

**TASMANIAN INDUSTRIAL COMMISSION**

Industrial Relations Act 1984

s.23 application for award and variation of award

**The National Union of Storeworkers, Packers, Rubber and Allied Workers  
Tasmanian Branch  
(T.2419 OF 1990)**

**Federated Clerks Union of Australia  
Tasmanian Branch  
(T.2515 of 1990)**

**The Transport Workers' Union of Australia  
Tasmanian Branch  
(T.2604 of 1990)**

**WHOLESALE TRADES AWARD**

PRESIDENT F D WESTWOOD

HOBART 29 APRIL 1991

First Minimum Rates Wage Adjustment and Translation to New Classification  
Structure

**ORDER -**

**No. 3 of 1991**

AMEND THE **WHOLESALE TRADES AWARD** IN THE FOLLOWING MANNER:

AMEND THE WHOLESALE TRADES AWARD IN THE FOLLOWING MANNER:

1. Amend Clause 3 - Arrangements by adding the following additional entries at the end of the existing list under Conditions for Employees in Division A - All Employees Other than Commercial Travellers.

<u>*Subject Matter</u>	<u>Clause No</u>	<u>Page No.</u>
Old Classification Structure	Appendix A	47
New Classification Structure	Appendix B	49"

2. Delete Clause 8 - Wage Rates and insert in lieu thereof the following:

**\*8. WAGE RATES**

**DIVISION A - ALL EMPLOYEES OTHER THAN COMMERCIAL TRAVELLERS**

**WHOLESALE ESTABLISHMENTS**

**1. WAGES**

**(a) Adults**

An adult employee shall be paid not less than the rate of wages set out in subclause 1(b) and (c) of this clause for the pay level assigned to their classification.

**(b) Stores and Warehousing Stream**

				AMOUNT PER WEEK		
(i) Wage Group	Base Rate	Supplementary Payment	Total Amount per week			
		\$	\$		\$	
LEVEL 1						
On commencement	311.40	32.10			343.50	
After 3 months service	317.80	27.50			345.30	
After 12 months service	324.20	23.10			347.30	
LEVEL 2	329.20	21.90			351.10	
LEVEL 3	345.30	13.10			358.40	
LEVEL 4	359.50	3.00			362.50	

(ii) For the purpose of subclause 1(b)(i) of this clause for the purpose of determining the placement of an employee in Level 1 service shall be deemed to be adult experience only.

**(c) Manufacturing and Packing Stream**

	AMOUNT PER WEEK		
	Base Rate	Supplementary Payment	Total Amount per week
	\$	\$	\$
LEVEL 1	277.90	39.60	317.50
LEVEL 2	292.20	37.40	329.60
LEVEL 3	311.40	34.10	345.50
LEVEL 4	329.20	21.40	350.60
LEVEL 5	345.30	9.90	355.20

**(d) Transition to New Classification Structure**

For the purpose of paragraphs (b) and (c) of this subclause employees shall be translated into the new classification structure subject to the following:

(i) Classification Structures

The old classification structure forms Appendix A to this Award and corresponding definitions are set out in Clause 7 - Definitions of this Award.

The new classification structure forms Appendix B to this Award.

(ii) Duration

The process of translating employees from the old to the new classification structure shall commence from the beginning of the first full pay period commencing on or after 23 April 1991 and be completed by 23 October 1991.

(iii) Transitional Arrangements

- (1) From the beginning of the first full pay period to commence on or after 23 April 1991 an employee's wage group set out in paragraphs (b) and (c) of this subclause shall be determined in accordance with the classification structure set out in Appendix A of this Award.
- (2) Translation to the new classification structure set out in Appendix B of this Award is to be completed for all relevant employees by 23 October 1991. In the interim period until the translation process is completed existing definitions in Clause 7 - Definitions will apply provided that an employee will work as directed in accordance with Clause 12 - Contract of Employment.
- (3) Upon translation to the new classification structure employees will perform work in accordance with the new classification and definition structure as set out in Appendix B of this Award.
- (4) For the purposes of determining the placement of an employee within the streams identified in Appendix B of this Award an employee shall fall within either the Stores and Warehousing or Manufacturing and Packing Streams by reference to the principal nature of the employer's operation.

