factors as cause of death, nature and extent of disease and effectiveness of treatment received.

**Education:** Scale 6–9. Graduation from an approved medical school.

**Training:** 5 years experience, 4 years of which shall have been in approved institutions.

**Competencies:** Verbal ability to lecture at conferences and advise doctors and nursing staff on diagnosis and treatment of disease. A degree of managerial ability. Deals with others in an able manner.

### **2212 Pharmacologist**

Conducts research, improves or develops concepts, theories and operational methods, and applies scientific knowledge relating to medicinal drugs.

**Education:** Scale 6–9

**Training:** On job with courses leading to diploma in specialised field.

**Competencies:** Precise, meticulous worker.

### **2213 Agronomist**

Conducts research, improves and develops concepts, theories and operational methods, and applies scientific knowledge relating to crop and animal husbandry.

**Education:** Scale 6–9.

**Training:** On job.

**Competencies:** Must have an interest in agriculture and research

### **2214 Horticulturalist**

Advises on wide range of horticultural crops and develops new and improved production methods. Performs experiments to improve plant growth, resistance to diseases and insect pests, adaptability to different soils or climates, yields, quality of harvest and other characteristics of horticultural plants; develops improved methods of cultivation, harvesting, storage and processing; advises farmers in methods of production of crops. May specialise in a particular horticultural field such as growing of fruit, flowers and shrubs, vegetables or trees.

**Education:** Scale 6–9.

**Training:** On job.

**Competencies:** Must have an interest in agriculture and research

### **2215 Biological Technician/Public Health Analyst**

Performs technical tasks, normally under direction and supervision of biological scientist, contributory to biological experiments, tests and analysis to increase scientific knowledge and develop industrial, public health, agricultural and other practical applications. Prepares specimens such as animal and plant cells, tissues, grows cultures for biological experiments, tests and analysis. Operates microscopes, X-ray and photographic apparatus; records observations during tests and writes reports. Performs other technical tasks to assist biological scientist.

**Education:** Scale 4–8.

**Training:** On job with courses leading to diploma in specialised field.

**Competencies:** Precise, meticulous worker.

### **2216 Medical Laboratory Technologist**

Performs technical tasks contributory to experiments, tests and analyses for the diagnosis, treatment and prevention of sickness and disease. Prepares specimens such as body organs, tissues, cells and fluids using such techniques as fixing and staining, grows cultures of micro-organisms for tests, analyses and experiments; sets up and operates medical laboratory equipment to examine, analyse and test specimens detect and identify infections and observe effects of various drugs on organism; records

observations and writes reports; prepares vaccines; performs other technical tasks to assist in research and development of practical branch applications of medical science. May specialise in particular branch of medical science.

**Education:** Scale 4–8.

**Training:** Professional refresher training. 1–2 years leading to advanced certification.

**Competencies:** A preference for activities in performing tests and evaluating the pertinent information. Works well with others. High tolerance for routine.

### 2217 Biochemist

Conducts research, improves and develops concepts, theories and operational methods, and applies scientific knowledge relating to biochemistry and biophysics in such fields as medicine, agriculture or industry. Researches the chemical composition and processes of living organisms.

**Education:** Scale 6–9

**Training:** On job with courses leading to diploma in specialised field.

**Competencies:** Precise, meticulous worker.

## 222 HEALTH PROFESSIONALS (except nursing)

### 2221 Physician

Conducts medical examinations, makes diagnoses, prescribes medicines, and gives other forms of treatment for various kinds of diseases, disorders and injuries of the human body; applies preventive medicine techniques to prevent diseases and promote good health. May specialise in giving medical treatment and advice for particular types of disease or disorders such as audiology, gynaecology, psychiatry, radiology, urology and others and be designated according to specialisation. May carry out surgical operations as a general practitioner. May deliver infants and provide post-natal care to mother and infant. May direct hospital and other medical services.

**Education:** Scale 8–9.

**Training:** At least 5 years formal training leading to qualification and registration.

**Competencies:** Pleasant personality. Deals with others in an able manner. Sense of responsibility. High integrity.

### 2222 Surgeon

Performs various kinds of surgical operations in the treatment of injuries, diseases and disorders of the human body. Prescribes post-operative care. May supervise hospital surgical services. May specialise in giving surgical treatment and advice for particular types of diseases or disorders. As a general practitioner may conduct medical examinations and perform functions of a physician.

**Education:** Scale 8–9.

**Training:** At least 5 years formal training leading to degree and registration, plus at least 3 years additional formal training as a specialist.

**Competencies:** Deals with others in an able manner. Sense of responsibility. Excellent manual dexterity. Leadership qualities.

### 2223 Dentist

Performs diagnostic, preventive and curative services for dental or oral diseases and disorders. Examines teeth, using X-rays and other diagnostic tools as necessary and carries out appropriate treatment. Extracts and replaces teeth with dentures or by bridgework; corrects malposition of teeth by orthodontic procedures. Advises patients on oral hygiene. Advises on public oral health questions.

**Education:** Scale 8–9.

**Training:** Professional refresher courses.

**Competencies:** Deals with people in an able and pleasant manner. Excellent manual dexterity.

### 2224 Veterinarian

Diagnoses and gives or prescribes medical and surgical treatment of diseases, injuries or other medical conditions of animals and deals with other aspects of animal health. Diagnoses disease or injury and gives animals surgical or medical treatment; tests dairy and other herds for disease; inoculates animals against diseases; advises on care and herding of animals; performs various other duties requiring a scientific knowledge of veterinary medicine.

**Education:** Scale 8–9.

**Training:** Professional refresher courses.

**Competencies:** High integrity. Fond of animals. Analytical nature.

### 2225 Pharmacist

Makes and dispenses medicaments and related preparations according to prescriptions or formulas; dispenses medical and surgical products according to prescriptions; handles poisons and other toxic substances required for medical, domestic or other purposes and dispenses them according to regulations. Checks drug overdoses and drug interaction; preserves pharmaceuticals against deterioration and ensures their safe custody. May prepare and supply, and advise on the use of veterinary medicines, chemical preparations for agricultural purposes, toiletries and cosmetic products.

**Education:** Scale 6–9.

**Training:** Professional refresher courses.

**Competencies:** High integrity. Analytical nature. Administrative ability is necessary.

### 2226 Public Health Nutritionist

Investigates various factors related to nutrition and food problems in the community and plans and executes nutrition elements of health programmes. Serves as

nutrition advisor to the community health programmes and plans, co-ordinates and supervises nutrition elements therein.

**Education:** Scale 6–8.

**Training:** 1 year on job experience in dietetics and administration.

**Competencies:** Deals with people in an able manner. Sense of responsibility. Some administrative ability.

### **2229 Medical, Dental, Veterinary and Related Workers, N.E.C**

Includes medical, dental, veterinary and related workers not elsewhere classified, who may work under direction of physician, surgeon, dentist, veterinarian or other professional. May provide specialist, diagnostic and cosmetic functions. May treat sickness through use of herbs, medical plants or mental influence; may diagnose and treat minor ailments of the foot such as corns etc.; may advise on proper foot care; may fit artificial limbs, braces or other artificial appliances.

**Education:** Scale 4–9. May require diploma or university degree.

**Training:** Certain functions require 3–6 months on job training; others formal training leading to a diploma.

**Competencies:** High integrity. Deals with people in an able manner.

## **223 MEDICAL TECHNOLOGISTS AND THERAPISTS**

### **2231 Nuclear Medical Technologist**

Operates radiosopic equipment such as scintillation detectors and scanners to produce scanograms and measure concentrations of radioactive isotopes in special body areas and body products for diagnosing patient illness. Performs laboratory tests such as blood volume, red cell survival and fat absorption studies on body specimens and sends results of tests to physician for interpretation.

**Education:** Scale 4–7, with good pass in sciences and mathematics.

**Training:** Formal radiologic technologist training in approved school leading to registry of radiologic technologists.

**Competencies:** Preference for scientific and technical work. Sense of responsibility. Handles people in an able manner.

### **2232 Radiological Technologist**

Operates X-ray equipment to make radiographs for medical diagnostic purposes or to give therapeutic treatment; prepares patient for exposure to rays and when necessary, fixes lead plates to protect parts of body not to be exposed to X-rays. Regulates time and intensity of exposure; takes X-ray photograph or applies X-ray treatment under direction of Radiologist. Develops, fixes, washes and dries X-ray film; makes minor repairs to equipment; keeps records and files. May specialise in

diagnostic or therapeutic radiography and be designated accordingly.

**Education:** Scale 4–7 with good passes in sciences.

**Training:** Formal radiological technology training to meet requirements of registration by registry of radiological technologists.

**Competencies:** A preference for scientific and technical activities.

### **2233 Radiologist**

Diagnoses and treats abnormalities of the human body using radiant energy. Prescribes X-rays to be taken by radiological technologist; evaluates findings; records diagnoses and recommendations for attending physician. Supervises treatment for benign or malignant internal and external growths and diseases amenable to effects of radiation, using X-rays or radioactive substances. May conduct training classes for nurses, medical staff and radiology staff in the science and technology of radiology.

**Education:** Scale 6–7. University degree leading to licence to practice medicine or osteopathy.

**Training:** 3 years special training in radiology in accredited hospitals for certification.

**Competencies:** A preference for scientific and technical activities.

### **2234 Physiotherapist**

Treats sprains, healing fractures, paralysis, circulatory and nervous disorders by physical means, usually as prescribed by a physician. Instructs patients in remedial exercises to correct muscle ailments and deficiencies, administers massage and performs other body manipulations; gives treatment by infrared or other rays; therapeutic bath or other water treatments and by moist packs and compresses; utilises mechanical devices such as vibrating and exercising machines. May instruct in use of prosthetic appliances. Also includes massage therapists and podiatrists.

**Education:** Scale 6–7.

**Training:** Professional refresher courses.

**Competencies:** Physically co-ordinated. Deals with people in an able manner. Verbal ability is necessary. Preference for dealing with the handicapped and motivating them toward recovery.

### **2235 Occupational Therapist**

Participates in planned medically oriented vocational, educational, or recreational activities designed to rehabilitate physically or mentally disabled persons. Under direction of physician, helps patients to regain physical capacities or mental or emotional stability by occupying them in creative and manual arts; and/or vocational activities; writes reports on patients' reactions to therapy and progress made. May design special equipment. May organise or direct occupational therapy programme in a hospital or rehabilitation centre.

**Education:** Scale 6–7.

**Training:** Professional refresher courses.

**Competencies:** Ability to communicate and deal with people

in an able manner. A preference for working with disabled people. A high degree of patience is essential. Physically co-ordinated.

### **2236 Osteopath**

Diagnoses and treats, mainly by manipulative methods, disorders of bones, muscles, blood vessels and other tissues of the human body; or may prescribe supports and other medical aids and appliances.

**Education:** Scale 6–7.

**Training:** Refresher courses.

**Competencies:** Deals with people in an able manner. Analytical nature.

### **2237 Chiropractor**

Relieves illness believed due to pressure upon nervous system at the spine by adjusting joints of the spine. Diagnoses disorders by making a structural analysis of body, using manipulative and laboratory or instrumental methods; corrects position of displaced vertebrae by manipulation; advises patient on course of treatment to be followed such as corrective exercises, diet or physiotherapeutic treatments.

**Education:** Scale 6–7.

**Training:** Professional refresher courses.

**Competencies:** High integrity. Deals with people in an able manner.

## **224 NURSING AND MIDWIFERY PROFESSIONALS**

### **2241 Chief Nursing Officer**

Supervises and co-ordinates the activities of registered nurses, licensed practical nurses and other nursing personnel in the provision of patient care.

**Education:** Scale 4–7. Completion of a nursing programme along with studies in management or administration.

**Training:** 2–4 years formal training in a medical institution.

**Competencies:** Deals with people in an able manner. Good managerial skills.

### **2242 Nurse, Registered**

Provides professional nursing care and advice to ill, injured, infirm patients and new born infants in hospitals, clinics and other establishments which provide medical care and treatment; assists physicians; administers medicines and drugs; applies surgical dressings and gives other forms of treatment prescribed by physicians and surgeons; observes and reports on the general condition of patients and measures and records body temperature, rate of respiration and pulse beat; gives first aid treatment in emergencies; attends women in childbirth and cares for new born infants; gives instructions and advice in care of patients during convalescence and performs other nursing tasks. May give private nursing care to patients in their homes; or provide services to industrial or other organisations.

**Education:** Scale 4–7.

**Training:** 3–4 years formal training at accredited school of nursing.

**Competencies:** Deals with people in an able manner. Coordination and manual dexterity required. Some administrative ability. Pleasant personality.

### **2243 District Nurse**

Provides, within a community health service, professional nursing care and advice in private homes, maternal and child health centres, nurseries and other institutions. Performs other nursing tasks associated with the provision of community health services. May specialise in a particular field of public health nursing and be designated accordingly.

**Education:** Scale 4–7.

**Training:** 3–4 years formal training at accredited school of nursing.

**Competencies:** Deals with people in an able manner. Coordination and manual dexterity required. Some clinical ability. Pleasant personality.

### **2244 Enrolled Nurse**

Provides nursing care to patients in hospital clinics and other establishments. May perform other duties of a registered nurse except in specialised areas. May give private nursing care to patients in their homes.

**Education:** Scale 4–7. May be required to pass entrance exam.

**Training:** 2 years formal training at an approved hospital.

**Competencies:** Deals with people in an able manner. Coordination and manual dexterity required. Pleasant personality. Must be over 17 years of age.

### **2245 Professional Midwife**

Delivers or assists doctors or midwifery professionals in the delivery of babies, provides antenatal and post-natal care and instructs parents in baby care.

**Education:** Scale 4–7. May be required to pass entrance exam.

**Training:** 2 years formal training at an approved hospital.

**Competencies:** Deals with people in an able manner. Coordination and manual dexterity required. Pleasant personality. Must be over 17 years of age.

### **2266 Other Health Professional, N.E.C.**

Provides health services related to pharmacy occupational health and safety, speech, hearing, vision and rehabilitation therapies. Assesses patient to determine the nature of the disorder, illness or problem. Develops and implements treatment plans, evaluates and documents patients' progress.

**Education:** Scale 4–7.

**Training:** Professional refresher courses.

**Competencies:** High integrity. Deals with people in an able manner.

## **23 TEACHING PROFESSIONAL**

### **231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS**

#### **2310 College, University and Higher Education Teaching Professional**

Conducts course of instruction at the third level of education by means of lectures, demonstrations and supervision of students' laboratory and other practical work, setting and marking examination papers and performing related tasks, generally specialising in a particular subject. May provide instruction by private lessons.

**Education:** Scale 6–9.

**Training:** Continuous refresher courses.

**Competencies:** Deals with people in an able manner. Articulate.

### **232 SECONDARY EDUCATION TEACHING PROFESSIONALS**

#### **2321 Secondary Education Teacher**

Teaches pupils at the second level of education, languages and literature, mathematics, natural science, social studies, fine arts, commercial and secretarial subjects, arts, trades and crafts, domestic science and other subjects in secondary schools and elsewhere. May teach such subjects by private lessons.

**Education:** Scale 6–7 with teacher training.

**Training:** Professional refresher training.

**Competencies:** Deals with people in an able manner. Articulate.

#### **2322 Vocational Instructor**

Reviews and examines teachers' work and results achieved in applying a particular curriculum programme and suggest changes and improvements, if necessary.

**Education:** Scale 6–7 with teacher training.

**Training:** Professional refresher training.

**Competencies:** Deals with people in an able manner. Articulate.

#### **2323 Middle School Teacher**

Teaches pupils at the middle school level of education. Subjects taught include languages, mathematics, natural science, social studies, fine arts and others.

**Education:** Scale 6–7 with teacher training.

**Training:** Professional refresher training.

**Competencies:** Deals with people in an able manner. Articulate.

### **233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS**

#### **2331 Primary Education Teaching Professional**

Teaches reading, writing, arithmetic and other subjects of elementary education to children in primary schools, other establishments of primary education and elsewhere: may teach such subjects by private lessons.

**Education:** Scale 6–7 with teacher training.

**Training:** Professional refresher training.

**Competencies:** Deals with people in an able manner.

#### **2332 Reading Resource—Primary School**

Acts as a resource to the classroom teacher and advisor to the school principal on reading curriculum; tests children and diagnoses reading difficulties; designs programmes; provides instruction for small groups.

**Education:** Scale 6–7, plus teacher training.

**Training:** Professional refresher courses in specialty.

**Competencies:** Able to indirectly lead. High degree of patience, able to deal with people.

#### **2333 Pre-Primary Education Teaching Professional**

Organises group and individual educational activities in kindergartens and nursery schools, for children below primary school age, to promote physical, mental and social development.

**Education:** Scale 6–7 with teacher training.

**Training:** Professional refresher training.

**Competencies:** High degree of patience, creative.

#### **2334 Teacher's Aide**

Under the supervision of a trained teacher, assists in the classroom and during out of class excursions, by helping to organise groups and individual educational activities designed to promote physical, mental and social development.

**Education:** Scale 4–5.

**Training:** On job.

**Competencies:** High level of patience, creative.

### **234 SPECIAL EDUCATION TEACHING PROFESSIONALS**

#### **2341 Special Education Teacher/Teacher of the Blind**

Special education teachers who specialise in teaching mentally and physically handicapped children, including the blind and deaf.

**Education:** Scale 6–7 with teacher training with specialised training in particular field.

**Training:** Professional refresher training.

**Competencies:** Humanitarian concern. High degree of patience.

### **2342 Speech Correction Teacher**

Diagnoses non-medical speech problems, designs individual training programme and provides special instruction in the classroom to individuals or small groups, counsels parents and provides resource to classroom teachers.

**Education:** Scale 6–9 plus teacher training.

**Training:** Professional refresher courses.

**Competencies:** High level of patience, able to relate to children, able to elicit co-operation and support from colleagues.

## **235 OTHER TEACHING PROFESSIONALS**

### **2351 Education Methods Specialist**

Conducts research and develops and advises on teaching methods and aids.

**Education:** Scale 6–8.

**Training:** 3–5 years teaching experience.

**Competencies:** Administrative ability. Deals with people in an able manner. High integrity.

### **2352 Education Officer**

Studies curricula; investigates the effectiveness of established educational practices and carries out research on current developments in teaching practices, methods and curricula; reviews and examines teacher's work and results achieved in application of curriculum programme of education system. May organise and direct in-service training seminars or special re-adaptation courses for teachers.

**Education:** Scale 6–7 in specialised field.

**Training:** 5–10 years teaching experience in specialised field.

**Competencies:** Deals with people in an able manner. Good administrative qualities.

### **2353 School Inspector**

Reviews and examines teachers' work and the results achieved in applying a particular curriculum programme and suggest changes and improvements, if necessary.

**Education:** Scale 6–7.

**Training:** 3–5 years teaching experience.

**Competencies:** Administrative ability. Deals with people in an able manner. High integrity.

### **2354 Principal**

Plans, organises and co-ordinates educational curriculum, activities of teaching staff, clerical and auxiliary services in a school. Determines school educational programme, within limitations set by education authorities, co-ordinates teaching programme through meetings with staff; directs or personally executes administrative and clerical activities concerning pupil admissions, provision of supplies and equipment; maintains standard of pupil discipline, cleanliness and general behaviour in school; discusses progress and problems of individual pupils

with parents and teachers and recommends desirable action.

**Education:** Scale 6–9.

**Training:** 3–5 years teaching experience.

**Competencies:** Administrative ability. Deals with people in an able manner. High integrity.

### **2355 Home Visitor/School Counsellor**

Deals with students who may be experiencing personal or social problems, such that they help the student to deal with these problems so as to facilitate the students staying in school by: Meeting regularly with the school principal to identify potential clients; Visiting the students' home; Consulting teachers; Attending Juvenile Court; Checking attendance; Dealing with behavioural problems; Maintaining records; Interviewing all first year students.

**Education:** Scale 6–7 (in a social science with graduate training in counselling).

**Training:** Continuing professional education in specialty.

**Competencies:** Tactful, able to deal with interpersonal conflict, have some administrative ability.

### **2356 Vocational Guidance Counsellor/School Counsellor**

Advises individuals concerning career choices and development of work qualifications. Analyses and evaluates information obtained from interviews with applicants to elicit vocationally significant information, and formulates appropriate career choice and development advice to maximise applicant's potential abilities and personal satisfaction; advises applicant concerning further education and training required; keeps in touch with community needs and advises applicant of employment opportunities and methods of application. May apply standard tests of intelligence and aptitudes. May specialise in particular class of applicant such as school children, university students, adults or disabled persons.

**Education:** Scale 6–9.

**Training:** 2–3 years vocational guidance training.

**Competencies:** Deals with people in an able manner. Instils confidence in others. Sound judgement.

### **2359 Other Teaching Professionals, N.E.C**

This unit includes Teaching professionals not classified elsewhere in 235, other teaching professionals.

**Education:** Scale 6–9 plus teacher training.

**Training:** Professional refresher courses.

**Competencies:** High level of patience, able to relate to children, able to elicit co-operation and support from colleagues.

## **24 OTHER PROFESSIONALS**

### **241 BUSINESS PROFESSIONALS**

#### **2411 Accountant I**



Plans, installs and advises on budgetary, accounts controlling and other accounting systems. Assists in formulation of budget policies and advises on financial problems, management accountancy, administration and organisation; prepares and certifies financial statements for management, stockholders or statutory public bodies, prepares tax returns, contracts and claims before tax officials; conducts financial investigations and acts as liquidating trustee in dissolution proceedings; audits accounts and bookkeeping records; supervises accounting activities in an individual establishment and plans and directs work of bookkeepers and cashiers. As Public Accountant, provides accounting services on a fee paying basis.

**Education:** Scale 6–8. 1st degree.

**Training:** Usually three years public accounting work experience as registered student, after first degree. Professional qualification achieved by passing uniform final examination leading to registration as member of Bermuda Institute of Chartered Accountants.

**Competencies:** Highest integrity. Deals ably with people. Analytical.

#### 2412 Accountant II

Plans, installs and advises on budgetary, accounts controlling and other accounting systems of an undertaking. Assists and advises on financial problems; prepares financial statements for management, stockholders or statutory public bodies; prepares tax returns, contracts and claims before tax officials. Supervises accounting activities in an individual establishment and plans and directs work of bookkeepers and cashiers.

**Education:** Scale 6–7

**Training:** Usually 3 years work experience after grade XIII or 2 'A' levels. Qualifications achieved by passing examination set by applicable professional accounting body.

**Competencies:** High integrity. Analytical.

#### 2413 Accountant III

Prepares and maintains accounts of an establishment. Prepares financial statements for management. Supervises accounting activities and plans and directs work of bookkeepers and cashiers.

**Education:** Scale 3–4 with good pass in mathematics.

**Training:** 4–5 years work experience with public accountant or equivalent standard gained from long accounting work experience together with external accounting courses.

**Competencies:** High degree of integrity. Deals with people in an able manner.

#### 2414 Auditor, Internal

Plans and conducts internal audit of accounts, bookkeeping records and financial statements of private persons, enterprises, institutions and government

organisations. Plans audit, deciding degree of detailed checking needed and points requiring particular attention and carries out audit directly or with help of audit clerks; prepares report for employer or client on scope of audit and financial conditions found and recommends improvements in accounting procedures or other desirable action.

**Education:** Scale 4–7.

**Training:** May be required to have professional qualification.

**Competencies:** Highest integrity. Analytical and logical.

#### 2415 Actuary

Applies knowledge of mathematics, statistics, and financial affairs to design the operation of pension schemes and life, health, social and casualty insurance systems. Analyses relevant statistics and other data and applies statistical mathematical principles to construct probability tables of such contingencies as mortality, accident, sickness, disability, unemployment and retirement; calculates required premiums; ensures most favourable investment of funds; determines equitable basis for distribution of surplus in profit sharing insurance.

**Education:** Scale 6–7.

**Training:** Approximately 6–7 years formal training leading to actuarial qualification.

**Competencies:** High degree of integrity. Analytical aptitude

#### 2416 Specialist Economist/Securities Analyst

Conducts research and advises on economic problems in a particular branch of economics. Specialises in a particular branch of economics, such as finance, international trade, labour, prices, taxation or agricultural or industrial economics.

**Education:** Scale 6–7.

**Training:** 3–5 years on job training becoming familiar with interpreting pertinent data.

**Competencies:** High integrity. Logical mind. Analytical aptitude.

#### 2417 Market Controller Analyst

Conducts research to determine existing level of sales for particular products or services and to assess potential market. Analyses statistics, estimates future trends and demands for particular products and services. Studies methods and costs of distribution. Investigates and analyses prices and level of sales of competitive products and marketing methods used by competitors. Prepares report on marketing situation, pricing policy and areas where greater sales initiative may be taken.

**Education:** Scale 6–7.

**Training:** On job. May require specialised courses in statistical method and marketing strategy.

**Competencies:** Analytical nature, logical.

#### 2418 Business Analyst

Analyses, communicates, and validates requirements for

changes to business processes, policies and information systems in order to help the organisation achieve its goals.

**Education:** Scale 6-9

**Training:** Specialised courses statistical analysis and marketing.

**Competencies:** Logical mind, high analytical aptitude.

### **2419 Other Professional, Technical and Related Workers, N.E.C.**

Includes other professional, technical and related workers not elsewhere classified, for example, those who act as agents for writers or performing artists.

**Education:** Scale 4-9.

**Training:** On job.

**Competencies:** Persuasive, good administrative ability, good numerical skills.

## **242 LEGAL PROFESSIONALS**

### **2421 Lawyer**

Prepares and may plead cases and conduct prosecutions in courts of justice. Advises commercial, industrial, governmental and other organisations on legal matters. Interviews clients and examines circumstances of civil disputes or charges alleging infringements of the law; studies appropriate law codes; statutes, regulations and previous decisions; examines witnesses and presents arguments in support of case before judge or jury. Draws up legal documents, taking affidavits and administering oaths and affirmations; arranges probate and administers estates of deceased persons; arranges property transfers; drafts new laws and advises on legal aspects of government legislation. May be employee of an enterprise, institution or government department and advises on all legal matters.

**Education:** Scale 6-9.

**Training:** As a barrister, 6 months tutelage or a period of 3 years practice. As a solicitor articulated for a period not less than 3 years and in practice for 6 months.

**Competencies:** High integrity. Deals with people in an able manner. Excellent memory.

### **2422 Judge**

Presides over judicial proceedings and pronounces judgments in courts of law; listens to presentation of pleadings or cases for prosecution and rules on admissibility of evidence, methods of conducting testimony and other methods of procedure; establishes rules of procedure on questions for which no standard procedures already exist; inquires into and weighs evidence presented by the parties and determines rights and obligations of parties in light of facts established, or summarises facts of the case for jury, instructs them on relevant points of law and directs them to reach a decision; pronounces judgment in light of own findings or those of jury. May preside over divorce, criminal

appeals, arbitration or other particular type of court and be designated accordingly.

**Education:** Scale 6-9.

**Training:** As barrister or solicitor and experience according to category of court to be administered.

**Competencies:** Highest integrity. Deals with people in an able manner. Logical mind.

### **2424 Legal Executive**

Administers and has overall working knowledge of current cases in department of solicitor's or attorney's office. Prepares documents, interviews witnesses, taking proofs of evidence. Allocates work to and briefs attorneys. Performs debt collection functions. Carries out legal research, maintains precedent systems. Generally assists attorneys and ensures the efficient management of department.

