

C O N F I D E N T I A L
I N F O R M A T I O N



**Manufacturers'
Association of
Northeastern
Pennsylvania**



**Greater Wilkes-Barre
CHAMBER
of Business and Industry**

**Greater Wilkes-Barre
Chamber of
Business and Industry**

2002

**Production
Administrative
Support & Office Position
Salary & Benefits**

Survey Results



REPORTED WEEKLY EARNINGS IN PRODUCTION, OFFICE, CLERICAL AND SALARIED POSITIONS
REPORTED SALARIES FOR PAYROLL WEEK NEAREST OCTOBER 31, 2006

C O N F I D E N T I A L
I N F O R M A T I O N

2006

MANUFACTURERS' ASSOCIATION OF
NORTHEASTERN PENNSYLVANIA (MANEP)

Wage Survey

R E S U L T S

**Reported Hourly Wages
for Production, Administrative, Support & Office Positions**



HOW TO INTERPRET SURVEY RESULTS

The following definitions should assist you in interpreting survey results. It may be helpful to remember that for each position being analyzed, companies were asked to provide the **minimum** hourly wage they pay for that position, the **maximum** hourly wage they pay for that position and the **average** hourly wage they pay for that position.

- **Number of Companies** – Represents the number of different companies that provided data pertaining to the position being analyzed.
- **Number of Employees** – Represents the total number of individuals employed within the position being analyzed by the companies that provided data pertaining to that position.
- **Minimum** – The lowest reported hourly wage for the position. That is, of all the **minimum** hourly wages reported for the position, this amount was the absolute lowest.
- **Maximum** – The highest reported hourly wage for the position. That is, of all the **maximum** hourly wages reported for the position, this amount was the absolute highest.
- **Average** – The overall average hourly wage reported for the position. That is, of all the **average** hourly wages reported for the position, this amount is the grand average.
- **Median** – Represents the reported hourly wage that is directly in the middle of all reported minimum or maximum hourly wages such that exactly half of all reported minimum or maximum hourly wages are below this reported amount and exactly half of all reported minimum and maximum hourly wages are above this reported amount.

Median/Min. – The reported **minimum** hourly wage that is directly in the middle of all reported **minimum** hourly wages, if the number of reported minimum hourly wages is an odd number, or the average of the two midmost reported **minimum** hourly wages if the number of reported **minimum** hourly wages is an even number.

Median/Max. – The reported **maximum** hourly wage that is directly in the middle of all reported **maximum** hourly wages, if the number of reported maximum hourly wages is an odd number, or the average of the two midmost reported **maximum** hourly wages if the number of reported **maximum** hourly wages is an even number.

- **Standard Deviation** – A measure or indicator of the dispersion or variety among **average** hourly wage responses. A low Standard Deviation suggests that most reported average hourly wages were tightly grouped around the overall average hourly wage. Conversely, a high Standard Deviation indicates that there were many reported average hourly wages that were well below or above the overall average hourly wage.
- **Insufficient Data** - We were unable to calculate usable data points for some position titles due to the fact that we received insufficient responses from participating companies for those positions. In general, whenever we received responses from fewer than five different companies for a given position, we opted to indicate **Insufficient Data** across that position title within this report rather than present misleading or incomplete data regarding those jobs. We appreciate your understanding in this matter and hope that you continue to find great value in the data this survey provides for positions for which we received a more robust response.

Employees of the Manufacturers' Association of Northeastern Pennsylvania would be more than happy to assist you further in the proper interpretation of survey results and can be easily reached at 570-819-8966 with any comments or questions you may have.

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Traffic Clerk	20	Sewing Machine Operator	32
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		Spreader	32
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		Stockhandler	33
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		Watchman	34
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2006 MANEP ASOP SALARY AND BENEFITS RESULTS

(INFORMATION ON ASOP EMPLOYEES ONLY)

A. 12 Companies Reporting

Total Facility Employment	Total Non-Exempt Office, Clerical
3127	750

B. Basic hours worked per week:

40 Hours	Other
11	1

C. Daily overtime is paid after:

Eight (8) hours in one (1) day	4
Regular number of working hours	
Day Overtime not paid	5

D. Weekly overtime is paid after:

40 hours in one week	11
Basic weekly hours (A above)	3
Weekly overtime not paid	3

E. How many paid holidays do you grant all ASOP employees per year (vacation excluded)

Minimum	Maximum	Average
6	12	9

E. Paid Vacations:

(Minimum Length of Service Required)

VACATION PERIOD	6 Months	1 Year	2 Years	5 Years	10 Years	15 Years	20 Years
ONE WEEK	6	4					
TWO WEEKS	1	7	5	2			
THREE WEEKS		1		7	3	2	
FOUR WEEKS					4	4	2
OVER 4 WEEKS						3	

F. Companies have reported the following:

CLERICAL

Job Evaluation Plan	5
Merit Rating System	5
Wage Progression Based on Seniority	
Wage Incentive Plan	
Suggestion Plan	4
Group Participation in Company Earnings	4
Bonus Payments to Individuals	7

PENSION PLAN

Paid by Company in Full	5
Company and Employee Share Cost	5

GROUP LIFE INSURANCE

Paid by Company in Full	10
Company and Employee Share Cost	1

HOSPITALIZATION

Paid by Company in Full	2
Paid by Employee in Full	
Company and Employee Share Cost	10

SURGICAL BENEFITS

Paid by Company in Full	2
Paid by Employee in Full	
Company and Employee Share Cost	10

SICKNESS BENEFITS INSURANCE

Paid by Company in Full	8
Paid by Employee in Full	1
Company and Employee Share Cost	3

- G. Are your ASOP workers unionized?
Is all or any part of your **OFFICE FORCE - CLERICAL STAFF** -represented by a union or unions?

None Unionized	12
Part Unionized	
All Unionized (give full name of union)	

2006 MANEP Production Wage Survey Results

(Information on Production Employees Only)

A. 22 Companies Reporting

Total Facility Employment	Total Production Personnel
2,548	1,835

A. Basic hours worked per week:

40 Hours	Other
9	2

Interpretation:

Of the 51 companies that responded to the survey, 44 indicated that their basic workweek is 40 hours in length. The remaining 7 companies responded that their basic workweek is something other than 40 hours in length.

