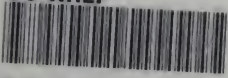


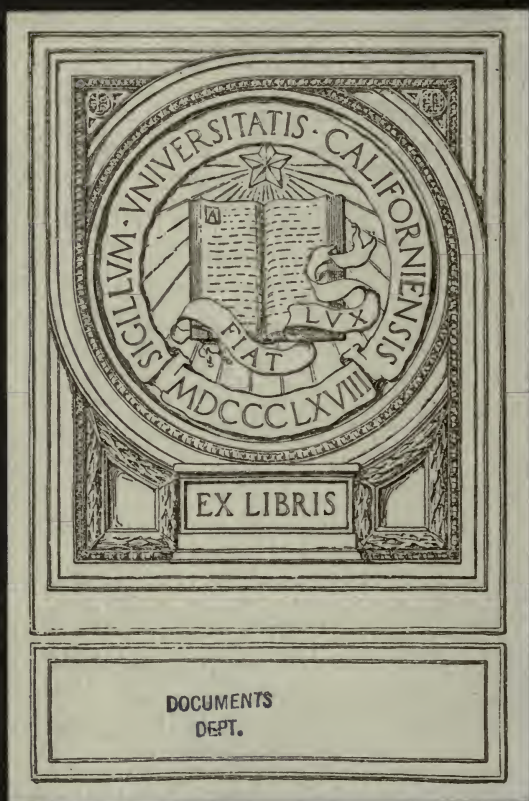
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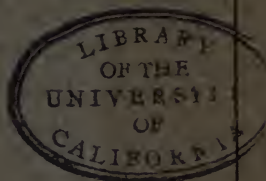
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UNITED STATES DEPARTMENT OF LABOR

# DESCRIPTIONS OF OCCUPATIONS

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COAL AND WATER GAS  
PAINT AND VARNISH  
PAPER  
PRINTING TRADES  
RUEBER GOODS



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PREPARED FOR THE  
UNITED STATES EMPLOYMENT SERVICE  
BY THE  
UNITED STATES BUREAU OF LABOR STATISTICS



WASHINGTON  
GOVERNMENT PRINTING OFFICE  
1919



UNITED STATES DEPARTMENT OF LABOR

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U. S. GOVERNMENT PRINTING OFFICE

# DESCRIPTIONS OF OCCUPATIONS: COAL AND WATER GAS, PAINT AND VARNISH, PAPER, PRINTING TRADES, AND RUBBER GOODS

PREPARED FOR THE U. S. EMPLOYMENT SERVICE BY THE U. S. BUREAU OF LABOR STATISTICS

## INTRODUCTORY STATEMENT

These descriptions of occupations are based on investigations, including private interviews and correspondence, extending over practically the entire United States.

The outstanding fact developed by these investigations is that there are few standard or generally accepted occupational names or definitions. It has been necessary, therefore, for the Bureau of Labor Statistics to define certain occupational terms and classifications and to assume the acceptance of these definitions by those using the descriptions. The bureau is fully aware of the fact that some important occupations have probably been omitted and that in some cases subdivisions may have been carried too far. These faults can be corrected only by means of suggestions and criticisms arising from the use of the descriptions in filling positions.

The users of these descriptions are urged to send to the Bureau of Labor Statistics all suggestions and criticisms as they arise, so that eventually there may be developed a national standard of occupational descriptions.

### Acknowledgment

The Bureau of Labor Statistics wishes to thank all those who have contributed to the compilation of these descriptions. So many individuals and representatives of various organizations have been consulted that it is impossible to make special mention of such services.

## PREFATORY STATEMENT

### IMPORTANT

The objects of these descriptions are to furnish definitions of the various occupations, so that specifications for help may be made uniform, and to furnish a means by which the prospective employee may be informed as to the nature of the work he will be expected to do.

Each occupation has been described under the most generally accepted title. The descriptions have been carefully prepared with the view of stating clearly and briefly what each occupation requires in the way of performance and qualifications, so that a foreman or employment manager can readily specify the help wanted and can pick the worker best fitted to fill the position.

Without such standard definitions advertisements and appeals from the various Government departments or from a central employment agency would lose their effectiveness, especially when the recruiting is Nation wide.

The statement of actual requirements under the heading of "schooling" does not have reference to those already working, but should be interpreted to mean that no one should enter the specified position at the present time without having the equivalent of the stated schooling. "Common school" signifies the completion of the common-school course.

### Directions for Using Descriptions and Code Words

**INDEX:** In order to find any given occupational description, use the index.

**CODE WORDS:** Each description has a code word which, when communicated to any person who has access to these descriptions of occupations, will enable him to ascertain exactly what is called for by referring to the description indicated by the code word. (See Code words.)

If an employee is wanted who has training sufficient to do work in any two or more occupations described, the code words of these descriptions should be combined to indicate the combination of qualifications; for example: The code word designating an **ETCHER**, **ZINC**, and an **ETCHER**, **COPPER** (see page 33), would be **EXPEL-EXTRA**.

## COAL AND WATER GAS

### AMMONIA STILL OPERATOR

AMONG

**Description:** The ammonia still operator distills the crude ammonia liquor with lime for the purpose of obtaining the ammonia of commerce.

**Qualifications:** He must be able to operate the various types of stills used in making ammonia. He must be able to operate the pump used in pumping the liquor into the still and must see that the required temperature is maintained at all times.

**Schooling:** Common school.

### CANDLEPOWER MAN

CENSOR

**Description:** The candlepower man makes tests of the gas for the purpose of determining its illuminating value.

**Qualifications:** He must be able to operate the gas photometer or other device used for the purpose of determining the intensity of the light from the gas flame. He must be able to determine the candlepower of the gas and be able to give directions for remedying any defect.

**Schooling:** High school.

### CHARGING AND DISCHARGING MACHINE OPERATOR

CAVERN

**Description:** The operator of a charging and discharging machine operates the controlling devices of the machine for discharging the coke from the retorts and recharging them with coal.

**Qualifications:** He must know the starting and stopping mechanism, must know the control of the feeds, be able to oil all parts, and should be able to make all minor adjustments. He must know the proper amount of coal to use in each charge and know when the retort should be discharged.

**Schooling:** Common school.

### CHEMIST, GAS PLANT

CAUCUS

**Description:** The chemist in a gas plant has laboratory control of the gas for determining the illuminating and heating values and for the determination of impurities.

**Qualifications:** He should have ability to conduct gas analyses with speed and accuracy, determining all constituents, candlepower, and B. t. u. values. He should be able to use all varieties of apparatus designed for this type of work.

**Schooling:** College graduate.

### CLINKER MAN

CAVITY

**Description:** The clinker man removes the clinkers from the fires in the retorts.

**Qualifications:** He must be able to hold a live fire in the generator while removing the clinkers from the bottom and sides of the shell. He must then be able to drop the fire onto the gates with a minimum loss of fuel and time.

### DISTILLER, AMMONIA. (See Ammonia still operator.)

### DRIP MAN

DRIP

**Description:** The drip man sees to the condensing and scrubbing of the liquor and takes the drip out of the main throughout the entire condensing house apparatus.

**Qualifications:** He must be able to keep the various condensers, scrubbers, and tar separators operating properly. He must see that the gas is run properly through the condensers, that the liquor is pumped into the ammonia liquor tank and tar still, and that the gas liquor is kept at the proper temperature.

**FOREMAN, COAL GAS****FROZE**

**Description:** The foreman of coal-gas generation supervises the entire process of making coal gas.

**Qualifications:** He must have a thorough knowledge of the different types of retorts, scrubbers, and condensing apparatus. He must be able to make all minor adjustments and repairs and must have executive ability.

**Schooling:** High school.

**FOREMAN, WATER GAS****FRUIT**

**Description:** The foreman of water-gas generation supervises the making of water gas.

**Qualifications:** He must have a knowledge of the operation of the various water-gas generators, condensing and pumping systems, and a thorough knowledge of water gas. He must have executive ability.

**Schooling:** High school.

**HYDRAULIC MAIN MAN****HAZEL**

**Description:** The hydraulic main man keeps the mains free from the accumulation of deposits of heavy tar and sees that the proper liquor level is maintained at all times.

**Qualifications:** He must be able to clean and adjust the tar and liquor overflows, to remove the deposits of tar and pitch that accumulate in the hydraulic main, and to keep the ammoniacal liquor at the proper level to prevent the escape of the gas while the retort is being charged.

**LABORER, COAL AND WATER GAS****LIKEN**

**Description:** The laborer may be called upon to do any ordinary work that does not require skill or training, such as cleaning and assisting. He may have such regular work as the operation of the coal crusher and the bucket conveyor for transferring coal from the crushers to the bin or for removing ashes from the pit to the hopper. He also assists in hauling away ashes.

**Qualifications:** Physical strength and endurance, rather than skill or experience, are required.

**OILER, POWER HOUSE****ONION**

**Description:** The oiler does cleaning, oiling, and packing on turbine generators, excitors, converters, condensers, and pumps. He looks after hot bearings, and frequently operates the controlling levers on the engines under the direction of the watch engineer. He assists in testing and repairing and may be required to do general cleaning in the power house.

**Qualifications:** It is desirable that he have experience as an oiler.

**Schooling:** Common school.

**PUMP MAN, GAS WORKS****PSALM**

**Description:** The pump man in a gas works operates the pump used for pumping the tar and oil and also operates the pipe lines to the railroad cars.

**Qualifications:** He should know how to operate the pump and be able to make all minor adjustments and repairs.

**Schooling:** Common school.

**RETORT HOUSE RESULTS MAN****RIVER**

**Description:** The retort house results man has general supervision of all operations in the retort house.

**Qualifications:** He must be able to attend to the regular charging of the retorts, seeing that the proper amount is put in and that it is properly distributed in the retort. He must see that the coke bed is maintained at the proper height to obtain the best results, that no clinker or accumulation of carbon is left on the walls, and that the proper vacuum is maintained in the foul main.

**Schooling:** High school.

**SCRUBBER, GAS****STICK**

**Description:** The scrubber has charge of the apparatus through which the gas is passed to remove the ammonia and other foreign matter.

**Qualifications:** He must be able to maintain the gas liquor at the proper temperature, be able to operate the valves, and see that the liquor is flowing through the scrubbers properly.

**SCURFER****STAY**

**Description:** The scurfer removes the carbon deposits from the inside walls of the retorts and patches or repairs all fractures in the surface of retorts.

**Qualifications:** He must be able to operate the compressed air machine to loosen the carbon deposits from the inside walls and be able to use the chisel bars to remove pieces that remain fastened to the walls.

**TAR DEHYDRATOR MAN, COAL GAS****TUTOR**

**Description:** The tar dehydrator man operates the still or tar extractor for the distillation of the tar and tends to the loading of the tar through pipes into the cars.

**Qualifications:** He must have a thorough knowledge of the still or tar extractor and be able to make all minor adjustments.

**Schooling:** Common school.

**TEST MAN, LABORATORY****TWILL**

**Description:** The duties of the laboratory test man in a gas plant are to make tests of the gas and by-products.

**Qualifications:** He must be able to use the various testing apparatus for determining the quality and amount of gas, oil, tar, and ammonia, such as the photometer, calorimeter, etc.

**Schooling:** Preferably high school.

**Note.**—If a man is desired for making any particular test, the name of the test he is to make should be added to the code word for "test man."

**WATER-GAS HELPER****WHIG**

**Description:** The duties of the water-gas helper are to operate the generator under the direction of the water-gas operator.