**Education:** Scale 4.

**Training:** Three consecutive years of employment as trainee in office of solicitor or attorney and on attaining the age of 20 years, may pass examination and attain associate status. Professional qualification as Fellow of Institute of Legal Executives achieved after completion of eight years employment, passed the examination in three subjects from selection of 14 at degree level, and has attained the age of 25 years.

**Competencies:** High integrity. Organizational ability.

## **243 ARCHIVISTS, LIBRARIANS**

### **2431 Librarian**

Organises, develops and maintains systematic collection of books, data and other recorded material and makes them available to library users. Plans and supervises the acquisition, compiling, classification, filing and the maintenance of records, books' and related matter. Recommends sources of information to inquirers, assembles material required. May specialise in particular type of library such as children's, technical, music, medical or reference library. May advise on library policy.

**Education:** Scale 6-9.

**Training:** Generally 1 year course in specialised library science, if required. Short break-in period for qualified worker.

**Competencies:** Ability to comprehend and use words effectively. Organisational abilities. Deals with people in an able manner.

### **2432 Archivist/Conservator**

Collects, organises, and preserves records and historically valuable documents; appraises recorded matter such as government papers, minutes of business meetings, private papers, and films and retains those of historical value;

classifies documents and arranges their safe-keeping and preservation; prepares indices, bibliographies, microfilm copies and other reference aids; assists research workers by advising them on sources of information and making documents available.

**Education:** Scale 6–9.

**Training:** Post-graduate course leading to diploma in archives administration or 2 years on job training.

**Competencies:** Interest in history. Organisational and administrative ability.

### **2433 Art Gallery and Museum Curator**

Organises, develops and maintains collections of objects in an art gallery or historical, scientific or other museum. Plans and organises the acquisition, classification, display, restoration and preservation of material. Develops interchange of information with other institutions and loans of exhibits by private owners. Co-operates with research workers. Studies new methods and techniques for preparation and display of exhibits. May conduct research on new museum acquisitions.

**Education:** Scale 6–9.

**Training:** 2 years formal curatorial training, 5–7 years of on job training in administration and research. May require specialised training.

**Competencies:** Interest in collection. Deals with people in an able manner.

## **244 INFORMATION PROFESSIONALS**

### **2441 Author/Writer**

Writes literary works for publication or dramatic presentation; formats include: novels; biography; poetry; plays; short stories, and critiques using a historical, technical, or fictional basis.

**Education:** Scale 3–6.

**Training:** Various, depending upon the topic. For technical writing, usually a degree in the relevant field.

**Competencies:** Creativity, perseverance.

### **2442 Journalist**

Collects reports and comments on news and current affairs for publication in newspaper, periodicals or broadcasting by radio or television. Interviews persons, attends public functions and seeks information from other sources concerning the subject of interest. Writes reports and commentaries, interpreting the facts to give an objective assessment of their causes, consequences and likely implications. Submits material to editorial department for approval and preparation for publication. May specialise in particular field of affairs.

**Education:** Scale 4–6 or equivalent standard gained from experience. Good pass in English.

**Training:** Attainment of high level in shorthand/typing.

**Competencies:** Deals with people ably. Good knowledge of local and world affairs. High integrity.

### **2443 Documentalist**

Collects and stores recorded or published material, and retrieves and provides information as requested.

**Education:** Scale 4–6 or equivalent standard gained from experience. Good pass in English.

**Training:** Attainment of high level in shorthand/typing.

**Competencies:** Deals with people ably. Good knowledge of local and world affairs. High integrity.

### **2444 Editor, Newspaper, Periodicals, Radio and Television Media**

Selects, revises and arranges material for publication in newspapers, periodicals or through radio and television media. Allots assignments to reporters, correspondents and photographers; appraises reports, commentaries and photographs submitted and selects them for publication. Participates in formulation of and administers editorial policy. May assign writing of editorials to specialist writers. Writes headlines and issues printing instructions. May write articles, columns and scripts. May specialise in particular field and be designated accordingly.

**Education:** Scale 4–6 or equivalent gained from experience.

**Training:** Administrative experience is essential. Comprehensive knowledge of law relating to libel is essential.

**Competencies:** Deals with people ably. Sound knowledge of local and world affairs. High integrity.

### **2444 Sub-editor, Newspapers, and Periodicals**

Assists with editing of newspapers, magazines and other publications. Edits copy for spelling, punctuation, grammar and continuity; verifies factual content of article, rewrites articles for greater consistency, clarity and adherence to space limitations. Prepares layout of pages, drafts headlines and captions; replies to correspondence relating to publication matters.

**Education:** Scale 4–6 or equivalent gained from experience.

**Training:** On job. Administrative experience is desirable. Working knowledge of law relating to libel.

**Competencies:** Deals with people ably. Sound knowledge of world and local affairs. High integrity.

### **2445 Advertising Copywriter**

Writes advertising copy extolling merits of particular products or services. Confers with colleagues and clients to determine style and type of advertisement and media of presentation. Studies product or service to ascertain principal selling points; prepares copy obtaining desired effect by skilful use of words. May specialise in particular medium such as posters, the press, and radio or television. May prepare pamphlets, leaflets or brochures.

**Education:** Scale 4–6 with credit in English.

**Training:** 2–3 year course in advertising techniques.

**Competencies:** Creative.

### **2446 Public Relations Officer/Publicity Agent**

Plans and conducts public relations programmes on

behalf of business or other organisations; assigns tasks to publicity writers; arranges associated photography; appraises and revises, as necessary material submitted and selects for publication material judged likely to create most favourable impression. Represents employer or client in dealings with press, radio, television and other publicity media; attends business meetings and social and other functions; uses skill in public relations and techniques to obtain desired publicity; organises special exhibitions and other functions to promote goodwill and favourable publicity.

**Education:** Scale 4–6 or equivalent gained from experience.

**Training:** On job.

**Competencies:** Creative and articulate. Able to maintain excellent rapport with others.

#### **2447 Publicity Writer**

Selects, assembles, and prepares publicity material about business or other organisations for issue through press, radio, television and other media. Confers with principal to establish nature of publicity and style of presentation required; examines available records, reports, articles, photographs and other material and selects items most suitable for publicity purposes; writes press notices and prepares background notes for information of and use by journalists in news reports and feature articles. May establish and maintain relations with press and other publicity media to promote favourable publicity.

**Education:** Scale 4–6 or equivalent gained from experience.

**Training:** On job.

**Competencies:** Deals with people in an able manner. Good local knowledge in political, commercial and social affairs. Creative.

#### **2448 Technical Writer**

Writes literary works for publication or presentation in dramatic form, appraise merit of artistic productions, or literary and other works of art, or write and edit news, stories and commentaries.

**Education:** Scale 4–6

**Training:** A degree in the relevant field.

**Competencies:** Keen eye for detail.

### **245 SOCIAL SCIENCE AND RELATED PROFESSIONALS**

#### **245I Economist (General)**

Interprets economic data and relates that to principles and theories of economics with a view to offering possible solutions or options to various economic problems. May conduct research into developments in various fields of economic activity over a period of time. Attempts to forecast growth of the economy or parts of the economy. May specialise in a particular branch of economics such as finance, international trade, labour, prices, taxation or

industrial economics.

**Education:** Scale 6–9.

**Training:** 3–5 years on job training – becoming familiar with and interpreting economic data.

**Competencies:** High integrity. Articulate – ability to explain complex economic developments in relatively simple terms. Logical mind..

#### **2453 Political Scientist**

Conducts research in such fields as political philosophy, or past and present theory and practice of political system, institutions or behaviours. Observes contemporary political institutions and collect data on them from various sources and presents the findings and conclusions for publication or use by government political parties or other organisations and interested persons.

**Education:** Scale 6–9.

**Training:** May be required to be eligible for membership in various professional associations.

**Competencies:** Analytical, research oriented.

#### **2455 Psychologist**

Studies human behaviour and mental processes and investigates, and recommends treatment for, psychological problems in such fields as medicine, education and industry. May specialise in particular application of psychology such as diagnosis and treatment of mental abnormalities, psychological problems arising during education and social development of children or industrial and occupational psychological problems.

**Education:** Scale 9 leading to accreditation by the Psychologist Association of Bermuda.

**Training:** Professional refresher courses.

**Competencies:** Analytical mind. An interest in human behaviour. Able to handle interpersonal conflict.

#### **2459 Other Sociologists, Anthropologists and Related Workers, N.E.C.**

Includes sociologists, anthropologists, geographers, historians, political scientists and genealogists not elsewhere classified. Does not include jobs where the primary function is the teaching of these subjects.

**Education:** Scale 6–9.

**Training:** May be required to be eligible for membership in various professional associations.

**Competencies:** Analytical, research oriented.

### **246 SOCIAL WORKER PROFESSIONALS**

#### **246I Social Worker (General)**

Helps individuals and families to understand and resolve their personal and social problems. Interviews clients and investigates nature, extent and causes of their problems, taking account of social, economic, environmental, medical, psychological and other potentially relevant

factors; determines type of assistance required; counsels clients and assists them to improve their understanding of their problems and secures their co-operation in coping with them; arranges for provision of appropriate assistance such as financial aid, employment placement, medical treatment, recreational opportunities, housing, or placing in a home. Follows progress of client, compiles case records and prepares reports as required.

**Education:** Scale 6.

**Training:** Professional refresher courses.

**Competencies:** Communicates well with people of different back grounds and education. Able to handle interpersonal conflict. Administrative ability.

#### **2462 Social Worker/Social Assistant Worker**

Provides assistance to individuals and families to promote their social well-being by performing tasks similar to 2461 but specialises in social welfare problems of families.

**Education:** Scale 6.

**Training:** On job and continuing professional refresher courses.

**Competencies:** Deals with people in an able manner and able to promote dialogue. Administrative and organisational ability.

#### **2463 Social Worker/Residential Caretaker**

Provides advice and assistance to individuals and families to promote their social well-being. Specialises in social problems of particular categories of persons, such as children, adolescents, unmarried mothers, or elderly persons. May provide social welfare service for children or old people in a school or special residential establishment and be designated accordingly.

**Education:** Scale 4-6.

**Training:** 1 year on job with professional specialty courses.

**Competencies:** Communicates well with people. Can handle individual problems in an able manner. Good personal qualities.

#### **2464 Youth Coordinator/Youth Leader**

Organises and supervises social, recreational and educational activities of youth clubs, community centres and similar organisations, Organises activities and non-academic classes in art, languages, politics and handicrafts to widen interests of members and stimulate participation in group activities; encouraging members to share responsibility for their organisation. Co-operates with social workers and persons concerned with the welfare problems of individual members.

**Education:** Scale 4-5.

**Training:** 3-5 years on job experience in youth work.

**Competencies:** Deals with people in an able manner. Ability to assess youth needs. Good personal qualities.

#### **2465 Social Worker/Delinquency Worker**

Works to prevent development of juvenile delinquency or to achieve social and moral rehabilitation of juvenile and adult delinquents. Advises community authorities on development of adequate recreational and other

facilities for youth; provides guidance to potential delinquents and enlists aid of other specialised welfare services as necessary; supervises and controls young delinquents in corrective establishments, helping them to cope with their personal problems. Investigates social background of offenders for information of courts and supervises social and moral rehabilitation of juveniles placed on probation or just released from corrective or penal establishments. Keeps case records and prepares reports as required.

**Education:** Scale 4-6.

**Training:** On job and specialty courses.

**Competencies:** Deals with people in an able manner. Communicates well with people of different backgrounds. Good personal qualities.

#### **2466 Nursery Nurse**

Prepares children between the ages of three months and four years to develop emotionally, socially, physically and educationally by supervising learning/play activities such as puzzles, finger play, action songs etc.; schedules and organises field trips; ensures consistency in approach and treatment of children both in the nursery and at home; prepares occasional social reports on the children.

**Education:** Scale 4-5.

**Training:** 2 years experience leading to accreditation by the Nursery Nurse Education Board.

**Competencies:** Creative with an ability to exhibit understanding and to exercise patience.

#### **2467 Child Care Assistant**

Under the supervision of a Nursery Nurse, assists in the care of children at a day care centre by: preparing baby formula and feeding babies; changing diapers and assisting with toilet training; teaches the use of the feeding cup; assists in different activities providing instruction and guidance; encourages sharing and proper socialising; ensures appropriate discipline is provided.

**Education:** Scale 3-4.

**Training:** 1 year experience working with babies or small children with proven mothercraft skills.

**Competencies:** Sympathetic and understanding of the needs of babies and small children.

#### **2468 Personnel Specialist**

Performs personnel functions relating to employee recruitment, placement, training, promotion, compensation, employee/management relations or other areas of personnel work. Ascertains manpower requirements, carries out job analyses as necessary; arranges staff transfers, advertises vacancies; interviews and tests applicants; selects most suitable candidates and settles terms of employment or submits proposals to employer; plans and organises training of employees; organises employee grievance procedures and negotiates settlements of complaints and disputes; constructs and reviews wage and salary scales; assists in planning and organisation of employee welfare services. Maintains

confidential personnel records. May specialise in particular area of personnel work such as training, placement or industrial relations and be designated accordingly.

**Education:** Scale 4–6.

**Training:** If degree or formal training is not in personnel management, then 3–4 year course leading to membership of recognised professional body.

**Competencies:** Deals with people in an able manner. High integrity. Sound judgement. Perceptive qualities.

### **2469 Job Analyst**

Provides professional business services to related personnel policies such as employee recruitment or development, occupational analyses and vocational guidance.

**Education:** Scale 4–6

**Training:** 3 to 4 years on job.

**Competencies:** Deals with people in an able manner.

## **247 CREATIVE OR PERFORMING ARTISTS**

### **2471 Sculptor**

Creates and executes works of art, particularly representational or abstract three-dimensional or relief forms by shaping and combining materials such as wood, stone, clay or metal.

**Education:** 4–6 years.

**Training:** Work experience

**Competencies:** Artistic talent, creativity, manual dexterity

### **2472 Artist (General/Painter)**

Creates pictures, sketches; engraves, may sculpt, shape or carve using various media. May protect finished work by applying fixative or preservative. May specialise in particular medium, technique or subject matter and be designated accordingly.

**Education:** 4–6 years.

**Training:** Work experience.

**Competencies:** Artistic talent, creativity, manual dexterity.

### **2473 Printing Engravers and Etchers**

Engraves lithographic stones and printing plates, rollers, dies and blocks by various processes.

**Education:** 4–6 years.

**Training:** Work experience.

**Competencies:** Artistic talent, creativity, manual dexterity.

### **2474 Composers**

Composes and adapts musical works by conceiving and writing musical compositions, and by adapting or arranging music for particular instrumental groups, instruments, or occasions.

**Education:** 4–9 years.

**Training:** Work experience.

**Competencies:** Artistic talent, creativity, manual dexterity.

### **2474 Instrumentalist/Musician**

Plays one or more musical instruments as soloist, accompanist, or member of instrumental group. If soloist, develops interpretation of composition, or if accompanist or member of group endeavours to render part as directed by conductor. Normally specialises in particular instrument and is designated accordingly. May compose, improvise, transpose or arrange music. May instruct individuals or small groups.

**Education:** Scale 4–9.

**Training:** Sight-reader. Extensive repertoire of music. Approximately 3 years formal training.

**Competencies:** Works well with others. Sense of discipline.

### **2474 Singer**

Sings as soloist or member of vocal group. Studies and rehearses musical score, learns lines of composition or if member of group renders part as directed by conductor. May also act, dance or play a musical instrument. May be designated according to voice range or type of singing. May instruct individuals or small groups.

**Education:** Scale 4–6.

**Training:** Course in music and 5–10 years voice training.  
**Competencies:** Natural voice. Creative personality. Sense of discipline.

### **2475 Orchestra and Band Conductor**

Conducts instrumental groups such as orchestras and bands. Auditions and recruits members of groups and positions them so as to obtain balance and harmony of instruments; selects musical compositions and arranges programmes. Conducts performances, controlling such factors as balance, rhythm, tempo and entries of particular instruments to create desired effect. Instructs instrumentalists in use of instruments. May adapt or arrange compositions to suit requirements or style of group. May be designated according to type of group conducted.

**Education:** Scale 4–9. Grade 8 of Associated Board of Theory of Music and grade 6 of practical. Second instrument is preferable.

**Training:** 3 years formal training. Courses in all instruments. Serving for bands and orchestra. Harmony and aural training. Proficiency in management techniques and administration.

**Competencies:** Works well with others.

### **2476 Choreographer**

Creates dances and instructs dancers in their performance. Studies musical scores, story or theme of production and creates dances to harmonise with music and expresses emotions or illustrates unfolding of story; plans required movements of dancers; conducts rehearsals demonstrating movements required and illustrates desired interpretations. May specialise in ballet, dances for musical shows or revues or other particular type of dancing. May perform dances. May instruct individuals or groups.

**Education:** Scale 4–6.

**Training:** Courses in music and drama necessary.

**Competencies:** Creative personality. Communicates and deals with others in an able manner. Musically inclined.

### **2476 Dancer**

Performs dances as soloist, with partner or as member of dancing group. Performs regular exercises to maintain physical condition. Rehearses dances under direction of choreographer or develops own interpretation. May specialise in particular type of dancing and be designated accordingly. May compose own dances. May also sing or play a musical instrument. May instruct individuals or groups.

**Education:** Scale 4–6.

**Training:** Period of training varies with type of dancing. Courses in drama and music desirable.

**Competencies:** Physically suitable. Musically inclined. Outgoing and creative personality. Sense of discipline.

### **2477 Performing Arts Director/Producer (General)**

Interprets presentation and directs rehearsals of stage, film, radio or television production by: developing appropriate scenery designs, sound and lighting effects, costumes and choreography; instructing actors and technical personnel. Plans organises and co-ordinates the production of plays, motion pictures, radio or television programmes, by considering and selecting material, arranging for financial backing; auditioning with director, cast and technical personnel; establishing budget and production schedule. May specialise in particular media.

**Education:** Scale – various; some, degree or diploma in performing arts.

**Training:** On job.

**Competencies:** Able to work well with people, good organisational ability, artistic ability.

### **2477 Film/Stage Director**

Directs motion pictures, television or radio productions and stage shows. Studies scripts to determine artistic interpretation, instructing actors on acting methods, and directing all aspects of dramatic productions, including choice of actors, and final decisions concerning set designs, sound and lighting effects.

**Education:** Scale 4–9.

**Training:** Courses in music, film and drama.

**Competencies:** Creative personality. Works well with others.

### **2478 Actor**

Acts in motion pictures, television or radio productions or stage shows. Responsible for learning lines and cues and playing parts in dramatic productions.

**Education:** Scale 4–6.

**Training:** Courses in drama.

**Competencies:** Creative personality. Works well with others.

## **248 COMMERCIAL ARTISTS**

### **2481 Commercial Artist**

Creates and executes illustrations and designs for books, magazines, newspapers, advertising and similar purposes. Makes detailed study of subjects requiring illustrations and designs and formulates appropriate sketches for approval. Designs work in relation to type of publication. May design lettering for captions, titles, programmes and other purposes. May specialise in a particular field.

**Education:** Scale 4–6 or equivalent standard gained from experience.

**Training:** 1–2 years formal training.

**Competencies:** Creative, disciplined, artistic nature.

### **2482 Interior Decoration Designer**

Designs interior decoration and plans furnishing of homes, public buildings and other places. Studies general requirements and confers with colleagues and clients

to determine style preferences, space limitations, and similar considerations. Formulates appropriate designs, prepares sketches and submits them for approval. Estimates quantities and cost of decorating materials and furnishings required. Supervises decorating work and installation of furniture.

**Education:** Scale 6–9.

**Training:** On job.

**Competencies:** Deals with people ably. Creative, artistic nature.

### 2483 Fashion/Product Designer

Creates designs for fashion or other production, harmonising aesthetic considerations with technical requirements. May prepare sketches showing style, shape, size and ornamentation of product and submit them for approval; makes alterations to design as required by client or management. May make technical drawings, models or patterns for guidance of craftsmen. May specialise in design of particular type of product and be designated accordingly.

**Education:** Scale 4–6 and relevant experience.

**Training:** On job.

**Competencies:** Creative, artistic nature; technical ability.

### 2484 Display Artist

Creates and executes artistic effects for use in show windows and other places of display. Plans displays for shop windows, exhibitions and other places having regard to subject matter, space, cost limitations and other considerations. Prepares sketches and designs for approval. May execute set pieces, fixtures and posters. May arrange, hire or purchase of necessary items or materials. May specialise in particular type of display design.

**Education:** Scale 3–6 with credit in art.

**Training:** 4–5 years in artistic display techniques.

**Competencies:** Creative with artistic nature.

### 2485 Floral Arranger

Designs and fashions floral pieces and decorations; selects natural and/or artificial flowers and foliage. Wires, pins and wraps stems with floral tape, to form bouquets, corsages, sprays, wreaths, centrepieces, and other designs. Plans and makes floral settings for special events and establishments.

**Education:** Scale 3.

**Training:** On job and experience, and short courses in floral designs.

**Competencies:** Appreciation of artistic effects.

### 2486 Photographer/Cameraperson

Takes photographs of persons, places, merchandise and other subjects. Ascertain subject, type and style of photograph required. Positions props. Arranges suitable background setting and lighting effects and adjusts focus and other variable controls to obtain desired results. Operates shutter to expose digital sensor. Transfers

digital images to computer. Uses software to colour correct, retouch and manipulate images. May specialise in particular field of photography such as portrait, news, commercial illustrator, crime detection, motion picture and television.

**Education:** Scale 3–4.

**Training:** 2–4 years technical training. On job training.

**Competencies:** Artistic aptitude.

## 249 RELIGIOUS PROFESSIONALS

### 2491 Minister of Religion/Chaplain/Nun/Priest

Conducts religious worship, administers rites of faith or denomination and provides spiritual and moral guidance to members. Leads congregation in worship, and conducts rites in accordance with their beliefs. Visits church members especially the sick and aged. Directs and supervises religious education of church members and instructs persons wishing to join the faith.

**Education:** Scale 6–9.

**Training:** 4 years formal training and/or trained to level required by particular denomination.

**Competencies:** High integrity. Deals with people in an able manner.

### 2492 Religious Worker

Participates as member of a religious order, or as a layman performs various functions to assist religious leaders such as assisting in religious rites and ceremonials, conducting religious meetings, propagating doctrine and instructing children or candidates for admittance to a particular faith. May preach religion. May teach and act as counsellor. May promote social activities and act as youth leader.

**Education:** Scale 3–6.

**Training:** On job and/or formal training as required by particular denomination.

**Competencies:** Deals with people in an able manner. Outgoing personality. High integrity. Sense of responsibility.

### 2493 Theologian

Includes those who, as laymen (not members of religious orders) perform various functions to assist religious leaders such as assisting in religious rites and ceremonials, conducting religious meetings, instructing children or candidates for admittance to a particular faith, or performing other religious functions not elsewhere classified.

**Education:** Scale 6–9.

**Training:** On job or formal training as required by particular denomination.

**Competencies:** Deals with people in an able manner. Outgoing personality. High integrity.



## **26 INFORMATION AND COMMUNICATIONS TECHNOLOGY PROFESSIONALS**

### **261 SOFTWARE AND APPLICATIONS DEVELOPERS AND ANALYSTS**

#### **2611 Systems Analyst**

Conducts research, analyses and evaluates client information technology requirements, procedures or problems, and develops and implements proposals, recommendations and plans to improve current or future information systems. The main tasks include, but are not limited to, consulting with users to formulate and document requirements and with management to ensure agreement on system principles. Identifies and analyzes business processes, procedures and work practices and identifies and evaluates inefficiencies and recommends optimal business practices.

**Education:** Scale 6–7.

**Training:** Formal training in process management.

**Competencies:** High degree of integrity. Deal ably with people. Analytical aptitude.

#### **2612 Software Engineer/Developer/Application Programmer**

Researches, analyses and evaluates requirements for existing or new software application and operating systems and designs, develops, tests and maintains software solutions to meet the requirements. The main tasks include, but are not limited to, researching, analyzing and evaluating requirements for software applications and operating systems. Researches, designs and develops computer software systems and consults with engineering staff to evaluate interfaces between hardware and software.

**Education:** Scale 6–7.

**Training:** Formal training in computer operations, software development techniques using a variety of development languages and systems designs.

**Competencies:** High degree of integrity. Deal ably with people. Analytical aptitude.

#### **2613 Web and Multimedia Developer**

Combines design and technical knowledge to research, analyse, evaluate, design, program and modify websites and applications that draw together text, graphics, animations, imaging, audio and video displays and other interactive media. The main tasks include, but are not limited to, analyzing, designing and developing Internet sites by applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments. Designs and develops digital animations, imaging, presentations, games, audio and video clips and Internet applications using multimedia software, tools and utilities, interactive graphics and programming languages.

**Education:** Scale 6–7.

**Training:** Formal training in computer operations and systems designs.

**Competencies:** High degree of integrity. Deal ably with people. Analytical aptitude.

#### **2621 Database Designer and Administrator**

Designs, develops, controls, maintains and supports the optimal performance and security of databases. The main tasks include, but are not limited to, designing and developing database architecture, data structures, tables, dictionaries and naming conventions for information system projects. Designs, constructs, modifies, integrates, implements and tests database management systems. Provides advice on the selection, application and implementation of database management tools. Develops and implements data administration policies, documentation, standards and models.

**Education:** Scale 6–7.

**Training:** Formal training in database designs and management.

**Competencies:** High degree of integrity. Deal ably with people. Analytical aptitude.

#### **2622 Systems Administrator**

Designs, develops, controls, maintains and supports the optimal performance. Main tasks include, but are not limited to, maintaining and administering computer networks and related computing hardware, system software, applications software and all configurations. Recommends changes to improve systems and network configurations and determines related hardware and software requirements.

**Education:** Scale 6–7.

**Training:** Formal training in database designs and management.

**Competencies:** High degree of integrity. Deal ably with people. Analytical aptitude.

#### **2623 IT Networking/Communications Analyst**

Researches, analyses, designs, tests, and recommends strategies for network architecture and development. Implements, manages, maintains and configures network hardware and software and monitors, troubleshoots and optimizes performance. The main tasks include, but are not limited to, analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams of computer systems. Monitors networks to ensure they are configured to operate at the optimal performance.

**Education:** Scale 6–7.

**Training:** Formal training in network design and management.

**Competencies:** High degree of integrity. Deal ably with people. Analytical aptitude.

## MAJOR GROUP 3

### TECHNICIAN AND ASSOCIATE PROFESSIONALS

#### 31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS

#### 311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS

##### 3111 Town Planning Technician

Assists a town planner in the areas of: research and information, development control and local plans; highways and transportation; planning services; urban renewal and; design and landscape.

**Education:** Scale 5-8 with a Technician Education Council certificate in town planning.

**Training:** On job leading to membership in the Society of Town Planning Technicians.

**Competencies:** Meticulous worker, analytical, mechanical interests.

##### 3112 Civil Engineering Technician (General)

Performs technical tasks, normally under direction and supervision of civil engineer or building architect contributory to planning and execution of building and civil engineering projects, including new construction, repair and maintenance. Assists in site investigations, takes and records measurements and performs details of calculations contributory to designs and specifications of construction, repair and maintenance of buildings and civil engineering projects. May specialise in preparation of working drawings for particular projects.