B. Daily overtime is paid after:

Eight (8) hours in one (1) day	6
Regular number of working hours	
Day Overtime not paid	4

Interpretation:

Of the 51 companies that responded to the survey, only 43 responded to this particular question. Of the 43 respondents, 19 stated that they pay daily overtime whenever an individual works more than 8 hours in any given day. An additional 5 companies responded that they pay daily overtime whenever an individual works more than the regular number of working hours in a given day. However, for those companies, 8 hours was not the standard number of working hours. Nineteen (19) companies indicated that they do not pay daily overtime.

C. Weekly overtime is paid after:

Forty (40) hours in one (1) week	9
Basic weekly hours (A above)	
Weekly overtime not paid	1

■ **ACCOUNTING CLERK - A (SR. BOOKKEEPER)**

Generally routine duties, following numerous and varied standardized procedures and accounting practices. Prepares reports, both regular and special; computes, posts or checks various items from original sources or keeps customer's ledger accounts and prepares monthly statements of account receivable. Posts invoice data to sales sheets, petty cash entries. Assists in posting cash receipts and in other duties as assigned.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
5	8	12.07	19.35	15.33	Min. 13.50 Max. 15.03	2.50

■ **ACCOUNTING CLERK - B (JR. BOOKKEEPER)**

Routine work on simple accounting procedures. Keeps accounts payable and draws checks as instructed. Keeps files of invoices. Assists with petty cash and in checking and miscellaneous duties. May type balance sheets and other reports and statistical information.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	4	9.46	14.63	13.06	Min. 9.99 Max. 14.43	.01

■ **ADMINISTRATIVE ASSISTANT**

Duties vary depending on department assignment. Generally assists supervisor by performing a variety of functions such as budget preparation, summarizing, coordination and reporting of information for decision making. Completes special projects as requested.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
8	13	9.50	20.00	15.51	Min. 12.19 Max. 15.40	3.29

■ **BILLING CLERK**

Checks packing slips received with orders and prepares invoices from standard price lists. Calculates extensions for each item listed and add extended figures for gross charges of goods shipped. Makes additions and reductions for freight, parcel post, regular discount or any special charges or discounts as indicated. Completely rechecks all invoices after typing.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	1	12.33	12.33	12.33	Min. 12.33 Max. 12.33	-

■ **BUYER - A**

Must be the sole buyer of production material, machines or equipment in a purchasing department. Ascertains required delivery dates and what materials and quantities should be purchased from a purchase requisition or other authorization. Obtains quotations from vendors. Determines ability of vendors to supply or manufacture desired materials in quality and quantities required to meet schedules. Executes contract for the purchase of materials.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	7	17.56	33.21	24.18	Min. 23.91 Max. 25.78	5.43

■ **BUYER - B**

Places orders for the purchase of materials from vendors under direct supervision. Performs work such as obtaining quotations, finding new possible sources of supply, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	6	15.10	24.54	18.69	Min. 17.35 Max. 19.22	2.60

■ **CLERK - GENERAL - A**

This is a general classification of all jobs not specifically classified otherwise. Work is difficult in that more complex problems are involved. A little latitude of authority and some latitude for independent action is permitted within fairly well defined limits. May direct a small group of employees in the next lower classification, or a larger group of employee in the classification below the next lower one, or some combination of both, or may work alone with little or no supervision. Performs clerical duties of some diversity requiring the application of various standard procedures and the preparation of forms, reports or records. Analyzes standardized reports of various types, breaking down or building up of data for various purposes according to established procedures.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	10.00	17.55	17.28	Min. 13.78 Max. 17.28	.39

■ **CLERK - GENERAL - B**

This is a general classification of all those jobs not otherwise classified in which is performed a limited number of simple clerical procedures, following definitely established routines or detailed instructions, and where no latitude for independent action or decision is permitted regarding changes in methods of performing such work. Immediate supervision is available at all times. Necessary use of computing machines or other office appliances may be considered a part of the job.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	7	8.51	14.76	11.95	Min. 10.91 Max. 13.20	.69

■ COLLECTION CORRESPONDENT

Reviews accounts receivable. Writes collection or adjustment letters to customers, attorneys, etc., on accounts receivable. Investigates customers' credit rating. Keeps credit reference files.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	1	12.36	12.36	12.36	Min. 12.36 Max. 12.36	-

■ COMPUTER OPERATOR

Operates computer utilizing established programs or programs under development. Selects proper tapes, loads computer and manipulates control switches on console in accordance with established instructions. Observes lights on console, storage devices, etc., reporting any deviation from standards. Detects nature of errors or equipment failure and makes normal console adjustments. Maintains operating records such as machine performance and production reports.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	8	10.54	38.46	26.66	Min. 18.27 Max. 21.07	12.10

■ COST ACCOUNTANT

Under general direction of supervisor, cost accounting, assumes responsibility for a segment of cost accounting records, working either independently or with cost clerks. Maintains assigned cost records according to prescribed cost accounting methods. May recommend changes in methods or records to fill requirements more satisfactorily.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	17.56	40.87	31.33	Min. 29.22 Max. 32.81	13.49

■ COST CLERK

Computes production cost of standard items from routine information, following established procedures. Writes up and summarizes orders; posts cost figures and assists in the preparation of routine reports.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ CREDIT CLERK

Checks credit standing of customers and prospective customers. Following specific instructions, may determine applicant's credit limit. Works under the general supervision of the credit manager.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	10	11.91	18.46	15.09	Min. 12.36 Max. 16.55	1.90

■ CUSTOMER SERVICE CLERK

Under general supervision, performs a variety of clerical duties involving the processing of orders for the customer service function. Duties include receiving, dating and logging all sales orders and checking for descriptions, prices, stock numbers and customer identification, before referring order to next process. May work from computer printouts for stock/parts/units verification and process copy prepared by customer service representative, distributing copies of order(s) to appropriate departments. Also, may be required to correspond with customers by mail or telephone to confirm or clarify sales orders; when applicable, solves routine customer problems/complaints. Performs typing duties, maintains files and logs, prepares required reports and performs all other clerical support duties as assigned and/or required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
5	8	9.41	16.50	12.00	Min. 10.54 Max. 12.00	-