An employee engaged by a Wholesale Grocer, Wholesale Wine and Spirit Merchant and/or Wholesale Tobacconist and Wholesalers not specifically subject to the jurisdiction of any other Award of the Tasmanian Industrial Commission, shall be engaged under the Stores and Warehousing Stream.

An employee engaged by a Manufacturer and/or Packer of Condiments, Coffee, Baking Powder, Soap Powder, Washing Soda, Candles, Blacking and Sand Soap, Self Raising Flour, Products containing Dried Fruits, Pudding and Cake Mixes, Icing Sugar and other Sugar Based Products and allied Grocery Items and a manufacturer of Cereal Breakfast Foods, shall be engaged under the Manufacturing and Packing Stream.

- (5) Any dispute arising out of the translation process shall be dealt with in accordance with Clause 27 - Settlement of Disputes.

(e) **Junior Employees - Stores and Warehousing and Manufacturing and Packing Streams**

(i) Stores and Warehousing

The minimum rates of wages per week to be paid to a junior engaged under the Stores and Warehousing Stream shall be the undermentioned percentages of the total rate for an Adult, Store and Warehousing Stream LEVEL 1, on commencement, paragraph 1(b)(i) of this subclause.

	Percentage	Amount per Week \$
Under 16 years of age	55	188.90
16 years of age	65	223.30
17 years of age	78.5	269.60
18 years of age	93	319.50
19 years of age	100	343.50
20 years of age	100	343.50

(ii) Manufacturing and Packing

The minimum rates of wages per week that shall be paid to a junior engaged under the Manufacturing and Packing Stream shall be the undermentioned percentages of the total rate for an Adult, Manufacturing and Packing Stream LEVEL 2 of paragraph 1(c) of this subclause.

	Percentage	Amount per Week \$
Under 16 years of age	55	181.40
16 years of age	65	214.00
17 years of age	78.5	258.70
18 years of age	93	306.50
19 years of age	100	329.60
20 years of age	100	329.60

**2. MINIMUM WAGE**

- (a) Notwithstanding the provisions of subclause 1 hereof, no adult employee shall be paid less than the rate of \$248.30 per week.
- (b) **PROVIDED** that payments for overtime, special rates, weekend penalties and holiday work prescribed in this award shall not be taken into account in the calculation of such minimum weekly rate of wage.

Where a minimum rate of pay as aforesaid is applicable to an employee for the work in ordinary hours the same rate shall be applicable to the calculation of overtime and all other penalty rates, payment during sick leave and annual leave, and for all other purposes of this award.

## CLERKS

### 1. WAGES

Except as prescribed in paragraph (b) of subclause 2 hereof, adult employees of a classification hereunder mentioned shall be paid the amount assigned opposite that classification.

	Amount per Week \$
1. 1st year's adult experience	302.50
2nd year's adult experience	323.60
3rd year's adult experience & thereafter	351.10
2. An accountant or chief clerk wholly responsible for the office work and who prepares the balance sheet and profit and loss account.	467.20
3. A clerk who is in charge of and responsible for the work of:	
(a) 5 or more employees	415.30
(b) 3 or more employees	399.20
(c) 2 employees	391.30

**"Employees"** in this subsection shall mean any male or female clerk, typist or stenographer and shall include the clerk-in-charge.

### 2. JUNIORS

The minimum rates of wages that may be paid to juniors shall be the undermentioned percentages of the second year adult rate adjusted to the nearest 10 cents.