**Education:** Scale 4-6 with good passes in mathematics.

**Training:** 2 year technical course leading to a diploma of civil engineering technician.

**Competencies:** Interest in preparation of constructional drawings.

##### 3113/3114 Electrical and Electronics Engineering Technician

Includes those performing technical tasks contributory to the design, development, construction, maintenance and repair of apparatus or products such as electronic calculating and data-processing equipment; radar, radio or television equipment; signalling and automatic control systems; electric traction equipment; electric motors; domestic electric appliances; or other electrical or electronic apparatus.

**Education:** Scale 4-6.

**Training:** On job and approximately 12 months factory training.

**Competencies:** Analytical aptitude.

##### 3114 Telecommunications Engineering Technician

Performs technical tasks, normally under direction and supervision of telecommunications engineer, contributory to design, development, construction, installation, operation, maintenance and repair of

telecommunications systems and equipment.

**Education:** Scale 4-6 with a good pass in mathematics.

**Training:** 2 years formal training on-going with a further 1 year formal training in 6 years total service.

**Competencies:** Analytical nature, aptitude for mathematics.

##### 3115 Mechanical Engineering Technician

Performs technical tasks, under direction and supervision of mechanical engineer contributory to construction, installation, efficient operation, maintenance and repair of mechanically functioning plant and equipment. Exercises technical supervision and control and gives technical guidance to workers engaged in installation, repair and maintenance of mechanical equipment. Inspects and tests completed work.

**Education:** Scale 4-6.

**Training:** Formal training leading to City & Guilds or equivalent technical certificate in mechanical craft engineering. Approximately 2 years on job training.

**Competencies:** Aptitude for mechanics and mathematics.

##### 3116 Wireless Install Technicians

Responsible for the installation, commissioning, and maintenance of wireless equipment and also the deployment of the network.

**Education:** Scale 3-5.

**Training:** On job training leading to technical certificate.

**Competencies:** Meticulous worker.

##### 3116 Wireless Installer

Responsible for the installation, commissioning, and maintenance of base station equipment and also the deployment of the network.

**Education:** Scale 3-5.

**Training:** On job leading to technical certificate.

**Competencies:** meticulous worker.

##### 3117 Architectural Assistant/Technician

Generally assists architect and/or carries out a variety of delegated functions concerning the design of buildings. May prepare site plans, building plans, drawings and specifications for use by building contractors. Checks on progress of work and examines completed work, performs other technical duties as required.

**Education:** Scale 5-6.

**Training:** Must hold an intermediate qualification in architecture.

**Competencies:** Meticulous worker. Mechanical nature.

##### 3118 Draughtsperson (General)

Prepares working drawings from designers' sketches and specifications for all types of construction. May specialise in particular type of structures or projects.

**Education:** Scale 3–6. Achieved good pass in mathematics and technical drawing.

**Training:** 2 to 3 years technical training and on job experience.

**Competencies:** Aptitude for detail.

### 3119 Surveyor's Technician/Referencer

Performs technical tasks under direction and supervision of surveyor contributory to execution of surveys and preparation of survey reports; Assists in field and site surveys, regulates and adjusts survey instruments, and takes and records measurements and other data; performs detailed calculations.

**Education:** Scale 3 with a good pass in mathematics.

**Training:** Minimum of 1–2 years on job.

**Competencies:** Physically fit, precise worker.

## 312 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS

### 3121 Radio and Television Transmitting Equipment Operator

Operates and adjusts equipment of transmitter to broadcast radio and television programmes; monitors console panel to ascertain that components are operative and sets transmitter on frequency. Adjusts controls for tone and volume for sound and picture quality. Diagnoses faults; cleans and services equipment. May make minor repairs to equipment and replace parts. May specialise in particular type of equipment.

**Education:** Scale 3–5. Apprenticeship and Training Council certification.

**Training:** On job approximately 2–3 years.

**Competencies:** Aptitude for creativity. Works well with others.

### 3122 Motion Picture Projectionist

Operates a motion picture projector and its sound reproducing equipment. May be required to maintain equipment and make minor repairs.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Some mechanical ability.

### 3123 Sound Equipment Operator

Operates sound equipment, including radio and television studio equipment; by setting up microphones and amplifiers; adjusting controls on console to cut in/out or blend microphones; controls video console; edits tapes to prepare master; edits film to synchronise with audio; produces sound effects; may service equipment.

**Education:** Scale 3–6.

**Training:** ACE diploma or degree.

**Competencies:** Technical aptitude but often creative element to the job.

### 3124 Computer Equipment Operator

Operates and controls peripheral and related computer equipment used for recording, storing, transmitting and

processing digital data and for displaying data as letters, numbers or graphs on screen, paper or film.

**Education:** Scale 3–6.

**Training:** ACE diploma or degree.

**Competencies:** Technical aptitude, but often creative element to the job.

## 313 SHIP CONTROLLERS AND TECHNICIANS

### 3131 Ship's Master (Sea-Going)

Takes complete charge of sea-going ship and directs, co-ordinates and supervises shipboard activity by directing manoeuvres of ship at sailing and berthing; controlling speed and direction of ship at sea using navigational aids; supervises work of ship's officers and ratings; ensures safe loading and discharge of cargo or passengers; represents ships' owners in commercial negotiations.

**Education:** Scale 4–6.

**Training:** On job and formal training leading to certification, minimum age to qualify is 25 years.

**Competencies:** Leadership qualities. Sound judgement. Sense of responsibility.

### 3132 Tug/Tender Pilot/Ship's Master (Coastal Waters)

Takes complete charge of vessel confined to coastal waters and directs, co-ordinates and supervises activities on board. Directs manoeuvre of ship sailing and berthing; controls speed and directs course of vessel by use of charts, compass and other navigational aids, organises, co-ordinates and supervises work of crew; ensures observance of safety regulations and directs emergency operations if vessel is in distress. May be designated according to waters or vessel tonnage for which he is certified to navigate.

**Education:** Scale 4–6.

**Training:** On job training leading to pilot's licence.

**Competencies:** Leadership qualities. Sound judgement. Sense of responsibility.

### 3133 Ship's Navigation Officer (Sea-Going)

Plans, supervises and co-ordinates deck and bridge watch activities by assisting master in accordance with his instructions; determines position and course of vessel; keeps watch; communicates with other ships or shore; supervises loading and discharge of cargo. May also be called first mate, second mate or third mate.

**Education:** Scale 4–6.

**Training:** On job and formal training leading to certification, minimum age of entry is 17 years.

**Competencies:** Able to direct people, good at mathematics.

### 3134 Ship Pilot/Branch Pilot

Navigates vessels in and out of ports, channels and other waters where special knowledge and skill are required.

Directs course and speed of ship using special knowledge of local winds, weather, tides, currents, shallows, reefs and other conditions and navigational aids such as lighthouses and buoys; instructs seaman at helm to steer course accurately.

**Education:** Scale 4.

**Training:** 4 years apprenticeship as deck cadet in ocean-going ship leading to 2nd mate's certificate (Department of Trade). 1 year on job training or as provided in Marine Board Act, 1962.

**Competencies:** Sense of responsibility. Sound judgement. Leadership qualities.

### **3135 Ferry Pilot/Sightseeing/and Charter Boat Pilot**

Directs and controls and takes charge of vessel confined to inland waters. Responsible for observance of safety regulations by passengers and crew. Controls speed and course of vessel.

**Education:** Scale 4-6.

**Training:** On-job training leading to pilot's licence.

**Competencies:** Deals with people in a pleasant manner. Sense of responsibility. Good personal qualities. Sound judgement.

### **3136 Marine Superintendent**

Directs from shore station the maintenance programmes for machinery and equipment on board an owner's ship, directs or authorises repairs in port and directs replacement programme for shipboard machinery. Advises owner on engineering matters pertaining to ships; keeps records of mechanical performance of ships; inspects mechanical and electrical equipment of ships; formulates specifications for repairs, alterations and replacements and examines completed work of contractors. May supervise all engineers on owner's ships.

**Education:** Scale 4.

**Training:** 3 years apprenticeship in marine engineering; or sea-going engineer cadet leading to internationally recognised certificate as marine engineer.

**Competencies:** Deals with people in an able manner. Leadership qualities.

### **3137 Marine Engineer Officer**

Controls and participates in the operation, maintenance and repair of engines, electrical motors, boilers, pumps and other machinery and equipment aboard ship under the general direction of chief engineer. Stands watch and directs ratings in engine room. Ensures engines are properly lubricated. Supervises loading and tank transfers of fuel and water; keeps log of performance of engines. May do electrical work and assume other duties.

**Education:** Scale 4.

**Training:** 4 years apprenticeship training leading to engineer's licence.

**Competencies:** Leadership qualities. Sound judgement. Sense of responsibility. Practical and mechanical nature.

## **314 AIRCRAFT CONTROLLERS AND**

## **TECHNICIANS**

### **3141 Aircraft Pilot**

Supervises the activities of flight deck and cabin crew, maintains discipline of crew and is in overall command of aircraft. Operates and directs the operation of controls to fly an airplane. Studies flight plan and modifies if necessary. Performs or supervises routine checks prior to, and after take-off. During flight reads or directs reading of instruments, maintains flight log. Lands aircraft manually or with the assistance of instruments. Performs all necessary post-flight checks. May prepare or supervise preparation of flight plan. May instruct trainee pilot or pilot who is unfamiliar with particular type of aircraft during flight.

**Education:** Scale 4-6.

**Training:** Must possess appropriate pilot's licence.

**Competencies:** Good leadership qualities. Able to handle stress.

### **3145 Air Traffic Controller**

Clears aircraft for landings and take-offs at airport and controls aircraft in flight in the vicinity of airport or a designated sector of airspace; controls and monitors airport lighting and issues instructions to pilots and ground staff in case of emergency; examines and approves flight plans. Must use computer-assisted equipment.

**Education:** Scale 4-6. Good in mathematics.

**Training:** Formal training leading to a licence followed by continuing formal refresher courses and regular testing.

**Competencies:** Must be able to handle extreme pressure, good physical condition.

### **3146 Air Traffic Safety Technician**

Perform technical tasks concerning the design, installation, operation, maintenance and repair of air traffic control and air navigation systems.

**Education:** Scale 4-6. Good in mathematics.

**Training:** Formal training leading to a licence followed by continuing formal refresher courses and regular testing.

**Competencies:** Must be able to handle extreme pressure, good physical condition.

### **3147 Flight Operations Officer**

Co-ordinates flight planning and assists in monitoring of en-route operations; applies company practices and policies and advises pilots in command accordingly in all matters affecting diversions. May share responsibility with pilot-in-command for authorising flight departures.

**Education:** Scale 4.

**Training:** On job leading to acquisition of airline certificate of competency in flight planning.

**Competencies:** Sense of responsibility. Good physical condition.

## **315 SAFETY AND QUALITY INSPECTORS**

### **3151 Clerk of Works/Building Inspector**

Consults with site manager to confirm programme of work, working levels and building lines; inspects work as project proceeds to ensure compliance with specifications and standard of materials and workmanship specified, making practical tests; transmits instructions to site manager concerning work necessary and advises him on queries arising. Records details of all agreed deviations.

**Education:** Scale 4–5.

**Training:** Technical school leading to diploma in building construction – on job training leading to clerk of works certificate.

**Competencies:** Mature outlook. High integrity. Deals with people in an able manner.

### **3152 Health and Safety Inspector**

Undertakes inspections and investigations to verify and ensure compliance with acts, orders, regulations and similar requirements relating to environmental hygiene and the protection of the general health of the public. Inspects and investigates housing, atmospheric pollution, conditions under which food, drink and drugs are produced, stored and sold. Also other aspects of environmental hygiene and public health such as drainage, sewage disposal, water supplies, pest control, disposal of refuse and other items to ensure compliance with public health and related regulations.

**Education:** Scale 4–5.

**Training:** 3–4 years leading to diploma in environmental health.

**Competencies:** Deals with people in an able manner. High integrity.

### **3153 Facilities Manager**

Responsible for ensuring that all operations within a building or any other working facility are running both efficiently and safely to enable occupants to perform their duties in optimal conditions. This includes all aspects ranging from the monitoring of daily cleaning to ensuring that the air conditioning system is working in accordance with safety standards and regulations.

**Education:** Scale 3–6.

**Training:** 2–3 years on job.

**Competencies:** Organised with good managerial skills.

## **32 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS**

### **321 LIFE SCIENCE TECHNICIANS**

#### **3210 Life Science Technician**

Performs technical tasks connected with research in biology or other life sciences, as well as with the development of industrial, agricultural, medical, public health and other applications of research results.

**Education:** Scale 4–6.

**Training:** On job.

**Competencies:** High integrity. Keen eye for detail.

#### **3211 Agronomy and Forestry Technician**

Performs technical tasks connected with research in agronomy and forestry, as well as with the development of agricultural and forestry applications of research results. This includes collecting and preparing specimens such as plant or animal cells, tissues or parts or animal organs for experiments, tests and analyses.

**Education:** Scale 4–6.

**Training:** On job.

**Competencies:** High integrity. Keen eye for detail.

#### **3212 Farming and Forestry Adviser**

Provides technical assistance and advice on farming and forestry, such as how to raise quality of output, increase yield and efficiency of operations, and conserve natural assets and the environment.

**Education:** Scale 4–6.

**Training:** On job.

**Competencies:** High integrity. Keen eye for detail.

## **322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)**

#### **3221 Medical Assistant**

Carries out advisory, diagnostic, preventive and curative medical tasks, more limited in scope and complexity than those carried out by medical doctors. They work independently or with the guidance and supervision of medical doctors in institutions or in the field as part of the public health service, and may work mainly with diseases and disorders common in their region, or mainly apply specific types of treatment.

**Education:** Scale 6–9.

**Training:** Professional refresher courses.

**Competencies:** High integrity. Analytical nature. Administrative ability is necessary.

#### **3222 Sanitarian**

Provides technical assistance and advice on measures to restore or improve sanitary conditions, and supervise their implementation.

**Education:** Scale 6–9.

**Training:** Professional refresher courses.

**Competencies:** High integrity. Analytical nature. Administrative ability is necessary.

#### **3223 Dietician**

Plans and supervises the preparation of therapeutic or other diets for individuals or for groups in hospitals, institutions or other establishments; gives instruction in selection and proper preparation of food according to dietetic principles; performs duties related to nutrition programmes.

**Education:** Scale 6.

**Training:** 1 year on job experience in dietetics and administration.

**Competencies:** Deals with people in an able manner. Sense of responsibility. Analytical nature.

### 3224 Optometrist

Examines eyes and prescribes spectacles or treatment not involving the use of medicines or surgery to conserve or improve vision. Determines visual effects by means of various tests and instruments; refers clients with ocular disease symptoms to an oculist; prescribes lenses or visual training to correct or improve vision; tests lenses to ensure conformity with prescription.

**Education:** (a) Scale 6. (b) or 5-year degree course to doctorate in optometry.

**Training:** In respect of (a) 1 year work under supervision of qualified optometrist before being licensed to practise.

**Competencies:** Sense of responsibility. Deals with people in an able manner.

### 3225 Dispensing Optician

Assists customer in choice of frames, selects the lenses prescribed, fits lenses in frames and fits frames to customer, or fits contact lenses according to prescription. May sell other optical goods such as non-prescription sunglasses.

**Education:** Scale 3-4 with good pass in mathematics and physics.

**Training:** Formal 3-year course leading to diploma or 3-year correspondence course if apprenticed to qualified optician. Registration as optician restricted to persons over 21 years of age.

**Competencies:** Deals with people in an able manner.

### 3226 Dental Assistant

Performs clinical and preventive services in the dental clinics, including all phases of general dental practices, classroom oral health presentations, oral health surveillance, distribution of fluoride, and associate duties. Performs reception, administrative and data entry duties.

**Education:** Scale 3-4.

**Training:** One year of experience following qualification is required.

**Competencies:** Mature. Good standard of verbal and written communication. Motivated, energetic and willing to learn.

### 3227 Dental Hygienist (Oral)

Carries out dental preventive treatments and instructs groups and individuals in care of teeth and mouth. Removes calcareous deposits from teeth; applies topical fluorides or other prophylactic solutions; takes intra-oral X-rays; makes primary examinations of groups such as children or others to detect dental defects which require treatment by a dentist.

**Education:** Scale 4-6.

**Training:** 1 year formal course at school of dentistry

leading to diploma.

**Competencies:** Deals with people in an able manner. Good manual dexterity.

### 3228 Pharmaceutical Assistant

Dispenses and prepares medicaments, lotions and mixtures under the guidance of Pharmacists, in pharmacies, hospitals and dispensaries.

**Education:** Scale 4-6.

**Training:** 1-year formal course in pharmaceuticals leading to diploma.

**Competencies:** Deals with people in an able manner. Good manual dexterity.

## 323 TRADITIONAL MEDICINE PRACTITIONER

### 3230 Traditional Medicine Practitioner

Treat human mental and physical sickness by herbs, medicinal plants and other techniques traditionally used in the community, and believed to cure and heal by assisting or stimulating nature, and advise on methods to preserve or improve health and well-being. Also includes occupations such as naturopath, acupuncturist and homeopath.

**Education:** Scale 6-9.

**Training:** On job experience in dietetics and herbal remedies.

**Competencies:** Deals with people in an able manner. Sense of responsibility. Analytical nature.

## 33 OTHER ASSOCIATE PROFESSIONALS

### 331 FINANCE AND SALES ASSOCIATE PROFESSIONALS

#### 3311 Insurance Salesperson

Sells life, accident, endowment, fire, marine, health and other types of insurance. Interviews prospective customers, determines their insurance needs and attempts to sell suitable policies, explaining the risks covered, the premium rates and benefits. Initiates arrangements for medical examination if applicable. May collect premiums and keep record of payments. May assist in investigating claims.

**Education:** Scale 3-4.

**Training:** On job training with insurance principles.

**Competencies:** Persuasive. Self motivating.

#### 3312 Real Estate Salesperson/House Agent

Sells and leases property such as building lots, houses, apartments and estates, on a commission basis. Acts as agent for holders of real estate available for sale or lease; estimates value of property and advises owners on current market situation. Arranges visits of clients in selling or leasing properties, computing total costs and subsequent payments. May arrange mortgage. May draw up and submit contract for approval of purchaser and seller. May

act as agent for owner, collecting rents, arranging for maintenance of property. May act as auctioneer.

**Education:** Scale 3-5.

**Training:** On job. May require licence.

**Competencies:** Persuasive.

### 3313 Technical Salesperson

Sells products such as chemical, mechanical and electronic equipment using specialised knowledge of the technology of the composition, utilisation and maintenance of the goods or equipment sold. Calls on potential clients to explain merits of the products and their application to the user's special requirements. Arranges for the preparation of plans and the operational specifications showing advantages of the proposed changes of equipment, method or materials. May negotiate contracts and assist in the arrangement of credit.

**Education:** Scale 4-6, 2-3 years in business administration.

**Training:** Ranges from 6 months to 5 years depending on technical background required.

**Competencies:** Technical nature. Persuasive. Deals with people in an able and pleasant manner. Self motivating.

### 3314 Technical Service Advisor

Advises customers on the application, installation and operation of specialised equipment, supplies and services. Consults customer on the layout of equipment or usage of service; supervises or assists customer with installation of equipment and ensures operation in accordance with specifications. Investigates faulty operation and suggests appropriate solution or arranges modifications. May train client's personnel in use or maintenance.

**Education:** Scale 4-6.

**Training:** Ranges from 6 months to 5 years depending on technical background.

**Competencies:** Deals with people in an able and pleasant manner. Technical nature.

### 3315 Buyer

Buys goods for resale in wholesale or retail trade. Reviews business requirements and studies trade periodicals and other market information on varieties, qualities, and prices of goods available; visits showrooms or undertakes special buying missions, negotiates with suppliers on prices, credit terms and delivery schedules. May determine price that items may be resold for. May perform some selling or managerial functions.

**Education:** Scale 3-5.

**Training:** Business course and 3-5 years on job training.

**Competencies:** Deals ably with people. Able to travel in foreign countries. Good pass in arithmetic.

### 3316 Purchasing Officer

Ascertains requirements of undertaking and buys materials, food, beverages, equipment and other supplies from manufacturers, wholesalers and other suppliers on behalf of an establishment. Examines and evaluates all

items available and selects the most suitable item and supplier. Develops and maintains purchase specifications for items required and negotiates with suppliers to obtain the most advantageous terms. Draws up orders and contracts for delivery. May be required to maintain storerooms and set up appropriate stock records and controls. May check items received for quantity and quality ordered. May prepare reports on value of bulk buying and other buying and supply situations.

**Education:** Scale 3-5 or equivalent standard gained from long experience.

**Training:** 5-10 years on job experience in various fields such as transport, major markets and the operation of the establishment.

**Competencies:** Able to direct others.

### 3317 Appraiser/Valuer/Auctioneer

Assesses the value of real estate for all purposes including sale, purchase, mortgage, rental, probate, company accounts and insurance and for its potential for investment, redevelopment, modernisation and subdivision; assesses the annual rental value of buildings for land tax; assesses compensation for compulsory purchase of property, including injurious affection and disturbance; assesses compensation under the Development and Planning Act; gives expert evidence in court and other hearings; and is also available to act in the capacity of estate agent and estates surveyor.

**Education:** Scale 4-5.

**Training:** 3-5 year course with practical experience leading to a professional qualification.

**Competencies:** Deals with people in an able and pleasant manner. Administrative capabilities. High integrity.

## 332 BUSINESS SERVICES AGENTS AND TRADE BROKERS

### 3321 Broker

Responsible for the efficient brokerage of reinsurance business to reinsure in an assigned marketing area and/or class type(s) of business; for treaty origination, on-going servicing and renewal agreements with participating underwriters.

**Education:** Scale 5-7.

**Training:** On job with appropriate formal industry related courses.

**Competencies:** High degree of integrity, deals ably with people.

### 3322 Trust Officer

Administers private, corporate, probate and other trusts and settlements, and undertakes the management of investments on behalf of clients. May arrange for sale or purchase of assets in accordance with the terms of a will or trust. May administer the estate on behalf of beneficiary during the beneficiary's lifetime.

**Education:** Scale 5-7 or equivalent gained from

experience.

**Training:** Accounting experience desirable. Ability to read and understand legal terminology.

**Competencies:** High degree of integrity. Deals with people in an able manner. Well developed verbal and written communication abilities.

### 3323 Investment Officer

Advises employing organisation, or clients, on investments and arranges for the investment of funds on their behalf in accordance with funds available and requirements of the employer or client. Studies reports and statistics of economics, financial conditions and trends and follows the day-to-day movements of the markets.

**Education:** Scale 5-7 or equivalent standard gained from experience.

**Training:** Acquisition of thorough understanding of world economics, economic trends and major currencies. Interpretation of company reports to determine and advise long and short term investment policies.

**Competencies:** High degree of integrity. Deals with people ably. Analytical.

### 3324 Business Services and Advertising Salesperson

Sells business and advertising services such as provision of credit information, address listings, printing, theft and fire protection (not insurance); arranging contracts for halls, rental or films or for live performances; sells advertising services by arranging for space in press or on radio or television.

**Education:** Scale 3-6.

**Training:** On job.

**Competencies:** Knowledge of business community and its needs, persuasive.

### 3325 Manufacturer's Agent

Sells products of manufacturers to wholesale and retail establishments on a commission basis. Attempts to interest prospective buyers by showing sample products or by catalogue, quoting delivery terms, prices and credit terms. Keeps abreast of price changes and other marketing conditions.

**Education:** Scale 3-4.

**Training:** On job.

**Competencies:** Deals with people in an able and pleasant manner. Persuasive. Self motivating.

### 3326 Consultant, Business (General)

On a fee for services basis, advises business owners and senior executives on a variety of problems relating to operational and managerial procedures and techniques, including accounting procedures, control techniques, efficiency techniques, personnel matters, financing, data processing applications, marketing strategies as well as general management techniques and practices.

**Education:** Scale 6 or extensive professional or business and administrative experience.

**Training:** Usually specialised commerce and

management courses and seminars often at the graduate level.

**Competencies:** Deals ably with people, superior administrator, logical, able to handle pressure.

### 3327 Underwriter

Reviews applications for insurance, evaluates risks involved and determines the premiums, maximum extent of cover and other conditions to be attached to insurance policies. Fixes company tariffs and provisions regulating routine insurance business and determines terms and conditions of particular insurance contracts. Evaluates risks involved and may reinsure a certain percentage of risks with one or more companies. Usually specialises in underwriting one type of insurance such as automobile, fire, life or marine.

**Education:** Scale 5-6.

**Training:** On job training, plus various formal industries approved courses.

**Competencies:** High degree of integrity. Analytical nature.

### 3328 Pawnbroker and Money Lender

Lend money against articles deposited as pledge, or against property or other security. They will evaluate articles offered as pledges, calculate the interest, lend money, and then return articles when the loan is paid.

**Education:** Scale 3.

**Training:** On job, plus various formal industries approved courses.

**Competencies:** Deals with people in an able manner

## 333 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS

### 3331 Immigration Inspector

Undertakes the inspection of travel documents of persons entering and leaving Bermuda on vessels and aircraft. May grant permission or, after consultation with superior, may refuse permission for passengers to land. Undertakes inspections and investigations relating to the control of entry, stay and employment of aliens.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Deals with people in an able manner. High integrity.

### 3332 Ship Surveyor

Undertakes inspections and investigations to verify and ensure compliance with acts, orders, regulations and similar requirements relating to condition and standard of ships' hulls, engines, accommodation, equipment or related items. Investigates shipping accidents; undertakes measurement of ships for tonnage calculations; may examine marine engineers to assess levels of competency.

**Education:** Scale 4-6.

**Training:** 3 years apprenticeship in marine engineering;



or seagoing engineer cadet leading to recognised certificate as marine engineer.

**Competencies:** Deals with people in an able manner. Mechanical nature.

### **3333 Customs Officer**

Undertakes inspections and checks of persons and their effects, vessels and aircraft entering and leaving Bermuda together with goods imported and exported therein to ascertain the payment of import or export duties thereon and to detect the infringements of Government regulations. May seize or detain undeclared items and institute legal proceedings. May be in charge of other customs officers.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** High integrity. Deals with people in able manner.

## **334 POLICE INSPECTORS AND DETECTIVES**

### **3341 Police Officer/Detective**

Maintains law and order, protects persons and property from unlawful acts and arrests persons for contraventions of the law. Performs services such as foot, mobile or marine patrols in particularly assigned areas. Directing traffic, assuming authority in case of accident, rendering first aid and making any necessary investigations, maintaining law and order during fires or other similar occurrences. Investigating circumstances of particular cases, questioning persons concerned and making examinations at scene of crime, taking statements and making reports of investigations, arrests or assists in arrests of suspected persons, gives evidence in courts of law.

**Education:** Scale 3 or passing police entrance examination.

**Training:** 15 weeks basic training and on job training.

**Competencies:** High integrity, physically fit, deals with people in an able manner.

### **3342 Police Cadet**

While attached to various sections of the police service, the cadet is under the direction of an experienced policeman and performs a range of services such as patrolling assigned areas, as well as pursuing studies in order to acquire the basic skills and knowledge required to perform a full range of police tasks.

**Education:** Scale 3-4.

**Training:** On job and formal classroom instruction.

**Competencies:** Deals ably with people, tactful, physically fit, able to handle pressure.

### **3343 Traffic Warden**

Patrols allotted areas to detect contraventions of local parking regulations, warns offenders or issues parking tickets, takes such other action as may be prescribed.