■ CUSTOMER SERVICE REPRESENTATIVE (A)

(Position requires 3 – 5 years as customer service representative B or comparable experience.) This senior level customer service representative performs, under general supervision, a variety of customer service related duties including receiving customer orders, giving price quotes, providing information on production and shipping schedules, giving limited suggestions/technical advice, etc., to customers and, when possible, adjusting mistakes-solving problems for customers within assigned scope of authority. Refers only major problems to the appropriate manager/supervisor. Also, this incumbent is required to have thorough knowledge of company products, customer requirements, company procedures and practices. Coordinates activities between customers and various company functions and may be assigned major customer accounts or large new accounts. Maintains the appropriate records and logs, consults on credit matters, may prepare required marketing/sales reports, confers with appropriate management levels relative to quote information and suggests methods/procedures to assure customer satisfaction. Performs all related customer service duties as assigned or required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
8	47	9.50	38.63	18.12	Min. 13.75 Max. 20.71	9.09

■ CUSTOMER SERVICE REPRESENTATIVE (B)

This position is entry level, with or without customer service or related experience as determined by company requirements or employment discretion. Ordinarily, incumbents perform at this level before promotion to more responsible customer service positions. Generally, this position performs a majority of duties as outlined in the Customer Service Representative (A) job description with exceptions which may include: Assignment for smaller or less prominent accounts, more closely supervised, more record keeping and clerical duties, etc., and may consult with senior customer service representatives with regard to customer problems, procedures and general instruction(s). (Note: Smaller companies may only have one level of customer service representatives; in this event, please review job description and experience required for comparable match and report accordingly.)

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	6	9.55	16.31	12.83	Min. 10.54 Max. 15.16	2.65

■ DATA ENTRY OPERATOR

Operates alpha/numeric data entry equipment to record and/or verify detailed or non-coded data, using key to tape or key to disk. Corrects errors, usually follows standardized procedures, and may handle exceptions and non-standard procedures requiring close attention to detail. Key punch operators recording key to card may be included.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	5	10.10	14.26	11.86	Min. 10.54 Max. 13.90	1.10

■ DESIGN DRAFTER - SENIOR

Plans the total process of transferring a design (sketch) into a working plan. Makes the original sketch from specifications either written or oral, working out in broad scale the layout of the problem, prepares drawings of more complicated details. May also make important alterations to drawings and tracings as instructed. Requires comprehensive knowledge of blueprint interpretation, departmental routine and established engineering standards. Must know shop practices, standard machines and materials used in the complete manufacturing process. Customarily checks the relationship of the parts, prepares required list or bills of material and finishes final drawings. May be required to supervise other draftsmen. Does not include inventive ability and originality expected of designers.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	3	15.37	44.23	31.16	Min. 29.80 Max. 32.52	18.48

■ DRAFTER

Prepares a wide variety of detail drawings according to assignment. Breaks down information obtained from specifications, layout drawings and instructions furnished by supervisors, and works to some extent from precedent. Makes variety of calculations, usually following standard procedures. Some responsibility for determining the needs of manufacturing and inspection departments, and showing all necessary details, section views and dimensions. Prepares bill of materials and specifications when drawings are complete.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	2	30.28	31.25	30.77	Min. 30.28 Max. 31.25	-

■ ESTIMATOR - COST

Makes estimates of labor cost on total cost of apparatus, devices or services from general engineering data, for the purpose of preparing bids for contracts for sales prices, or to determine the selection of a product design. Estimates are made on the basis of previous cost data and knowledge of the manufacturing processes involved. May determine the kind and number of workers required from general engineering data, drawings and/or verbal descriptions. May review finished blueprints to insure adherence to specifications or may follow up production methods to insure that the minimum number of workers are being employed.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	20.09	25.81	22.95	Min. 22.95 Max. 22.95	4.04

■ **EXECUTIVE SECRETARY**

Secretary to company officers. Performs certain administrative duties and handles highly confidential information in addition to performing general secretarial duties. Handles some correspondence on own initiative. Requests data from various sources to compile special reports, arranges appointments, interviews representatives of other concerns. Involves exceptional judgement, initiative, discretion, tact and personality. May instruct and assign work to other clerical employees.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	5	15.89	24.54	18.46	Min. 17.35 Max. 18.75	1.43

■ **EXPEDITOR, PRODUCTION**

Follows progress of orders through plant in accordance with requirements indicated on production schedules. Directs delivery of materials from stock rooms or pick-up stations to production sections as required. Checks to see that orders leave departments or operation groups as scheduled, expedites deliveries when necessary. Contacts first level production supervisor (formerly foreman) relative to special handlings, availability of materials, delays, changes in promise dates; material control section for material shortages and vendors' delivery promises. Anticipates probable delivery failures and takes action to avoid occurrence. Supplies progress reports to production control section.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	14.89	42.24	28.57	Min. 28.57 Max. 28.57	19.34

■ **EXPEDITOR, PURCHASE**

Insures that merchandise, supplies and equipment are shipped by supplier on promised shipping date, performing duties, such as checking purchase orders for delivery dates, communicating with supplier to ascertain whether materials were shipped on promised date, or to insure that goods will be shipped when promised and communicating with transportation company to make sure that no delay takes place in transit. May inspect material for agreement with specifications.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ **FILE CLERK**

Routine duties following simple procedures or instructions. Files correspondence and other papers; also files cards on all correspondence. Produces filed material on request and receives receipts for correspondence removed from files. Periodically transfers material from active to storage files. Performs other simple miscellaneous clerical duties, as directed.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ **INVENTORY CONTROL ANALYST**

Under the general supervision of the manager of production planning and/or inventory control, monitors the system for all inventory control of raw materials and finished stock, as it relates to data processing. Assists in identifying and resolving procedural problems to insure that all input into the computer from the manufacturing division is placed promptly and accurately.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	7	10.82	40.87	22.39	Min. 11.25 Max. 15.74	16.01