	Percentage	Amount per Week \$
(a) Under 16 years of age	40	129.40
16 to 17 years of age	45	145.60
17 to 18 years of age	55	178.00
18 to 19 years of age	70	226.50
19 to 20 years of age	80	258.90
20 to 21 years of age	90	291.20

(b) **Proviso**

When determining the amount payable to an employee attaining the age of 21 years, who has been employed as a junior clerk in the trades or groups of trades in respect of awards of the Tasmanian Industrial Commission relating to private industry employees, experience obtained after reaching the age of 18 years shall be counted as adult experience.

(c) **Additional Payments**

In addition to the weekly rates prescribed herein the following additional amounts per week shall be paid to stenographers, audio-typists, tele-typists, accounting machine, computer, data processing, tabulating machine, card punch and verifier operators.

	Amount \$
Under 16 year of age	1.00
16 to 17 years of age	1.20
17 to 18 years of age	1.30
18 to 19 years of age	1.50
19 to 20 years of age	1.90
20 to 21 years of age	2.00
21 years of age and over	2.60

(d) **Trainee Clerk (as defined)**

The minimum weekly wage are payable to a trainee clerk (as defined) shall be determined by the following method of calculation:

By taking the appropriate wage rate for a junior clerk as described in paragraph (a) then multiplying it by 39 and dividing it by 52 (39 being the actual number of weeks on the job).

**PROVIDED** that the wage determined by this calculation shall in no case be less than the minimum rate (as varied from time to time) prescribed by the Australian Traineeship System Guidelines.

**PROVIDED ALWAYS** that Trainee Clerk (as defined) wage rate shall be calculated in multiples of 10 cents with any result of 5 cents or more being taken to the next 10 cents.

**3. CARTERS AND DRIVERS**

**1. WAGES**

The wage rates and loadings set out in this subclause shall be the minimum rates payable to the employees herein named:

	Amount per Week \$
Employee driving motor vehicle having maker's capacity of:	
1.2 tonnes or less	346.50
Over 1.2 tonnes but not over 3 tonnes	350.40
Over 3 tonnes but under 6 tonnes	355.10
6 tonnes and over but under 7 tonnes	355.80
7 tonnes and over but under 8 tonnes	356.70
8 tonnes and over but under 9 tonnes	357.40
9 tonnes and over but under 10 tonnes	358.20
10 tonnes and over	359.10
Motor driver's assistant and yardman	331.20

	Amount per Week \$
Further additional amount for employee driver collecting money per week	
For any amount handled up to \$20	0.60
Over \$20 but not exceeding \$200	1.10
Over \$200 but not exceeding \$600	2.20
Over \$600 but not exceeding \$1000	3.20
Over \$1000	4.20



## 2. JUNIORS

The minimum rates of wages that may be paid to junior employees shall be the undermentioned percentages of the appropriate adult rate:

	%
Under 19 years of age	70
19 and under 20 years of age	80
20 years of age and over	adult rate

## **DIVISION B - COMMERCIAL TRAVELLERS**

### 1. WAGES

The minimum rates of wages that may be paid to employees shall be the undermentioned:

	Amount per Week \$
1. Country Traveller	408.50
2. Town or Local Traveller	374.90
3. Probationary Traveller	341.40"

3. Delete Clause 12 - Contract of Employment and insert in lieu thereof the following:

#### \*12. CONTRACT OF EMPLOYMENT

- (a) Except in the case of casual and part-time employees, all employment shall be by the week. Termination in the case of weekly and part-time employees may be affected by either side on the giving of one week's notice, or payment or forfeiture of a week's pay as the case may be.

**PROVIDED** that this shall not effect the right of an employer to terminate an employee without notice in the case of misconduct and in such cases, wages shall be paid up to the time of dismissal only.

- (b) An employer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training consistent with the classification structure of this Award provided that such duties are not designed to promote de-skilling.