**Qualifications:** He must be able to operate the air and steam valves, to oil the different parts, and to make all minor adjustments and repairs. He must be able to keep up the proper amount of steam pressure and have ability to handle the clinker men under him.

**Schooling:** Common school.

**WATER-GAS OPERATOR****WHERE**

**Description:** The water-gas operator supervises the operation of the generator and directs the work of the clinker men.

**Qualifications:** He must be able to understand the working of the machines and be able to judge the condition of the generator fire as to temperature and uniformity and as to whether or not the fire is clean or filled with clinkers. He must be able to judge as to the amount and pressure of steam to be admitted to the generator, whether up or down through fire, the proper temperatures to be carried at the different points of the apparatus, and the length of time of blasts and runs.

**Schooling:** Common school; preferably high school.

## PAINT AND VARNISH

### BOILER, LINSEED OIL

### BOOM

**Description:** The linseed-oil boiler boils linseed oil and regulates the steam in the coils and the air that is blown through the oil.

**Qualifications:** He must know when the oil has been boiled sufficiently and be able to control the heat so that the oil will not boil over.

### CHEMIST, PAINT AND VARNISH

### CAREER

**Description:** The chemist in a paint and varnish mill does laboratory work in connection with the analyses of the materials required in the manufacture of paints and varnishes and also of the finished products.

**Qualifications:** He must have a working knowledge of the different colors and vehicles, and a knowledge of varnishes and their manufacture. He should be able to analyze the raw or finished materials and to formulate products of all kinds, test colors for strength, color, bulk, fineness, and fading, and be able to match colors in quantity. He should have a thorough knowledge of the chemistry of paints, oils, solvents, thinners, gums, varnishes, colors and stains, and a practical experience with the machinery used in their production.

**Schooling:** Collegé scientific education; special courses in chemistry.

### CHILEAN-MILL OPERATOR

### CARMAN

**Description:** The Chilean-mill operator manipulates the levers of the Chilean mill in which the oxide of lead is ground after coming from the washer.

**Qualifications:** He should be able to make all adjustments and minor repairs to the mill and must be able to feed the oxide into the mill at the right rate of speed. He should be physically fit, should understand the danger of lead poisoning, and have sufficient knowledge of such poisoning to protect himself.

**Schooling:** Common school.

### COLOR EXPERT

### CARNAL

**Description:** The paint color expert supervises the entire work of the paint-color laboratory and carries on various tests and analyses.

**Qualifications:** He must be an experienced paint-color chemist, must be able to make and to supervise the making of tests, and must be expert in the various processes involved in making paints and colors. He must know how to make various tests and analyses to determine possible substitutes for the various ingredients.

**Schooling:** Graduate chemist preferred.

### COLOR TESTER, DRY COLORS

### CARPER

**Description:** The dry-color tester compares the color samples with a standard in order to determine whether they are of the correct shade.

**Qualifications:** He must have had experience in the testing of colors and must know how to use the various color tests to determine whether the samples are of the correct shade. He must have good lungs and should know how to protect himself from chemical fumes. He must have good eyesight.

**Schooling:** Common school.

### FILER, PAINT COLOR SAMPLES

### FORGE

**Description:** The duties of the paint color sample filer are to index and file samples of the different paint colors.

**Qualifications:** He must have had considerable experience in the handling of paints and in their manufacture. He must be able to distinguish the different colors readily and know how to file them properly. He must have good eyesight, have strong lungs, and should know how to protect himself from chemical fumes.

**Schooling:** Common school.

**FILLER, CANS AND BARRELS****FORK**

**Description:** The duties of the filler are to fill cans and barrels with paint and varnish and weigh the same.

**Qualifications:** He must be able to keep records of all the operations, materials used, and the amount of production. Men and women are employed.

**Schooling:** Common school.

**FILTERER, VARNISH**

**Description:** The duties of the varnish filterer are to purify the varnish in the filter press or in the centrifuge.

**Qualifications:** He must understand the use of the testing vial and be able to make the proper tests to see that the varnish is perfectly clean and free from sediment. He must be able to keep a record of the production and to make reports to the head of his department.

**Schooling:** Common school.

**FILTERER, VARNISH, CENTRIFUGE****FORT****FILTERER, VARNISH, FILTER PRESS****FOUND**

**Note.**—If a man is desired who can operate both filter press and centrifuge combine the code words.

**FOREMAN, ASSISTANT, PAINT AND VARNISH****FOWL**

**Description:** The assistant foreman in the manufacture of paint and varnish works under the direction of the foreman and helps him in the operation and maintenance of the department.

**Qualifications:** He must have a general knowledge of the processes carried on in the department and must have had experience in handling the various apparatus used. He should have sufficient knowledge of paint mixtures to judge whether proper results are being obtained and should have executive ability sufficient to handle the workers under him.

**Schooling:** Common school; preferably technical or trade school.

**Note.**—In specifying an assistant foreman add the name of the department or plant for which he is wanted to the code word for assistant foreman.

**FOREMAN, PAINT AND VARNISH****FOUNT**

**Description:** The foreman in a paint or varnish making plant has complete charge of the various operations necessary in the manufacture of paints, varnishes, and stains.

**Qualifications:** He must have a complete working knowledge of the different operations in the making of paint, varnish, and stains and be able to prepare the formulas which the melter and stain maker use. He must be able to keep a complete record of the operations, material used, and the amount of production. He must have ability to handle men.

**Schooling:** Common school; preferably technical or trade school.

**Note.**—In specifying a foreman add the name of the department of the plant for which he is wanted to the code word for foreman.

**FOREMAN, RED LEAD****FOX**

**Description:** The red-lead foreman supervises the work in the making of red lead.

**Qualifications:** He must have a thorough knowledge of the operation of the Chilean mill, Dutch oven, grinder, red-lead furnace, and separator used in the making of red lead and be able to make all minor adjustments and repairs. He should be able to keep records of the output of his department and have ability to handle men. He should be physically fit and should know how to protect himself from lead poisoning.

**Schooling:** Common school.

**FORMULATOR, PAINT COLORS****FRAIL**

**Description:** The paint-color formulator compares the paste and liquid paints and enamels with the standard of the company for the purpose of determining the correct color shade.

**Qualifications:** He must know the chemical nature and characteristics of the various pigments and oils used at the plant and be able to make such changes as will bring any defective paints or enamels up to the proper standard. He must have good eyesight and good lungs and should know how to protect himself from chemical fumes.

**Schooling:** High school.

**FURNACE MAN, LEAD OXIDE****FRAY**

**Description:** The lead oxide furnace man builds and maintains the fires in the litharge furnace, charges the furnace, and roasts and removes the charge.

**Qualifications:** He must know how to keep the fire at the correct degree of heat and must be able to shovel the tailings of lead oxide, carbonate, and red lead into the furnace and draw out the charge when it has been properly roasted. He must be a careful worker, and should be able to protect himself from lead poisoning.

**FURNACE TENDER, RED LEAD****FREE**

**Description:** The red lead furnace tender fills the Dutch oven with the oxide of lead and builds the fires for the oven and grinder.

**Qualifications:** He must be able to maintain the proper degree of heat in the oven and grinder and be able to secure test samples of the oxide of lead for the laboratory while it is being heat treated. He must keep records of the operations and of the amount of materials used. He should be able to protect himself from lead poisoning and must be physically fit.

**Schooling:** Common school.

**GRINDER, PAINT****GLUE**

**Description:** The paint grinder operates the shutter of the chute leading from the mixer to the grinder, and runs the grinding machine.

**Qualifications:** He must be able to keep records and make reports of the production to the foreman. He should be able to tell when the grinding machine is not working properly. He must have strength and should be able to protect himself against chemical fumes.

**Schooling:** Common school.

**GRINDER, WHITE LEAD****GOAD**

**Description:** The grinder has charge of the mills, feed pumps, separating apparatus, bolting screens, etc.

**Qualifications:** He should be an expert miller, should understand all the machinery in his charge, and should be able to keep it running properly. Considerable experience is required.

**Schooling:** Common school; preferably high school.



**LABORER, PAINT AND VARNISH****LION**

The following occupations are included as laborers:

Barytes grinder.	Pig lead melter's helper.
Can crimper.	Pressman, linseed.
Can solderer.	Red lead furnace tender's helper.
Code number stamper.	Red lead separator.
Disintegrator feeder.	Reel charger and discharger.
Heading-up machine man.	Shoveler.
Large can paste filler.	Thrasher or wet-mill operator.
Lead sprinkler.	Trimmer or packer, linseed cake.
Lithopone charger.	Varnish and stain packer.
Lithopone fireman.	Varnish melter's helper.
Lithopone leacher.	Washtub man's helper.
Lithopone mill man.	White lead filterer.
Lithopone pigment presser's helper.	Other unskilled workers.

In specifying a worker for any of the occupations in this group, use the code word for "laborer."

**Description:** The laborer does such work as cleaning, trucking, shoveling, loading, and such work as is indicated by the occupational name, or other work that does not require a long period of training.

**Qualifications:** This type of work requires a strong man who is in good health and who is willing to work in a paint and varnish plant.

**Schooling:** Common school is desirable.

**LEAD BLOWER****LIP**

**Description:** The lead blower operates the motor pump and chain elevator to carry the oil and pig lead into the blower furnace. He also operates the blower furnace.

**Qualifications:** He must be able to operate the machinery and make all repairs; must be able to operate the compressed-air machine for blowing the melted lead into fine dust; must be able to keep records of all operations and of the quantity of material used; must be physically fit and able to stand the noise of the blowing of the lead; and should be able to protect himself from lead poisoning.

**Schooling:** Common school.

**LEAD SETTER OR STACK BUILDER****LIST**

**Description:** The lead setter fills the corroding pots with acid and buckles, arranges the pots in the stacks, covers them with boards and tan bark, and arranges the flues.

**Qualifications:** This work requires training and practice.

**LITHARGE-MILL OPERATOR****LISP**

**Description:** The litharge-mill operator supervises the running of the electric motor of the mill and operates the bucket elevator which carries the litharge from the hopper into the feed of the mill.

**Qualifications:** He must be able to operate the motor and elevator and to pack the ground litharge into barrels. He should be physically strong and should be a careful worker, as there is a possibility of lead poisoning.

**MELTER, PIG LEAD****MOLD**

**Description:** The pig lead melter operates the melting furnace and buckle-casting machine.

**Qualifications:** He must be able to operate the valve wheels in the interior of the melting furnace, be able to operate the buckle-casting machine, and be able to keep a record of the material used. He must be physically fit, be able to endure the noise, and should be able to protect himself from the fumes and dust from the lead.

**Schooling:** Common school.

**MELTER, VARNISH****MOOD**

**Description:** The varnish melter cooks the resin and oils in the varnish kettle and pumps the finished product into the storage tank.

**Qualifications:** He must be able to make tests of the compound to determine whether the ingredients have been sufficiently cooked so that they will not separate on cooling. He must be able to operate the motor-driven pump for pumping the liquid from the kettle into the tank, be able to make minor adjustments, and know when the pump is not working properly. He must be able to keep records of the operations and render reports to the superintendent. He should be physically strong.

**Schooling:** Common school.

**MILLER, PAINT.** (See Grinder, paint; Grinder, white lead.)

**MIXER, PAINT****MOODY**

**Description:** The paint mixer operates the mixer for the proper mixing of the various pastes and liquids used in making paint.