■ **JR. ACCOUNTANT, GENERAL LEDGER**

Under general direction of supervisor, accounting general ledger, assumes responsibility for a segment of the general ledger, working either individually or with accounting clerks. Maintains assigned ledgers according to prescribed accounting methods. May recommend changes in methods or records to fill requirements more satisfactorily.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	1	13.29	17.97	17.49	Min. 13.29 Max. 17.97	-

■ **MAIL CLERK**

Performs a variety of routine activities in mailing room. Receives and opens incoming mail, sorts for distribution. Collects and delivers mail, messages, reports, etc., throughout plants and offices. Weighs and prepares all outgoing mail and some small parcel post items. Keeps records of postage charges, use and sale of stamps.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	6	7.68	11.91	10.03	Min. 8.85 Max. 10.97	.01

■ **MATERIALS RECORDS CLERK**

Routine work, generally involving only direct entering of figures provided on material record cards. Some care and judgement in posting, charging and crediting correct columns, tracing discrepancies to be sure that figures balance. Checks inventory figures shown on work sheets against material record cards. Credits and charges items to material ordered, work in process, finished stock, finish stock available, as required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ NURSE, INDUSTRIAL

Performs diversified duties as a registered nurse in plant hospital or dispensary. Administers first-aid in all cases of injury or illness. Determines if treatment is within scope of available facilities, or if doctor's services are necessary. Responsible for treatment and subsequent follow-up of injuries to avoid complications arising from neglect or carelessness. Maintains adequate inventory of hospital supplies, daily records of all cases treated. Prepares accident reports and claims for workmans' compensation. Duties may include visiting sick or injured employees at home or in hospital, assisting doctor in the treatment of more serious injuries, serving as a member of safety committee, sterilizing respiratory apparatus used in plant, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	1	15.87	24.54	22.82	Min. 15.87 Max. 24.54	-

■ OFFICE GENERALIST

Performs work as a generalist in office procedure (often, but not necessarily, in one person office.) Handles all office routines including correspondence, filing and record keeping. Prepares and submits reports required by government agencies, business and statistical reports as required. Performs required purchasing, accounting and payroll duties. Generally assists employer in operation of business. Makes recommendations and acts on own initiative.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	3	11.13	20.28	14.99	Min. 12.14 Max. 15.71	5.46

■ PAYROLL CLERK

Maintains records of hours and earnings of employees of a business establishment. Makes up the payroll and distributes pay to workers. Computes the pay due each worker by totaling the amounts entered on work ticket or time records. Verifies the amounts by checking computations and occasionally by inspecting employees at work to see that correct information is being entered on work tickets and time records.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	4	12.89	20.42	17.30	Min. 14.87 Max. 17.45	2.84

■ PERSONNEL ASSISTANT

Under the general direction of the personnel manager, performs assignments having to do with the regular and special functions delegated to the department. May conduct research, organize and develop plans and procedures, make revisions in present system as required. Project may involve such functions as wage and salary research, job evaluation, employee handbooks and publication editing.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	12.00	26.57	19.29	Min. 19.29 Max. 19.29	10.30

■ PERSONNEL CLERK

Under general supervision and following established procedures, performs clerical tasks related to the personnel function. Typical duties would include recording and filing information about employee addresses and other personnel information, wage rates, transfers, promotions, training status, absences, supervisory report of performance evaluation, etc. and furnishing information from such files to authorized persons, on request. May compile routine reports or process related forms. Not a specialist in administering programs – only performs clerical duties.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	10.91	18.46	13.49	Min. 11.41 Max. 16.61	.98

■ PRODUCTION SCHEDULE CLERK

Under supervision, prepares production or material schedules, according to established procedures, from detail supplied by supervisors, first level production supervisor (formerly foreman) and office records. Makes revisions in schedules in accordance with changing conditions.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	7	10.50	17.00	16.04	Min. 14.25 Max. 15.70	5.76

■ PROGRAMMER - A

With general supervision, analyzes and defines programs for electronic data processing equipment. Is generally competent in most phases of programming to work on his own, and requires only general guidance for the balance of the activities. Conducts analyses of sufficient detail of all defined systems specifications and develops all levels of block diagrams and machine logic flow charts, codes, prepares test data, tests and debugs programs. Revises and refines programs as required and documents all procedures used throughout the computer program when it is formally established. Evaluates and modifies existing programs to take into account changes in systems requirements. May give technical assistance to lower level classifications. Normally progresses from this classification to Senior or Lead Programmer.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	7	22.64	40.38	28.70	Min. 23.74 Max. 36.68	5.00

■ PROGRAMMER - B

Assists in the review of analysis of the preparation of the program instructions under direct supervision. Fairly competent to work on several phases of programming with only general direction, but still requires some instruction for other phases. May prepare on his own the block diagrams and machine logic flow charts. Codes program instructions and prepares test data, testing and debugging programs. May also assist in the documentation of all procedures used through the system. Experience of trainee required for entry to this position.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	2	15.89	24.76	22.59	Min. 20.33 Max. 24.65	3.08

■ QUALITY CONTROL INSPECTOR

Performs final inspection of company product for proper assembly, layout, workmanship, etc. in accordance with and following accepted practices, procedures and documentation as established by company's quality program.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	14	14.94	32.38	24.23	Min. 20.36 Max. 28.42	7.57

■ RECEIVING CLERK

Generally routine work following established procedures in performing clerical duties associated with receiving department. Receives material shipped to plant by freight, truck and express. Verifies and records receipt on receiving slips, checking materials against purchase orders, packing slips or bills of lading. Notifies supervisor of shortages or incorrect material received. Separates and distributes copies of receiving slips to proper departments. Performs other miscellaneous duties such as filing, matching receiving slips with purchase orders, receiving returned goods and notifying service or other departments, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	3	10.54	16.31	14.61	Min. 10.54 Max. 16.31	-