Advises motorists of parking regulations within specific areas and can direct them to such facilities.

**Education:** Scale 3.

**Training:** On job training.

**Competencies:** Deals with people in an able manner. Likes to work outdoors.

## **335 ARTISTIC, ENTERTAINMENT, AND SPORTS ASSOCIATE PROFESSIONALS**

### **3351 Decorator and Commercial Designer**

Applies artistic techniques to product design, interior decoration and sales promotion.

**Education:** Scale 4-7

**Training:** On job training

**Competencies:** Deals with people in able manner. Artistic talent.

### **3352 Radio and Television Announcer**

Reads news bulletins and makes other announcements for broadcasting over radio and television. Reads advertisements on sponsored programmes; usually specialises in radio or television announcing. May conduct interviews of interest to the general public. May act as master of ceremonies for certain programmes.

**Education:** Scale 3-4 with good pass in English. Good general knowledge.

**Training:** On job.

**Competencies:** Articulate, alert. Deals with people in an able manner. Good reading and speaking ability.

### **3353 Sports Coach**

Coaches sportsmen to develop knowledge, ability, and performance in sport. Analyses performance and identifies individual or team weakness. Demonstrates and directs practice of techniques to overcome weaknesses; advises team manager on match strategy and trains team in its execution. Usually specialises in a particular sport and is designated accordingly.

**Education:** Scale 2-6.

**Training:** On job and courses emphasising coaching techniques.

**Competencies:** Leadership qualities.

### **3354 Fitness Instructor/Physical Trainer**

Participates and or conducts sports training, compile rules concerning sporting events, and controls the progress of these events.

**Education:** Scale 4-6.

**Training:** On job and courses in exercise physiology.

**Competencies:** Able to motivate others.

## **35 INFORMATION AND COMMUNICATIONS TECHNICIANS**

### **3511 Information and Communications Technology Operations Technician**

Supports the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment to ensure optimal performance and identify any problems. The main tasks include, but are not limited to, operating and controlling peripheral and related computer equipment, entering commands, using computer terminals and activating controls on computers and peripherals to integrate and operate equipment. Monitors systems for failure or errors in performance.

**Education:** Scale 3-5.

**Training:** Formal training with specialised on the job refresher training.

**Competencies:** High degree of integrity. Deals ably with people.

### **3512 Information and Communications Technology User Support Technician**

Provides technical assistance to users, either directly or by telephone, email or other electronic means. Diagnoses and resolves issues and problems with software, hardware, computer peripheral equipment, networks, databases and the Internet. Provide guidance and support in the deployment, installation and maintenance of systems. The main tasks include, but are not limited to, answering user inquiries regarding software or hardware operations to resolve problems. Enters commands and observes system functioning to verify correct operations and detect errors. Installs and performs minor repairs to hardware, software or peripheral equipment, following design or installation specifications.

**Education:** Scale 3-5.

**Training:** Formal training with specialised on the job refresher training.

**Competencies:** High degree of integrity. Deals ably with people.

### **3513 IT Networking and Systems Technician**

Establishes, operates and maintains network and other data communication systems. The main tasks include, but are not limited to, operating, maintaining and troubleshooting network systems. Operates and maintains data communications systems other than networks and assists users with network and data communications problems.

**Education:** Scale 3-5.

**Training:** Formal training with specialised on the job refresher training.

**Competencies:** High degree of integrity. Deals ably with people.

### **3514 Web Technician**

Maintains, monitors and supports the optimal functioning of Internet and Intranet websites and web server hardware and software. The main tasks include, but are not limited to, installing, monitoring and supporting the reliability and usability of Internet and Intranet websites, developing and maintaining documentation policies and instructions, recording operational procedures and system logs. Develops, implements and monitors security measures and makes recommendations to enhance performance of upgrading and of acquiring new systems.

**Education:** Scale 3-5.

**Training:** Formal training with specialised on the job refresher training.

**Competencies:** High degree of integrity. Deals ably with people.

### **3521 Broadcasting and Audiovisual Technician**

Controls technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds. Also controls technical functioning of equipment to record and edit other types of telecommunication signals on land, sea and or in aircraft. The main tasks include, but are not limited to, controlling equipment to record sound, to edit it and mix image and sound recordings to ensure satisfactory quality and to create special image and sound effects. Applies knowledge of principles of image and sound recording and editing to identify and solve problems.

**Education:** Scale 3-5.

**Training:** Formal training with specialised on the job refresher training.

**Competencies:** High degree of integrity. Deals ably with people.

## MAJOR GROUP 4

### 41 OFFICE CLERKS

#### 411 SECRETARIES AND KEYBOARD-OPERATING CLERKS

##### 4111 Executive Secretary/Personal Assistant

An experienced secretary able to act on own initiative and capable of directly participating in the work of the superior, assisting as necessary and in the absence of the superior maintaining work flow. May supervise juniors.

**Education:** Scale 4-6. High standard English, history, geography, arithmetic. May be required to have foreign language(s).

**Training:** Formal secretarial training at advanced level or equivalent experience. SH/SW-140 wpm. Typing -70 wpm. Not less than 7 years experience or of exceptional ability.

**Competencies:** High degree of integrity. Handles people ably. High level of initiative and organisational ability.

##### 4112 Senior Secretary

An experienced secretary who can take SH/SW dictation or can transcribe electronically recorded material and handle the paperwork and provide administrative support for the superior. Able to take minutes of meetings. May supervise juniors.

**Education:** As 4111 but possibly in the lower range, without foreign language.

**Training:** Formal secretarial training (possibly advanced level) or equivalent experience. SH/SW-120/130 wpm. Typing - 60/70 wpm. Not less than 5 years experience or of exceptional ability.

**Competencies:** High degree of integrity. Good with people. High standard of English.

##### 4113 Junior Secretary

Can take SH/SW dictation or can transcribe electronically recorded material and handle the paperwork and provide administrative support for the superior.

**Education:** Scale 3-4. Good pass in English.

**Training:** Formal secretarial training but working under supervision. SH/SW-110/120 wpm. Typing - 50/60 wpm.

**Competencies:** Able to take direction.

##### 4114 Legal Secretary

As 4111. Understands legal language, traditions and practice.

**Education:** As for 4111.

**Training:** As for 4111.

**Competencies:** As for 4111.

##### 4115 Medical Secretary

Manages doctor's office. Keeps records. Acts on own initiative. Takes dictation and transcribes, using medical terms. May do bookkeeping. May act as chaperon.

**Education:** Scale 3-4.

**Training:** 1-2 years course in medical secretary training.

**Competencies:** Very able at handling people. Able to handle pressure.

##### 4116 Shorthand/Speedwriting Typist

Records dictation in shorthand or speedwriting and transcribes notes into typewritten form, when necessary using judgement as to layout. Checks typed work and uses office duplicating equipment. May perform limited clerical duties. May be responsible for juniors.

**Education:** Scale 3-4.

**Training:** Secretarial/commercial school. SH/SW-120/130 wpm. Typing - 60/70 wpm.

**Competencies:** High standard of English and possibly a foreign language. Meticulous worker.

##### 4117 Shorthand/Speedwriting Typist with Foreign Language

**Education:** Scale 3-4.

**Training:** As 4116 with capability in foreign languages.

**Competencies:** As 4116.

##### 4118 Teletypist

Sends and receives messages by means of a teleprinter; establishes electrical connection with another teleprinter or network of teleprinters; sends messages by pressing keys of teleprinter; receives messages and detaches them from machine; reports faults to telecommunications centre.

**Education:** Scale 3.

**Training:** 1 year formal training.

**Competencies:** Sense of responsibility. High integrity. Able to handle both pressure and routine.

##### 4119 Audio/Copy Typist

Types letters, minutes, reports or other matter from sound recorded dictation, draft or corrected copy, where necessary using judgement as to layout. Checks typed work and uses office duplicating equipment. May perform limited clerical duties. May work in foreign language. May be required to be a receptionist. May be required to operate telephone branch exchange.

**Education:** Scale 3-4.

**Training:** Secretarial/Commercial school. Typing - 50/70 wpm.

**Competencies:** Accustomed to application and accuracy. High standard of English and possibly a foreign language.

### 412 NUMERICAL CLERKS

#### 4121 Senior Bookkeeper/Night Auditor

Maintains complete records of the financial transactions of an undertaking. Balances accounts and ledgers. Produces draft financial statements or accounts. Verifies

the accuracy of items entered into accounts. May prepare statements for customers. May supervise juniors.

**Education:** Scale 3-4.

**Training:** G.C.E. 'A' level accounting or equivalent post-school training. On job with considerable experience.

**Competencies:** High integrity. Ability to co-operate with professional accountants. Meticulous and accurate.

#### 4122 Junior Bookkeeper

Maintains complete records of financial transactions of an undertaking of a limited nature or maintains limited records of a phase or part of a larger financial record system. Balances accounts, verifies accuracy of items entered into accounts. Maybe required to take single accounts to trial balance. Usually works under supervision of a senior bookkeeper or financial supervisor.

**Education:** Scale 3-4.

**Training:** Commercial school course in bookkeeping and accounting.

**Competencies:** An aptitude for accounting work. Integrity. Meticulous with high level of accuracy.

#### 4123 Finance Clerk

Carries out specialised clerical tasks relating to financial transactions of a bank, investment house or other financial organisation. Interviews clients, prepares financial documents, handles collateral and completes transactions regarding loans. Maintains records of bonds, shares or other securities bought and sold on behalf of clients or employer. Calculates interest, charges and duties. Performs other clerical tasks pertaining to financial transactions.

**Education:** Scale 3-4.

**Training:** Accounting experience desirable.

**Competencies:** High degree of integrity. Deals with people ably. Good pass in mathematics.

#### 4124 Senior Clerk

Performs a variety of clerical duties with little supervision, assumes responsibility and applies judgement. Performs statistical duties. May supervise juniors.

**Education:** Scale 3-4.

**Training:** 5 years experience or equivalent ability. May require specialised on job training.

**Competencies:** Good standard of English and arithmetic.

#### 4125 Junior Clerk

Performs a variety of routine clerical or statistical duties with direct supervision. May perform simple typing duties.

**Education:** Scale 3-4.

**Training:** On job.

**Competencies:** Good standard of English and arithmetic.

#### 4126 Legal Clerk

Carries out specialised clerical tasks in connection with

legal matters. Makes search of legal records to prepare information relevant to case under consideration; examines or makes arrangements for examination of documents representing title to property or rights under wills; affidavits of documents; takes charge of documents and correspondence of assigned cases. May specialise and be designated according to nature of legal clerical duties performed.

**Education:** Scale 4-6.

**Training:** On job with 5 years experience.

**Competencies:** High degree of integrity. Meticulous. High standard in English and mathematics.

#### 4127 Insurance/Reinsurance Processor

Responsible for the efficient verification and processing of insurance/reinsurance records, reports, forms and other information received from ceding companies and reinsures. This involves working with various types of treaty contracts, both domestic and international, and verifying reporting requirements and other information including the amount of premium, brokerage commission etc.; the application of a wide variety of codes to system input forms in reference to premium, loss, reserves. etc.

**Education:** Scale 3-4.

**Training:** On job with appropriate formal industry related courses.

**Competencies:** Aptitude for accounting work, able to communicate verbally and in writing.

#### 4128 Data Clerk (Input)

Responsible for maintaining the computerised company register, mortgage register and other computer records and the processing and balancing of revenue and related documents. Provides advice and guidance to the public and staff, performs clerical duties.

**Education:** Scale 3.

**Training:** A minimum of 1 year's experience and must be capable of operating in a computerised environment.

**Competencies:** Mature. Excellent organisational and interpersonal skills. Have the ability to adhere strict deadlines. Accuracy and speed typing will be an asset.

### 413 MATERIAL-RECORDING AND TRANSPORT CLERKS

#### 4131 Clerk (Warehouse/Storeroom)

Receives and issues merchandise, tools and other goods. Maintains stock ledgers or other record cards. Submits periodical stock reports. May take inventories.

**Education:** Scale 3 with good pass in arithmetic.

**Training:** 1-2 years on job.

**Competencies:** Reliable.

#### 4132 Customs Clerk

Performs clerical tasks relating to the transport and

customs clearance of freight being exported or imported. Examines particulars of goods, prepares bills of landing, consignment notes, customs manifests etc., forwards appropriate documents to customs officials for clearance, calculates duty fees and other charges, maintains records as required.

**Education:** Scale 3.

**Training:** 1–2 years on job.

**Competencies:** High integrity, works in a logical manner. Good pass in mathematics.

#### **4133 Meter Reader (Electrical)**

Visits the client's building and records the current meter reading; compares the current to the previous reading and calculates the energy consumed; may disconnect the power; may calculate the bill and accept cash.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Excellent ability to handle difficult situations.

#### **4134 Supervisor/Dispatcher Road Transport**

Assigns drivers, vehicles and delivery schedules. Keeps records of orders and vehicles. May supervise drivers and the loading and unloading of vehicles. May undertake driving and have other duties.

**Education:** Scale 3.

**Training:** At least 3 years experience, or show exceptional ability. A pertinent valid driver's licence.

**Competencies:** Pleasant personality. Deals with people ably.

#### **4135 Transport and Communications Supervisors**

Supervises and co-ordinates the operational activities of postal, air and transport services and of the workers engaged therein.

**Education:** Scale 3–4.

**Training:** 1–3 years on job experience or show exceptional ability. May require technical qualifications.

**Competencies:** Able to accept responsibility. Leadership qualities.

#### **4136 Telecommunications Service Supervisor**

Controls and supervises telecommunications operational services, such as radio, telephone and telegraph; supervises telecommunications traffic handling; the preparation of operational schedules or services; directs and co-ordinates the activities of workers engaged in operation of telecommunications services.

**Education:** Scale 3.

**Training:** 7 years experience and formal training.

**Competencies:** Able to direct people.

### **414 LIBRARY, MAIL AND RELATED CLERKS**

#### **4141 Postmaster/Postmistress**

Organises, controls and co-ordinates postal and related services in an urban locality or other limited geographical area, including the collection, processing and delivery of mail, the sale of postage and social insurance stamps, dog licences and bus tickets; co-ordinates the activities of workers under his/her control. Reports to Assistant Postmaster General.

**Education:** Scale 3–4.

**Training:** On job.

**Competencies:** High integrity. Deals with public in an able manner. Administrative and supervisory ability.

#### **4142 Postal Supervisor**

Supervises and co-ordinates mail collection, sorting and distribution services by: Planning mail routes and schedules; supervising postal workers engaged in collecting, receiving, cancelling, or sorting mail.

**Education:** Scale 3–4.

**Training:** 1–3 years on job.

**Competencies:** Supervisory ability.

#### **4143 Mail/Sorting Clerk/Mail Handler**

Performs sorting, recording, delivery and other duties in connection with mail services from post offices or related organisations, as well as from or within an establishment.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Reliable.

#### **4144 Postperson**

Delivers mail along a regular route to private homes and business establishments after sorting it according to addresses. May collect mail from mail boxes and assist in sorting it. May perform other duties.

**Education:** Scale 3.

**Training:** 1 month familiarisation in district.

**Competencies:** Reliable. Deals with public in an able manner.

#### **4145 Messenger, Porter**

Delivers messages, packages and other items to offices within or outside an establishment. Walks or rides vehicles. May keep simple records and perform other duties.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Reliable.

#### **4146 Filing Clerk**

Classifies and files records by examining the document; assigning an appropriate classification and placing it into the file; by extracting files or documents on request; may be required to type.

**Education:** Scale 3. Office practice or commercial courses.

**Training:** On job.  
**Competencies:** Methodical worker. Reliable and organised.

#### **4147 Records Officer (Archives)**

Assists users in accessing library or archive resources, participates in records management, assists in describing new acquisitions, participates in archive processing and storage, and conducts reference searches.

**Education:** Scale 4-7.  
**Training:** On job with some training courses.  
**Competencies:** Thorough and systematic worker.

## **42 CUSTOMER SERVICES CLERKS**

### **421 CASHIERS, TELLERS AND RELATED CLERKS**

#### **4211 Chief Cashier**

Responsible for company cash received from departments or public, and for cash disbursements. Maintains central records. May deal with banks and be responsible for payroll. May have contact with the public. May supervise juniors.

**Education:** Scale 3-4.  
**Training:** Must have considerable experience.  
**Competencies:** Reliable person of high integrity. Methodical. Accurate worker.

#### **4212 Cashier**

Receives cash and gives change. Accepts payments for goods and services. May maintain records and may perform other related clerical tasks. May have contact with the public.

**Education:** Scale 3.  
**Training:** On job.  
**Competencies:** High degree of integrity. Methodical. Pleasant personality. Good pass in arithmetic.

#### **4213 Bank Teller/Bank Customer Service Representative**

Responsible for serving customers of the bank by accepting their deposits; counting and verifying cash and cheques in the deposit; using a calculator to convert foreign exchange and drafts on completion of appropriate forms; cashes cheques on presentation, after having checked the balance in the account and the signature; proves daily sheet and cash held at the end of the day. May be required to operate a computer terminal to carry out any or all of these duties.

**Education:** Scale 3-4. Good at arithmetic.  
**Training:** On job.  
**Competencies:** High degree of integrity, pleasant personality.

#### **4214 Cash Clerk**

Performs supporting cash duties under direct supervision. May have contact with the public.

**Education:** Scale 3.  
**Training:** On job.  
**Competencies:** Honest and reliable. Pleasant personality. Good pass in arithmetic.

#### **4215 Debt Collector and Related Worker**

Collects payments and perform clerical duties associated with these collections. Telephone or write customers to collect money or arrange for later payments.

**Education:** Scale 3-4.  
**Training:** On job. Courses in customer relations.  
**Competencies:** Deals well with people.

### **422 CLIENT INFORMATION CLERKS**

#### **4221 Travel Agency Clerk**

Prepares itineraries and makes travel and hotel reservations for customers by determining customer's needs; examining air, sea or land transport schedules; makes reservations for travel and accommodation often using a computer assisted terminal; may refer to computer for tariff rates and routing information. May issue tickets, prepare accounts and receive payments.

**Education:** Scale 3-4.  
**Training:** Detailed formal on job, often using computer assistance.

**Competencies:** Deals well with people, good mathematical skills.

#### **4222 Airline Passenger Agent**

Meets aircraft and assists passengers. Handles missing baggage. Checks in passengers and collects cash. Issues tickets, can read tariffs and must have knowledge of reservations procedures. Usually required to operate a computer display terminal that is linked to a central computer.

**Education:** Scale 3-4.  
**Training:** On job and formalised training either abroad or by local self-training using the computer.

**Competencies:** Meets public, must be able to handle pressure and difficult situations with tact.

#### **4223 Airline Reservation/Ticket Agent**

Accesses a central reservations computer and may issue tickets using a computer driven printer; accepts bookings, researches space held and creates computer records; quotes fares, rules and regulations often by searching the computer data base.

**Education:** Scale 3-4.  
**Training:** On job and formalised training either off-island or by programmed self-learning using the computer.

**Competencies:** Meets public, must be able to handle pressure and difficult situations with tact.

**4224 Airline Freight Agent**

Verifies freight received against flight manifest and airway bills; rates and prepares airway bills and collects cash; checks for damage and delivers shipments; handles claims; checks and handles mail; often uses a computer terminal linked to a central computer to locate freight, arrange for shipment and to check tariffs and routings; supervises freight handlers in warehouse.

**Education:** Scale 3-4.

**Training:** On job with specific computer training.

**Competencies:** Deals with the public continually, needs a good personality, ability to handle pressure and to indirectly supervise.

**4225 Client Information Clerk**

Receives clients or patients, provide information and make appointments on behalf of various establishments including hospitals, medical or dental surgeries.

**Education:** Scale 3-4.

**Training:** On job.

**Competencies:** Deals with people ably.

**4226 Receptionist**

Greets people coming into an establishment and ascertains their wants. Supplies information or announces arrival and directs visitor to person called upon. Deals with telephone calls requesting information or appointments. May operate telephone switchboard. May have other duties.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Pleasant personality. Deals with people ably. Able to handle pressure and routine.

**4227 Hotel Receptionist/ Cashier**

Receives and registers hotel guests, allocates accommodation and maintains billing records during their stay. Accepts advance bookings, makes reservations and keeps records of rooms allocated. Issues statement of account to departing guests, receives payment. Reconciles cash and charge sales with ledgers. May type, operate accounting machine and perform other duties.

**Education:** Scale 3.

**Training:** On job training applicable to skills required.

**Competencies:** Good personality. Deals with people ably. Able to relay and record messages accurately. Able to operate applicable accounting machines and telephone switchboard. Good pass in English.

**4228 Telephone Switchboard Operator**

Operates telephone switchboard to make contact between caller and person called. Routes long distance calls or gives necessary instructions to other switchboard operators. May deal with inquiries. May have other duties.

**Education:** Scale 3.

**Training:** 2-6 weeks on job training in co-ordination of switch board operations, procedures and

policies in relaying and recording messages accurately.

**Competencies:** Pleasant personality. Deals with people ably.

**4229 Telegrapher**

Operates telegraphic equipment to transmit and receive messages by wire or radio. Translates messages into Morse code and operates telegraphic keyboard to transmit them. Interprets message or passes it to the delivery services. Keeps record of messages sent and received. May test and maintain telegraphic equipment.

**Education:** Scale 3.

**Training:** 1 year formal training.

**Competencies:** High integrity. Able to cope with routine.

## **MAJOR GROUP 5 SERVICEWORKERSANDSHOPANDMARKET SALES WORKERS**

### **51 PERSONAL AND PROTECTIVE SERVICES WORKERS**

#### **511 TRAVEL ATTENDANTS AND RELATED WORKERS**

##### **5111 Sightseeing, Travel, Museum Guide**

Escorts groups of tourists and others on local sightseeing tours on land or by boat, or to places of historical or general interest. Points out places of interest giving brief commentary on each. May escort and lecture groups on one aspect of interest only. May also drive method of transport.

**Education:** Scale 3-4.

**Training:** On job. May be required to hold appropriate licence.

**Competencies:** Deals with people in an able and pleasant manner. Articulate in English language. Outgoing personality.

##### **5112 Fishing Guide**

Performs a variety of tasks in conducting tourists and others on a fishing tour in local or coastal waters. Supplies tackle and bait. Prepares fishing tackle, baits hooks or attaches other devices to catch fish. Assists clients with tackle. Maintains fishing equipment. May specialise in fishing in a particular area.

**Education:** Scale 2-3.

**Training:** On job. A marine pilot's licence is necessary. Well skilled in handling boats.

**Competencies:** Deals with people in a pleasant manner. Outgoing personality.

#### **512 HOUSEKEEPING AND RELATED SERVICES**

##### **5121 Executive Housekeeper**

Plans, organises and supervises workers of domestic staff in hotels and other institutions, such as chambermaids, housemen, laundry workers and seamstresses. Ensures prescribed standards of efficiency and cleanliness are met. Purchases or assists in purchasing supplies; examines condition of rooms; reports on repairs needed and suggests improvements; checks housekeeping accounts and takes inventories of bed linen and other articles. May prepare housekeeping budget.

**Education:** Scale 3.

**Training:** 2-5 years on job training involving a thorough knowledge of housekeeping and the numerous areas it includes.

**Competencies:** Tact and resourcefulness at handling complaints. High integrity. Administrative and supervisory ability.

##### **5122 Assistant Housekeeper/Night Housekeeper/ Housekeeper**

Supervises and instructs housekeeping personnel, inspecting work and reporting on overall conduct of the department. Deputises for the executive housekeeper in his/her absence. May be assigned to control a specific group of staff, such as seamstresses, shampooers, upholsterers or linen controllers.

**Education:** Scale 2-3.

**Training:** 2-5 years involving a thorough knowledge of housekeeping and the numerous areas it includes.

**Competencies:** Tact and resourcefulness in handling complaints. Deals with staff and clients ably.

##### **5123 Housekeeper (Private Services)**

Undertakes the running of a private household on behalf of employer and performs domestic tasks. May attend to needs of guests, may be assisted by and supervise other domestic staff.

**Education:** Scale 2-3.

**Training:** Practical experience in a junior domestic position, or in own home.

**Competencies:** High integrity, deals with people in an able manner.

##### **5124 Butler**

Directly supervises and co-ordinates the activities of dining room and other domestic staff in a private household; receives visitors; may control ordering, storing and serving of wine.

**Education:** Scale 3-4.

**Training:** On job.

**Competencies:** Good administrative abilities, able to direct staff.

##### **5125 Cleaner/Houseperson**

Cleans and keeps in orderly condition the interiors of public buildings, offices, commercial establishments, hotels, apartments, and private homes. Dusts, sweeps, scrubs, washes and polishes floors and disposes of waste or litter. Cleans carpets. Cleans kitchens, bathrooms and toilets. May assist with laundry and have other duties.

**Education:** Scale 2-3.

**Training:** No formal training.

**Competencies:** High integrity. Reliable.

##### **5126 Nursemaid/Nanny**

Takes care of children and oversees their daily activities; assists children in bathing and dressing; feeds children; takes children outdoors for recreation and plays games with them; maintains order in children's bedrooms and playroom; assists children to prepare for bed; entertains children by reading or storytelling. May mend, wash and iron children's clothes. May perform household duties not related to child care.

**Education:** Scale 2-4.

**Training:** 2 year course in child welfare and teaching.



**Competencies:** High degree of patience being fond of, and interested in, care of children. Pleasant personality.

### 5127 Companion

Provides companionship and performs personal services for employer. Participates in activities and forms of recreation. Reminds employer of social engagements and accompanies employer on visits. Attends to travel arrangements. May assist in bathing, dressing and toilet; prepare and serve food or diet. May give instructions to other domestic workers.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Gets on well with others. Pleasant personality. High integrity.

### 5128 Chambermaid and/or/Night Maid

Cleans and services guest rooms and bathrooms in hotels, hospitals; or other lodging establishments; makes beds and changes linen; removes rubbish and maintains cleanliness of furnishings; cleans bathrooms; replenishes supplies. May wash windows, may serve breakfast or light refreshments in guest room. May convey and arrange for guest laundry to be laundered or cleaned. May exchange dirty linen for clean subsequent to counting and sorting. May take periodic guest room inventories. May clean and service public rooms. May perform other duties.

**Education:** Scale 2.

**Training:** On job training in procedures of individual establishment.

**Competencies:** High integrity. Deals with people in an able manner.

## 513 COOKS

### 5131 Executive Chef/Head Cook

Plans, organises and directs preparation and cooking of food in the kitchens of hotels, restaurants, hospitals or other establishments where a number of cooks are employed. Trains staff, determines work priorities and procedures, and assigns work to each individual. Plans menus determining price in co-operation with management and reviews purchasing; supervises the cooking of dishes according to pre-specified formulas and creates special dishes. May be required to prepare specialised meals for the sick, aged or those of a specific religion. Has supervisory responsibilities.

**Education:** Scale 3-4.

**Training:** 5-10 years on job training holding positions of increasing responsibility in all sections of the kitchen. Will require management and industrial relations training with knowledge of laws pertaining to hygiene standards.

**Competencies:** Leadership and administrative qualities. Creative.

### 5132 Sous Chef/Second Chef

Allocates duties to and supervises the activities of chef de partie and other cooks on behalf of the chef de cuisine. Deputises for the executive chef in his absence. Reviews all requisitions for supplies by the chef de partie, ensuring they are in line with forecasted sales. May operate as expeditor during peak service periods to ensure that a smooth flow within the kitchen is maintained. Has supervisory responsibilities.