**Qualifications:** He must be able to operate the electric pump and the levers and controlling devices of the mixer and to mix the pastes and liquids in the proper quantities according to the given formula. He must be physically strong, be able to stand the paint odors, and be able to keep records of all operations, materials used, and the amount of mixed paint produced.

**Schooling:** Common school.

**MUFFLE MAN****MOON**

**Description:** The duties of the muffle man are to tend the muffle furnace for baking the lithopone cake.

**Qualifications:** He must be able to read the pyrometer and to keep the fire at the proper temperature. He must be able to keep records of his production, and should be physically fit.

**Schooling:** Common school.

**PAINT MAKER (SHADER AND TINTER)****PAID**

**Description:** The paint maker supervises the mixing and grinding of the colors and oil.

**Qualifications:** He should be able to use a formula and to vary the formula, if necessary, because of nonuniformity of ingredients used.

**PRESSER, LITHOPONE PIGMENT****PROSE**

**Description:** The lithopone pigment presser runs the lithopone acid from the storage tank into the raw pigment press tub, mixing it with another acid.

**Qualifications:** He must be physically fit, must know the proper amount of ingredients to use, and know when the mixture has been properly baked.

**Schooling:** Common school.

**PRESS MAN, FINAL, LITHOPONE****PROSY**

**Description:** The final press man operates the motor pumps for pumping the lithopone liquid from the screen washtub into the press.

**Qualifications:** He should be able to operate the controlling devices of the pump and be able to make all minor adjustments. He must be able to keep records of the production, and should be physically fit.

**Schooling:** Common school.

**PULP-MACHINE OPERATOR****PROUD**

**Description:** The pulp-machine operator operates the pulp machine and rolling machine for mixing the lead and oil and for grinding it.

**Qualifications:** He must know the proper amount of lead and oil to mix together, be able to operate the controlling devices of the pulp machine and the rolling machine, and be able to make all minor repairs and adjustments to same. He must be able to keep records of the oil and lead used. He should be physically strong and should be able to protect himself from lead poisoning.

**Schooling:** Common school.

**PUTTY MAKER****PROVE**

**Description:** The putty maker operates the putty mill in the manufacture of putty.

**Qualifications:** He must have a knowledge of the proper proportions of linseed oil and whiting to be used and know when the putty has been reduced to the proper consistency. He must be able to operate the controlling devices of the mill.

**Schooling:** Common school.

**REFINER, LINSEED OIL****RISK**

**Description:** The linseed-oil refiner refines linseed oil by washing it with acid and with water and by filtering it.

**Qualifications:** He must be able to tend the apparatus and to test the oil for acid. He should have had experience in this kind of work.

**Schooling:** Common school.

**STAIN MAKER****STAIR**

**Description:** The stain maker prepares the various stains.

**Qualifications:** He must be able to maintain the proper steam heat, be able to make the proper tests, matching the samples with a standard to see that it has the proper color, know when it has been properly cooked, be able to pump away the finished product, to operate the steam boilers, and to regulate the flow of steam. He must be able to keep records of the temperature, of amount of materials used, and of the production. He must be physically strong.

**Schooling:** Common school.

**STONE DRESSER, PAINT MILL****STAKE**

**Description:** The stone dresser resurfaces the stones of the paint mill and puts a grinding surface on new stones.

**Qualifications:** He must be able to use the pneumatic tools for roughing and finishing stone, be able to read drawings, and work to templates; must understand leveling and truing stone and be able to make it ready for the mill. He should have served an equivalent to an apprenticeship as a stone cutter.

**Schooling:** Common school.

**TEMPERER OR MILLMAN, LINSEED OIL****TWEED**

**Description:** The temperer tends the crushing rolls and the flaxseed cooker.

**Qualifications:** He must be able to operate all the machinery used in this operation and to regulate the cooker properly.

**WASHTUB MAN****WEAVE**

**Description:** The washtub man supervises the pumping of the lead or lithopone liquid from the thrasher or wet mill into the washtub, mixing it with water and draining off the washed material from the tub into the heater.

**Qualifications:** He must have some knowledge of the compressed air machine used in agitating the materials in the washtub, must have ability to handle men, and be able to keep records of the number of washes that he makes. He should be physically fit and be able to work in a damp atmosphere. There is some danger of lead poisoning.

**Schooling:** Common school.

## PAPER

### ACID MAKER

### AMPLE

**Description:** The acid maker superintends the manufacture of the sulphurous acid used in the mill.

**Qualifications:** He must know how to operate the various types of furnaces used for burning the sulphur. He must be able to combine the sulphurous acid with the milk of lime, making the product uniform and of the proper quality. He should have ability to handle men.

**Schooling:** High school; preferably some technical training.

### ACID MAKER'S HELPER

### AMUSE

**Description:** The acid maker's helper assists the acid maker in making the acid used in the mill, having charge of firing the sulphur furnace and filling acid towers with limestone.

**Qualifications:** He must be able to operate the furnaces used for burning the sulphur and to combine the acid with milk of lime under the direction of the acid maker. He must be able to detect dirt in sulphur, to judge limestone, and be able to distinguish hard stone from soft.

**Schooling:** Common school; preferably high school.

### BACK TENDER

### BLIGHT

**Description:** The back tender assists the machine tender in the operation of the paper-making machine, seeing to the proper drying of the paper, calendering, reeling, rewinding, etc.

**Qualifications:** He should have a thorough knowledge of the operation of the various types of paper-making machines and be able to make tests of the paper to see that it is of the required weight. He must be able to make all minor adjustments and repairs to the machine and have strength and endurance.

**Schooling:** Common school.

### BARKER

### BLOCK

**Description:** The barker feeds the blocks of wood into the "tumbler" or "barker" for the purpose of removing the bark.

**Qualifications:** He must have a knowledge of the barking machinery, also of barker knives and their proper grinding, and must know the barking qualities of the different grades of wood. He must be able to make all minor adjustments to the machines.

**Schooling:** Common school.

### BEATER MAN

### BLOND

**Description:** The beater man superintends the operation of the beating and coloring of the paper stock and has charge of the men in his department.

**Qualifications:** He must have a thorough knowledge of the raw materials and the processes involved in their conversion into paper, and must be able to add the proper amount of filler and size, if the paper is to be engine sized. He must understand the mixing of the dyes used in paper making. He must know when the pulp has been sufficiently treated. He should have good eyesight, color sight, and ability to handle men.

**Schooling:** High school; preferably technical graduate.

**BEATER MAN'S HELPER**

**Description:** The beater man's helper fills the beater engine with the rag stock or wood pulp, putting in the proper chemicals, and assists the beater man in the operation of the beater engine.

**Qualifications:** He must understand the various types of beater engines used and know when the pulp has been sufficiently treated. He must have physical strength and endurance.

**Schooling:** Common school.

**BLOT**

**BLEACH BOILER'S HELPER.** (*See Rag boiler.*)

**BLOCK HANDLER.** (*See Grinder man.*)

**BLOW PIT MAN.** (*See Sulphite cooker.*)

**BROKE BOY.** (*See Laborer, male, paper.*)

**CALENDERER****CARTER**

**Description:** The calenderer operates the calender rolls to smooth or polish the surface of the paper.

**Qualifications:** He should have a thorough knowledge of the calender machine and be able to make all minor repairs. He must exercise care to make the paper pass between the rolls properly. He should have strength and endurance and ability to handle men.

**Schooling:** Common school.

**CALENDERER'S HELPER.** (*See Laborer, male, paper.*)

**CALENDER GIRL.** (*See Laborer, female, paper.*)

**CHEMIST, PAPER****CARTON**

**Description:** The chemist makes analyses of all raw materials entering into the manufacture of pulp and paper. He supervises tests on acids, pulp, and paper. He also has technical control of the processes, such as bleaching, cooking, acid making, sizing, etc.

**Qualifications:** He must have research ability to solve the various problems as they arise in the manufacture of pulp and paper. He must be able to make the various tests of the finished product for strength, sizing, absorbency, etc. He should have good eyesight and ability to handle men.

**Schooling:** College graduate, with special training in analytical, organic, and research chemistry.

**CHIPPER FOREMAN****CARVER**

**Description:** The chipper foreman superintends the chipping of the wood in the chipper.

**Qualifications:** He must be able to distinguish all the different kinds of wood and have a thorough knowledge of knife grinding and saw filing. He must see that the bark has been properly removed in the barker and be able to make all minor adjustments or repairs to the machines. He must have ability to handle men.

**Schooling:** Common school; preferably some technical training.

**CHIPPER MAN.** (*See Laborer, male, paper.*)

**COOK.** (*See Sulphite cooker.*)

**COOK, HEAD.** (*See Sulphite cooker.*)

**COOK'S HELPER.** (*See Laborer, male, paper.*)

**COUCHER****CASING**

**Description:** The coucher turns the mold over after the deckle has been removed by the vat man, pressing it against a sheet of felt so that the wet sheet of paper adheres to the felt, making a pile or "post" of the sheets thus formed consisting of wet sheets alternated with felt, and subjecting the pile to a heavy pressure in order to remove the water.

**Qualifications:** He must be a quick and careful worker, be able to operate the hydraulic or other press and to make all adjustments.

**Schooling:** Common school.

**COUNTER****CASSIA**

**Description:** The counter counts the sheets of paper into lots of 12, 24 or more sheets.

**Qualifications:** She must have speed, accuracy, strength, and dexterity. Girls are usually employed.

**Schooling:** Common school.

**CUTTER, FINISHING ROOM, PAPER****CASTOR**

**Description:** The cutter in the finishing room supervises the cutting of the rolls of paper coming from the calenders.

**Qualifications:** He must be able to set the knives for the different sizes, make adjustments, sharpen the knives, and make all minor repairs to the machine. He should have strength, endurance, and ability to handle the helpers on the machine.

**Schooling:** Common school.

**CUTTER GIRL. (See Laborer, female, paper.)****CUTTER, RAG ROOM****CASTLE**

**Description:** The cutter in the rag room feeds the rags into the mechanical rag cutters, where they are cut into small pieces.

**Qualifications:** He must be able to grind the cutter knives and set them in the machine and be able to take the cutter apart for the purpose of making slight repairs and for grinding. This work requires strength, endurance, and care.

**Schooling:** Common school.

**CUTTER'S HELPER. (See Laborer, male, paper.)****DIGESTER MAN. (See Sulphite cooker.)****DIGESTER REPAIR MAN****DINE**

**Description:** The digester repair man inspects and repairs the digesters.

**Qualifications:** He must understand steam pressure and its danger and be able to judge steel plate and rivets. He should have a knowledge of the expansion and contraction of steel plate and rivets, should understand cement and brick-work, and have ability to handle men.

**Schooling:** Common school.

**DUSTER MAN, RAG ROOM****DIP**

**Description:** The duster man operates the rag willow or duster to remove the loose dirt from the rags and open up the fibers so that the chemicals used in bleaching can better penetrate and act upon them.

**Qualifications:** He must have a knowledge of the mechanical duster used and be able to make all minor adjustments and repairs to the machinery.

**Schooling:** Common school.

**FINISHER. (See Sealer.)**

**FOLDER.** (*See Counter.*)

**GLAZER.** (*See Plater man.*)

**GRINDER MAN**

**GNARL**

**Description:** The grinder man places the blocks of wood into the "pockets" of a heavy cast-iron frame incasing a large, rapidly revolving grindstone.

**Qualifications:** He must be able to keep the grinders and stones in proper condition and to keep a stream of water playing against the face of the grindstone so that the wood will not burn as it is pressed against the stone by hydraulic pressure.