■ SALES ORDER ANALYST

Edits, analyzes and interprets incoming orders from customers or sales representatives covering a wide scope of company products to clarify terminology, supply missing or mis-stated information, re-arrange data to suit and/or write orders to facilitate and expedite subsequent order procedures. Contacts order sources to clarify or correct order discrepancies. Checks pricing and discounting, conditions of sales, customers, shipping instructions, etc. Coordinates pricing of special items and materials with estimates. May verify shipping dates based on backlog, etc. Maintains necessary files and records. Requires familiarity with company's products, applications and sales policies.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ SALES REPRESENTATIVE

Performs promotional work to sell and secure new customers in new territories and usually handles major accounts. Prepares quotations, terms of sales, delivery dates, service obligations, etc., and writes order, subject to the approval of the company. Keeps the company informed about competition. Prepares periodic reports as required. Trains, instructs and orients new personnel and trainees.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	5	12.50	24.75	18.76	Min. 17.56 Max. 22.50	1.10

■ SECRETARY - A

Diversified dictation, typing, correspondence, clerical work and miscellaneous semi-routine duties as secretary to major company officers. Composes letters from outline notes, verbal instructions or independently from knowledge of circumstances and policy. Maintains private files. Arranges and schedules interviews, meetings and appointments. Keeps records such as list of stockholders, stock transfers, salaries, pensions and other confidential information. May analyze reports or correspondence and provide digest for supervisor or route to subordinate officials.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	5	9.46	16.41	15.04	Min. 12.94 Max. 15.52	1.94

■ SECRETARY - B

Takes dictation and transcribes on typewriter, from shorthand notes or from dictating machine, as secretary to major department heads. Composes letters or memoranda from outline information received verbally, from incoming letters and other written data. Keeps executive files, having material available as needed for reference or follow-up. Meets callers and answers phone. Records conversations, discussions, minutes of meetings, as required. Makes and schedules appointments; reminds executives of appointments and meetings.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ SHIPPING CLERK

Prepares bills of lading or receipts for products, parts and miscellaneous materials for shipment and routes following standard procedures or customer instructions. Records quantities and checks to insure that order is complete. Maintains departmental files. Handles routine correspondence with express and freight agents, carriers, relative to damages for destruction losses and delays according to established form or from detailed instructions.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	6	10.50	18.00	14.62	Min. 10.54 Max. 16.31	3.38

■ SUPERVISOR - FOREMAN

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
8	54	14.28	43.35	21.40	Min. 17.32 Max. 25.26	3.75

■ TELEPHONE RECEPTIONIST

Operates single position PBX switchboard and acts as receptionist at office entrance. Handles incoming, outgoing and toll calls. Ability to meet visitors, announcing and directing them to destination.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	3	7.68	12.72	10.64	Min. 9.40 Max. 11.91	1.24

■ **TELEPHONE OPERATOR - CLERK/TYPIST**

Operates console board and acts as receptionist. Receives and places incoming local and incoming and outgoing long distance calls, occasional local and telequick calls. Maintains records of all long distance calls. Sorts, posts and reviews bills. Maintains records of telequick troubles and forwards reports weekly. Miscellaneous typing such as billings, etc. Performs various clerical activities as required. Trains relief operators.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	7	10.02	12.38	10.88	Min. 10.25 Max. 10.25	1.30

■ **TRAFFIC CLERK**

Performs a variety of duties involving the checking of all freight bills with delivery receipts and bills of lading. Checks freight bills for rates, weights and charges. Prepares tracers on shipments in transit or overdue. May issue shipping instructions and routings to vendors for shipment. Assists in selecting best routings and most economical method of incoming and outgoing shipments. Files claims with carriers. Allocates freight charges to proper jobs and accounts.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
6	8	10.00	22.26	15.30	Min. 12.25 Max. 15.89	3.81

■ **TYPIST - CLERK**

Performs expert and rapid typing and in addition, performs moderately difficult clerical work. Work does not involve the taking of any dictation. Familiar with special or technical terms. May occasionally organize data for report to permit best interpretation.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

C O N F I D E N T I A L
I N F O R M A T I O N

MANUFACTURERS' ASSOCIATION OF
NORTHEASTERN PENNSYLVANIA (MANEP)

Production Wage Survey

**Reported Hourly Wages
for Production Positions**

■ ASSEMBLER, BENCH OR FLOOR, CLASS A

Diversified assembly of very intricate apparatus, machines or equipment with a large range of component parts. Considerable adjusting, aligning and fitting to very close tolerances and strict inspection standards, which may involve filing, scraping, machining, tapping, drilling, reaming, in addition to hand and simple power tools. May plan erection or assembly procedure, working from blueprints, drawings, specifications, etc. Usually is responsible for testing or inspecting assembled unit.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ ASSEMBLER, BENCH OR FLOOR, CLASS B

Diversified assembly or sub-assembly of a moderate range of component parts, which may require the use of jigs, files, scrapers, in addition to hand and simple power tools, to adjust, fit, and align close tolerances. Works from blueprints, drawings, and specifications of average complexity.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	207	7.50	16.35	11.97	Min. 9.75 Max. 14.42	2.51

■ ASSEMBLER, BENCH OR FLOOR, CLASS C

Performs repetitive and standard assembly operations of several components, involving little or no fitting on a very limited variety of parts. Coordination, rather than mechanical ability and knowledge is required. Tolerances usually liberal. Requires use of hand and simple power tools.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ BINDERY - GENERAL WORKER

Performs hand and small machine operations such as folding, collating, gluing, inspecting, drilling, shrink wrapping, pasting, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	130	9.76	12.90	10.61	Min. 9.76 Max. 12.90	-

■ **BINDERY - MACHINE WORKER**

Operates specific bindery equipment to finish printed products. These types of equipment may include cutter, folder, gatherer-stitcher-trimmer, drill, collator, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	32	18.91	19.44	19.18	Min. 19.18 Max. 19.18	.37

■ **BUNDLER**

Maintains work flow through a section of sewing operation by organizing, ticketing and delivering ready-production bundles to be handled by sewing machine operators.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ **CARPENTER, MAINTENANCE, CLASS A**