**Education:** Scale 3-4.

**Training:** 4-7 years experience in positions of increasing responsibility in all sections of the classic kitchen, subsequent to successfully completing training in kitchen technology and management.

**Competencies:** Leadership qualities. Creative.

### 5133 Chef de Partie/Cook

Prepares, seasons and cooks soups, meats, vegetables, desserts and other foodstuffs for consumption in hotels, restaurants, clubs and other establishments. Prepares salads, sandwiches, cakes and other cold foods. Supervises preparation of foodstuffs for cooking or eating raw. May specialise in preparing a particular type of food and be designated accordingly.

**Education:** Scale 3-4.

**Training:** 3-6 years on job training specialising in food preparation, a majority being in a major category section within the kitchen.

**Competencies:** Able to direct others. Creative.

### 5134 Commis de Cuisine/Assistant Cook

Performs cooking tasks under the direction of the chef de partie, assisting in cutting meat, preparing fish, dressing poultry, preparing vegetables, mixing dough, preparing ingredients for salads, making gravies or sauces, cooking prepared frozen or similar foods according to pre-determined instructions. Performs other tasks to acquire the basic skills and knowledge to become a chef de partie.

**Education:** Scale 3-4. Must have hotel college qualification or equivalent.

**Training:** Up to 3 years on job experience in 1 or more sections of the classic kitchen.

**Competencies:** Gets along with others. Creative.

### 5135 Cook (Private Service)

Prepares and cooks meals in private household, plans menu; may serve meals.

**Education:** Scale 2-4.

**Training:** On job or formal programme.

**Competencies:** Creative.

## 514 WAITER/WAITRESSES, BARTENDERS AND RELATED WORKERS

### 5141 Waiter/Waitress, General

Serves food and beverages in commercially operated

dining places, clubs, institutions and canteens. Prepares tables or counters for meals, hands menu to customers, answers questions about food and beverages, writes order on check and orders food from kitchen; serves food; presents bill for payment; removes soiled linen, dishes and silverware. May serve and pour out beverages. May perform other duties.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Pleasant personality.

#### **5142 Maitre D'/Room Manager**

Organises, directs, co-ordinates, often through assistants or room captains, the presentation and service of food and/or beverages to patrons. Takes reservations, greets and seats guests. May assist in food presentation, including preparing, carving, boning, flambéing or other specialised operations.

**Education:** Scale 3-4. Must have hotel college qualification or equivalent.

**Training:** 6-9 years experience in the preparation and service of food and beverages of all types, during tenure in positions of increasing responsibility in food and beverage departments.

**Competencies:** Handles people with tact and diplomacy. Good appearance and grooming. Supervisory ability.

#### **5143 Captain Head/Waiter**

Directly supervises and co-ordinates the activities of waiters, either silver service or plate; wine waiters and other dining room staff within a designated area of the dining room. Takes customers' orders and co-ordinates food and wine service. Deals with customer complaints, may handle preparation of special flambé dishes. May prepare and present guest cheques. Escorts guests to their table.

**Education:** Scale 3-4. Must have hotel college qualification or equivalent.

**Training:** 3-5 years experience covering all facets of food and beverage service.

**Competencies:** Deals with people ably. Good grooming. Supervisory ability.

#### **5144 Waiter/Chef de Rang**

Serves food and beverages to guests in hotels, restaurants and clubs, working in a formal setting and paying special attention to established rules of service. Checks table setting, presents menu to guests and suggests dishes and appropriate wines, if required. Writes order on check or memorises it; relays order to kitchen and serves dishes from kitchen or service bar; garnishes and decorates dishes preparatory to serving; serves guests from chafing dish at table; presents bill for payment or signature by guest; removes or has removed soiled linen, dishes and silverware. May carve meats and prepare flambé dishes at table.

**Education:** Scale 3-4.

**Training:** Must have hotel college qualification or equivalent. 1-3 years on job training covering all aspects of food and beverage tableside preparation and service.

**Competencies:** Good grooming. Deals with people ably. Reliable.

#### **5145 Bus boy/Commis Waiter**

Performs under instructions or guidance various tasks including training exercises and as appropriate pursues studies in order to acquire the basic skills and knowledge required to perform the tasks of a waiter. May clear and reset tables. May provide water and coffee service.

**Education:** Scale 2-3.

**Training:** Up to 3 years on job training in different types of food service establishments covering food and tableside preparation and service.

**Competencies:** Good grooming. Able to work well with others. Reliable.

#### **5146 Barperson/Bartender/Bar Steward**

Mixes and serves alcoholic and non-alcoholic drinks at a bar. Mixes various ingredients to make standard or special types of drinks according to orders. May receive payment. May take charge of bar, requisition supplies and keep bar stock records. May serve snacks. May wash and dry glasses. May perform other duties.

**Education:** Scale 2-3.

**Training:** May have hotel college qualification or equivalent. 1-3 years on job training in the preparation and service of alcoholic drinks and other beverages.

**Competencies:** Personable. Gets along well with others. Good grooming and appearance.

#### **5147 Wine Steward/Sommelier/Wine Waiter/Bar Waiter**

Advises on the selection of wines and serves wines and other beverages in commercially operated dining and drinking places and in clubs and institutions; presents guests with wine list, answers questions concerning vintage and other characteristics of wines and advises guests about wines suitable for various dishes; takes orders, selects wine and ensures that it is at the required temperature; places glasses and pours out wine refilling glasses when necessary. May present bill for payment or for signature by guest. May also serve food.

**Education:** Scale 2-3.

**Training:** On job training to acquire broad knowledge of beverage service with specialised knowledge in wines and their quality. May be required to have specialised training.

**Competencies:** Good grooming and appearance. Good personal qualities.

#### **5148 Bar Porter**

Performs under instruction or guidance various tasks, including training exercises to acquire the basic skills and knowledge required to perform a job of bartender. Maintains overall cleanliness of bar facilities, including

glassware and all equipment. May be required to serve drinks to customers.

**Education:** Scale 1-3.

**Training:** On job training as designated.

**Competencies:** Good grooming and appearance. Gets along with people well.

#### **5149 Kitchen Assistant**

Cleans, washes and dries dishes, pots, cutlery, glassware and general kitchen utensils by hand or machine. Kitchen assistant also clear tables, cleans kitchen areas, prepares ingredients and performs other duties to assist workers who prepare or serve food and beverages. May be required to assist cooks and chefs in preparation of food by washing, peeling, chopping, cutting up, measuring and mixing ingredients, by assembling dishes for service, by unpacking, checking, transferring, weighing and storing supplies in refrigerators, cupboards and other storage areas and by preparing, cooking, toasting and heating simple food items. May also be required to clean restrooms, staff locker rooms, receiving and common areas and remove trash from all areas and keep trash room/location clean.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Ability to follow instructions.

### **515 PERSONAL CARE AND RELATED WORKERS**

#### **5151 Childcare Worker**

Takes care of employers' children and oversees their daily activities, or engage in helping teachers to look after schoolchildren.

**Education:** Scale 3-4.

**Training:** Formal course in child development or childcare.

**Competencies:** Works well under pressure; deals ably with children

#### **5152 Institution-based Personal Care Worker**

Performs simple tasks to assist medical, nursing, midwifery and dental professionals in their duties.

**Education:** Scale 3-4.

**Training:** On job.

**Competencies:** Good personality; works ably with people

#### **5153 Home-based Personal Care Worker**

Attends to various personal needs and in general provides personal care for persons in need of such care at their own homes because of physical or mental illness or disability or because of impairment due to old age.

**Education:** Scale 3-4.

**Training:** Formal course in personal care or nursing.

**Competencies:** Works ably with people.

#### **5159 Personal Care and Related Worker, N.E.C**

This unit covers personal care and related workers not classified elsewhere in minor group 515, Personal care and

related workers. For instance, here should be classified.

**Education:** Scale 3-4.

**Training:** As 5153.

**Competencies:** As 5153.

### **516 OTHER PERSONAL SERVICES WORKERS**

#### **5161 Barber/Hairdresser**

Cuts, washes, shapes hair according to instructions of client. Shampoos, dries and re-combs hair. May give scalp treatment to customers. May tint and wave hair. May shave customers, trim beards and moustaches and give facial massages. May treat natural wavy hair to straighten it. May shape and polish fingernails.

**Education:** Scale 2-3. Short formal courses in hair styling and care desirable.

**Training:** On job and experience.

**Competencies:** Deals with people in an able manner. An aptitude for repetitive work.

#### **5162 Beautician**

Gives various forms of beauty treatment to customers. Does facials, manicures and/or massages; removes superfluous hair by various methods; shapes, colours and otherwise treats eyebrows and eyelashes; applies cosmetics and advises on suitable makeup. May cut, comb and wave hair; tint or dye hair and give scalp treatment.

**Education:** Scale 3-4. Courses in health and beauty care.

**Training:** On job and experience.

**Competencies:** Deals with people in an able manner. An aptitude for repetitive work.

#### **5163 Undertaker**

Performs various tasks in the disposal of dead human bodies, including making arrangements and conducting funerals, cremations, and burials, embalming bodies to retard or arrest the process of decay.

**Education:** Scale 3-4

**Training:** On job

**Competencies:** Deals with people in an able manner.

#### **5164 Funeral Director**

Makes arrangements for and conducts funerals; aids in planning and supervises details of service and burial; publishes death notices; provides necessary transport. May embalm body or arrange for cremation.

**Education:** Scale 3-4.

**Training:** On job.

**Competencies:** Deals with people in an able and pleasant manner.

#### **5165 Morgue Attendant**

Assists pathologist in performing autopsies in hospital morgue and maintains morgue room and equipment in clean and orderly condition. Receives bodies of deceased

patients in morgue and releases bodies to authorised persons.

**Education:** Scale 3.

**Training:** Approximately 3–4 months on job.

**Competencies:** A strong constitution. Aptitude for work involving repetitive activities and dealing with organs and tissues of the human body.

## 517 OTHER SERVICE WORKERS

### 5171 Social Hostess/Social Director

Organises social activities on hotel premises. Provides information on available sightseeing trips or other interesting destination points, shopping, availability or recreational areas, assists in making reservations of providing information. May control specialised dining reservations. May arrange special children's or holiday programmes.

**Education:** Scale 2–3.

**Training:** Extensive knowledge of localised activities and 1–2 years on job training.

**Competencies:** Pleasant outgoing personality. Deals with people ably.

### 5172 Bookmaker (Sport)

Determines odds and receives and pays off bets on results of sporting events; determines risks to decide odds and to hedge or refuse bets; declares lists of approximate odds on animals, individuals or teams; receives bets by messenger, telephone or teletype; pays off bets. May operate on pari-mutuel (totalisator) systems.

**Education:** Scale 3–4.

**Training:** On job. Training in statistics desirable.

**Competencies:** Deals with people in an able and pleasant manner. Good in mathematics.

### 5173 Croupier

Determines odds and receive and pay off bets on results of sporting or other events, or conducts games of chance in gambling establishments.

**Education:** Scale 3–4

**Training:** On job. Training in statistics desirable

**Competencies:** Good in mathematics.

### 5174 Nursing Aide (includes orderly)

Performs simple tasks to assist nursing personnel, physicians or dentists in a consulting room, clinic, hospital, or other institution providing medical or dental care. Prepares patients for examination or treatment. Performs many and varied duties in the daily care of patients. May perform first-aid or be part of an ambulance team.

**Education:** Scale 2–3.

**Training:** Hospital conducted on job training.

**Competencies:** Deals with people in an able manner. Pleasant personality. Physically co-ordinated. A preference for performing services of benefit and help.

### 5175 Travel Attendant

Renders personal services to ensure the comfort and safety of passengers, serve meals and beverages.

**Education:** Scale 3

**Training:** On job

**Competencies:** Works ably with people. Pleasant, personable.

### 5176 Pool Attendant/Beach Attendant

Assists guests and supervises the activities in the operation of the swimming pool or beach area. Makes available supplies including towels or specialised rental equipment to guests. Responsible for the overall cleanliness of the pool or beach and related areas. Oversees the pool or beach area and acts in a lifesaving capacity during emergency situations. May have other duties.

**Education:** Scale 1–2.

**Training:** Must have complete knowledge of water and safety techniques. May be required to have knowledge of the operation of power boats and/or sailing craft.

**Competencies:** Handles people ably. Calm when under pressure. Must be in good health and have complete physical mobility.

### 5177 Convention Co-ordinator

Supervises and co-ordinates a programme of activities of a visiting association or group, ensuring that their needs are provided. Pre-plans all functions, meetings or social activities for the visiting group.

**Education:** Scale 3–6.

**Training:** Experience in all levels of convention management including accommodations, audio/visual requirements, catering and food service operation.

**Competencies:** Pleasant personality. Deals with people ably. Administrative aptitude.

### 5179 Other Service Workers, N.E.C

Includes service workers who: assist persons at doors of shops, hotels and other establishments, carry hotel guests' baggage and run errands for them; take charge of hats and coats in public places; operate passenger elevators; receive patrons at places of entertainment, sporting and other events and conduct them to their seats; perform personal services for users of lavatories and rest rooms and keeps such places clean and tidy; receive, check and maintain stock of alcoholic and other beverages in cellar of licensed establishment; act as hostess in bars and other places; assist players of games such as carrying golf clubs, setting up pins and retrieving balls; exterminate vermin; collect, care for and feed lost or strayed dogs and other animals.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Deals with people in an able and pleasant manner.

## 518 PROTECTIVE SERVICES

### 5181 Firefighter

Fights fires as a member of public or private firefighting force; detects, eliminates or reduces fire hazards in industrial and other establishments; protects and salvages goods during and after fires; prevents or extinguishes fires in crashed or damaged aircraft, ships, boats. Rescues persons. Administers artificial respiration to those in need of it. Performs other related duties.

**Education:** Scale 3-4.

**Training:** On job and formal instruction courses leading to management levels.

**Competencies:** Works well with others. Required to pass an entry examination. Physically fit. Able to handle routine and pressure.

### 5182 Security Officer

Ensures that security arrangements are observed within employer's establishments or other similar premises. Can perform a combination of the following tasks: ensures that no unauthorised persons or vehicles enter or leave premises, establishes visitors' credentials, tours premises and grounds, examining doors, gates or windows for any irregularities. Keeps log of visits, calls appropriate services in emergency situations. May escort cash or valuables in transit, check adequacy of security arrangements.

**Education:** Scale 3.

**Training:** On job, and becoming acquainted with procedures.

**Competencies:** High degree of integrity, deals ably with people. Reliable.

### 5183 Prison Officer

Supervises inmates of gaol, reformatory, or penitentiary, sees to their needs and maintains discipline. Makes periodic inspection tours; supervises prisoners at work, during meals and exercise periods; is first point to which inmates refer problems; is involved in social aspects of life of prisoners. May serve meals to prisoners. May supervise other prison officers.

**Education:** Scale 3.

**Training:** May require specialised skills in trades for instruction purposes.

**Competencies:** Deals with people in an able manner. Mature. Understands human nature. High integrity.

### 5184 Watchperson

Guards industrial plant, commercial establishment, warehouse or other property against fire, theft and illegal entry. Makes periodic inspection tours about building and grounds, examining doors, windows and gates to ensure that they are properly secured and have not been tampered with. Watches for other irregularities. May register at regular stations to record making of inspection rounds at specific times. May perform other duties.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Sense of responsibility.

### 5185 Lifeguard

Patrols beaches and swimming pools to prevent accidents and to rescue bathers from drowning.

**Education:** Scale 2-3.

**Training:** Formal training leading to lifesaving and swimming competency certification.

**Competencies:** Deals with people in an able manner. May be required to be physically fit.

## 52 MODELS, SALESPERSONS AND DEMONSTRATORS

### 521 FASHION AND OTHER MODELS

#### 5211 Salesperson

Employed in either wholesale or retail trade sales. Can completely describe and demonstrate a product through acquired knowledge. Assists customer to buy through identifying and motivating customer wants. Suggests counter or related displays. Can order stock without close supervision. May count stock. May supervise inexperienced sales employees. Can sell in more than one sales area. May write invoices and receive payment. May arrange credit. May accept articles for repair or alteration.

**Education:** Scale 2-4.

**Training:** On job.

**Competencies:** Deals with people ably. Excellent selling qualities. Good standard of English and arithmetic. Reliable.

#### 5212 Sales Clerk/Retail Trade

Usually works in one sales area under supervision. Ascertains nature of product required by customer. Demonstrates and describes characteristics of product available. May help in stock taking, ordering and displaying stock. May write invoice and receive payment.

**Education:** Scale 3.

**Training:** Formal instruction in selling techniques, or equivalent experience on job.

**Competencies:** Deals with people ably. Good standard of English. Reliable.

#### 5213 Fashion and Other Model

Wears and displays clothing for sale in showrooms and other places in order to demonstrate style and other characteristics; may provide prospective purchasers with model number and price of each garment.

**Education:** Scale 2-4.

**Training:** On job; may include formal programme of instruction.

**Competencies:** Able to deal with people, outgoing personality.

#### 5219 Sales Assistant and Other Personnel, N.E.C

This group includes sales assistants not elsewhere classified; those who conduct and assist customers in purchasing in a self-service store; those who sell gasoline, oil etc.; those who attend vegetable and fruit stalls and others not elsewhere classified. Ascertain from customer the type of goods desired and where appropriate, weighs,

measures out or selects goods from stock. Calculates cost and prepares sales slip or invoice; directs customers to cashier, accepts cash or makes other arrangements for payment. Wraps purchases to be taken away by customer or arranges for their delivery. May assist with stock checks; mark articles or re-stock shelves; assist with unloading of supplies; clean display area, fixtures or fittings.

**Education:** Scale 2-4.

**Training:** On job; may include formal programme of instruction.

**Competencies:** Deals with people in an able manner. Reliable.

## **MAJOR GROUP 6 SKILLED AGRICULTURAL AND FISHERY WORKERS**

### **61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS**

#### **611 MARKET GARDENERS AND CROP GROWERS**

##### **6111 Farmer**

Conducts a farm to produce a variety of agricultural and/or horticultural products. May specialise in production of milk; and/or hatching and raising of poultry. May perform market farming operations such as ploughing, sowing, distributing fertiliser, cultivating, harvesting crops of vegetables or flowers, and/or breeding, tending, milking cows; hatching, feeding chickens; collects eggs; selects and prepares produce for marketing. Maintains farm machinery and equipment in good repair. May grow vegetables by intensive cultivation techniques.

**Education:** Scale 2-3.

**Training:** On job and courses in agricultural/horticultural matters and/or animal husbandry/poultry raising.

**Competencies:** A strong preference for agriculture/horticulture and outdoor life.

##### **6112 Farm Worker (General)**

Performs a variety of tasks in growing crops and/or breeding and raising livestock and tending poultry. Ploughs, harrows and fertilises soil, sows seeds, cultivates crops and performs other tasks in growing crops; takes part in harvesting operations; feeds livestock, poultry; milks cows. Uses a variety of farming equipment; maintains and repairs buildings, fences, machinery and other equipment. May prepare, grade, weigh and pack produce for marketing. May perform other duties.

**Education:** Scale 1-2.

**Training:** On job.

**Competencies:** A preference for agriculture/horticulture and an outdoor life. Works well with others.

##### **6113 Gardener (General)**

Cultivates flowers, trees, shrubs and other plants in parks, or public or private gardens. Prepares soil, plants flowers, shrubs and trees; sows grass seed and lays turf. Controls diseases and pests. Maintains flower beds, shrubs, hedges and lawns and otherwise tends gardens. May propagate plants. May also grow vegetables and tend fruit trees in private gardens. May sweep or otherwise maintain paths, tennis courts or swimming pools on private grounds. (NB: 6.29.60 Groundsperson is the appropriate category for similar tasks performed exclusively at sports facilities).

**Education:** Scale 1-2.

**Training:** On job and external courses.

**Competencies:** Good physical condition. Likes to work outdoors.

##### **6114 Plant Nursery Worker**

Performs a variety of tasks in the propagation and cultivation of trees, shrubs, flowers and other plants and the production of bulbs and seeds for sale. Prepares growing media; plants seed in the open, or under controlled conditions in the off season; regulates temperature, humidity, ventilation and lighting of greenhouses; thins seedlings and transplants them to open or controlled beds; weeds and waters plants; treats plants to control diseases and pests; selects, gathers, grades and packs produce for marketing; sterilises growing media and fumigates greenhouses; maintains and repairs structures and equipment. Specialises in the propagation of trees, shrubs, flowers and other plants and in the production of their bulbs and seeds; performs nursery tasks such as propagating from cuttings or by budding and grafting or layering, stimulating plant growth with hormones, pruning and shaping trees and shrubs and staking young plants. May lay turf, transplant trees and shrubs according to specified layout. May specialise in particular phase of nursery work, such as propagation and be designated accordingly.

**Education:** Scale 1-2.

**Training:** On job and external courses.

**Competencies:** Good physical condition. Likes to work outdoors.

##### **6115 Landscape Gardener**

Moves soil, plants flowers and greenery and constructs artificial features to improve the appearance of existing terrain. Working from plans or from own ideas on layout, prepares land by levelling or moving soil and changes surface contour of land using mechanical equipment as necessary; installs drainage system as required; prepares soil and plants trees, shrubs and flowers; seeds or turfs lawns; constructs paths, rockeries, ponds, low retaining walls and other features. May select and purchase equipment and supplies; maintain lawns and undertake nursery and other gardening work; prepares estimates of cost.

**Education:** Scale 1-2.  
**Training:** On job and external courses.  
**Competencies:** Good physical condition. Likes to work outdoors.

#### **6116 Sports Grounds Attendant**

Maintains areas designated for sport and recreational purposes, such areas may be surfaced either naturally or artificially. Maintains: any natural surface or turf through regular care, e.g. seeds and re-seeds, fertilises and weeds, waters, mows and rolls; any artificial surface according to instructions from the supplier or immediate supervisor or both; the various sports and games markings after having laid out and marked the areas originally. Maintains the overall sports or recreational facility by: construction and repair of accessories; keeping it clean and free of garbage; servicing and repairing sports equipment associated with it; performing basic landscaping tasks within its boundaries.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Good physical condition. Reliable and likes to work outdoors.

#### **6117 Livestock Worker**

Includes those who breed goats, dogs or cats, or breed cattle by artificial insemination. Caring for animals in zoos, menageries, farms or other places. May breed animals for pets or for research and experimental purposes. May milk cattle on dairy farms.

**Education:** Scale 1-2.

**Training:** On job.

**Competencies:** Liking for animals and their care.

#### **6118 Commercial Fisherman/ Charter Fisherman**

Performs a variety of tasks in the catching of fish in inland and coastal waters. Prepares fishing tackle, baits, hooks and catches fish by laying nets, laying lines or setting traps; maintains and repairs fishing equipment. May specialise in using particular type of equipment in a particular area. May operate or assist in operation of boat under charter for fishing.

**Education:** Scale 1-2.

**Training:** On job. Skill in handling boats.

**Competencies:** Likes to work outdoors.

## **MAJOR GROUP 7 CRAFT AND RELATED TRADES WORKERS**

### **71 EXTRACTION AND BUILDING TRADES WORKERS**

#### **711 MINERS, SHOTFIRERS, STONE-CUT- TERS AND CARVERS**

##### **7111 Miner**

Extracts solid minerals from underground or surface mines or quarries. Duties include, but are not limited to, setting and operating machines which cut channels or drill blasting holes into the open face of mines, cutting, fitting and installing wood or steel props, pillars and arches to support walls and roof of underground workings.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Reliable.

##### **7112 Quarrier**

Extracts building and other stone from quarry. Measures off desired cutting area. Uses mechanical saws to cut stone blocks to desired size; may cut roofing slate. May stack products and perform other duties. May drill holes in quarry workface and insert and fire explosives breaking large blocks of dislodged stone into smaller pieces.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Good physical condition.

##### **7113 Well Driller and Borer**

Sets up and operates drilling plant to drill wells or bores; erects derrick and connects shafting from power source; selects and fixes drill bits; controls speed and force of drilling; connects casing; tubing or rod sections and operates controls to lower or raise them into and out of borehole; operates pumps to remove sludge from borehole.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Able to work outdoors.

##### **7114 Stonecutter**

Cuts stone with hand or power tools or operates machines to cut or saw stone for building purposes.

**Education:** Scale 1-2.

**Training:** On job.

**Competencies:** Tolerance for routine.

##### **7119 Scaffolder**

Delivers scaffolding equipment to job sites. Erects temporary metal scaffolding, rigs, guard rails, planks and safety nets securely on building sites. Attaches scaffolding equipment to building. Checks for weak areas. Checks that measurements are correct. Climbs scaffolding and

performs miscellaneous construction and building maintenance work on tall structures.

**Education:** Scale 2-4. Certification required in jurisdictions outside Bermuda. Safety training required from an accredited instructor/institution.

**Training:** 3-5 years on the job experience.

**Competencies:** Comfort with working at heights. Must have knowledge of personal safety and fall arrest gear and procedures as well as a full understanding of Bermuda Safety and Health Act requirements.

## 712 BUILDING FRAME AND RELATED TRADES WORKERS

### 7121 Wooden Furniture Finisher

Removes old finish, finishes or refinishes wooden furniture by removing old finish by various methods; prepares surface; applies coats of stain, sealer, filler, lacquer, varnish etc.; smooths surface and applies final coat; repairs defects.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Patient, meticulous worker.

### 7122 Mason

Builds, maintains and repairs structures such as walls, buildings; lays walls and other types of masonry. Examines plans and specifications. Selects and shapes cut stone preparatory to setting. Aligns stone with level and plumb line; fills joints and finishes them with a trowel. May lay bricks, tile and perform other work.

**Education:** Scale 2-5. Apprenticeship and Training Council certificate.

**Training:** 3-5 years experience, on job training.

**Competencies:** Practical nature.

### 7123 Tiler

Applies ceramic or other tile to walls, floors and ceilings of buildings. May set tiles into patterns on backing sheets. Aligns rows of tile using spirit level and straight edge; wipes newly laid tile surfaces with filling material to fill joints and cleans surfaces.

**Education:** Scale 2-5.

**Training:** 2-4 years experience. On job training.

**Competencies:** Practical ability.

### 7124 Carpenter and Joiner

Cuts out, assembles, erects and repairs wooden fixtures, structural and other woodwork at work bench or on construction site. Works from plans, or instructions received. Selects materials to be used; cuts and shapes wood by hand or machine tools. Assembles wooden parts using glue, screws, nails and other means; installs prepared work pieces such as rafters, partitions, windows, door frames and staircases. Constructs boxes, cupboards,

counters and other fixtures. May perform other tasks. Maintains tools.

**Education:** Scale 2-5. Apprenticeship and Training Council certificate, or equivalent gained from long experience in particular industry.

**Training:** 3-5 years experience on job.

**Competencies:** Aptitude for detail. Mechanical aptitude.

### 7125 Shipwright

Erects temporary structures to support ship under construction or repair, makes and fits parts of ship. May install hardware, engine and electrical fittings. May erect beam and frame sections of skeleton of ship.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others. Mechanical aptitude.

### 7126 Boat Builder

Constructs and repairs small craft such as sail boats, motor boats, floats and pontoons; works with wood, fibreglass, ferroconcrete or metal. May install hardware, engine and electrical fittings.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Aptitude for detail. Mechanical aptitude.