**Schooling:** Common school.

**INSPECTOR, RAG ROOM**

**IGNORE**

**Description:** The inspector examines the work of the rag sorters for the purpose of finding any buttons, rubber, or other foreign matter overlooked by the rag sorters.

**Qualifications:** The inspector must have good eyesight and color sight and be quick and alert. Women are employed.

**Schooling:** Common school.

**LABORER, FEMALE, PAPER**

**LIBER**

The following occupations are included as female laborers: Calender girl, Cutter girl, other unskilled workers.

In specifying a worker for any occupation in this group use the code word for "laborer, female."

**Description:** The female laborer does such work as feeding paper into the calender machine, tending the box of the cutter machine, and other unskilled work that does not require a long period of training.

**Qualifications:** Girls over 16 years of age are generally employed. They must be healthy, alert, and strong.

**LABORER, MALE, PAPER**

**LICK**

The following occupations are included as male laborers: Broke boy, Calenderer's helper, Chipper man, Cook's helper, Cutter's helper, Lime slaker, Screen boy, Stock digger, Washer's helper, other unskilled workers.

In specifying a worker for any occupation in this group use the code word for "laborer, male."

**Description:** The laborer does such work as picking up the spoiled paper, cleaning screens on paper machines, putting cores on the reels, taking rolls of paper off the machine, digging "half stuff" out of the drainers, and other unskilled work that does not require a long period of training.

**Qualifications:** This type of work requires strength rather than skill or experience, the necessary experience being acquired in a few days.

**LAYER MAN**

**LID**

**Description:** The layer man separates the moist sheets of paper from the felts, putting the sheets through the press again to remove all water.

**Qualifications:** He must be a quick and careful worker, able to operate a hydraulic or other press, and to make all minor repairs to the press.

**Schooling:** Common school.

**LIME SLAKER.** (*See Laborer, male, paper.*)

**LOFTMAN****LIEGE**

**Description:** The loftman hangs the wet paper coming from the paper machine on poles or cords in the loft for the purpose of drying.

**Qualifications:** He must be a careful worker, be able to hang and pull the paper properly, and be able to regulate the amount of heat for drying. He should have strength and endurance.

**Schooling:** Common school.

**MACHINE TENDER, PAPER****MORN**

**Description:** The machine tender has charge of the operation of the paper machine which converts the prepared paper stock into paper.

**Qualifications:** He must be able to operate the paper-making machine and be able to make all minor repairs to the wire and other parts of the machine. He must have strength and endurance and ability to handle men.

**Schooling:** Common school; preferably high school.

**PLATER GIRL****PROW**

**Description:** The plater girl makes up piles, or books, of alternate layers of the sized sheets of paper and plates made of zinc or copper.

**Qualifications:** She must be a careful worker to prevent wrinkling of the sheets of paper, and must have speed and dexterity.

**Schooling:** Common school.

**PLATER MAN****PROWL**

**Description:** The plater man receives the books of paper from the plater girl, passing them through the plate-glazing calender several times.

**Qualifications:** He must exercise care to make the paper pass between the rolls of the calender properly. He should have a thorough knowledge of the calender machine and be able to make all adjustments and minor repairs. He should have strength and endurance.

**Schooling:** Common school.

**PRESS MAN.** (*See Wet machine tender.*)

**PRESS TENDER.** (*See Wet machine tender.*)

**RAG BOILER****BILL**

**Description:** The rag boiler packs the rags into the rag boiler for boiling in lime or other chemicals to remove grease, starch, size, or other foreign substances.

**Qualifications:** He should understand the various types of boilers, such as rotary stationary boilers, and be able to make all necessary minor repairs. He must have strength and endurance.

**Schooling:** Common school.

**RAG SORTER****BIM**

**Description:** The rag sorter grades the rags, as they come from the thrasher machine, according to their color, condition, quality, and material, removing all buttons, rubber, and other foreign matter, using a scythe-shaped knife fastened to the sorting table to cut the rags.

**Qualifications:** She must have good eyesight, be quick and alert, and have good color sight. Women are always employed.

**Schooling:** Common school.

**REEL BOY****RHYME**

**Description:** The reel boy helps take the paper over the paper machine, putting the cores on the reels and taking off the rolls of paper.

**Qualifications:** He should have had experience as a broke boy. He must be active and willing to obey orders.

**Schooling:** Common school.



**REWINDER****RIND**

**Description:** The rewinder supervises the rewinding of the paper, cutting it into various sizes.

**Qualifications:** He must be an active and rapid worker.

**Schooling:** Common school.

**ROLL SKINNER.** (*See Wet machine tender.*)

**RULER, PAPER****RING**

**Description:** The ruler operates a pen or disk ruling machine for the purpose of ruling the paper, either "faint-line" or "struck."

**Qualifications:** He must be able to make all adjustments and all minor repairs to his machine. He should have strength and dexterity.

**Schooling:** Common school.

**SCREEN BOY.** (*See Laborer, male, paper.*)

**SCREEN MAN, HEAD****STALL**

**Description:** The screen man has charge of the sieves or screens through which the pulp passes as it comes from the grinders.

**Qualifications:** He must be quick and alert and see that the screens are working properly. He must have some mechanical ability and understand the various parts of the machine he is working.

**Schooling:** Common school.

**SEALER****STALK**

**Description:** The sealer ties, seals, and wraps the paper in packages for the trade after it has been cut to the proper size.

**Qualifications:** He must know the various grades of paper and be able to turn out neat work. He must have strength and dexterity to handle the rolls and packages of paper.

**Schooling:** Common school.

**SIZE MAKER****STARK**

**Description:** The size maker prepares the sizing for the beaters and the machines.

**Qualifications:** He must thoroughly understand the making of the various rosin, starch, and animal sizes. He should have strength and endurance.

**Schooling:** Common school.

**SIZE MAN****STEAD**

**Description:** The size man has charge of the vat or trough containing the hot size solution.

**Qualifications:** He must be quick and alert, taking care that the paper is not wrinkled in passing through the squeezing rollers to remove the surplus size.

**Schooling:** Common school.

**SORTER GIRL****STEED**

**Description:** The sorter girl inspects the sheets of paper for wrinkled and soiled sheets and those that do not come up to the required standard of the mill.

**Qualifications:** She must have good eyesight and color sight, and know the different grades of paper produced in the mill. She should be quick and alert.

**Schooling:** Common school.

**STOCK DIGGER.** (*See Laborer, male, paper.*)

**SULPHITE COOKER****STILL**

**Description:** The sulphite cooker has charge of the cooking of the pulp in the digester.

**Qualifications:** He must know how to keep the temperature and pressure charts. He must be able to tell when the pulp has been properly cooked and should understand thoroughly the different parts of the machine, making an examination of the inside of the shell of the digester after the pulp has been blown out, to see that no injury is taking place to the lining. He must be able to make all minor repairs to the digester. He should have strength and endurance.

**Schooling:** High school; preferably technical training.

**SULPHUR BURNER.** (*See Acid maker.*)

**TANK MAN.** (*See Acid maker.*)

**THRASHER MAN****TWINE**

**Description:** The thrasher man opens the bales of rags, weighs the tare, and throws the rags into the hopper of the thrashing machine.

**Qualifications:** He should have good eyesight, and have physical strength and endurance.

**Schooling:** Common school.

**TOWER MAN.** (*See Acid maker.*)

**TRIMMER, PAPER****TWIRL**

**Description:** The trimmer operates the trimming press, trimming the paper to the proper size.

**Qualifications:** He must have a knowledge of the different grades, sizes, and weights of paper. He must know how to operate the trimming press, be able to sharpen the trimming knives, and to make all minor repairs. He should have strength and endurance.

**Schooling:** Common school.

**VAT MAN, HANDMADE PAPER****VALUE**

**Description:** The vat man dips the mold, or tray, with wire-cloth bottom, into the vat containing pulp mixed with a quantity of water, taking up some of the pulp and shaking the tray gently to produce a felting or interlacing of the fibers.

**Qualifications:** He must be quick and alert. He must exercise great care in shaking the mold in order that the sheets may not vary beyond reasonable limits as to their substance, strength, and thickness.

**Schooling:** Common school.

**WASHER****WHET**

**Description:** The washer supervises the washing and bleaching of the stock in the engine and keeps a record of the amount and grade of rags that are processed by him.

**Qualifications:** He must know all the different grades of rags used in paper making; and be able to tell when the rags have been washed long enough and the fibers are properly drawn out for bleaching. He should know the proper amount of chloride of lime or bleaching powder to use and know something of the various processes of paper making. He must be able to superintend the process of washing.

**Schooling:** Common school; preferably high school.

**WASHER'S HELPER.** (*See Laborer, male, paper.*)

**WET MACHINE TENDER****WHINE**

**Description:** The wet machine tender operates the wet machine, removing the sheets, or "laps," of pulp forming on the press rolls.

**Qualifications:** He must be able to operate the mechanism of the wet machine. He must be able to cut the pulp from the roll by the use of a sharp-pointed wooden pin, by passing the point under the sheet close to the wood roll, across the face of the roll, rolling the sheet of pulp onto a table, after which it is weighed. He must be quick and alert and be able to handle men.

**Schooling:** Common school.

## PRINTING TRADES

### ARTIST, LITHOGRAPHIC

### ANGLE

**Description:** The lithographic artist reproduces the design which has been created by the designer.

**Qualifications:** He must be able to select the colors necessary to give the best possible reproduction of the subject, to indicate the exact character of negative necessary for a given result, and to take charge of the proving of his plates, both as to quality and character of color. He should have a general knowledge of the chemicals used and know their actions on the stone.

**Schooling:** High school.

### BANK MAN, LINOTYPE AND MONOTYPE

### BOLD

**Description:** The bank man proofs type, makes corrections, inserts headings, and makes up type into galleys.

**Qualifications:** He must know the various sizes of type and styles of type faces. He must be experienced in justification, correcting, and make-up. He should be able to set up any straight or display matter, special forms, and tabular work.

**Schooling:** Common school.

### BATTERY MAN, ELECTROTYPING

### BIT

**Description:** The battery man operates the dynamo or other apparatus used in electrotyping for depositing a thin shell of copper on the electrotype plate.

**Qualifications:** He should be able to mix the solutions and be able to keep them up to the proper standard. He should have a thorough knowledge of the operation of the dynamo, have a knowledge of electricity, and know something about the chemicals used.

**Schooling:** Common school; preferably technical high school.

### BLOCKER, ELECTROTYPING

### BLAME

**Description:** The blocker fastens the electrotype plates to the wooden blocks.

**Qualifications:** He must be able to use the various woodworking tools and be able to shave the blocks to the proper thickness so that the plates when fastened to the blocks will be type high.

**Schooling:** Common school.

**BLOCKER, PHOTO-ENGRAVING.** (*See Router and blocker.*)

**BUILDER, ELECTROTYPING.** (*See Molder.*)

### CASTER, ELECTROTYPING

### CANE

**Description:** The caster pours the molten metal over the form for the purpose of making the electrotype plate.

**Qualifications:** He must be able to make the proper solution of the zinc oxide and know how to apply it to the shell. He should know how to tin the shell and know when it has been properly tinned. He should be able to pour the metal and be able to maintain the proper temperature of the metal.

**Schooling:** Common school.

**CASTER MAN, MONOTYPE****CASUAL**

**Description:** The monotype caster man places the perforated roll into the caster and operates the casting machine and air compressor for the casting and setting of monotype.