- (c) An employer may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.
- (d) Any direction issued by an employer pursuant to subclause (b) and (c) hereof shall be consistent with the employer's responsibilities to provide a safe and healthy working environment."
4. Delete Clause 33 - Supplementary Payments and insert in lieu thereof the following:

**"33. SUPPLEMENTARY PAYMENTS**

- (a) A supplementary payment is the minimum amount an employer is required to pay an employee above the relevant base rate prescribed by Division A of Clause 8 - Wage Rates - All Employees other than Commercial Travellers, Wholesale Establishments.
- (b) Subject to the provisions of subclause (a) hereof, the amount specified in column (A) of subclause (c) hereof is to be fully absorbed into any overaward payments made to the relevant employee at the beginning of the first full pay period to commence on or after 23 April 1991.

- (c)
- | Supplementary Payment<br>Per Week |          |
|-----------------------------------|----------|
| Column A                          | Column B |
| \$                                | \$       |

**Stores and Warehousing**

LEVEL 1	on commencement	4.00	32.10
	after 3 months service	5.80	27.50
	after 12 months service	7.70	23.10
LEVEL 2		8.30	21.90
LEVEL 3		11.90	13.10
LEVEL 4		16.00	3.00

**Manufacturing and Packing**

LEVEL 1	NIL	39.60
LEVEL 2	1.30	37.40
LEVEL 3	3.30	34.10
LEVEL 4	8.40	21.40
LEVEL 5	13.00	9.90"

6. Insert new Appendix A - Old Classification Structure and new Appendix B - New Classification Structure.

**\*APPENDIX A - OLD CLASSIFICATION STRUCTURE**

**(a) STORES AND WAREHOUSING**

Wholesale Grocer, Wholesale Wine and Spirit Merchant and/or Wholesale Tobacconist and Wholesalers not specifically subject to the jurisdiction of any other Tasmanian Industrial Commission Award.

**LEVEL 1**

- (i) Checker
- (ii) Packer usually employed in Cold Stores

**LEVEL 2**

- (i) Storeman/Woman (Grade 1)
- (ii) Storeman/Woman (Grade 2)

A Storeman/Woman working singularly and/or a Storeman/Woman who has control of an isolated store where no direct supervision is exercised and is responsible for receipt, controls, issues and stock checking of goods and/or material notation and preparation of necessary documents.

- (iii) Storeman/Woman usually employed in a cold chamber.
- (iv) Storeman/Woman usually employed in manufacturing and/or packing.

(v) An employee operating a power driven fork lift or similar power driven stacking machine or device in the course of his/her duties as a Storeman/Woman and/or Packer.

(1) with lifting capacity of up to and including 5000 kgs.

(2) with lifting capacity of over 5000 kgs.

(vi) Cellarman/Woman

**LEVEL 3**

Head Cellarman/Woman

**(b) MANUFACTURING AND PACKING**

**LEVEL 1**

-

**LEVEL 2**

Group 1 - Manufacturing and/or packer of any one or more of the following articles:

Condiment, coffee, sand soap, self raising flour, products containing dried fruits, puddings and cake mixes, icing sugar and other sugar based products and allied grocery lines.

(a) Box Maker

(b) Extraction of tallow and/or treatment of animal offal

(c) Process Packer

**LEVEL 3**

Group 2 - Manufacturer of cereal breakfast foods.

1. Operator in charge of and working cereal cookers.

2. Operator in charge of and working at toasting.

**LEVEL 4**

-

**LEVEL 5**

-

**APPENDIX B - NEW CLASSIFICATION STRUCTURE**

**(i) STORES AND WAREHOUSING STREAM**

**Warehouse and Store Worker 1**

<b>Relativity - on commencement</b>	<b>87.4Z</b>
<b>after 3 months service</b>	<b>89.2Z</b>
<b>after 12 months service</b>	<b>91.0Z</b>

An employee at this level performs duties to the level of their training for this level including appropriate certification.

1. Is responsible for the quality of their own work subject to routine supervision;
2. works under routine supervision either individually or in a team environment;
3. exercises discretion within their level of skills and training;
4. undertakes duties in a safe and responsible manner.