### 7128 Drywaller

Fits, erects, finishes and repairs metal stud and drywall partitions and ceilings. Interprets drawings and specifications, chooses appropriate means, methods and materials and erects metal stud framing, installs insulation, installs drywall board, tape and mud finish. Cuts openings into the drywall panels as needed to fit electrical outlets, windows, vents, or fixtures.

**Education:** Scale 2-5. Apprenticeship and Training Board Certification

**Training:** On job.

**Competencies:** Ability to follow instructions

### 7129 Roofer

Examines plans and specifications to determine materials required. Sizes and cuts roofing materials to fit around edges, corners and protuberances. Fabricates and fixes metal trims and flashings. Sets out roof membrane and insulation layout to facilitate roof drainage. Waterproof and damp-proof walls, floors, roofs, foundations and basements by painting or spraying surfaces with waterproof coating, or by attaching waterproof membranes. Sprays roofs, sidings and walls with material to bind, seal, insulate or soundproof sections of structures. Inspect problem roofs to determine the best procedures for repairing them. Removes existing failed roofing without damage to interior of building. Estimates roofing materials and labour required to complete jobs and provide price quotes.

**Education:** Scale 2-5. Manufacturers will require an approved installer for any project to be covered by warranty. Approved and certified



knowledge of specific systems.

**Training:** 3–5 years on the job experience, plus system-specific training obtainable from system manufacturer's approved instructor.

**Personal:** Ability to set out roof system components for drainage, and understand dynamics of wind-loading, insulation values and specific application requirements for each individual roof system, especially termination details.

## 713 BUILDING FINISHERS

### 7131 Electrician (General)

Repairs and maintains wiring and electrical equipment. Diagnoses faults. Refers to wiring diagrams and schematics. May install new wiring and electrical equipment.

**Education:** Scale 3–5. Apprenticeship and Training Council certificate or equivalent.

**Training:** Formal apprenticeship or equivalent. On job 4–6 years.

**Competencies:** Capable of good workmanship. Analytic ability. Mechanical aptitude.

### 7132 Electrical Repairer

Repairs electrical apparatus and domestic appliances in workshop or place of use. Diagnoses faults, replaces broken or defective parts and wiring; reassembles and tests articles repaired. May make mechanical repairs. May perform other duties.

**Education:** Scale 3–5. Apprenticeship and Training Council certificate or equivalent.

**Training:** 2–3 years in technical school and/or factory training of specific equipment.

**Competencies:** Deals with people ably. Mechanical aptitude.

### 7133 Handyperson/Utility Person

Carries out if required minor construction projects and keeps office buildings, apartment houses, hotels or other buildings in good repair. Performs concreting, carpentry, painting and other construction maintenance duties. Carries out minor electrical and plumbing repairs. May erect partitions and make minor repairs to simple mechanical equipment. May dig trenches, back fill and perform other duties.

**Education:** Scale 2–3.

**Training:** On job.

**Competencies:** Good standard of integrity. Mechanical and practical nature.

### 7134 Plumber (General)

Assembles, installs and maintains pipes, fittings and fixtures of drainage, heating, water supply and sanitary systems. Examines drawings and other specifications. Prepares layout of proposed pipe requirements. Cuts, reams, threads and bends pipes compounded of iron, steel, brass, lead and other non-metals such as glass, clay and plastic; joins pipe and fittings and tests them for

leaks. Installs fixtures; does repair and maintenance. May perform masonry, carpentry, painting or other duties ancillary to plumbing.

**Education:** Scale 2–5.

**Training:** On job.

**Competencies:** Works well with others. Mechanical ability. Practical nature.

### 7135 Ceiling Installer

Installs a grid system below a roof, floor or existing ceiling and fits panels or tiles to the grid to form a suspended ceiling. Ascertains job requirements from drawings and other specifications; marks positions of suspension wires, clips or hangers for main runner and fixes to roof, underside of floor or existing ceiling by screwing into wood, drilling and plugging concrete or shooting bolts into concrete; fixes edge mouldings to the wall and attaches main-runners to supports cutting metal sections as necessary and checking horizontal installations with a water or laser level; positions and secures grid cross members to suit panels or tiles used; inserts panels or tiles by laying on grid members or slots them on to grid members and adjacent panels or tiles by tongue-and-groove joint; cuts panels or tiles to fit as necessary. May: staple tiles to wooden battens; fix tiles to smooth, dry surface with adhesives; fit special panels for lighting or air-conditioning; enclose tops of light fixtures with ceiling materials to meet fire-proofing requirements; install ceilings of other types.

**Education:** Scale 2–5.

**Training:** On job. Occasional overseas training seminars.

**Competencies:** Mechanical aptitude. Able to interpret drawings and specifications.

### 7136 Cable Jointer

Makes joints in surface and underground cables. Understands colour coding of all common types of cables. Makes wire splices/joints on all types and sizes of cables. Can measure insulation resistance and resistance of ground connections using appropriate equipment. Competent to locate cable faults. May specialise in type of cable jointed.

**Education:** Scale 2–5.

**Training:** Some specialist training at technical school and on job training from 4–8 years according to cable dealt with.

**Competencies:** Careful and thorough. Must not be colour blind.

## 714 PAINTERS, BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS

### 7141 Painter (General)

Applies decorative and protective coats of paint by brush, hand roller or with a spraying device to exterior and interior surfaces and fixtures of buildings and other

articles. Erects ladders or scaffolding where necessary. Prepares and cleans surfaces. May mix paint according to colour and other characteristics required. May hang wallpaper. May have other duties, e.g. window glazing.

**Education:** Scale 2-3.

**Training:** 1-2 years on job training.

**Competencies:** Not afraid of heights. Good sense of colour.

#### **7142 Sign Painter**

Plans layout and paints letters and designs directly on surface to be painted to make signs. May make signs by cutting out and sticking gold or silver leaf lettering to surfaces. May use stencils. May cut and assemble forms for metal or wooden signs.

**Education:** Scale 2-3.

**Training:** 2 years technical training.

**Competencies:** Artistically inclined.

#### **7143 Varnisher and Related Painter**

Paints vehicles such as cars, buses or trucks, or applies protective coats of enamel or varnish in metal, wooden and other manufactured articles, usually with a hand-spraying device.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Capable of good workmanship.

#### **7144 Building Structure Cleaner**

Removes soot from chimneys, or clean exterior surfaces of buildings and other structures.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Capable of good workmanship.

## **72 METAL, MACHINERY AND RELATED TRADES WORKERS**

### **721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL METAL PREPARERS, AND RELATED TRADES WORKERS**

#### **7211 Welder**

Welds metal parts by means of oxyacetylene, other gas flame or electric arc; examines metal parts to be welded to determine best method to use. After welding cleans and smooths welded parts. May have other duties.

**Education:** Scale 3-5. Apprenticeship and Training Council certification.

**Training:** Technical school and on job.

**Competencies:** May be creative.

#### **7212 Electroplater**

Sets and controls equipment to coat metal articles with nonferrous or ferrous metal by electrolysis by cleaning the articles; immersing articles in plating solution;

setting and controlling amount of electric current passing from anode to cathode; rinsing and drying by hand or machine.

**Education:** Scale 3-5.

**Training:** On job.

**Competencies:** Meticulous, patient worker.

#### **7213 Cast Concrete Product Worker**

Performs one or more tasks in the manufacture of pre-cast concrete products. Sets or assembles moulds, positions reinforcement; fills and compacts concrete in mould; strips mould and performs external finishing.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Works well with others.

#### **7214 Sheet Metal Worker**

Makes, installs and repairs a variety of sheet metal articles by hand and machine; selects sheet metal and marks it out according to drawings and other specifications. Cuts, shapes, bends metal and punches holes for rivets, bolts or screws and assembles and joins parts by welding, brazing, bolting, riveting or other methods; caulks seams and trims edges.

**Education:** Scale 2-3. Apprenticeship and Training Council certification.

**Training:** Technical training leading to certificate or diploma of technical school. 1-2 years on job training.

**Competencies:** Meticulous. Reliable.

#### **7215 Construction Steel Erector**

Performs various tasks in the erection of steel members and heavy plates for buildings, bridges, derricks and other structures. Places members and aligns them for bolting and riveting. May bolt, rivet or weld members together. May perform other duties.

**Education:** Scale 2-3.

**Training:** On job training.

**Competencies:** Have aptitude for working at heights.

#### **7216 Rigger**

Assembles rigging gear to move and position equipment and structural components, or maintains cables, ropes and wires on construction sites, buildings or other structures.

**Education:** Scale 2-4. Apprenticeship and Training Board Certification.

**Training:** On job.

**Competencies:** Ability to follow instructions.

#### **7219 Production Workers, N.E.C.**

Used for the production of candles, dipped or moulded; dolls and stuffed toys; taxidermy specimens; rubber stamps; articles made of raffia, straw or similar material; novelty items such as buttons; making or assembling of wooden or metal toys; making of macramé articles; plastic signs or name plates by machine.

**Education:** Scale 2-3.  
**Training:** Various, usually on job.  
**Competencies:** Careful worker.

## 722 BLACKSMITHS, TOOL-MAKERS AND RELATED TRADES WORKERS

### 7221 Blacksmith

Forges and repairs articles of iron and steel, such as hand tools, hooks, chains, agricultural implements and metal structural parts, using hand or power hammers. May specialise in type of work done such as repairing equipment and tools or making and fitting shoes to animals and be designated accordingly.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** May be artistic.

### 7222 Locksmith

Fits lock parts, assembles and repairs locks. Dismantles defective locks and repairs or replaces damaged parts; changes lock combinations by making adjustments; makes new or duplicate keys; opens jammed locks; may make lock parts and install locks.

**Education:** Scale 2-3.  
**Training:** On job and technical training courses.  
**Competencies:** Mechanically inclined. Exercise high degree of patience.

### 7223 Lathe Setter Operator/Fitter/Tuner

Sets up and operates a power driven metalworking lathe; examines drawings and specifications of part to be made; fastens metal and tools in position on lathe; sets rotation speed of metal and starts machine; guides cutting by manipulating hand wheels or setting automatic controls; controls flow of lubricant. May specialise in a particular type of lathe and be designated accordingly.

**Education:** Scale 3-4.  
**Training:** 4 years apprenticeship on job and technical school/ factory training leading to technical certificate.  
**Competencies:** Accurate worker.

### 7224 Machine Tool Operator

Operates various types of automatic or semi-automatic power driven metal-cutting boring and grinding machines which have been set up for repetitive work, checks accuracy of work with various instruments.

**Education:** Scale 3-4.  
**Training:** On job and training leading to technical certificate.  
**Competencies:** Precise, meticulous worker

## 723 MOTOR VEHICLE MECHANICS AND WORKERS

### 7231 Motor Vehicle Mechanic

Examines, tests, dismantles, repairs, rebuilds and replaces defective mechanical parts. Adjusts motors, brakes and other parts of motor vehicles. May do electrical and body repairs and spray painting. May have other duties. May direct others. May specialise in repairing a particular type of vehicle or engine.

**Education:** Scale 3-5.  
**Training:** Attainment of Apprenticeship and Training Council certificate or equivalent. May require Transport Control Department licence.  
**Competencies:** Mechanical aptitude. Reliable. Practical nature.

### 7232 Motorcycle Mechanic

Repairs, services and overhauls motorcycles and motor-assisted cycles by performing tasks similar to those of an automobile mechanic (8.43.10) but specialises in motorcycles and motor-assisted cycles.

**Education:** Scale 3-5.  
**Training:** Attainment of Apprenticeship and Training Council certificate. May require Transport Control Department licence.

**Competencies:** Good manual dexterity, practical.

### 7233 Autobody Mechanic

Makes, alters, and repairs bodywork of vehicles by laying out, cutting and joining parts using patterns, template, shears, hand tools and welding or brazing equipment. May paint vehicle.

**Education:** Scale 3-5.  
**Training:** Technical training leading to Apprenticeship and Training Council certificate or diploma of technical institution. 1-2 years on job training.

**Competencies:** Works well with hands, practical nature.

### 7234 Tyre Rebuilder

Operates machines to recap or retread used tyre casings. Pushes tyre against power buffing wheels to prepare tyre for recapping or rethreading; builds new tread onto buffed casing, using brush or spray gun to apply tyre cement; rolls tread to bond it to casing and operate mould that vulcanises tread of outer tyre and moulds tread design.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** Works well with others. Able to tolerate noise.

### 7235 Vehicle Spray Painter

Applies decorative and protective coatings of base and finishing paint on vehicles using either hand brush or a hand-spraying device. May polish finished surface.

**Education:** Scale 2-3.

**Training:** On job or formal technical school programme.

**Competencies:** Must not be colour blind.

## 724 AIRCRAFT AND MARINE MECHANICS

### 7241 Aircraft Engineer

Services, repairs and overhauls aircraft engines, and other mechanical equipment or aircraft. Tests engine, examines engine for cracked cylinders, oil leaks and other defects; dismantles and inspects parts for wear or other defects; repairs or replaces defective parts; removes engine from aircraft for overhaul and installs replacement; inspects, services and repairs pneumatic and hydraulic systems; performs other duties to service aircraft mechanisms. May have personnel supervisory responsibility.

**Education:** Scale 4-6.

**Training:** 5 years apprenticeship included with 3 years interspersed college courses. On job refresher courses. Has acquired from appropriate licensing authority air frame/engine and/or air frame/power plant licence in respect of specified types of aircraft.

**Competencies:** Interest in mechanics. Good pass in physics, mathematics and English.

### 7242 Aircraft Engine/Airframe Mechanic

Services engines, engine parts and other mechanical equipment of aircraft at line station making repairs required to keep aircraft in safe operating condition. Specialises in servicing aircraft at a regular stopping place. Effecting engine adjustments and mechanical repairs of a minor nature during stopover; inflates tyres and checks oil reservoirs. Makes adjustment to air frame.

**Education:** Scale 4-6.

**Training:** On job technical training on-going. Has acquired from appropriate licensing authority airframe/engine and/or airframe/power plant licence in respect of specified types of aircraft.

**Competencies:** Interest in mechanical engineering.

### 7243 Marine Engine Fitter/Assembler

Fits and assembles parts in the manufacture and repair of marine engines. Examines drawings and specifications of machine. Inspects machine, observing operation and testing with equipment to diagnose malfunction due to faulty parts. Replaces, makes or repairs faulty parts. May braze or weld joints or fractures.

**Education:** Scale 4-6.

**Training:** 2-3 years technical school or factory training on specific engines.

**Competencies:** Mechanical aptitude. Precise worker.

### 7244 Underwater Worker/Diver

Works underwater to inspect, remove and install equipment and structures. Carries out various underwater tasks, such as laying and repairing bridge, pier and harbour wall foundations; inspecting ships' hulls and underwater installations. May drill holes in

rock for underwater blasting. May specialise in particular task and be designated accordingly.

**Education:** Scale 2-3.

**Training:** 1-2 years training in underwater and safety equipment on job.

**Competencies:** Works well with others. Preference for underwater work.

## 725 OTHER MACHINE MECHANICS

### 7251 Machinery/Maintenance Mechanic

Installs, maintains, overhauls and carries out major or minor repairs to all types of equipment including boiler room machinery, kitchen equipment, vehicles, and other related equipment. Locates and identifies faults, rebuilds equipment, checks calibration and adjusts as necessary and maintains on-going preventive maintenance programme. May be required to maintain a service log on all machinery and equipment. May be required to hold a Government licence to operate on certain types of equipment. May have other duties.

**Education:** Scale 3-5.

**Training:** Must be fully conversant with all types of electrical and mechanical systems, maintenance and repair. May be required to have completed a certified training programme leading to a licence of competency.

**Competencies:** Mechanical aptitude.

### 7252 Machinery Engine Fitter (General)

Makes completely parts and sub-assemblies of machinery and related equipment, according to specifications or by reproducing original components, using machine tools; and fits, assembles and repairs machine parts. Examines drawings and specifications of item to be made or prepares own drawings and specifications from general description. Sets and operates machine tools to cut and shape metal parts, verifying work with micrometers and other measuring instruments. Inspects new and repaired machines to diagnose malfunction and makes new parts as required. May direct others.

**Education:** Scale 3-5.

**Training:** Formal apprenticeship with technical school training leading to diploma or certificate. 4-6 years on job training.

**Competencies:** Precise, meticulous worker. Innovative. Mechanical aptitude.

### 7253 Engine Mechanic

Dismantles, repairs and assembles diesel engines and related mechanical equipment. Checks, adjusts and lubricates engines and related mechanical equipment to keep them in good working order.

**Education:** Scale 3-5.

**Training:** Formal apprenticeship or equivalent. On job 4-6 years.

**Competencies:** Mechanical aptitude.

#### **7254 Refrigeration and Air Conditioning Plant Installer and Mechanic**

Installs, maintains, and repairs industrial and commercial refrigeration and cooling systems; lays out reference points for installation of structural and functional components. Places, aligns and installs components into position; starts system and observes operation. Adjusts mechanism. In malfunctioning systems dismantles and tests components to locate defects. Repairs or adjusts defective or worn parts. May install wiring to electric power source.

**Education:** Scale 3-5.

**Training:** 2-4 years technical school and/or factory training.

**Competencies:** Mechanical aptitude. Analytic ability.

#### **7255 Office Machines Mechanic**

Servises and repairs mechanical parts of office machines such as typewriters, duplicating, addressing, accounting and calculating machines. Examines faulty machinery to ascertain nature and location of defects. Repairs or replaces defective parts. Checks, adjusts and lubricates machines and performs other tasks to keep them in good working order. May have other duties.

**Education:** Scale 3-5.

**Training:** Technical school and/or training with manufacturers of specific equipment.

**Competencies:** Deals with people ably. Mechanical aptitude.

#### **7259 Machinery Fitter and Assembler Mechanic, N.E.C.**

This group includes specialist mechanics not elsewhere classified who examine, test, adjust, repair and replace defective parts of machines and equipment such as taxi meters.

**Education:** Scale 3-5.

**Training:** Technical training leading to a certificate from the manufacturer or technical school and/or 1-2 years on job training.

**Competencies:** Mechanical aptitude.

### **726 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS**

#### **7261 Electrical Fitter (Generation)**

Fits, adjusts, assembles and repairs all types of electrical power plant equipment of all voltages. Examines wiring and assembly diagrams and other specifications. Diagnoses faults; repairs or replaces parts; tests and adjusts equipment.

**Education:** Scale 3-5.

**Training:** Formal apprentice or equivalent. Technical college trade training. Minimum 6 years on job.

**Competencies:** Able to produce work of a high calibre. Mechanical aptitude. Analytic ability.

#### **7261 Electrical Fitter (Distribution)**

Performs tasks similar to those of electrical fitter (generation) 8.51.10 except where specifically related to transmission and distribution of electricity supply. May specialise in switchgear and protection equipment.

**Education:** Scale 3-5.

**Training:** Formal apprenticeship or equivalent. Technical college trade training. Minimum 6 years on job.

**Competencies:** Careful and able to produce work of a high calibre. Mechanical aptitude. Analytical nature.

#### **7261 Electrical Meter Fitter (Mechanic)**

Fits, adjusts, assembles and repairs energy meters and associated equipment relative to generation, transmission and distribution of electricity supply.

**Education:** Scale 3-5.

**Training:** Formal apprenticeship or equivalent. Technical College trade course. On job 6-8 years.

**Competencies:** Careful and able to produce work of high calibre. Mechanical aptitude with a good pass in mathematics and physics.

#### **7262 Electronics Fitter**

Fits, adjusts, assembles and repairs electronic devices and electronic components of a particular type of machine or equipment such as: radar; radio or television transmitters; medical equipment; signalling equipment. See also Audio and Television Repairer, Electrical Fitters and Electrical Repairer.

**Education:** Scale 3-5. Formal apprenticeship. Technical college diploma or equivalent.

**Training:** On job 6-8 years.

**Competencies:** Meticulous, precise worker. Good in mathematics and physics.

#### **7263 Telephone Installer/Repairer**

Installs and/or maintains manually operated or automatic telephone equipment in central installation or place of use. Examines drawings and wiring diagrams; fixes telephone switchboards, relay racks, dial-switching equipment and other equipment in position, interconnects various parts of equipment by wiring, soldering and clamping; connects incoming and outgoing cables to equipment. Tests installation and makes adjustments to electrical or electronic devices to ensure maximum operating efficiency.

**Education:** Scale 3-5.

**Training:** Technical school training and on job training.

**Competencies:** Technical nature. Must not be colour blind. Accurate, meticulous worker. Physics, mathematics and English are assets.

### **7266 Radio and Television Repairer**

Repairs audio, radio and television equipment in workshop or place of use. Examines drawings and wiring diagrams; diagnoses faults; repairs or replaces faulty parts; renews and reconstructs wiring where necessary; tests and adjusts equipment. May maintain equipment. May install or repair radio or television antennae. May perform other duties.

**Education:** Scale 3-5.

**Training:** Formal technical school and/or factory training of 2-3 years.

**Competencies:** Practical nature. Analytic ability.

### **7267 Electronic Computer and Related Equipment Mechanic**

Adjusts and repairs minor computers and related electronic equipment in place of use or workshop. Examines drawings and wiring diagrams; diagnoses faults with aid of testing instruments; dismantles equipment if necessary and replaces faulty parts or wiring. Tests, calibrates and adjusts equipment.

**Education:** Scale 3-5.

**Training:** On job and 3-6 months factory training.

**Competencies:** Analytical aptitude. Good standing in mathematics.

### **7268 Overhead Linesperson**

Constructs, maintains and removes overhead power lines on wood poles conducting electricity between generating station, sub-station and consumers which may be energised by not above 4 KV.

**Education:** Scale 3-5.

**Training:** Minimum 4-6 years on job.

**Competencies:** Accurate, careful worker. Not afraid of heights.

### **7269 Telephone Cable Linesperson**

Installs and repairs overhead and underground wires and cables for telephone, television or other communication transmission, attaching cross connection boxes and other specialised equipment to poles. Erects and takes down poles; locates faults on lines. May carry out on job training.

**Education:** Scale 3-5.

**Training:** Some specialist training at technical school and on job training.

**Competencies:** Accurate worker. Not afraid of heights.

## **73 PRECISION, HANDCRAFT, PRINTING, AND RELATED TRADES WORKERS**

### **731 PRECISION WORKERS IN METAL AND RELATED MATERIALS**

#### **7311 Jeweller**

Makes complete jewellery articles such as rings, brooches, and bracelets. Studies design and specifications or

prepares own design; makes mould and shapes moulded pieces according to drawings or specifications; engraves letters and designs; polishes and secures them in settings; assembles finished parts and attaches clasps; coats and polishes metal surfaces. May sell to customers.

**Education:** Scale 3-4.

**Training:** 3 years technical training.

**Competencies:** High integrity. Artistic.

#### **7312 Jewellery Repairer**

Repairs and remodels jewellery such as rings, brooches and bracelets. Enlarges and reduces size of rings; repairs broken clasps and other jewellery, replacing broken parts and building up worn or weak parts; reshapes jewellery according to designs or instructions. Smooths soldered joints and polishes article. May make jewellery.

**Education:** Scale 3-4.

**Training:** 3-4 years technical training leading to degree in applied arts; or City & Guilds certificate; or diploma of Goldsmith and Silversmith Association.

**Competencies:** High integrity. Meticulous worker.

#### **7313 Watch, Clock, Precision, and Optical Instrument Assembler and Repairer**

Repairs, cleans, oils and adjusts watches, clocks, precision instruments. Assembles and adjusts optical instruments. May specialise in particular type of instruments and be designated accordingly. May sell to customers.

**Education:** Scale 3-5.2.

**Training:** 3-4 years technical training.

**Competencies:** Interest in theory of mechanical movements. Methodical. Accurate in details.

#### **7314 Goldsmith and Silversmith**

Makes and repairs gold, silver or other precious metal articles; or articles of pewter such as tableware and artistic objects, using hand or power tools: examines drawings, selects metals; shapes articles by beating, bending and cutting; makes handles and spouts; solders seams; pierces holes; engraves designs; polishes articles by buffing and rubbing; repairs articles by beating out deformations and filling cracks or holes. May prepare own designs. May specialise in particular metal or type of product to be designated accordingly.

**Education:** Scale 3-4.

**Training:** 3-4 years technical training leading to Applied Arts degree or City & Guilds certificate/ Diploma of Goldsmith and Silversmith Association.

**Competencies:** High integrity. Artistic nature. Aptitude for detail.

#### **7315 Engraver**

Cuts letters and ornamental designs on precious metal ware, jewellery or plastic. Mounts articles in vice; polishes surface of article; cuts letters or designs using engraving tools. May work from own or prepared designs.

May specialise in material or product engraved and be designated accordingly.

**Education:** Scale 3.

**Training:** 3-4 years technical training leading to Applied Arts degree of City & Guilds certificate/ Diploma of Goldsmith and Silversmith Association.

**Competencies:** Artistic flair with an aptitude for detail.

### **7316 Musical Instrument Tuner/Repairer**

Tests and adjusts musical instruments to produce correct tones and keep instrument in good condition. May repair instruments and replace defective parts. May specialise in tuning a particular instrument and be designated accordingly.

**Education:** Scale 3-5.

**Training:** 4 years technical training.

**Competencies:** Perfect pitch.

### **7317 Dental Mechanic**

Makes and repairs dentures and other dental aids. Makes plaster casts for upper and lower jaws from wax impressions taken by dentist. Makes plates and mounts artificial teeth thereon. May construct metal clamps, inlays, bridgework and other aids according to specifications.

**Education:** Scale 3-5.

**Training:** 2-3 years technical training.

**Competencies:** Meticulous in craftsmanship. Good manual dexterity.

## **732 POTTERS, GLASS-MAKERS AND RELATED TRADES WORKERS**

### **7321 Glass Blower**

Blows molten glass into shape by means of blowpipe and may perform a number of duties, including shaping heated glass rods or tubes into ornamental shapes. Works to own or prepared designs. May specialise in making particular objects, e.g. bowls, bottles, etc.

**Education:** Scale 3-5.

**Training:** On job, 2-4 years. Specialised courses.

**Competencies:** Precise worker. Artistic ability.

### **7322 Glazing Installer/Glass Cutter**

Measures, cuts, finishes, fits and installs flat glass, doors, windows, mirrors, handrails and storefronts. Selects the type of glass to be used, cuts to right size and shapes and installs in windows, doors, showers and partitions of buildings. Installs glass and mirrors in skylights, display cases, interior walls and ceilings. Installs or replaces windscreens in vehicles or boats. Creates decorative glass features such as glass walls, staircases, balustrades and stained-glass windows.

**Education:** Scale 2-4. Certification by the National Glazing Association of a particular country..

**Training:** On job.

**Competencies:** Pass examinations for certification. Ability to set out Job, organise crew and work within legislated safety standards..

### **7323 Glass Engraver and Etcher**

Engraves or etches decorative designs on glass, crystal or mirrors using a metal or stone grinding wheel or acid bath.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Precise worker, creative.

### **7324 Optical Mechanic/Technician**

Operates machines to make grain and polish lenses of predetermined prescriptions on glass. Solders and repairs frames.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** Patience. Precise worker.

### **7325 Potter**

Makes pottery by various methods. Makes clay or plaster-of-Paris models for use in preparing moulds; forms ware by moulding clay with hands as it involves on potters' wheel; operates a lathe on which dry ware is shaped by hand tools; forms ware; decorates, glazes and bakes pottery. May sell finished goods. May demonstrate techniques.