Performs carpentry duties necessary to construct and maintain in good repair all wooden parts of buildings and equipment. Using a variety of hand and power tools, does the more difficult maintenance jobs such as remodeling, installations, erection of wooden structures and repair of office furniture. Includes planning and layout of work from blueprints, drawings; making standard shop computations relating to dimensions of work; and selection of materials.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ **CARPENTER, MAINTENANCE, CLASS B**

Uses portable tools and works with wood, making minor repairs to building and equipment. Plans and makes benches, assembles stands, bins, counters, forms, shelves, shop partitions and other rough items. Repairs cabinets, doors, floors, stairs and frame structures. Does not make complicated layouts or work without supervision on jobs which call for difficult design or skilled cabinet work. Do not include all-round handyman where woodwork repairing is a minor part of his job.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ CHEMICAL PROCESS/BATCH OPERATOR

Responsible for operation of process equipment, tending or controlling units or systems that process chemical and/or allied substances into intermediate or finished products. End product is liquid.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	2	12.96	14.40	14.40	Min. 12.96 Max. 14.40	-

■ CNC OPERATOR - HORIZONTAL BORING MACHINE

Set up and operate tape control machine performing boring, milling, drilling, reaming, tapping operations on various materials. Install fixtures, set-up job, loads control tape, trial runs job and edits tape. Makes preliminary check of first piece, adjust tools to proper dimensions, submit finished operation for inspection approval. Manually position and remove tools as prescribed by tape if necessary.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	3	17.54	17.54	17.54	Min. 17.54 Max. 17.54	-

■ CNC OPERATOR - LATHE OPERATOR

Sets up and operates a computerized controlled lathe capable of performing multiple machining and cutting operations. Loads work and control tape and trial runs jobs, edits tape. Uses precision measuring instruments to set-up machine items. Takes corrective action and repositions as required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	3	17.54	18.66	18.10	Min. 17.54 Max. 18.66	-

■ CRANEMAN

Operates crane to hoist and remove materials, raise and lower heavy weights. Performs other related operations.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	2	14.65	14.65	14.65	Min. 14.65 Max. 14.65	-

■ CUTTERS, HAND

Cuts garment parts and other articles to be sewed together, from single or multiple layers of material, using knife or shears. Follows outline marked on cloth or outlines of patterns placed by others.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ ELECTRICIAN, MAINTENANCE, CLASS A

Includes journeymen electricians, ordinarily licensed or eligible for license. Requires planning and installation of new wiring, fixtures, and other equipment; building, repairing and/or rebuilding complex electrical machinery and equipment; or supervision of subordinate electricians.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	20	14.71	20.01	17.33	Min. 16.36 Max. 17.36	2.61

■ ELECTRICIAN, MAINTENANCE, CLASS B

Makes ordinary repairs, adjustments, installations, or replacements to industrial plant motors, controls, portable electrical tools, ordinary plant wiring, power installation cords, etc. Performs motor maintenance as to air gap, brushes, commutators, couplings, etc. Works with and assists electrician on major installations or repairs. Performs troubleshooting on ordinary circuits where standard methods and procedure may be applied.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	2	16.50	18.21	17.07	Min. 16.50 Max. 18.21	-

■ ELECTRONIC ELECTRICIAN

Lay out, construct, assemble, install, adjust, troubleshoot, and repair electrical, electronic and power control equipment from schematics, prints, drawings, sketches, verbal instructions, etc. Comply with building and underwriters codes and all national, city, and/or state electrical codes. Determine proper secondary components such as wire size, breakers, switches, insulation, chassis, and associated hardware and various commercial catalog items. Operate various types of electrical and electronic measuring and calibrating instruments such as meters, oscilloscopes, oscillators, thermocouples, bridges, etc. Generate and record pertinent data while testing, adjusting, or operating prototype or developmental new and/or used equipment. Make sketches or diagrams of electrical and electronic circuits and layouts regarding plant services and/or equipment on new or used machinery or devices. **PRIOR EXPERIENCE REQUIRED: Satisfactory completion of 2 years accredited formal electronic school and at least 2 years experience in the field of industrial electronics within the past 5 years.**

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	3	18.21	18.21	18.21	Min. 18.21 Max. 18.21	-

■ EQUIPMENT LOADER/SUPPLIER - HEAVY

Stand to perform repetitive loading/unloading of various heavy materials/parts to and from automated production equipment. Replenishing material/part supply in proper quantities to maintain production flow. A knowledge of materials and process is required in order to make periodic checks of process, and make simple mechanical and/or control adjustments necessary to maximize machine and material efficiencies. Some clearing of simple jams is necessary. Check materials prior to loading for obvious defects. Tolerances of process usually liberal. Normal skill and dexterity required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	5	14.39	20.54	17.47	Min. 17.47 Max. 17.47	4.35

■ EQUIPMENT LOADER/SUPPLIER - LIGHT

Sit/stand to perform repetitive loading/unloading of various light materials/parts to and from automatic production equipment. Replenishing parts supply feeders in proper quantities to maintain production flow. Requires simple unskilled handling of a limited variety of parts with normal dexterity and coordination. Check materials prior to loading for obvious defects. Clear minor feed jams. Requires close supervision.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	5	12.79	16.97	14.53	Min. 12.79 Max. 16.97	-

■ EXTRUDER OPERATOR - PLASTICS

Set up and run a rubber extruder with proper tooling to yield extruded output with proper dimensions. This includes adjustment of the extruder dies, and cooling water to maintain correct temperatures. Operator must also know feeding techniques, as well as control and coiling of machine output. Prepare rubber compound for input to extruder using a warm-up mill. Load and unload postcure ovens with extruded output. Have knowledge of setting proper cures. Inspect extruded product on line and prior to shipment to customer.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	5	12.42	17.04	14.23	Min. 12.42 Max. 17.04	-

■ GRADING INSPECTOR, FABRIC

Inspects fabric for defect, appearance, proper width and lengths in a prescribed manner and records findings on production records.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ GUARD

Responsible for plant and property protection. Required to have knowledge of company policy referring to same. May be armed. Usually stationed at plant entrance or exit.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ HELPER, PRODUCTION