**Qualifications:** He should know the name, care, and use of the principal parts of his machine and be able to make all adjustments necessary for the completion of any given job. He should be able to adjust the roll into the machine properly and have a detailed knowledge of the metals used for casting monotype.

**Schooling:** Common school.

**COLLATOR****CELERY**

**Description:** The collator arranges the signatures in proper order after they have been gathered.

**Qualifications:** She must be a careful worker, examining the paging to see that the leaves are in proper order and that nothing is missing or defective. She must have good eyesight and be quick and active.

**Schooling:** Common school.

**COMPOSITOR, JOB OR HAND****CELLAR**

**Description:** The hand compositor sets type and makes all corrections after the proof has been read by the proof reader.

**Qualifications:** He must know the various sizes of type and styles of type faces. He must be familiar with ordinary hand typesetting, experienced in justification, correcting, and "make-up," and have a general knowledge of presswork and the principles of design and color harmony. He should be able to set up any straight or display matter, special forms, and tabular work.

**Schooling:** Common school; preferably high school.

**COPY EDITOR****CARROW**

**Description:** The copy editor prepares copy for printing by preparing display lines, indicating types to be used, spacing, indentations, and casting of tabular matter, and otherwise marking the copy so as to secure uniformity of product.

**Qualifications:** He must have a good general knowledge of the processes used in printing, must know type sizes and styles, and printing measurements. He should have a thorough knowledge of English and must be familiar with proof readers' marks.

**Schooling:** Common school.

**COPY HOLDER****CEMENT**

**Description:** The copy holder reads the copy for the proof reader for comparison with the proof.

**Qualifications:** He should have good eyesight, the habit of concentration, and clear enunciation. He should have a good general knowledge of the English language. Women are sometimes employed.

**Schooling:** Common school; preferably high school.

**CUTTER, FLAT MACHINE****CENSUS**

**Description:** The flat machine cutter operates the machine for cutting and trimming the paper to the desired size, in a pressroom and also in the bindery.

**Qualifications:** He must know the name, care, and use of the principal parts of his machine, be able to make all minor repairs, and to sharpen the knives. He must be able to make the arithmetical computations accurately and rapidly.

**Schooling:** Common school.

**DESIGNER, LITHOGRAPHIC****DIRK**

**Description:** The designer creates the designs which are to be reproduced by the lithographic and photolithographic processes.

**Qualifications:** He must be able to draw the design so that it can be easily handled and must have a knowledge of the technical requirements of the process. He should have a knowledge of the effects of the different colors and be skilled in free-hand drawing.

**Schooling:** High school.

**ENGRAVER, LITHOGRAPHIC****EXILE**

**Description:** The engraver reproduces designs on stone or other material by use of engravers' tools.

**Qualifications:** He must understand the formation and character of the different styles of lettering, have a general knowledge of the entire process of lithography, and know the effects of the various colors on different kinds of paper. He should have a general knowledge of the chemicals used and know their actions on the stone.

**Schooling:** High school.

**ETCHER, COPPER****EXPEL**

**Description:** The copper etcher gives a sufficient printing depth to copper plates by the process of etching.

**Qualifications:** He must be able to prepare the copper plates for etching, to prepare for and make the print on the sensitized metal, to prepare the chemicals, and to perform the process of etching. It is desirable that he have a general knowledge of photography.

**Schooling:** Common school.

**ETCHER, PHOTO-ENGRAVING****EXIT**

**Description:** The etcher cements the developed film or negative to a glass plate after it has been stripped from the original plate, prepares the metal plate and gives it an acid bath to complete the process of etching.

**Qualifications:** He must have a thorough knowledge of the preparation of metal plates for etching; of the preparation for and the making of the print on the sensitized metal surface; of the preparation of the chemicals for etching; of the process of etching; and have a general knowledge of photography.

**Schooling:** High school, special courses in free-hand drawing, and a knowledge of chemistry.

**ETCHER, ZINC****EXTRA**

**Description:** The zinc etcher prepares the plate, furnished to him by the stripper and printer, with an acid-resisting powder and then etches it with a bath of diluted nitric acid.

**Qualifications:** He must have a thorough knowledge of the preparation of the zinc plates for etching; of the preparation for and the making of the print on the sensitized metal surface; of the preparation of the chemicals for etching; of the process of etching; and have a general knowledge of photography. He should be able to operate an etching machine.

**Schooling:** High school; special courses in free-hand drawing.

**FINISHER, BOOK****FRAME**

**Description:** The book finisher smooths out any irregularities in the binding and places the design and title on the book cover by hand or power presses, using dies for that purpose.

**Qualifications:** He must know how to prepare the size for different kinds of leather, must know the principles of design and color harmony, drawing, sketching, and ink mixing; and have a general knowledge of all of the processes of bookmaking. He must be able to "tool in" fine leather-covered books and be able to operate the stamping press and polisher. He must know how to apply gold leaf and how to handle the special hand tools.

**Schooling:** High school.

**FINISHER, ELECTROTYPING****FUR**

**Description:** The finisher locates the letters in the plates that are too low, replaces them with new letters, and corrects imperfections.

**Qualifications:** He should have a thorough knowledge of molding and of the whole manufacture of the copper shell. He must be able to use the hammer and punch for the purpose of removing imperfections. He should have some knowledge of engraving and be able to trim letters out and insert new ones. He must understand proof readers' marks and be able to do routing and blocking.

**Schooling:** Common school; preferably high school.

**FINISHER, ENGRAVING****FRANK**

**Description:** The finisher levels up the engraving, cutting away by hand such portions as the router can not reach with his machine, corrects small defects in the finished half tone or etching, and outlines the plates for the router to cut by.

**Qualifications:** He should have a thorough knowledge of hand engraving on copper and zinc, be able to do burnishing, and know the best methods of correcting defects in half tones and zinc etchings. He should know the principles of design and have dexterity in handling engravers' tools. He should have good eyesight.

**Schooling:** Common school; special courses in free-hand drawing.

**FOLDER, HAND, BOOK****FRISK**

**Description:** The hand folder folds the printed sheets so that the pages will be in consecutive order and in such manner that the printing will register.

**Qualifications:** She must exercise care to see that the margins of the different leaves are equal and that the lines of printing are at correct angles to the back of the book. Women are usually employed.

**Schooling:** Common school.

**FOLDING-MACHINE FEEDER****FROCK**

**Description:** The folding-machine feeder feeds the printed sheets into the folding machine, where they are folded into sections.

**Qualifications:** She must be able to feed the sheets into the machine evenly and rapidly. She must have good eyesight. Women are usually employed.

**Schooling:** Common school.

**FOLDING-MACHINE OPERATOR****FROTH**

**Description:** The folding-machine operator operates the folding machinery used in the bindery.

**Qualifications:** He must know how to operate and set for the different sized sheets and how to control the feeds and speeds and be able to oil the machine. He should have a knowledge of imposition.

**Schooling:** Common school.

**FOREMAN, BOOKBINDER****FRY**

**Description:** The duties of the foreman bookbinder are the supervision of the making up, sewing, stitching, and binding, or covering of pamphlets and books of all kinds.

**Qualifications:** He must be an experienced general bookbinder, skilled in all phases of commercial or manufacturing bookbinding and able to fold, assemble, machine wire stitch or sew, lace with cord or tape, line up, glue on backs, and cover with paper, cloth, or leather. He must be able to bind and cover pamphlets, books, and charts with board or flexible backs; also documents for temporary use or more substantially for office or field use, made up with hollow, flexible, or stiff backs. He must be familiar with the machinery of the trade, such as folding machinery, backers, cutting machines, wire stitchers, perforating and punching machinery, sewing frames, presses, glue pots, and the various hand tools. He should have a knowledge of title embossing, tooling, and of all materials used in bookbinding.

**Schooling:** Common school; preferably technical high school.

**FOREMAN, ELECTROTYPING****FAD**

**Description:** The foreman electrotyper has supervision of the entire process of electrotype making.

**Qualifications:** He must have a working knowledge of all of the operations in the shop and be able to operate the dynamo, do finishing, molding, and casting. He should have ability to handle men.

**Schooling:** Preferably technical high school.

**FOREMAN, ENGRAVING****FUEL**

**Description:** The foreman engraver has general oversight of all engraving operations.

**Qualifications:** He must have a thorough knowledge of the photo-engraving processes, of color and tone values, and of the chemicals used in photo-engraving. He should have good eyesight and should have ability to handle men.

**Schooling:** High school.

**FOREMAN, MACHINE COMPOSITION****FULL**

**Description:** The foreman of machine composition has the general oversight of the monotype and linotype machine room.

**Qualifications:** He must have a knowledge of type composition, of type faces, and of the metals used in machine composition. He must know the name, care, and use of the principal parts of the machines and be able to make all minor adjustments and repairs. He must be able to direct the work of operators and repair men.

**Schooling:** Common school; preferably high school.

**FOREMAN, PRESS ROOM****FUME**

**Description:** The foreman of a press room has the general overseeing of all work done in the press room. He is also responsible for the color matching, make-ready, stock, etc.

**Qualifications:** He must have executive ability, have a thorough knowledge of mechanics and of the operation of all makes of flat-bed and rotary presses and automatic feeders used in general printing. He must have an accurate color sense, skill in judging work, and have a working knowledge of printing inks and paper. He should have a knowledge of imposition and registering.

**Schooling:** Preferably high school.

**FORWARDER, BOOK****FUND**

**Description:** The forwarder pastes on the first and last pages inside the book cover, trims the edges of the book with a cutting machine, rounds the back, and pastes on the cover.

**Qualifications:** He must know how to adjust and use the paper-cutting machine, how to handle the hammer in rounding and backing, and how to operate the roller backing machine. He must know the proper method of lining up, putting in head bands, and putting on the cover. He should have a knowledge of the composition of pastes and glues and of the qualities of book papers and cloths. He must have dexterity in handling the special tools, in operating the machines, and in pasting and gluing.

**Schooling:** Common school.

**GATHERER, BOOK****GNASH**

**Description:** The gatherer collects the folded sections in regular order until the book is completed.

**Qualifications:** She must be a rapid worker with good eyesight, care being necessary to gather the sections in the proper order. Women are employed.

**Schooling:** Common school.

**GENERAL WORKER, BINDERY****GNAT**

**Description:** The general worker in a bindery does such work as gilding, padding, tipping, operating the numbering, perforating, punching, and stapling machines, etc.

**Qualifications:** He must be a quick and active worker and have skill in handling sheets and signatures rapidly.

**Schooling:** Common school.

**Note.**—If a worker is desired who can operate a particular type of machine, the name of the machine should be added to the code word for "general worker, bindery."

**IMPOSER.** (*See Stoneman.*)**LINOTYPE OPERATOR****LINER**

**Description:** The linotype operator sets body-type matter and small display lines, places the cast slugs on the galley, and makes corrections by resetting the lines containing errors.

**Qualifications:** He must be able to keep the machine adjusted properly and to make minor repairs. He should be a quick thinker and be able to operate the keyboard with speed and accuracy. He must be able to concentrate his mind on the copy and still carry the measurements of the line he is setting so as to obtain correct spacing. He should have a thorough knowledge of spelling, punctuation, division of words, and paragraphing. He should have good eyesight.

**Schooling:** Common school.



**MACHINIST, LINOTYPE AND MONOTYPE****MOP**

**Description:** The linotype and monotype machinist keeps all machines in good running order and makes all necessary repairs and adjustments.