**Education:** Scale 2-3.

**Training:** Technical school plus approximately 6 months on job training.

**Competencies:** Artistic and creative nature.

### **7329 Potter Worker, N.E.C.**

Includes potter workers who perform one or more functions of the production of pottery. May assist potter. May demonstrate and sell wares.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Careful worker.

## **733 PRINTING AND RELATED TRADES WORKERS**

### **7332/7333 SilkscreenPrinter/BlockPrinter/Textile Printer**

Cuts stencils for use in silkscreen printing and print on paper, metal, textiles, and other materials with silkscreens, blocks of rubber, wood or other materials, or engraved printing rollers.

**Education:** Scale 3-4.

**Training:** 4 years apprenticeship on job and technical school training.

**Competencies:** High standard of English. Creative.

### **7334 Pre-Press Technician**

Using highly technical equipment to proof, format, set and compose text and graphics into a form suitable for use in printing processes and other visual media. Operates graphic cameras and photographic equipment to reproduce camera-ready copy onto digital output devices. Operates computer applications to generate images, text, layouts and impositions.

**Education:** Scale 3-4.

**Training:** 4 years on job.

**Competencies:** Meticulous. May require creativity.

### **7335 Graphic Designer**

Conceptualises and produces graphic art and visual materials to effectively communicate information for publications, advertising, films, packaging, posters, signs, and interactive media such as web sites and CD ROMs.

**Education:** Scale 4-8.

**Training:** 2-4 years on job.

**Competencies:** Artistic, creative and meticulous.

### **7336 Bookbinder**

Cuts, folds and binds printed material together to make booklets, complete books, periodicals and collections of documents. Fixes them in covers and may perform book finishing operations. May perform some tasks by machine. May emboss designs and titles on covers and decorate book edges. May re-bind damaged or worn books. May perform other duties.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Able to tolerate routine.

### **7338 Offset Press Operator**

Sets and operates a machine in which rolls or separate sheets of paper, tinplate or other materials are printed by rollers which obtain an ink impression from an engraved (lithographic) plate. Cleans and replaces rollers; cleans and clamps plate in desired position adjusting it for correct tension. Regulates flow of ink and sets water damping rollers for proper moisture to non-image portion of plate cylinder. Sets and adjusts paper guides. May mix inks.

**Education:** Scale 3.

**Training:** Apprenticeship of 4 years training with day-release for attendance at technical school.

**Competencies:** Mechanical aptitude.

## **74 OTHER CRAFT AND RELATED TRADES WORKERS**

### **741 FOOD PROCESSORS AND RELATED TRADES WORKERS**

#### **7411 Butcher**

May slaughter animals or poultry; bones and cuts up

carcasses and prepares standard cuts. May chop, mince and mix ingredients and operate machine to make sausages.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Physical strength is an asset.

#### **7411 Fish Butcher**

Prepares fish and other sea foods for sale or preserving by scraping off scales or entire skin from fish; cuts off head, tail and fins and removes entrails; bones, fillets or cuts fish into steak, may mince fish.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** May be required to work in assembly line.

#### **7412 Baker/Mixer**

Mixes ingredients according to recipes to produce breads, rolls, muffins or pastries and other baked goods. Measures ingredients to prepare dough, fillings or icings. Drops ingredients into bowl of mixing machine to mix and cooks them according to specifications. May roll, cut and shape dough to form desired products preparatory to baking process. May have other duties.

**Education:** Scale 2-3 or equivalent gained from long experience in industry.

**Training:** 3-5 years in industry with increasing responsibility in production field.

**Competencies:** Works well with others.

#### **7413 Baker Helper**

Performs various tasks in the production of baked goods, such as: move and distribute bakery supplies and products in and around production area of bakery, using hand trucks, dollies and rack trucks. Weighs and measures ingredients. Operates production line, loads and unloads machines, bins, hoppers, racks and ovens. May have other duties.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others.

#### **7414 Pastry Maker**

Makes various kinds of bread, cakes, biscuits, pastries, pies, and other flour products.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others.

#### **7415 Fruit and Vegetable Preserver**

Processes fruits, nuts and related foods in various ways including cooking, drying, salting, or juice or oil extractions.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others.



### **7416 Beverage Maker**

Includes those making non-alcoholic beverages from syrups and extract juices. Mixes concentrates, extracts or syrups with water, and other ingredients in accordance with approved formulae.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Sense of responsibility. Works well with others.

### **7418 Dairy Products Processor**

Performs one or more tasks in the preparation of various dairy products. Pasteurises raw milk or other dairy products to remove harmful bacteria; develops bacterial culture for use in making cheese and other products; operates equipment to separate cream from milk. May operate machine to homogenise milk, make ice cream, butter, or cheese.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others.

### **7419 Other Food and Beverage Processor, N.E.C**

This group includes any food or beverage processor that is not specifically listed elsewhere, for example: food preservers who cook, smoke, dry, freeze or dehydrate foodstuffs; tea, coffee and cocoa preparers who blend various grades and types of tea or coffee, roast coffee or cocoa beans grind coffee or cocoa beans, may tend an automatic packing machine.

**Education:** Scale 2-3.

**Training:** On job for various periods of time.

**Competencies:** Works well with others.

## **742 WOOD TREATERS, CABINET MAKERS AND RELATED TRADES WORKERS**

### **7421 Wood Products Assembler**

Assembles the components or parts made from wood or related materials, of various types of products, according to strictly laid down procedures.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Aptitude for detail. Good manual dexterity.

### **7422 Cabinet Maker**

Makes completely and repairs wooden articles such as cabinets and furniture, using woodworking machinery and hand tools. Studies drawings of articles to be made, shapes parts by cutting, planing and turning; trims joints to make them fit snugly; fits subassemblies and other parts together to form completed unit. Applies stain or polish and installs hardware such as hinges and drawer pulls. Repairs and refashions high grade articles of furniture. Maintains tools.

**Education:** Scale 2-3 or equivalent gained from long experience in particular field.

**Training:** At least 7 years practical experience in particular field. Excellence in craftsmanship.

**Competencies:** Aptitude for detail. Good manual dexterity. Creative and artistic.

### **7423 Wood Treater**

Seasons and preserves wood by treating it with chemicals to protect it against decay or parasites, and/or operating steam heated kilns to season the wood.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Attention to detail.

### **7424 Woodworking Machine Operator**

Operates a variety of woodworking machines, sawing, shaping, planing, turning, routing, carving, sanding and finishing in the production of wooden articles. Studies drawings or sample of product to be made; selects appropriate tools, adjusts guides; manipulates pieces of wood in carrying out various machining operations. May specialise in type of machine and be designated accordingly.

**Education:** Scale 2-3 or equivalent gained from experience.

**Training:** On job. Experience in woodworking.

**Competencies:** Aptitude for detail and precision.

## **743 TEXTILE, GARMENTS AND RELATED TRADES WORKERS**

### **7431 Tailor/Dressmaker**

Makes complete garments or performs more difficult task of making and altering overcoats, suits, skirts and other tailored garments according to customer's requirements. Measures customer for size; makes garment patterns or alters standard pattern in accordance with measurements and requirements; marks out material and cuts it to pattern; sews and bastes garment parts together; fits basted garment on customer, corrects defects and sews parts permanently together by hand or sewing machine and finishes garment. May specialise in making a particular type of garment or in altering clothing.

**Education:** Scale 2-3.

**Training:** Technical and on job training.

**Competencies:** Deals with people in an able manner. Creative and artistic nature.

### **7432 Seamstress**

Performs various hand and sewing machine tasks, in making, altering and repairing in factory or retail store, hotel or other establishment, garments, articles of textile and kindred materials.

**Education:** Scale 2-3.

**Training:** 1-2 years technical training or on job.

**Competencies:** Good manual dexterity.

**7433 Weaver (General)**

On own behalf, in partnership or as employee, operates any type of weaving machine including: Beam Warper; Loam; Jacquard weaver; lace or carpet weaver; net making machine; weaves by hand; examines fabric for faults; repairs fabric by hand or machine. May also sell products either directly to the public or to retail outlets.

**Education:** Scale 3-4. May have courses in art, interior design or textiles.

**Training:** On job.

**Competencies:** Creative, deals ably with people.

**7434 Sail, Tent, and Awning Maker**

Makes completely sails, tents, awning and similar products by hand or machine. Examines drawings and specifications of required products; selects and lays out material for cutting; cuts material to required shape by hand, metal punches or cutting machine; sews sections of material together or passes work to sewer; attaches rope and metal fittings. May take measurements, prepare drawings and write specifications, splice wire and rope, dress material with protective substances, assemble and mount awning parts on frame for erection.

**Education:** Scale 2-3

**Training:** Technical and on job training.

**Competencies:** Good manual dexterity.

**7435 Textile Products Assembler**

Assembles the components or parts made from textile and related materials, of various types of products according to strictly laid down procedures.

**Education:** Scale 2-3

**Training:** On job

**Competencies:** Aptitude for detail. Good manual dexterity

**7436 Upholsterer**

Installs, arranges and secures springs, padding and covering material to furniture or other frames to be upholstered. Installs covering and cushioning for seats and other furnishings on vehicles; makes mattresses by hand or machine; fits and installs soft furnishings and interior decorations of textiles, leather and similar materials.

**Education:** Scale 2-3.

**Training:** Technical course and on job training.

**Competencies:** Good manual dexterity.

**7437 Carpet Layer**

Measures floor area to be covered, determines best arrangement of carpet, ensures matching of carpet pattern where appropriate. Requisitions carpet, underlay, binding, etc. from stock.

**Education:** Scale 2-3.

**Training:** Technical course and/or on job training.

**Competencies:** Aptitude for detail. Good manual dexterity.

**744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS****7441 Leather Goods Maker**

Makes various items out of leather (excluding footwear) involves cutting, shaping, stitching and riveting the leather. May use hand stitching or stitching machine.

**Education:** Scale 2-3.

**Training:** On job training.

**Competencies:** Creative and artistic.

**7442 Shoe Repairer**

Repairs leather and other footwear; removes old outer soles and heels; cleans surfaces, selects or cuts new parts; cuts stitching channel on new outer sole; puts new sole in place and fixes it by nailing, hand or machine sewing or using adhesive; builds up heel and fixes it in place; patches and restitehes uppers if necessary; trims, stains and polishes new surfaces. May replace only part of sole and heel.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Good manual dexterity.

## **MAJOR GROUP 8 PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

### **81 STATIONARY PLANT AND RELATED PLANT OPERATORS**

#### **811 POWER PRODUCTION AND RELATED PLANT OPERATOR**

##### **8111 Power Switchboard Operator**

Regulates amount of electricity generated in a power station according to demand. Determines number of generating units needed in operation by observing load indicators; adjusts controls and takes regular readings of output of generators.

**Education:** Scale 3-4.

**Training:** On job minimum 4-6 years. Technical college – basic electrical course.

**Competencies:** Mechanical aptitude.

##### **8112 Engine Operator**

Operates diesel powered generators for producing electricity. Starts engine; observes gauges and meters to ascertain whether engines are working efficiently. Alters power output of engine and makes other adjustments as necessary. Keeps records of instrument readings.

**Education:** Scale 3-4.

**Training:** On job minimum 2-4 years.

**Competencies:** High tolerance for noise. Able to adjust to shift work.

##### **8113 Pump person**

Operates pumps to circulate liquids, crude and refined petroleum products through storage, shipping and issue outlets. Starts pumps, observes rates as necessary; turns hand wheels to open or close tanks and pipeline valves; maintains and repairs pumping equipment; ascertains levels in tanks. May record operating data; may take samples for tests for specific gravity and colour.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Mechanical ability.

##### **8114 Boiler Fireperson, Watch Engineer, Watch Keeper**

Operates one or more boilers to maintain a supply of steam or hot water for the operation of all equipment. Cleans, oils, operates and assists in repairing other boiler room equipment such as pumps, chillers, distillation plants and emergency generating equipment. Maintains proper temperatures, pressures and fuel and water levels for the proper operation of the boiler room equipment. May maintain logs as to the temperature, pressure and any changes in the operation of the boiler room equipment. May be required to make major or minor repairs to boiler room equipment.

**Education:** Scale 3-4.

**Training:** May have 4-6 years on job training in the operation, repair and maintenance of boiler room equipment and systems.

**Competencies:** Mechanical aptitude.

##### **8115 Incinerator Plant Operator**

Starts up incinerator and dumps or directs the dumping of garbage into the incinerator. Maintains the adjacent area in a clean and orderly condition.

**Education:** Scale 2-3.

**Training:** Limited on job.

**Competencies:** Ability to follow instructions.

##### **8119 Stationary Engine and Related Equipment Operator, N.E.C.**

Performs under instruction or guidance various tasks, including training exercises in order to acquire the skills and knowledge to perform the tasks of the watch keeper. Assists in oiling, greasing, cleaning, de-scaling and the carrying out of minor repairs to boilers, pumps and other equipment.

**Education:** Scale 3-4.

**Training:** May need on job training of at least 1 year in the overall operation of the boiler room and equipment.

**Competencies:** Mechanical ability.

## **82 MACHINE OPERATORS 821 PRINTING-, BINDING- AND PAPER- PRODUCTS MACHINE OPERATORS**

##### **8211 Photo-Typesetting Machine Operator**

Operates keyboard of machine which reproduces letters on film or sensitised paper for reproduction of printing plates. Places unexposed film or sensitised paper in photographic element of machine. Reads copy and depresses keys of keyboard to reproduce required letters on sensitised papers. Manipulates machine controls as necessary to change type size and spacing. Removes film or paper for developing.

**Education:** Scale 3.

**Training:** 2 years training. Must have attained good typing speeds of 100-120 wpm.

**Competencies:** Good pass in English.

##### **8212 Linotype Operator**

Operates keyboard of machine which selects corresponding matrices of letters from magazines, assembles them in lines and automatically casts a strip of type for each line. May specialise in a particular kind of linotype machine such as intertype machine or work on numerical-control linotype machine; or for preparation of material for offset printing procedures.

**Education:** Scale 3.

**Training:** 4 years apprenticeship on job and technical school training. Skill in typing and 110-120 wpm.

**Competencies:** Good standard of English.

### **8213 Type-Casting Machine Operator**

Sets up and operates machine which automatically casts lines of type for printing. Feeds and affixes roll of perforated paper into machine and sets up composing stick and galley according to requirements. Starts machine and ensures casting is proceeding correctly and supply of molten metal and cooling water is maintained. Passes type on for proof printing. May operate machine to cast typesetting characters.

**Education:** Scale 3.

**Training:** On job.

**Competencies:** A mechanical aptitude.

### **8214 Plastic Moulding/Laminating Machine Operator**

Sets up and operates machines in which plastic materials are shaped or moulded by compression or injection moulding. Sets thermostat to obtain specified moulding temperature; pours or injects premixed plastic compound into mould, or spreads fabric on mould and puts compound over fabric. Removes cured part and polishes. May mix materials and colouring pigments according to formula in mixing machine. May grind scrap plastic into powder for re-use.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Able to tolerate routine.

### **8215 Letterpress Operator**

Sets type by hand in composing stick and forms galley. Prints proof. May arrange set-up type to form a sequence of pages and locks in chase. Sets and operates a small cylindrical or flat-bed letterpress to print required number of copies. May print such items as letterheads, address cards and handbills.

**Education:** Scale 3.

**Training:** On job training of approximately 4-5 years duration.

**Competencies:** Works well with others. Able to tolerate noise.

### **8219 Other Compositors and Typesetters, N.E.C**

Includes operators of electronic tape and other types of composing machines; typesetters and photo-typesetters not elsewhere classified; those who take proofs of set-up type by means of proof presses; and others.

**Education:** Scale 3.

**Training:** On job, 2-4 years.

**Competencies:** Works well with others. Able to tolerate noise.

## **822 TEXTILE-, FUR- AND LEATHER- PRODUCTS MACHINE OPERATORS**

### **8221 Laundry Machine Operator**

Performs various functions involved in the sorting, washing, ironing, pressing and folding of clothing, textile fabrics and similar articles, utilising different types of manual or mechanised equipment including a washer, tumbler extractor, ironer or mangle. May be required to

maintain equipment.

**Education:** Scale 2-3.

**Training:** Up to 2 years on job training in the maintenance and operation of laundry machinery and in the use of specialised laundry chemicals.

**Competencies:** High tolerance for noise and routine.

### **8222 Drycleaning Machinery Operator**

Operates mechanical equipment to dryclean with a chemical solution clothing, textile fabrics and similar articles. Removes spots or stains from garments. Brushes, shapes, pleats and presses or irons items as necessary and may make minor repairs or alterations and mend tears. May operate pressing and ironing equipment. May be required to receive and issue garments. May sort articles according to colour and condition and type of material. May perform other duties.

**Education:** Scale 2-3.

**Training:** 2-4 years on job training and experience in the operation and maintenance of all types of valet and dry cleaning equipment and utilisation of cleaning and spotting solvents in the extraction of stains.

**Competencies:** High tolerance for noise and routine.

### **8229 Other Launderer, Dry Cleaner and Presser, Carpet Shampooer**

Includes launderers, drycleaners and pressers not elsewhere classified such as those who mark for identification articles received for treatment, sort items according to type and colour of material and fastness of dye; clean carpets with a soap or chemical solution. May perform other duties.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** High tolerance for noise and routine.

### **8232 Grain Processing Machine Operator**

Operates and monitors machines used for making chocolates and confectionery.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Able to tolerate routine

### **8233 Chocolate Products and Production Machine Operator**

Operates and monitors mixing, blending, shaping and baking machines which produce chocolate and related products from cocoa and other related products.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Able to tolerate routine.

## **824 ASSEMBLERS**

**8241 Electronic-Equipment Assembler**

Assembles the components or parts of electronic equipment according to strictly laid down procedures.

**Education:** Scale 3-5.

**Training:** Some technical training/on job.

**Competencies:** Aptitude for detail. Manual dexterity.

**8242 Electrical-Equipment Assembler**

Assembles the components or parts of electrical equipment according to strictly laid down procedures.

**Education:** Scale 3-5.

**Training:** Some technical training/on job.

**Competencies:** Aptitude for detail. Manual dexterity.

**8243 Rubber Products Assembler**

Performs limited specialised tasks in assembling the rubber components or parts of various types of products such as toys, sports articles, bicycles, etc.

**Education:** Scale 3-5.

**Training:** Some technical training/on job.

**Competencies:** Aptitude for detail. Manual dexterity.

**8244 Plastic Products Assembler**

Performs limited specialised tasks in assembling the plastic components or parts of various types of products such as toys, sports articles, bicycles, etc.

**Education:** Scale 3-5.

**Training:** Some technical training/on job.

**Competencies:** Aptitude for detail. Manual dexterity.

**8245 Mechanical Machinery Assembler**

Assembles the components or parts of mechanical machinery according to strictly laid down procedures.

**Education:** Scale 3-5.

**Training:** Some technical training/on job.

**Competencies:** Aptitude for detail. Manual dexterity.

**8246 Metal Products Assembler/Mechanic**

Examines, tests, adjusts, repairs and replaces defective parts of light machines and equipment not elsewhere classified, such as taxi meters, vending machines, etc. May have other duties.

**Education:** Scale 3-5.

**Training:** Technical training leading to a certificate from the manufacturer or Apprenticeship Training Council. 1-2 years on job training.

**Competencies:** Mechanical aptitude.

**825 OTHER MACHINE OPERATORS AND ASSEMBLERS****8251 Data Encoding Machine Operator**

Punches information onto card, tape or disc or directly into machine depending upon the system in use. Can

verify work of others and check print-out if necessary.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others. High degree of accuracy. Able to cope with routine.

**8252 Bookkeeping Machine Operator**

Operates bookkeeping machine to make records of business transactions. May perform a variety of clerical tasks related to bookkeeping.

**Education:** Scale 3. Good pass in mathematics.

**Training:** Technical school or 3-6 months on job experience with equipment.

**Competencies:** Accurate, meticulous worker.

**8253 Automatic Data Processing Machine Operator**

Operates electronic computers, electrical or electro-mechanical punched card, sorting, tabulating and related machines. Operates peripheral units of data processing equipment such as card to tape converters or high speed printers. Sets and controls electronic computer to process business, scientific, engineering or other data according to programme and operating instructions. Observes control panel for error indications and takes prescribed remedial action. Cleans unit at end of run.

**Education:** Scale 3.

**Training:** Technical school or 6-9 months on job experience with equipment.

**Competencies:** Logical, may be required to pass an aptitude test.

**8254 Perfume Distiller**

Distils vegetable products with the aid of steam to obtain perfumes and aromatic substances of an oily nature; or assists in such operations. May produce perfumes through other processes or assists in such operations. May sell to customers.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** Works well with others. Good sense of smell.

**83 DRIVERS AND MOBILE PLANT OPERATORS****831 MOTOR-VEHICLE DRIVERS****8311 Motor Car Driver (includes Taxi and Chauffeur-Driven Car)**

Drives motor car for the transport of passengers. May be required to collect fares, assist passengers with luggage or packages. May have other duties. Keeps car clean, polished and in good running order.

**Education:** Scale 2-3.

**Training:** Obtain appropriate Transport Control Department licence.

**Competencies:** Pleasing personality. Some ability in arithmetic and mechanics.

**8312 Motor Bus and Limousine Driver**

Drives motor bus/limousine for transport of passengers. May collect fares, issue tickets and keep simple records. Assists passengers. May have other duties. May be responsible for upkeep of vehicles.

**Education:** Scale 2-3.

**Training:** Obtain Transport Control Department public service vehicle licence.

**Competencies:** Reliable. Some mechanical aptitude.

### **8313 Trailer/Tank Driver**

Drives heavy motor vehicle with or without trailer in transporting goods or liquids. Applies skill in handling large containers in restricted areas. May have other duties. May make minor repairs and keep vehicle clean and in good running order. May be required to keep records.

**Education:** Scale 2-3.

**Training:** Obtain Transport Control Department heavy vehicle licence.

**Competencies:** Some mechanical skill.

### **8314 Heavy Truck Driver**

Drives heavy truck or van for transporting goods or materials and assists with loading and unloading. May be required to keep records. May have other duties. May make minor repairs and keep vehicle clean and in good running order.

**Education:** Scale 2-3.

**Training:** Obtain Transport Control Department heavy vehicle licence.

**Competencies:** Some mathematical skill may be required.

### **8315 Light Truck/Van Driver (includes Ambulance)**

Drives light truck or delivery van for transport of goods or materials and may load and unload products. May be required to keep records. May have other duties. May make minor repairs, keep vehicle clean and in good running order.

**Education:** Scale 2-3.

**Training:** Obtain Transport Control Department light vehicle licence.

**Competencies:** Some mechanical skill.

### **8316 Driving Instructor**

Instructs potential drivers in correct driving methods. Plans lessons according to level and requirements of individual pupils, explains and gives practice in driving techniques. Conducts 'dummy' driving tests to familiarise pupils with procedures and standards of the official driving test.

**Education:** Scale 2-3.

**Training:** Must hold a driving instructor's permit from Transport Control Department.

**Competencies:** Pleasing personality and patient.

### **8317 Driver of Animal-Drawn Vehicle**

Drives one or more animals for pulling a vehicle for transport of passengers or goods. May collect fares, assist

passengers, load and unload goods or materials, care for animal and vehicle. May be required to keep records and have other duties.

**Education:** Scale 2-3.

**Training:** Obtain appropriate Transport Control Department licence.

**Competencies:** Outgoing personality.

## **832 AGRICULTURAL AND OTHER MOBILE PLANT OPERATORS**

### **8321 Hoist Equipment Operator**

Operates controls of power driven hoisting equipment such as hoists and winches. Ensures that hoisting equipment and cables are in good working order. May raise and lower hoist in response to signals from other workers. May have other duties.

**Education:** Scale 2-3.

**Training:** On job training in handling equipment.

**Competencies:** Mechanical ability.

### **8322 Earth-Moving and Related Plant Operator**

Operates and controls heavy equipment in excavating, moving, levelling, smoothing or mixing materials. Excavates or prepares ground for landscaping, construction of buildings and roads or laying tar or cement preparations. Oils and greases equipment. May make minor repairs to type of equipment used. May drive machine to working point or site. May have other duties.

**Education:** Scale 3.

**Training:** Obtain appropriate Transport Control Department licence.

**Competencies:** Mechanical skill.

### **8323 Crane Operator**

Operates a crane which may or may not be mobile. If mobile drives crane to site. Checks cables and equipment to check deficiencies, if any. Operates levers to control boom and lifting tackle so that load can be attached. Raises, moves and places load in required position. May have to make calculations involving the angle of lift and weight of the load.

**Education:** Scale 3.

**Training:** On job for 3-6 months. Hold appropriate licence.

**Competencies:** Mechanical and mathematical abilities.

### **8324 Open Bridge Operator**

Operates controls to open bridge for passage of water traffic and close bridge for use by road vehicles. Operates machinery to open or close bridge; operates warning lights and other signals to indicate position of bridge and impending movement. Keeps bridge equipment in good working order and makes minor repairs. May have other duties.

**Education:** Scale 2-3.

**Training:** On job.  
**Competencies:** Some mechanical ability.

### **8325 Material Handling Equipment Operator**

Operates power driven equipment to transport, move, raise or load goods and other materials including bulk materials. May carry out routine servicing of equipment. May tow hand trucks; may load and unload trucks and have other duties.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** Mechanical aptitude.

### **8326 Lighthouse Keeper**

Operates warning light and signal apparatus of lighthouse; lights lamp at dusk and extinguishes at dawn or operates apparatus automatically activating lamps at pre-determined hours; cleans lighting mechanism and lenses; maintains equipment in operating condition and makes minor repairs.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** High tolerance for routine.

## **833 SHIPS' DECK CREWS AND RELATED WORKERS**

### **8331 Boatswain**

Supervises deck ratings engaged in deck cleaning and maintenance work aboard ship. Inspects life saving and other ship's deck equipment. May conserve and issue deck stores.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** Has qualities of leadership.

### **8332 Able Seaperson**

Serves as senior deck hand on vessel. Steers vessel as directed, handles mooring lines on board, may take charge of lifeboats or other small boats, splices wire, rope and cordage; maintains lifeboats, lifesaving gear, deck equipment and makes minor repairs. Washes decks and maintains cleanliness of ships' hull and superstructure. May have other duties.

**Education:** Scale 2-3.  
**Training:** On job, with increasing responsibility.  
**Competencies:** Leadership qualities.

### **8333 Ordinary Seaperson**

Serves as ordinary deckhand on vessel. Performs and assists in carrying out tasks similar to those of Able Seaperson (9.81.30).

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** Works well with others

### **8334 Deck Hand/Boatperson**

Performs tasks of deck hands on harbour vessels, barges, ferries and yachts. Drives launches and motor boats. May assist with water recreational activities, e.g. parasailing; scuba diving etc.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** Works well with others.

### **8335 Ship's Oiler and Greaser**

Lubricates bearings and moving parts of engines and other mechanical equipment on vessel afloat. Makes regular round of machinery, checks gauges and controls flow of lubricants to working parts of machinery. Assists engineers and engine room mechanics in overhauling and Repairing engines and other shipboard machinery. May clean machinery and engine room. May be designated motor person on a motor vessel.

**Education:** Scale 2-3.  
**Training:** On job.  
**Competencies:** Mechanical ability. Preference and interest in engines.