Assists regular operators on production by performing specific or general duties, usually of lesser skills, such as keeping workers supplied with materials, tools, and supplies. Routine machine operations such as feeding or unloading machine. Requires close supervision.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	85	8.05	18.76	12.47	Min. 11.27 Max. 13.49	4.23

■ INSPECTOR A

Perform complex tests/measurements of in-process or finished product inspecting for a variety of defects using instruments or measuring devices. May determine lot acceptance or rejection. May perform minor or complex repairs or determine disposition of defective product. May maintain records including graph plotting or CRT entry.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	5	11.50	19.24	15.81	Min. 13.87 Max. 17.74	.62

■ INSPECTOR B

Perform simple tests/measurements of in-process or finished product inspecting for a variety of defects using instruments or measuring devices. May determine lot acceptance or rejection. May perform minor repairs or label for type of defect. Maintain associated records as required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	6	11.50	14.79	13.55	Min. 13.31 Max. 14.37	1.79

■ INSPECTOR C

Perform visual or "go-no-go" inspection of in-process or finished product inspecting for a variety of defects. Identify and sort defects. May perform minor repairs or label for type of defect. Maintain simple associated records as required.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	1	14.30	14.30	14.30	Min. 14.30 Max. 14.30	-

■ JANITOR

Sweeps and cleans shop area, washrooms and offices and removes chips and refuse. May wash floors and windows.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
5	13	9.76	15.62	12.48	Min. 10.72 Max. 12.04	2.19

■ LABORER, HEAVY

Unskilled worker engaged in handling materials, loading and unloading cars, shoveling and digging, using hand tools and doing miscellaneous heavy work involving frequent use of muscular strength. Works under direct supervision.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ LABORER, LIGHT

Performs a miscellaneous number of routine unskilled jobs in which substantial physical activity is a major requirement. Works under direct supervision. Does not include machine or process labor.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	4	10.72	15.40	13.72	Min. 13.06 Max. 13.72	2.38

■ LEAD PERSON (GROUP LEADER)

Oversees, directs and participates in production on an individual production line or one segment of operations such as warehouse loading dock, order selection, etc. Functionally supervises and assigns personnel to specific areas. Maintains basic production or other output records. Insures quality of product. Typically, does not have authority to hire, fire or take disciplinary action.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
7	89	10.00	22.85	16.03	Min. 13.00 Max. 18.54	3.48

■ LOOM FIXER

Maintains, adjusts and repairs looms. Must have knowledge to setup looms to weave different patterns.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ MACHINE OPERATOR, CLASS A

Operates machines requiring a high grade of skill to change the shape or condition of new materials. Does not include other machine jobs listed in survey.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
5	158	11.20	20.65	16.33	Min. 13.20 Max. 17.54	2.36

■ MACHINE OPERATOR, CLASS B

Operates machines requiring a normal amount of skill, to change the shape or condition of new materials. Does not include other machine jobs listed in survey.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
5	92	8.50	18.99	14.82	Min. 14.40 Max. 16.70	2.52

■ MACHINIST A

Set up and operate all machine shop equipment necessary to produce tools, fixtures, and machine parts including use of numerical control/computer numerical control equipment. Provide guidance to less experienced.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	9	15.59	20.28	18.35	Min. 17.94 Max. 18.75	2.74

■ MACHINIST B

Set up and operate all machine shop equipment necessary to produce tools, fixtures, and machine parts including use of numerical control/computer numerical control equipment. Works under close supervision.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	13	11.10	15.72	14.43	Min. 14.35 Max. 14.51	1.44

■ MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making regular and emergency repairs of metal parts of machinery and equipment. Shapes metal parts to precise dimensions within close tolerances prescribed. May fit and assemble parts into machine. Do not include production machinists.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	4	16.36	17.56	17.46	Min. 16.96 Max. 17.46	.14

■ MOLDER, PLASTICS

Set up and moderate hand injection and compression molding machines to produce a limited variety of parts from a limited variety of plastic materials. Operates power injection and compression molding machines set up by others. Performs assembly and hand or machine finishing operations on molded parts having critical dimensions; assemble and encapsulate in molds or preformed plastic cavities, a variety of small, moderately complex shaped assemblies, where problems of air entrapment are not normally encountered; mix plastics for encapsulation and cure parts following detailed specifications. Perform repetitive work without much additional introduction, though new work assignments are usually accompanied by detailed and specific instruction. May use micrometers and various fixed gauges and a limited variety of laboratory glassware. Also uses bench equipment such as grinders, buffers, fixtures and hand tools.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	11	14.65	17.15	16.09	Min. 14.65 Max. 17.15	-

■ MOLDING MACHINE OPERATOR - PLASTICS

Under regular supervision of foreman or direction of setup leader, operates semi-automatic molding machines for repetitive production of a variety of plastic parts and components. Place preformed or weight-balanced raw material in pre-heater. Position necessary mold inserts. Place heated material in mold. Position molded items on shrink fixtures as required. Deflash finished parts as required, using deflashing tools provided. Count pieces and record number on simple forms. Install inserts in molded part when necessary. Occasionally use grit-blaster for deflashing. Follow established routines or verbal instructions. Refer all unusual conditions to setup leader or foreman.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ PACKER, HEAVY

Packs a variety of items in cartons, boxes or other containers preparatory to shipment or storage. Involves moderately heavy physical effort. May require counting, visual inspection, folding, wrapping, inserting enclosures, closing and sealing containers and applying labels or identifying date. Does not include crating, shipping or loading.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	29	8.30	17.60	14.11	Min. 10.00 Max. 16.91	4.27

■ PACKER, LIGHT

Packs small or medium finished products in cartons, boxes or other containers preparatory to shipment or storage. Involves light physical effort. May require counting, visual inspection, folding, wrapping, inserting enclosures, closing and sealing containers and applying labels or identifying data. Does not include crating, shipping or loading.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	17	9.45	12.05	11.84	Min. 9.75 Max. 11.55	2.11

■ PAINTER, MAINTENANCE

Uses brush or spray equipment to apply paint, varnish or finishing compound to any exterior or interior surfaces. Works without direct supervision.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	5	8.66	17.36	12.46	Min. 9.50 Max. 12.75	4.39