**Qualifications:** He must be an experienced machine fitter, able to remove and replace any part of the machine, and must be thoroughly familiar with the operation and mechanics of a linotype and monotype machine. He should have had an equivalent to an apprenticeship.

**Schooling:** Common school; preferably technical or trade school.

**MAKER-UP****MOPE**

**Description:** The duties of the maker-up are to make up the pages to the proper length, inserting cuts, folios, and chapter and running heads.

**Qualifications:** He must be quick in handling type and be familiar with composition, type faces and sizes, and should have some knowledge of presswork, electrotyping, and stereotyping.

**Schooling:** Common school.

**MARBLER****MOTH**

**Description:** The marbler decorates the edges or covers of books by dipping them into a solution which has been prepared by mixing different colored liquids into a marbled effect.

**Qualifications:** He must have a thorough knowledge of the proper amounts of hog gum and gum tragacanth to use. He must know how to thin his colors properly. He should know how to develop, create, and copy designs.

**Schooling:** Common school.

**MOLDER, ELECTROTYPING****MOTOR**

**Description:** The molder prepares the form and case, coating them with plumbago and pouring on the wax or mixture of wax and ozocerite.

**Qualifications:** He must be able to mix and prepare the wax and ozocerite and know the proper temperature at which to maintain the wax. He must be able to cut down the mold and build up the mold after it has been cut down. He should understand the mechanism of the hydraulic press and be able to judge the proper depth of the mold.

**Schooling:** Common school.

**MONOTYPE OPERATOR****MOSS**

**Description:** The monotype operator manipulates the keyboard of a monotype machine for the purpose of making the perforated sheet that controls the type-casting machine.

**Qualifications:** He should have a knowledge of spelling, punctuation, the division of words, and paragraphing. He should have an accurate knowledge of the spacing principles under which the machine fills a line with type. He should be able to make all necessary adjustments in putting in and taking out the perforated paper.

**Schooling:** High school or its equivalent.

**OPERATOR, ENGRAVING.** (*See Photographer, engraving.*)

**PHOTOGRAPHER, ENGRAVING****PROXY**

**Description:** The photographer takes pictures, by the aid of a special camera, of all engraving subjects, for both zinc and copper etching.

**Qualifications:** He must have a thorough knowledge of photography and be able to do developing, intensifying, and fixing negatives. He must be able to mix the chemicals used in developing the negatives; be able to take the proper care of cameras, lenses, and halftone screens; and should have a knowledge of chemistry.

**Schooling:** High school

**PHOTOLITHOGRAPHER****PRUNE**

**Description:** The photolithographer reproduces the designs on the stones or plates by the photographic process.

**Qualifications:** He must be able to do photoprinting and be familiar with wet plate methods. He must be an expert in both line and halftone negatives besides positives and enlargements. He should be familiar with the chemical formulas, etc., necessary to get the proper results.

**Schooling:** High school.

**PLATE GRAINER****PRY**

**Description:** The grainer grains or polishes the stone or plate to the required depth and sharpness indicated by the pressman or artist.

**Qualifications:** He must be able to remove the old work from plates which have been run and to regrain them. He must be able to use the grainers' tools.

**Schooling:** Common school.

**PLATE PRINTER****PUFF**

**Description:** The plate printer makes ready the engraved plate and prints the engraving on cards or paper.

**Qualifications:** He must be able to make ready forms quickly and accurately, must understand the operation of the plate printing press, and be able to regulate the amount of pressure and ink required. He must be careful and accurate and be able to handle all materials without smearing.

**Schooling:** Common school.

**PRESS FEEDER, CYLINDER****PUFFY**

**Description:** The cylinder press feeder feeds the paper into the press, assists the pressman to make ready, puts on tympan, adjusts rollers, and puts on lifts.

**Qualifications:** He must have a general knowledge of cylinder presses and automatic feeders. He must have ability to feed steadily and to a correct register. He must be able to oil and clean the press and make all minor adjustments.

**Schooling:** Common school.

**PRESS FEEDER, EITHER PLATEN OR CYLINDER****PULL**

**Description:** The press feeder feeds the sheets of paper into the press.

**Qualifications:** He must be a careful worker and be able to feed the sheets into the press (either platen or cylinder) so that they will all register uniformly perfect in any number of colors. He must be able to clean and oil the press and make all minor adjustments.

**Schooling:** Common school.

**PRESS FEEDER, LITHOGRAPHIC****PUNY**

**Description:** The lithographic press feeder feeds the sheets into the lithographic press and assists the pressman.

**Qualifications:** He must have ability to feed steadily and correctly. He must be able to oil and clean the press and make all minor adjustments.

**Schooling:** Common school.

**PRESS FEEDER, PLATEN****PACKER**

**Description:** The platen press feeder feeds the paper into the presses, jogs the stock, and generally assists the pressman.

**Qualifications:** He must have a general knowledge of mechanics and of the operation of platen presses. He must have skill in feeding and jogging the sheets. He should be able to oil and clean the press and make all minor adjustments. Men and women are employed.

**Schooling:** Common school.

**PRESSMAN, CYLINDER****PADDLE**

**Description:** The duties of the cylinder pressman are to take charge of one or more cylinder presses, the making ready of forms, matching colors, and the proper mixing and distribution of ink.

**Qualifications:** He must be able to make ready all kinds of forms for black or colors from type forms, electrotypes, or stereotypes. He must be able to mix colors and must have a fine color sense. He must be able to handle the paper so as to avoid soiling and tearing. He must have a thorough knowledge of the operation of automatic printing machinery, know the name, care, and use of the principal parts, and be able to make all minor repairs or adjustments. He must have executive ability and be physically fit.

**Schooling:** Common school.

**PRESSMAN, LITHOGRAPHIC****PALACE**

**Description:** The duties of the pressman on a lithographic press are to print from the plate as it comes from the transferrer and match the proof copy as closely as possible.

**Qualifications:** He must have a knowledge of the color scale and be able to hold an edition uniform throughout, avoiding thickening up or going light, and be able to mix his colors to such a consistency that they will not offset when handling. He must have sufficient chemical knowledge to mix his colors in multicolor work in such manner as to have them all dry and yet have the lifting quality necessary for each printing as it follows. He must be able to differentiate between a transfer plate and a direct press plate by the use of acid and ink. He must be able to keep the rollers in good condition and to make all adjustments to the press.

**Schooling:** High school.

**PRESSMAN, PLATEN****PALM**

**Description:** The pressman on a platen printing press operates such presses on general printing work.

**Qualifications:** He must be experienced in the operation of the various job printing presses and be able to print any class of work. He should have some knowledge of register, imposition, paper, and make ready.

**Schooling:** Common school; preferably high school.

**PRESSMAN, ROTARY LITHOGRAPHIC****PALING**

**Description:** The pressman on a lithographic press does general printing, both black and in colors.

**Qualifications:** He must be able to operate the various types of lithographic presses and be able to keep them in good running order. He must be able to handle all kinds of lithographic plates, and be able to set up and adjust, so as to insure an accurate register. He must be able to mix inks for the desired color effects and must understand the handling of paper and the care of plates.

**Schooling:** High school.

**PRESSMAN, WEB****PALLOR**

**Description:** The duties of the web pressman are to register and make ready curved plates on presses, adjust the presses, set ink fountains, and adjust the paper rolls.

**Qualifications:** He must have a knowledge of the mechanics and operation of web presses, and must know how to register and make ready in one or more colors.

**Schooling:** Common school.

**PRESSMAN, WEB, ASSISTANT****PALTRY**

**Description:** The assistant web pressman aids the pressman in oiling presses, adjusting and washing rollers, putting on the paper rolls, and putting on the curved plates.

**Qualifications:** He must have physical strength and a general knowledge of web presses and their operation.

**Schooling:** Common school.

**PRINTER, GENERAL****PAMPER**

**Description:** The general printer does job and commercial printing, including hand composition and press work.

**Qualifications:** He must be an all-round compositor, able to do hand composition, to make up standard forms, and do job and commercial printing of any kind. He must be able to set up and print special forms, blanks, and reports, such as would be required for a large factory.

**Schooling:** Common school; preferably high school.

**PROOFER, LITHOGRAPHIC****POKER**

**Description:** The proofer tests the correctness of the drawings on the stone or plate by pulling a proof in the colors in which they are to be printed.

**Qualifications:** He must be an expert color mixer and have a good general knowledge of all lithographic processes.

**Schooling:** High school.

**PROOFER, PHOTO-ENGRAVING****PONE**

**Description:** The proofer makes proofs of all engravings before delivery or printing.

**Qualifications:** He should be able to operate a hand proof press, do make-ready, and provide for the proper registry of different colors. He should be able to mix and match colors and should have a general knowledge of the printing effect of ink on the various paper finishes.

**Schooling:** Common school.

**PROOF READER****PAGE**

**Description:** The proof reader compares the proof with the original copy for the purpose of marking all inaccuracies, either typographical or mechanical, on the proof sheet.

**Qualifications:** He should be unusually well versed in grammar, spelling, punctuation, capitalization, usage, and other essentials of a thorough knowledge of English, and must understand the use of the proof-readers' marks. Besides having a general knowledge of the various processes used in printing, he should be informed in respect to the operations in the various printing departments. An elementary knowledge of Latin and Greek is helpful.

**Schooling:** High school.

**REETCHER****RIVET**

**Description:** The reetcher gives the proper values to different tones in halftone plates by the process of etching with a solution of iron chloride.

**Qualifications:** He must have a thorough knowledge of the preparation of the copper plates for etching; of the preparation for and the making of the print on the sensitized metal surface; of the preparation of the chemicals for etching; and of the process of etching. It is desirable that he be an expert in color and in color values, and that he have a general knowledge of photography. He should be able to operate an etching machine.

**Schooling:** High school; special courses in freehand drawing.

**REPAIRMAN, LINOTYPE AND MONOTYPE.** (*See Machinist, linotype and monotype.*)

**REVISER.** (*See Proof reader.*)

**ROUTER AND BLOCKER, PHOTO-ENGRAVING****REEF**

**Description:** The router and blocker operates the routing machine for the purpose of cutting away, or routing out, certain portions of the face of an etching so as to leave the portions ready for printing. He also does mortising and beveling of plates and mounting of the finished plates on the blocks.

**Qualifications:** He must know how to manipulate the router, be skillful in cutting to outline, must know what parts of the plate to remove, and should be able to sharpen and set all routing tools and make all adjustments for sizing, beveling, and mortising plates. He should be able to do hand engraving.

**Schooling:** Common school; special courses in freehand drawing.

**RULER****REEK**

**Description:** The ruler operates a ruling machine, ruling ink lines on all kinds of book and bookkeeping forms.

**Qualifications:** He must be able to feed the sheets of paper evenly so that the lines will be made correctly, and he must be able to make all adjustments of the ruling devices on the machine. He should have a general knowledge of the different commercial forms and have good eyesight. He should know the different kinds of ruling powders and know how to prepare them for use.

**Schooling:** Common school.

**SEWER, BOOK****STILT**

**Description:** The machine book sewer in a bindery feeds the sections of the book into the machine for sewing. The hand sewer performs the same work by hand.

**Qualifications:** She must be able to operate the machine and make all minor adjustments. She should be able to tell when the machine is not working properly. She must be quick and active. Women are usually employed.