## MAJOR GROUP 9 ELEMENTARY OCCUPATIONS

### 91 SALES AND SERVICES ELEMENTARY OCCUPATIONS

#### 911 STREET VENDORS AND RELATED WORKERS

##### 9111 Street Food Vendor

Prepares and sells, or sells previously prepared, hot or cold foods, vegetables, fruit, ice-cream and various drinks, in streets and public places such as stations, cinemas, or theatres.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Good interpersonal skills.

##### 9112 Street Vendor, Non-Food Products

Sells various goods in streets and public places such as stations, cinemas or theatres.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Good interpersonal skills.

#### 912 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS

##### 9121 Janitor/Caretaker

Responsible for keeping commercial or multi-industrial buildings and their areas in clean and orderly condition. Sweeps, scrubs, polishes and mops designated common areas of buildings. Empties garbage cans and disposes of refuse. May provide elements of security. May carry out maintenance, minor repairs and other duties.

**Education:** Scale 2-3.

**Training:** No formal training but having mechanical experience is desirable.

**Competencies:** Deals with people ably. High integrity. Practical nature.

##### 9122 Swimming Pool Service Person

Cleans and makes adjustments and repairs to swimming pools and related equipment. Cleans bottom and sides of pool using various implements including underwater vacuum cleaner. May inspect or replace loose or damaged tiles; effect patches, etc. Cleans, repairs, and maintains filter system. Tests water and adds appropriate chemicals in specified amounts. May adjust or repair heating, pumping, or draining equipment.

**Education:** Scale 2-3.

**Training:** 3-6 months on job.

**Competencies:** Enjoys working outdoors. Practical ability.

##### 9129 Char Worker, Cleaner and Related Worker, N.E.C

Includes those who perform routine tidying up and lifting duties required in hotel housekeeping; cleans walls and ceilings; sweeps house, yards and other appurtenances, cleans buses and aircraft.

**Education:** Scale 2-3.

**Training:** On job.

**Competencies:** High integrity. Works well with others. Reliable.

#### 913 GARBAGE COLLECTORS AND RELATED LABOURERS

##### 9131 Garbage Collector

Collects and removes garbage from buildings, yards, streets and other public places.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** High tolerance for bad odours.

##### 9132 Sweeper and Related Labourer

Sweeps and cleans streets, parks, airports, stations and other public places or perform odd jobs.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Self-motivated; reliable.

### 92 LABOURER IN MINING, CONSTRUCTION, MANUFACTURING, AND TRANSPORT

#### 921 MINING AND CONSTRUCTION LABOURERS

##### 9211 Mining and Quarrying Labourer

Extracts solid minerals from underground or surface mines or quarries.

##### 9212 Semi-Skilled Construction Labourer

Performs semi-skilled tasks in assisting craftsmen and tradesmen in their various duties. May operate simple mechanical equipment and perform other duties.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Craftsman and trade skills/heavy lifting capacity.

##### 9219 Building Construction Labourer, N.E.C.

Performs lifting, carrying, digging, sweeping, washing and executes tasks of a simple and routine nature requiring mainly physical effort.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Manual dexterity/able to lift heavy weights.



## 922 MANUFACTURING LABOURERS

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### 9221 Goods Handler and Longshoreperson

Loads and unloads goods into and from ships, aircraft, warehouses and vehicles; and moves, stacks, packs, labels and secures same as instructed. May have other duties.

**Education:** Scale 2.

**Training:** On job.

**Competencies:** Reliable. Able to adjust to shift work.

### 9222 Packer/Bottler

Operates a machine to carry out one or more tasks in packing articles and liquids in containers following prescribed operating procedures and meeting required packaging standards. May keep records of articles packed and make repairs and minor adjustments to equipment.

**Education:** Scale 2.

**Training:** On job.

**Competencies:** High tolerance for noise.

### 9311 Grocery Packer

Assists customers by placing purchased items into bags or boxes. May also assist customers by carrying or carting goods from shop to a vehicle.

**Education:** Scale 1-3.

**Training:** On job.

**Competencies:** Good interpersonal skills/manual dexterity..

## MAJOR GROUP 0 ARMED FORCES

### 01 ARMED FORCES

#### 011 ARMED FORCES

##### 0110 Armed Forces

Personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment. Included are regular members of the army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specified period, depending on national requirements. Excluded are persons in civilian employment of government establishments concerned with defence issues; police (other than military police); customs inspectors and members of border or other armed civilian services; persons who have been temporarily withdrawn from civilian life for a short period of military training or retraining, according to national requirements, and members of military reserves not currently on active service. Reference to a skill level has not been used in defining the scope of this major group.

## VIII ALPHABETICAL INDEX OF OCCUPATIONAL CATEGORIES

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**Occupational  
Classification  
Unit Code  
BSCO-14**

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Accounting Sub-Manager.....	1333
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Bakery Products Machine Operator.....	8231
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Ceiling Installer.....	7135
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Clerk, Data.....	4128
Clerk, Filing.....	4146
Clerk, Finance .....	4123
Clerk, Junior.....	4125
Clerk, Legal.....	4126
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Clerk of Works.....	3151
Clerk, Sales.....	5212
Clerk, Senior.....	4124
Clerk, Warehouse/Storeroom.....	4131
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Cocktail Waitress.....	5141
Commercial Designer.....	3351
Commercial Fisherman.....	6118
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Customer Service, Sub-Manager.....	1339
Customs Clerk .....	4132
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Cutter, Glass.....	7322
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Dairy Product Processor.....	7418
Dancer.....	2476
Dance Teacher.....	2476
Database Designer and Administrator .....	2621
Data Encoding Machine Operator.....	8251
Data Processing/Computer Centre Manager.....	1322
Data Processing/Computer Sub-Manager.....	1332
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Decorator Designer.....	3351
Dental Hygienist (Oral).....	3227
Dental Mechanic.....	7317
Dental Assistant.....	3226
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Designer, Fashion/Product.....	2483
Designer, Interior Decoration.....	2482
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Draughtsperson (General).....	3118
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Education Methods Specialist.....	2351
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Engine, Stationary and Related Equipment Operator, <i>Not Elsewhere Classified</i> .....	8119
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Engineer, Electrical (General).....	2161
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Engineer, Mechanical.....	2152
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Engineer, Ships'.....	3137
Engineer, Telecommunications.....	2165
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Farm Worker (General).....	6112

Farmer .....	6111
Farming and Forestry Worker.....	3212
Fashion/Product Designer .....	2483
Fashion Model .....	5213
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Filing Clerk.....	4146
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Fish Butcher.....	7411
Fisherperson, Charter.....	6118
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Flight Operations Officer .....	3147
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Food and Beverage Processor, <i>Not Elsewhere Classified</i> .....	7419
Foreman, Supervisor (Construction).....	1222
Foreman, <i>Not Elsewhere Classified</i> .....	1229
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Foreman, Supervisor (Mechanic).....	1223
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Forestry Technician.....	3211
Fork Lift Operator.....	8325
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Fruit/Vegetable Preserver.....	7415
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Furniture Finisher, Wooden.....	7121
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**G**

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Handyperson/Utility person.....	7133
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Handler, Freight.....	9221
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Head Waiter/Captain.....	5143
Health and Safety Inspector.....	3152
Heavy Truck Driver.....	8314
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Horticulturist.....	2214
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Hotel Receptionist.....	4227
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Housekeeper, Executive .....	5121
Housekeeper, Private Service.....	5123
House person.....	5125
Hygienist, Dental (Oral).....	3227

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IT Networking and Systems Technician .....	3513
Immigration Inspector .....	3331
Incinerator Plant Operator .....	8115
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Manager, Insurance Broking.....	1323
Manager, Insurance Underwriting.....	1323
Manager, Maintenance.....	1324
Manager, Marketing.....	1325
Manager, <i>Not Elsewhere Classified</i> .....	1329
Manager, Operations.....	1327
Manager, Public Relations.....	1328
Manager, Reinsurance Broking.....	1323
Manager, Reinsurance Underwriting.....	1323

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Manager, Repairs (not building – see Engineering).....	1324
Manager, Research and Development.....	1329
Manager, Reservations.....	1329
Manager, Sales.....	1325
Manager, Security.....	1329
Manufacturers' Agent.....	3325
Marine Engine Fitter .....	7243
Marine Engineer Officer.....	3137
Marine Superintendent.....	3136
Market Controller.....	2417
Mason (Construction) .....	7122
Material Handling Equipment Operator.....	8325
Mathematical Technician .....	2121
Meat Preparer.....	7411
Mechanic, Dental.....	7317
Mechanic, Engine.....	7253
Mechanic, Electrical Meter.....	7261
Mechanic, Electronic Computer and Related Equipment.....	7267
Mechanic Fitter, <i>Not Elsewhere Classified</i> .....	7259
Mechanic, Foreman Supervisor.....	1223
Mechanic, Machinery/Maintenance.....	7251
Mechanic, Motorcycle.....	7232
Mechanic, Motor Vehicle.....	7231
Mechanic, <i>Not Elsewhere Classified</i> .....	7259
Mechanic, Office Machines.....	7255
Mechanic, Optical .....	7324
Mechanic, Refrigeration and Air Conditioning.....	7254
Mechanic, Telegraph.....	7264
Mechanic, Telephone.....	7264
Mechanical Engineer .....	2152
Mechanical Engineer, <i>Not Elsewhere Classified</i> .....	2159
Mechanical Engineering Technician.....	3115
Mechanical Machinery Assembler.....	8245
Medical Assistant.....	3221
Medical Laboratory Technologist .....	2216
Medical Officer.....	2229
Medical Pathologist.....	2212
Medical Secretary.....	4115
Medical Worker, <i>Not Elsewhere Classified</i> .....	2229
Messenger, Porter.....	4145
Metal, Sheet Worker.....	7214
Meter Reader, Electrical .....	4133
Meteorologist.....	2112
Middle School Teacher.....	2323
Midwife, Professional.....	2245
Miner.....	7111
Minister of Religion.....	2491

Mixer, Bakery.....	7412
Model, Fashion.....	5213
Money-Lender.....	3328
Morgue Attendant .....	5165
Motion Picture Projectionist.....	3122
Motor Bus Driver .....	8312
Motor Car Driver .....	8311
Motorcycle Mechanic.....	7232
Motor Vehicle Mechanic.....	7231
Museum Curator .....	2433
Museum Guide.....	5111
Musical Instrument Tuner/Repairer.....	7316
Musician.....	2474

**N**

Nanny/Nursemaid .....	5126
Navigator, Flight.....	3142
Navigator, Ship's (Sea Going).....	3133
Newspaper, Editor.....	2444
Newspaper, Journalist/Reporter.....	2442
Newspaper, Sub-Editor.....	2444
Night Housekeeper.....	5122
Night Maid .....	5128
Notary, Notary Public.....	2424
Nuclear Medical Technologist .....	2231
Nun.....	2491
Nurse, District .....	2243
Nurse, Enrolled.....	2244
Nurse, Registered .....	2242
Nursemaid/Nanny .....	5126
Nursery Nurse .....	2466
Nursery Worker (Agricultural).....	6114
Nursing Aide .....	5174
Nursing Coordinator.....	2243
Nutritionist, Public Health.....	2226

**O**

Occupational Therapist.....	2235
Office Machines, Mechanic.....	7255
Officer, Compliance.....	1228
Officer, Customs .....	3333
Officer, Flight Operations.....	3147
Officer, Investment .....	3323
Officer, Personnel.....	2468
Officer, Prison .....	5183
Officer, Probation.....	2465
Officer, Public Relations.....	2446



Officer, Purchasing.....	3316
Officer, Security.....	5182
Officer, Trust.....	3322
Official, Government Executive.....	1110
Offset Press Operator.....	7338
Oiler, Ship's.....	8335
Open Bridge Operator.....	8324
Operator, Cash Register.....	4227
Optical/Precision Instrument Assembler and Repairer.....	7313
Optical Mechanic .....	7324
Optical Technician .....	7324
Optician, Dispensing .....	3225
Optometrist.....	3224
Orchestra Conductor .....	2475
Organisation and Methods Officer.....	2156
Orderly .....	5174
Ordinary Seaperson.....	8333
Osteopath .....	2236
Overhead Linesperson.....	7268

**P**

Packer .....	9222
Painter, Construction.....	7141
Painter, General.....	7141
Painter, Sign.....	7142
Para-Sail Operator.....	8334
Pastor.....	2491
Pastry Maker.....	7414
Pathologist, Medical.....	2212
Pathologist, Plant .....	2212
Pawnbroker.....	3328
Performing Artist.....	2477
Performing Arts Director/Producer.....	2477
Perfume Distiller.....	8254
Personal Assistant.....	4111
Personal Care and Related Workers, <i>Not Elsewhere Classified</i> .....	5159
Personnel Manager.....	1328
Personnel Specialist.....	2468
Personnel Sub-Manager .....	1330
Pest Control Worker.....	5179
Pharmaceutical Assistant.....	3228
Pharmacist .....	2225
Pharmacologist.....	2212
Photocopying Machine Operator.....	4125
Photographer/Cameraperson.....	2486
Photo Typesetting, Machine Operator.....	8211
Physical Trainer.....	3355

Physician .....	2221
Physical Science Technician .....	2116
Physicist and Astronomer.....	2111
Physicist, General.....	2110
Physiotherapist.....	2234
Piano Teacher.....	2477
Pilot, Aircraft.....	3141
Pilot, Charter Boat.....	3135
Pilot, Ferry.....	3135
Pilot, Ship/Branch.....	3134
Pilot, Sightseeing Boat.....	3135
Pilot, Tug/Tender.....	3132
Planner, Town.....	2143
Plant Nursery Worker.....	6114
Plant Pathologist.....	2212
Plastics Moulding Machine Operator.....	8214
Plumber (General).....	7134
Police Cadet.....	3342
Police Officer.....	3341
Political Scientist.....	2453
Pool Attendant.....	5176
Porter, Messenger.....	4145
Porter, Bar.....	5148
Postal Supervisor.....	4142
Post person.....	4144
Postmaster.....	4141
Potter.....	7325
Potter Worker, <i>Not Elsewhere Classified</i> .....	7329
Power Shovel Machine Operator.....	8325
Power Station Engine Operator.....	8112
Power Switchboard Operator .....	8111
Precision Instrument Assembler and Repairer.....	7313
Pre-Primary Education Teacher.....	2333
Pressperson, Offset.....	8229
Press Operator, Letter.....	8215
Priest .....	2491
Primary Education Teacher.....	2331
Principal, School .....	2354
Printer, Silk Screen.....	7332
Printer, Textile/Block.....	7333
Printer Equipment Operator.....	8219
Printing Engravers.....	2473
Prison Officer .....	5183
Probation Officer.....	2465
Processor, Dairy Products .....	7418
Processor, Reinsurance.....	4127
Producer/Director, Performing Arts.....	2477
Production Foreman.....	1221

Production Manager.....	1327
Production, Sub-Manager .....	1337
Production Worker, <i>Not Elsewhere Classified</i> .....	7219
Professional, Computing, <i>Not Elsewhere Classified</i> .....	2139
Professional Midwife.....	2245
Professional, Technical, <i>Not Elsewhere Classified</i> .....	2419
Programmer, Computer.....	2132
Projectionist, Moving Film.....	3122
Public Health Analyst .....	2215
Public Health Nutritionist .....	2226
Public Relations Manager.....	1328
Public Relations Officer.....	2446
Public Relations Sub-Manager.....	1338
Publicity Agent .....	2446
Pump person.....	8113
Purchasing Officer .....	3316
Psychologist.....	2455

## Q

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Quantity Surveyor .....	2147
Quarrier.....	7112
Quarrying Labourer/Mining.....	9211

## R

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Radio Announcer .....	3352
Radio/Television Transmitting Equipment Operator.....	3121
Radio and Television Repairperson.....	7266
Radiological Technologist.....	2232
Radiologist .....	2233
Reading Resource (Primary School) .....	2332
Real Estate Agent .....	3312
Real Estate Salesperson.....	3312
Receptionist.....	4226
Receptionist, Hotel.....	4227
Records Officer (Archives).....	4147
Recreation, Manager.....	1329
Recreation, Sub-Manager.....	1339
Recreational Therapist.....	2235
Recruitment Officer.....	2468
Referencer.....	3119
Refrigeration Engineer.....	2152
Refrigeration Plant Mechanic.....	7254
Reinsurance Processor.....	4127
Religion, Minister of.....	2491
Religious Worker .....	2492

Research and Development, Manager.....	1329
Research and Development, Sub-Manager.....	1339
Reservations Manager.....	1329
Restaurant, General Manager.....	1319
Retail Trading, General Manager.....	1315
Rigger .....	7216
Road Grader Operator.....	8322
Road Roller Operator.....	8322
Road Transport Supervisor.....	1229
Roofer .....	7129
Room Manager/Maitre d' .....	5142

**S**

Safety and Health Officer.....	3152
Sail Maker .....	7434
Sales Assistant, <i>Not Elsewhere Classified</i> .....	5219
Sales Clerk, Retail Trade .....	5212
Sales, Manager.....	1325
Sales Personnel, <i>Not Elsewhere Classified</i> .....	5219
Sales, Sub-Manager.....	1335
Sales Supervisor .....	1227
Salesperson.....	5211
Salesperson, Insurance.....	3311
Salesperson, Real Estate.....	3312
Salesperson, Technical.....	3313
Salesperson, Wholesale/Manufacturers' Agent.....	3325
Salesperson, Business Services and Advertising.....	3324
Salesperson, Retail or Wholesale Trade.....	5211
Sanitarian.....	3222
Scaffolder .....	7119
School Counsellor.....	2356
School Inspector.....	2353
Scientist, Biological.....	2211
Sculptor.....	2471
Sea person, Able.....	8332
Sea person, Ordinary.....	8333
Seamstress.....	7432
Secondary Education Teacher.....	2321
Secretary, Corporate.....	4126
Secretary, Executive P/A.....	4111
Secretary, Junior .....	4113
Secretary, Legal.....	4114
Secretary, Medical .....	4115
Secretary, Senior.....	4112
Securities Analyst.....	2416
Security Officer.....	5182
Security Services, Manager.....	1328

Semi-Skilled Labourer.....	9212
Senior Business Analyst.....	2418
Senior Clerk.....	4124
Senior Medical Officer.....	1319
Service, Technical Advisor.....	3314
Service Worker, <i>Not Elsewhere Classified</i> .....	5179
Sheet Metal Worker.....	7214
Ship's Engineer.....	3137
Ship's Surveyor.....	3332
Ship's Greaser.....	8335
Ship's Master (Coastal Waters).....	3132
Ship's Master (Sea-Going).....	3131
Ship's Navigator (Sea-Going).....	3133
Shipwright.....	7125
Shoe Repairer.....	7442
Shorthand/Speedwriting Typist (Foreign Language).....	4117
Shorthand/Speedwriting Typist.....	4116
Shorthand/Speedwriting Typist, Senior.....	4116
Sightseeing Boat Pilot.....	3135
Sightseeing Guide .....	5111
Sign Painter.....	7142
Silkscreen Printer .....	7332
Silversmith .....	7314
Singer.....	2474
Singing Instructor.....	2474
Skycap.....	4145
Social Director .....	5171
Social Hostess .....	5171
Social Worker, Delinquency Worker.....	2465
Social Worker (General).....	2461
Social Worker, Residential Care Worker .....	2463
Social Worker (Social Assistance) .....	2462
Sociologist.....	2452
Software Engineer.....	2133
Software Engineer/Developer/Application Programmer.....	2612
Sommelier .....	5147
Sound Equipment Operator.....	3123
Speech Correction Teacher.....	2342
Sports Coach .....	3353
Sports Ground Attendant.....	6116
Stationary Engine and Related Equipment Operator, <i>Not Elsewhere Classified</i> .....	8119
Statistical Supervisor .....	1224
Statistical Technician.....	2121
Statistician .....	2122
Steel Erector.....	7215
Steward, Bar.....	5146
Steward, Wine.....	5147
Stone Cutter.....	7114

Storeroom Clerk.....	4131
Sub-Editor .....	2444
Sub-Manager, Accounting .....	1333
Sub-Manager, Administration.....	1330
Sub-Manager, Advertising.....	1335
Sub-Manager, Beverage .....	1336
Sub-Manager, Budgeting .....	1333
Sub-Manager, Convention Facilities.....	1339
Sub-Manager, Data Processing/Computer Centre.....	1332
Sub-Manager, Engineering (including maintenance).....	1334
Sub-Manager, Finance.....	1333
Sub-Manager, Food.....	1336
Sub-Manager, Front Desk.....	1338
Sub-Manager, Insurance Broking .....	1333
Sub-Manager, Insurance Underwriting.....	1333
Sub-Manager, Landscaping.....	1339
Sub-Manager, Maintenance.....	1334
Sub-Manager, Marketing .....	1335
Sub-Manager, <i>Not Elsewhere Classified</i> .....	1339
Sub-Manager, Operations .....	1337
Sub-Manager, Public Relations.....	1338
Sub-Manager, Repairs (not building).....	1334
Sub-Manager, Research and Development.....	1339
Sub-Manager, Reservations.....	1339
Sub-Manager, Sales.....	1335
Sub-Manager, Security.....	1339
Superintendent, Marine.....	3136
Superintendent, Police.....	1329
Supervisor, Clerical.....	1226
Supervisor, Foreman (Construction).....	1222
Supervisor, Foreman (Mechanic).....	1223
Supervisor, <i>Not Elsewhere Classified</i> .....	1229
Supervisor, Postal Services.....	1229
Supervisor, Production.....	1221
Supervisor, Quarry and Well Digging.....	1229
Supervisor, Road Transport.....	4134
Supervisor, Sales.....	1227
Supervisor, Statistical.....	1224
Supervisor, Telecommunications Service.....	4136
Supervisor, Transport and Communications.....	4135
Supervisor, Warehouse.....	1225
Surgeon.....	2222
Survey/Census Taker.....	4124
Surveyor, Building.....	2145
Surveyor, Estates.....	2146
Surveyor, Land.....	2144
Surveyor, Quantity.....	2147
Surveyor, Ship.....	3332

Surveyor, Technician.....	3119
Suspended Ceiling Installer.....	7135
Sweeper and Related Labourer.....	9132
Swimming Pool Serviceperson.....	9122
Switchboard, Power Operator.....	8111
Switchboard, Telephone Operator.....	4228
Systems Administrator .....	2622
Systems Analyst .....	2611

**T**

Tailor .....	7431
Tank Driver.....	8313
Tape Punching Machine Operator.....	8251
Taxi Driver .....	8311
Teacher's Aide .....	2334
Teacher of the Blind.....	2341
Teacher, Higher Education.....	2310
Teacher, Middle-School.....	2323
Teacher, Pre-Primary .....	2333
Teacher, Primary Education.....	2331
Teacher, Secondary Education.....	2321
Teacher, Special Education.....	2341
Teacher, Speech Correction .....	2342
Teaching Aids Specialist.....	2334
Technical, Professional, <b>Not Elsewhere Classified</b> .....	2419
Technical Salesperson .....	3313
Technical Service Adviser .....	3314
Technical Writer.....	2448
Technician, Biological.....	2215
Technician, Civil Engineering.....	3112
Technician, Electronics Engineering .....	3114
Technician, Life Science.....	3210
Technician, Mechanical Engineering .....	3115
Technician, Optical.....	7324
Technologist, Physical Science.....	2116
Technician, Statistical and Mathematical.....	2121
Technician, Surveyor's.....	3119
Technician, Telecommunications .....	3114
Technician, Town Planning.....	3111
Technologist, Medical Laboratory.....	2216
Technologist, Nuclear Medical.....	2231
Technologist, Radiologic.....	2232
Telecommunications Engineer .....	2165
Telecommunications Network Architect.....	2142
Telecommunications Service Supervisor.....	1229
Telecommunications, Technician .....	3114

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Telegrapher.....	4229
Telephone Installer, Repairer.....	7263
Telephone/Cable Worker.....	7269
Telephone Mechanic .....	7264
Telephone Switchboard Operator .....	4228
Telephone Tester .....	7265
Teletypist .....	4118
Television Announcer.....	3352
Television Repairer.....	7266
Television/Radio Transmitting Equipment Operator .....	3121
Teller, Bank.....	4213
Tennis Pro.....	3353
Tent Maker.....	7434
Textile Printer .....	7333
Textile Products Assembler.....	7435
Theologian.....	2493
Therapist, Occupational.....	2235
Tiler (Tile Setter) .....	7123
Town Planner .....	2143
Town Planning Technician .....	3111
Toy Maker (Sew – Cloth).....	7431
Toy Maker (Wooden).....	7421
Tractor Operator.....	8322
Trade Union, President/General Secretary.....	1210
Tradesperson, Motor Vehicle (Mechanic).....	7231
Tradesperson, Supervisor.....	1229
Trading, Retail, General Manager.....	1315
Trading, Wholesale, General Manager.....	1315
Traditional Medical Practitioner.....	3230
Traffic Planners.....	2143
Traffic Warden .....	3343
Trailer Driver.....	8313
Trainee Cook.....	5134
Trainer, Physical.....	3354
Training Officer.....	2468
Translator/Interpreter .....	2454
Transport and Communications Supervisor.....	1229
Travel Agency Clerk.....	4221
Travel Attendant.....	5175
Travel Guide.....	5111
Truck, Heavy, Driver.....	8314
Truck, Light, Driver .....	8315
Trust Officer.....	3322
Typecasting Machine Operator.....	8213
Typist, Audio Copy.....	4119
Typist, Junior .....	4125
Tyre Rebuilder .....	7234



**U**

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Undertaker.....	5163
Underwater Worker.....	7244
Underwriter.....	3327
Union Executive Officer.....	1210
University Professor.....	2310
Upholsterer.....	7436
Usher.....	5179
Utility Person.....	7133

**V**

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Valuer.....	3317
Van Driver .....	8315
Varnisher.....	7143
Vehicle Mechanic, Motor.....	7231
Vehicle Spray Painter.....	7235
Vendor, Street/Food.....	9111
Vendor, Street (Non-Food Products).....	9112
Veterinarian.....	2224
Veterinary Assistant .....	2229
Video Cameraperson.....	2486
Violin Teacher.....	2322
Vocal Teacher.....	2322
Vocational Guidance Counsellor .....	2356
Vocational Instructor.....	2322

**W**

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Waiter, Bar .....	5147
Waiter, Chef de Rang .....	5144
Waiter, Commis/Bus Boy.....	5145
Waiter/Waitress, General.....	5141
Waiter, Head/Captain.....	5143
Waiter, Wine.....	5147
Warehouse Clerk.....	4131
Warehouse Supervisor.....	1225
Washroom Attendant.....	5179
Watch Engineer.....	8114
Watch Keeper .....	8114
Watch Repairer.....	7313
Watchperson.....	5184
Weaver (General).....	7433
Web and Multimedia Developer .....	2613

Web Technician .....	3514
Welder .....	7211
Well Digging Foreman.....	1229
Well Driller and Borer/Drilling Machine Operator.....	7113
Wholesale Trading, General Manager.....	1315
Wine Steward.....	5147
Wireless Install Technician.....	3116
Wireless Installer.....	3116
Wireless RF Engineer.....	2166
Wooden Furniture Finisher.....	7121
Wood Products Assembler.....	7421
Wood Treaters.....	7423
Woodworking Machine Operator.....	7424
Writer (Author) .....	2441
Writer, Publicity.....	2447
Writer, Technical.....	2448

**Y**

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Youth, Coordinator.....	2464
Youth, Leader.....	2464

**Z**

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Zoo Attendant .....	5179
Zoologist .....	2211