■ PIPE FITTER, MAINTENANCE, CLASS A

Lays out, installs and maintains piping for complicated equipment such as power house piping, refrigeration piping, accumulators, high pressure steam piping (50 lbs. and over), installs pressure regulators and other controls. Under minimum supervision.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ PIPE FITTER, MAINTENANCE, CLASS B

Installs and maintains ordinary water, gas, air, oil and heating piping and associated equipment, such as reducing and relief valves, temperature control apparatus, wall hydrants, heating and ventilating systems. Assists in complicated installations where directions are given.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ PRESS OPERATOR (1 AND 2 COLOR)

Operates a 1 or 2 color offset press. Must be able to hang plates, fill ink fountains, setup dampening system, load and unload paper, perform ink washups, perform routine adjustments and maintenance on press.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	31	20.35	20.35	20.35	Min. 20.35 Max. 20.35	-

■ PRESS OPERATOR (4 COLOR)

Must know how to perform all functions required to operate the equipment and also be skilled in color and registration techniques, specifically coating operations, and other in-line finishing operations such as scoring, perforating, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	17	22.03	22.72	22.38	Min. 22.38 Max. 22.38	.49

■ PRODUCTION MECHANIC

(Not skilled trades). Makes mechanical adjustments and minor repairs to production equipment. Perform preventive maintenance, cleaning and lubrication. Feed materials to production equipment.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
7	39	13.75	20.35	17.31	Min. 16.50 Max. 17.36	2.40

■ SEWING MACHINE MECHANIC

Maintains, adjusts and repairs sewing machines. Performs preventative maintenance as well as on-line trouble shooting of machines.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ SEWING MACHINE OPERATOR

Performs sewing operations on fabrics or similar materials to produce garments or other articles.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ SHEET METAL WORKER (PRODUCTION)

Cuts, forms and fabricates sheet metal parts, fittings or structural members using various sheet metal hand or power tools and sheet metal working machines. Marks out work according to patterns provided. Assembles, alters, repairs or installs sheet metal parts. Checks own work.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	45	8.30	16.35	13.30	Min. 10.88 Max. 16.10	1.72

■ SPREADER

Lays out single or multiple layers of fabric for preparation for cutting, using spreading equipment or manually hand spreads.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ STOCK CLERK

Receives, stores and issues equipment, material, merchandise or tools in a stockroom or storeroom. Checks incoming order against items as listed on requisitions or invoices; counts, grades or weighs articles. Periodically takes inventory and keeps records.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
2	18	10.00	20.16	16.89	Min. 14.00 Max. 18.14	3.51

■ STOCKHANDLER

Supply and service operators, machines and processing positions with proper materials and supplies to maintain continuous process flow. Transfer materials between processing positions. Obtain, move and/or store raw, in-process and/or finished materials and supplies from designated areas. Uses powered and/or non-powered hand trucks (not a high-lift) and material handling equipment. Requires normal skill and dexterity.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
5	41	10.00	16.52	14.26	Min. 14.64 Max. 14.77	1.87

■ TOOL AND DIE MAKER, CLASS A

Requires diversified knowledge in making complicated jigs and fixtures, experience in use of all types of machine tools. Able to calculate angles accurately. Builds complicated jigs and fixtures, special reamers, taps and cutting tools, split chucks, cams and milling fixtures.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	5	15.28	22.67	18.44	Min. 16.36 Max. 17.36	3.81

■ TRUCK DRIVER, OUTSIDE

Licensed operator. Transports materials or equipment, makes deliveries and pickups. May make minor mechanical repairs, change tires, etc.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	11	9.76	15.86	13.65	Min. 13.61 Max. 14.59	2.70

■ TRUCK, POWER DRIVEN INDUSTRIAL

Operates electric or gasoline driven industrial trucks with or without elevating platforms and crane attachments. Includes loading and unloading motor trucks, freight cars, and similar conveyances and transporting materials and products within confines of plant.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
1	45	11.19	15.64	14.72	Min. 11.19 Max. 15.64	-

■ WATCHMAN

Guards against fire, theft, and illegal entry. Makes periodic inspection tours about building and grounds, examining doors, windows, and gates to see that they are properly secured, and continually watches for irregularities, such as broken water pipes. Usually registers at regular watch stations. May perform general maintenance duties, such as sweeping floors, or supervise others in these duties. May fire boilers or do other similar duties.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ WEAVER

Operates looms to weave yarn into cloth. Must understand functional nature of looms.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
		- INSUFFICIENT DATA -				

■ WELDER, HAND, CLASS A

Requires planning and layout of work; knowledge of welding properties of a variety of metals and alloys; welding high pressure vessels or other objects involving critical safety and load requirements; working from a variety of positions; and welding with gas or apparatus.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
4	101	14.01	21.56	18.06	Min. 17.21 Max. 18.20	1.80

■ WELDER, HAND, CLASS B

Performs either arc or gas welding operations on repetitive work. No critical safety and load requirements involved; mainly one-position welding; layout and planning are performed by others.

REPORTED HOURLY RATE RANGE

NUMBER OF COMPANIES	NUMBER OF EMPLOYEES	MINIMUM	MAXIMUM	AVERAGE	MEDIAN	STANDARD DEVIATION
3	29	8.56	21.06	14.01	Min. 11.87 Max. 11.87	5.32

Production Wage Survey Participants

Air Products & Chemicals, Inc.
Arrow United Industries
Astro Apparel, Inc.
Bridon American Corporation
Intermetro Industries Corporation
James Eagen Sons, Co.
Johns Manville
MegaPhase LLC
Newtown Slocomb Manufacturing
Offset Paperback Manufacturers, Inc.
Sunrise Medical

ASOP Wage Survey Participants

Air Products & Chemicals, Inc.
Arrow United Industries
Astro Apparel, Inc.
Bridon American Corporation
Gertrude Hawk Chocolates
Intermetro Industries Corporation
James Eagen Sons, Co.
Johns Manville
MegaPhase LLC
Newtown Slocomb Manufacturing
Offset Paperback Manufacturers, Inc.
Sunrise Medical