**Schooling:** Common school.

**STEREOTYPER****STING**

**Description:** The stereotyper makes stereotype plates by preparing the matrix—beating the prepared sheet into the form with a stiff brush or forcing the material into the form by means of a power roller, drying it in the drying press, and trimming the edges—and pouring on the molten metal.

**Qualifications:** He must understand the preparation of mats, how to “beat in” in forming matrices, the proper length of time to “cook,” proper temperature of the type metal for casting, and how to prepare the matrix and casting box for casting. He must have skill in handling the “beating-in” brush and in handling and pouring hot metal. He must be physically fit and able to work in very high temperatures.

**Schooling:** Common school.

**STITCHER, WIRE****STINT**

**Description:** The wire stitcher operates the stitching machine, feeding in the pamphlets or books to be stitched.

**Qualifications:** He should be able to feed the pamphlets or books into the machine rapidly and accurately, to determine when the machine is working properly, and to make all minor adjustments, such as setting the machine for different sized wires.

**Schooling:** Common school.

**STONEMAN****STIR**

**Description:** The stoneman places the pages of type in a steel frame, known as a “chase,” and fastens them into place with furniture and quoins. Before locking the form he evens it down with a mallet and planer.

**Qualifications:** He should be able to impose forms so as to get a perfect register when the printed page is folded, understand how and where to place the type in the chase, and what size and quantity of furniture is needed. In book work he must know where gripper edges, binder edges, and margins come. Where the job to be printed contains a number of pages he must be able to arrange the pages in the chase so that when printed they will fold in consecutive order and so that one page will print exactly on the back of the next page, or in other words, be “in register.” A knowledge of composition is essential.

**Schooling:** Common school.

**STRIPPER AND PRINTER, PHOTO-ENGRAVING****STOKE**

**Description:** The stripper and printer strips the films from the wet plate negatives, after they have been developed, for the purpose of making combination plates, cementing the developed film or negative to a glass plate after it has been stripped from the original plate.

**Qualifications:** He should have a knowledge of photography and chemistry as applied to photo-engraving and be able to strip the film from the plate without injury. He must have good eyesight.

**Schooling:** Common school.

**TRANSFERRER****TURN**

**Description:** The transferrer makes duplicates of an original plate.

**Qualifications:** He must be able to make the duplicates uniform and of such a nature as to hold in a prolonged run on the press. He must be able to make the solutions used and to coat his transfer paper before using. He must be able to make offsets, set-ins on plate, reverse transfers, and to mix his own etching solutions.

**Schooling:** High school.

**TRIMMER, BOOK****TUSK**

**Description:** The book trimmer trims the edges of catalogues, books, etc.

**Qualifications:** He must be a careful worker, seeing that the book is inserted into the press evenly so that it may be cut smoothly. He must have a thorough knowledge of the operation of the standard makes of cutting machines and have a general knowledge of the various processes of binding. He should be able to oil the parts of his machine, be able to adjust and grind the cutting knives, and understand the use of the gauge.

**Schooling:** Common school.

## RUBBER GOODS

### BEAD PRESSER

BEAD

Description: The bead presser places the beads into the molds and cures them in the presses.

Qualifications: He must be able to operate a hydraulic press used in curing the beads and must know how long it takes to cure them. This work requires care in placing the beads into the molds properly.

### BEAD SPLICER

BEAK

Description: The bead splicer takes strips of beads, places the ends together, and wraps them with a rubberized tape.

Qualifications: This is light work and women are employed. They must be quick and active.

### BEAD-WRAPPING MACHINE OPERATOR

BEAT

Description: The bead-wrapping machine operator has charge of the entire bead-wrapping operation.

Qualifications: He must be able to operate the wrapping machine and supervise the work of helpers. He must know when a machine is not working properly.

### BIAS-CUTTING MACHINE OPERATOR

BEEF

Description: The bias-cutting machine operator, with the aid of his helper, places heavy rolls of rubberized fabric into the machine and operates the machine for cutting the fabric into proper widths and lengths.

Qualifications: He must be able to set the knives and must be able to make and maintain all machine adjustments. This work is not heavy.

### BOOT AND LUMBERMAN MAKER

BLISS

Description: The boot and lumberman maker assembles the stock and makes the finished article on which he is working.

Qualifications: This work is done by hand and requires an experienced man.

He must be familiar with the various styles of rubber footwear, know how to assemble the stock on lasts, and how to finish the article.

Schooling: Common school.

### CALENDER HAND, RUBBER GOODS

CANDOR

Description: The calender operator is charged with the efficient operation of the calender machine, which rubberizes the fabric for tires, tubes, footwear, coats, etc.

Qualifications: He should have a thorough knowledge of the calender machine and must be able to make all machine adjustments and minor repairs. He must exercise care to see that the rubber is evenly distributed over the cloth. He must have ability to handle a small group of helpers. He should have had experience as a helper and considerable experience as an independent worker.

### CLOTH WRAPPER, TUBE

CANTER

Description: The cloth wrapper places the poles into position on the machine. As the poles come from the straight jacketers he wraps them with a narrow strip of cloth before they are placed in the heaters for curing.

Qualifications: He must be able to run the machinery used in wrapping the cloth around the poles and must see that the cloth is evenly wrapped. This is wet work and men are required to lift the iron poles.



**COAT MAKER, RUBBER****CARPET**

**Description:** The coat maker makes coats, aprons, covers, ponchos, slickers, etc., out of rubber or rubberized cloth.

**Qualifications:** He must be skillful in the use of the cutting tools required and be able to cut the fabric according to pattern and with the least waste of material. He must be able to cement the parts together evenly.

**Schooling:** Common school.

**CONVEYOR OPERATOR****CANVAS**

**Description:** The conveyor operator runs the conveyor belts in the pressroom for carrying tires to and from the hydraulic presses.

**Qualifications:** He must know how to operate the various devices on his machine and must know when his machine is not working properly. He must be quick and alert and know which set of belts to keep running.

**CORD POCKET BUILDER****CAPPER**

**Description:** The cord pocket builder tears the fabric to proper length and builds up the plies on a drum to the proper number.

**Qualifications:** She must be a rapid worker and be able to use a cutting knife or shears. She must have good eyesight. Women are usually employed.

**CUTTER, RUBBER GOODS****CARROT**

**Description:** The cutter cuts the fabrics according to a given pattern.

**Qualifications:** He must be able to so place his pattern as to secure the maximum of parts with the minimum of waste. He must have a steady hand and have skill in the use of the cutting tools.

**Schooling:** Common school.

**Note.**—In specifying a cutter the kind of material which he is expected to cut should be added to the code word for "cutter."

**DUCK DRIER OPERATOR****DILL**

**Description:** The duck drier operator runs the machine which dries the fabric.

**Qualifications:** He must be able to operate the machine and to see that it works properly. After the duck has been properly dried he weighs it.

**FLAP CURER.** (See Flap presser.)

**FLAP PRESSER****FORCE**

**Description:** The flap presser places the flaps into the molds, puts them into the hydraulic press, and cures the flaps.

**Qualifications:** He must be able to operate the hydraulic press and know how long it takes to cure the flaps. This work requires care in placing the flaps into the molds.

**FOREMAN, ASSISTANT, RUBBER GOODS****FROG**

**Description:** The assistant foreman works under the direction of the foreman and aids him in the operation, maintenance, and efficient working of a department.

**Qualifications:** He should thoroughly understand all the materials used, and have had sufficient experience in the department to be able to help the foreman in the placing of stock orders, the distribution of stock, and the assignment of work. He should have executive ability sufficient to handle the workers under him.

**Schooling:** Common school; preferably high school.

**Note.**—In specifying an assistant foreman the name of the department for which he is wanted should be added to the code word for "foreman, assistant."

**FOREMAN, RUBBER GOODS****FORD**

**Description:** The foreman supervises the operation, maintenance, and efficient working of a department.

**Qualifications:** He should thoroughly understand all the materials used, and know how to place stock orders, distribute the stock among the workmen, and assign the work. He should be able to keep records of the materials used and the amount of production. He should have executive ability sufficient to handle the workers under him.

**Schooling:** Common school; preferably high school.

**Note.**—In specifying a foreman the name of the department for which he is wanted should be added to the code word for “foreman.”

**GENERAL WORKER, FEMALE, RUBBER GOODS****GLOVE**

As follows: Arctic polly wagger; Beader; Booker; Bow attacher; Bow maker; Buckle maker; Buckler; Carton girl; Caser; Cementer; Corder; Counter; Coverer; Creaser; Cutter, ends; Dyer; Hand sewer; Lacer; Layer out; Lister; Mater; Odd ticket girl; Packer; Sample girl; Seam presser; Sewer; Stamper; Stayer; Stock girl; Strap maker; Toe-lining joiner; Trimmer; Utility girl.

**Description:** The general worker, female, does such work as is indicated by the occupational names shown above or other work in a rubber goods plant that does not require a long period of training.

**Qualifications:** Good health and average ability.

**Note.**—In specifying a worker from this group use the code word for “general worker, female.” If a worker is wanted with experience in any particular operation add the name of the occupation to the code word (glove) above.

**GENERAL WORKER, MALE, RUBBER GOODS****GLOW**

As follows: Brusher; Buckler; Buttoner; Cementer; Checker; Cobbling-machine operator; Compressor operator; Cord cutter; Cord doubler; Cord maker; Counter; Eyelet maker; Form maker; Foxer; Heel painter; Hemmer; Joiner; Knee patcher; Lacer; Layer, boot vamps and forms; Layer out; Loop maker; Marker; Odd-piece boy; Odd-ticket boy; Pattern-rack boy; Polisher; Power edger; Puncher; Riveter; Rotary cutter man; Sewing-machine operator; Sorter; Stamper (die); Stock boy; Stock layer; Stock maker; Strap maker; Talcer; Trimmer; Winder.

**Description:** The general worker, male, does such work as is indicated by the occupational names shown above or other work in a rubber-goods plant that requires some skill but does not require a long period of training nor great strength.

**Qualifications:** Good health and average ability.

**Note.**—In specifying a worker from this group use the code word for “general worker, male.” If a worker is wanted with experience in any particular operation, add the name of the occupation to the code word (glow) above.

**HEATER TENDER****HAVOC**

**Description:** The heater tender operates the heater in which the tires are cured or vulcanized.

**Qualifications:** He must be able to read steam gauges and thermometers and to turn the steam on and off as the cures require.

**HOSE MAKER, LARGE****HAWK**

**Description:** This hose maker makes a complete large rubber hose.

**Qualifications:** He must be able to select the proper rod or form, place it upon the sheet of fabric, butt the edges together, and put on the rubberized duck coverings and final outer coat of rubber evenly. He must understand the wrapping of the finished hose for the vulcanizing press and the stripping of the hose after vulcanizing.

**Schooling:** Common school.

**HOSE MAKER, SMALL****HAY**

**Description:** This hose maker makes a complete small rubber hose.

**Qualifications:** He must be able to blow on, cement, roll on, wrap for vulcanizing, vulcanize, and strip off the hose.

**Schooling:** Common school.

**INSPECTOR, RUBBER GOODS****IGNITE**

**Description:** The inspector examines the goods for imperfections, damages, other defects, and mismatings, noting and marking all defects.

**Qualifications:** He must be familiar with the stock that he is inspecting and be able to locate the defects and incorrect matings rapidly and accurately. He should have had experience as a packer.

**Schooling:** Common school.

**Note.**—In specifying an inspector, the name of the particular class of material that he is to inspect should be added to the code word for "inspector."

**LABORER, RUBBER GOODS****LOBBY**

As follows: Acid curer; Blaster; Blower; Carrier; Chute man; Conveyor man; Floor man; General utility man; Grinding and pounding machine operator; Helper; Last man; Loader; Machine nailer; Nailer; Packer; Painter, tennis; Picker; Platform man; Rack man; Scrap baler; Scrap carrier; Scrap picker; Stripper; Sweeper; Trucker; Varnisher; Whitewasher; Other unskilled workers.

**Description:** The laborer does such work as is indicated by the occupational names shown above or other work in a rubber goods plant that requires strength but does not require skill nor a long period of training.

**Qualifications:** The work of the laborer requires strength rather than skill or experience. The necessary experience can be acquired in a short time.

**Note.**—In specifying a worker from this group use the code word for "laborer." If a worker is desired who has had experience in any particular operation, add the name of the operation to the code word for "laborer."

**MIXER, RUBBER****MOUTH**

**Description:** The rubber mixer operates the mill which mixes the rubber and compound preparatory to calendering.

**Qualifications:** He must know how to operate the mixing machine and know how long it takes to mix the rubber properly. He must be strong and fairly active.

**MOLDER, RUBBER GOODS****MORAL**

**Description:** The molder places the raw stock into the mold and places the mold between the plates of a hydraulic press.

**Qualifications:** He must be able to tell when the goods have been properly "cured." He must have considerable strength and be able to endure high temperatures.

**Schooling:** Common school.

**PATTERN MAKER, RUBBER GOODS****PULP**

**Description:** The pattern maker makes the patterns for boots, gaiters, arctics, lumbermen, and other rubber footwear.

**Qualifications:** He must have a technical knowledge of the processes of rubber-footwear construction. He must be able to fit all kinds of stock to the lasts and know how all kinds of rubber footwear are made. He must be able to design patterns for new styles.

**Schooling:** Common school; preferably high school.

**PIT MAN.** (*See Press operator, rubber tires.*)

**PNEUMATIC TIRE FINISHER.** (*See Tire finisher.*)**PRESS OPERATOR, RUBBER TIRES****PROP**

Description: The press operator is charged with the operation of the hydraulic press in which the tire is cured or vulcanized.

Qualifications: He must be able to operate the hydraulic press and know how long it takes to cure the tire properly.

**REPAIR MAN, TIRE BLEMISH****RIGHT**

Description: The repair man repairs, by vulcanizing, all the minor defects that occur in the processes of manufacturing a rubber tire.

Qualifications: He must be a practical vulcanizer, experienced in the repair of all kinds of pneumatic, fabric, cord tires, inner tubes, and solid tires. He must be able to put on patches, and must be thoroughly familiar with the various methods of commercial vulcanizing.

**REROLLING AND TRIMMING MACHINE OPERATOR****RIGID**

Description: The rerolling and trimming machine operator places the heavy rolls of rubberized fabric in the machine and operates the machine for trimming the edges of the stock and removing the wrinkles in the fabric.

Qualifications: He must be able to set the knives on his machine and feed the fabric through the machine evenly. The work requires a strong and active man.

**RUBBER-BELT MAKER****RIPEN**

Description: The rubber belt maker cuts the rubberized canvas to a specified width, folds it the proper number of times, and presses it in a heated hydraulic vulcanizing press.

Qualifications: He must know the different styles of belts and be familiar with the various grades of stock. He must be able to operate the hydraulic press.

Schooling: Common school.

**RUBBER WORKER, FEMALE****RISKY**

Description: The worker in this group has acquired by training or experience the ability to carry out a certain type of work in the rubber industry.

Qualifications: She should have a knowledge of certain processes in the industry; should be able to feed, operate, and adjust the machine on which she is working, and make any necessary calculations.

Schooling: Common school.

Note.—In specifying a worker in this group it will be necessary to use the code word indicating the particular type of work to be done, as given in the following list. If the code word for "rubber worker, female" is used, it is understood that the employer will give the necessary training for the particular occupation to which the new worker is assigned.

**BINDER****BRAZE****BUTTON SEWER****BROKE****CHECKER****CANOPY****CLOSER, FRONT****CHERRY****CLOSER ON****CHEESE****EYELETER****ELAPSE****FACER****FRONT**

FOLDER	FROST
HOOVER	HIDE
LAP SEAMER	LITHE
LASTER	LOCAL
OUTSOLER	OTHER
STITCHER	STAVE
STOCK-ROOM GIRL	STIFF
STRIP CUTTER	STEM
TOP MAKER	TUNIS
UPPERER	UNIFY
VAMPER	VAMP
VAMP MAKER	VAPOE
ZIGZAG STITCHER	ZEBRA

**RUBBER WORKER, MALE****RIVAL**

Description: The worker in this group has acquired by training or experience the ability to carry out a certain type of work in the rubber industry.

Qualifications: He should have a knowledge of certain processes in the industry, should be able to feed, operate, and adjust the machine on which he is working, and make any necessary calculations.

Schooling: Common school.

Note.—In specifying a worker in this group it will be necessary to use the code word indicating the particular type of work to be done, as given in the following list. If the code word for "rubber worker, male," is used, it is understood that the employer will give the necessary training for the particular occupation to which the new man is to be assigned.

ARCTIC MAKER	AMBER
BENCH HAND	BUSS
BUFFER	BYWAY
BUTTONHOLE MAKER	BULKY
CASER OUT	CHATTY
CORDER AND STAYER	CHOICE
COVERER	CENTER
CRACKER MAN	CHARGE
FACER	FRESH
FEEDER, CALENDER	FRILL
FEEDER, CUTTING AND CREASING MACHINE	FROWN
GAITER MAKER	GLUM
HEATER OPERATOR	HAZE

HEEL CUTTER, MACHINE	HEART
LASTER	LOAM
LEGGER	LIVID
MILL MAN	MOOSE
OUTSOLER	OLIVE
PATCHER	PULSE
PLACER	PUNCH
PRESSMAN, FLAT STOCK	PUMA
ROLLER	RIGOR
SCRAP SORTER	STAR
SKIVER	STATE
STOCK COUNTER	STILE
STOCK MAN	STERN
TICKET MAN	TUBER
TOP MAKER	TUNNY
TOPPER	TROVE
TURNER IN	TRIBE
UTILITY MAN	UNTO
VAMPER	VELLUM
WEIGHER	WHIM

**SHOEMAKER, RUBBER GOODS****STAMP**

**Description:** The shoemaker makes complete tennis shoes, rubbers, or other light rubber footwear according to a pattern or model.

**Qualifications:** He must be able to cut, assemble, and finish light rubber footwear. Women are usually employed.

**Schooling:** Common school.

**Note.**—In specifying a shoemaker add the name of the type or types of footwear which he is to make to the code word for “shoemaker.”

**SOLE MAKER****STAND**

**Description:** The sole maker lays out, prepares, and puts together the parts that make up the outsole.

**Qualifications:** He must be able to assemble, cement, and otherwise lay out and prepare the parts that make up the outsole.

**Schooling:** Common school.

**SPREADER****START**

**Description:** The spreader coats the cloth fabric with a rubber compound to make it waterproof.

**Qualifications:** He must know how to dissolve the rubber compound in the naphtha so as to obtain a thin, workable mass. He must know the proper number of times to run the cloth through in order to obtain the required thickness of rubber coating. He must have the judgment that comes from sufficient experience. This work requires a man who has physical strength and can endure high temperatures.

**Schooling:** Common school.

**STEEL ENGRAVER****STEAM**

Description: The steel engraver engraves patterns on soft steel rolls.

Qualifications: He must be a good free-hand drawer and should know how to use the special tools necessary for this work. He must have keen eyesight, a steady hand, and an artistic sense. He should have some knowledge of tool dressing.

Schooling: Common school.

**STRAIGHT JACKETER, TUBE****STAGE**

Description: The straight jacketer puts pieces of wet cloth around the iron pole, which has been previously covered with sheets of rubber by the tube rollers.

Qualifications: This work requires a strong and rapid worker.

**STRIPPER, TIRE****STAIR**

Description: The tire stripper removes the tire from the metal core by means of a bar.

Qualifications: The work is very heavy and requires a strong man. In stripping the tire from the core care must be used so that the tire will not be cut or otherwise damaged.

**SUPERVISOR, RUBBER GOODS****STEP**

Description: The supervisor works under the general direction of the foreman and is in charge of an assigned group of workers or in charge of a certain process or processes.

Qualifications: He must have acquired by experience or training the ability to supervise the work of a certain process or processes and must have the ability to handle a group of workers.

Schooling: Common school.

Note.—In specifying a supervisor, add the name of the process or processes for which he is wanted to the code word for "supervisor."

**TIRE BUILDER, AUTOMATIC MACHINE****TRYST**

Description: The tire builder on the automatic machine places the metal core on the machine and builds up the tire from rolls of rubberized fabric.

Qualifications: He must be able to operate the tire-building machine and must be quick and active.

**TIRE BUILDER, CORD****TUBE**

Description: The cord tire builder places the metal core on the machine and builds up the tire on the cord, stretching the fabric over the core; he also puts in the bead and trims off the overflow.

Qualifications: He must be able to use the gauge to determine whether or not the fabric is on the core straight; must be skillful in the use of the knife in trimming off the overflow. The work requires a strong worker who is active and has good eyesight.

**TIRE BUILDER, SQUARE-WOVEN TIRE****TUDOR**

Description: The tire builder of a square-woven tire places the metal core on the machine and builds up the tire from rolls of rubberized fabric.

Qualifications: He must be able to use the gauge to determine whether or not the fabric is on the core straight; must be skillful in the use of the knife in trimming off the overflow. The work requires a strong worker who is active and has good eyesight.

**TIRE FINISHER****TUFT**

**Description:** The tire finisher puts the final strips of rubber and tread on the carcass.

**Qualifications:** He must be a rapid worker and be able to put the rubber on the carcass evenly and straight. Both men and women are employed in finishing clincher tires, as the work is lighter than that of the finisher on other kinds of tires.

**TIRE STRIPPER.** (*See Stripper, tire.*)**TUBE DUMPER****TUNE**

**Description:** The tube dumper operates the compressed-air machine for removing the inner tubes from the poles after they have been unwrapped.

**Qualifications:** He must be able to operate the compressed air mechanism used in taking tubes off the iron pipes, placing the nozzle of the compressed-air machine into the end of the pipe to blow the tube off of the pole.

**TUBE-MACHINE OPERATOR, BEAD MAKING****TUNER**

**Description:** The tube machine operator places pieces of rubber into the machine, where they are cut up and turned into beads.

**Qualifications:** He must be able to operate the machine and know when it is not working properly.

**TUBE ROLLER****TUNIC**

**Description:** The tube roller takes sheets of rubber which have been cut to proper size and wraps them around the iron pipes or poles for the making of inner tubes.

**Qualifications:** He must be skilled in the use of the gauge and be able to put sheets of rubber on the poles evenly.

**TUBING-MACHINE OPERATOR, HOSE****TURF**

**Description:** The tubing-machine operator operates the machine which makes the tubing for rubber hose.

**Qualifications:** He must know how to feed the raw stock into the machine and must know how to set the die and keep the machine hot so that the stock can be easily worked.

**Schooling:** Common school.

**UNWRAPPER, TUBES****UNDO**

**Description:** The unwrapper takes the poles as they come from the heater, places them on the machine, and operates the mechanism which unwraps the cloth strips from the poles.

**Qualifications:** He must be able to operate the machine and must be strong.







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