Indicative of the tasks which an employee at this level may perform are the following:-

sorting and packing of goods and materials in accordance with operative procedures and regulations;

preparation and receipt of appropriate documentation including liaison with suppliers and dispatchers;

allocating and retrieving goods from specific warehouse areas;

basic operation of V.D.U. or similar equipment;

licensed operator of all appropriate materials moving equipment;

periodic housekeeping and stock checks;

maintenance of relevant records;

use of non-licensed materials handling equipment;

licensed operator of appropriate materials handling equipment (Forklift Operation) up to a training period of 3 months.

**PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

**WAREHOUSE AND STOREWORKER - LEVEL 2**

**RELATIVITY - 92.4Z**

An employee at this level performs work above and beyond the skills of an employee at Level 1 and to the level of their training for this level including appropriate certification.

1. Works from complex instructions and procedures and exercises discretion within the limit of their skills;
2. co-ordinates work in a team environment or works individually under general supervision;
3. responsible for the quality of their own work.

Indicative of the tasks which an employee at this level may perform are the following:-

Licensed operator of appropriate materials handling equipment (Forklift) having completed 3 months training;

use of measuring equipment and scales;

maintenance of relevant records;

V.D.U. operation and similar equipment at a higher level than that of an employee at Level 1;

use of tools and equipment within the scope of basic non-trades maintenance.

**PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

### **WAREHOUSE AND STOREWORKER - LEVEL 3**

#### **RELATIVITY - 96.9Z**

An employee at this level performs work above and beyond the skills of an employee at Level 2 and to their training for this level including appropriate certification.

1. May perform work requiring minimal supervision either individually or in a team environment;
2. responsible for checking quality of their own work;
3. exercises discretion within the scope of this level;
4. exercises keyboard skills at a higher level than Level 2;
5. demonstrates an advanced level of interpersonal and communication skills;
6. possesses a sound knowledge of all warehousing/distribution duties performed at levels below this level.

Indicative of the tasks which an employee at this level may perform are as follows:-

operate all materials handling equipment under licence;

maintenance of relevant records;

development and refinement of a stores layout, including proper location of goods and their receipt and dispatch;

use of V.D.U. for purposes such as the maintenance of a deposit storage system, information input/retrieval etc;

detailing and co-ordinating the activities of other workers and responsible for the supervision and conduct of the work of up to 10 Warehouse and Stores Workers.

#### **PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

**WAREHOUSE AND STORE WORKER - LEVEL 4**

**RELATIVITY - 100.9Z**

An employee at this level performs work above and beyond an employee at Level 3 and to the level of their training for this level including completion of a certificate level or equivalent qualification according to the needs of the enterprise.

1. Implement quality control techniques and procedures;
2. understanding of and overall responsible for a warehouse or a large section of a warehouse unit within an enterprise;
3. possesses a highly developed level of inter-personal communication skills;
4. exercise keyboard skills at a higher level than Grade 3;
5. ability to supervise and provide direction and guidance to other employees including the ability to assist in the provision of on-the-job training and induction;
6. exercise discretion within the scope of this grade.

Indicative of the tasks which an employee at this level may perform are as follows:-

Liaising with management, suppliers and customers with respect to stores/company's operation;

detailing and co-ordinating activities of other workers and responsible for the supervision and conduct of the work of more than 10 workers;

maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports or stock movement, dispatches, etc.;

evaluate the performance of other employees;

maintains relevant records;

ensuring efficient service is provided by employees within their designated area of responsibility.



**(ii) MANUFACTURING AND PACKING STREAM**

**MANUFACTURING EMPLOYEE - LEVEL 1**

**RELATIVITY 78Z**

1. Undertaking up to 3 months of induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout, work allocation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.
2. Performs duties of an essentially routine and manual nature to the level of their training associated with the relevant manufacturing process including labouring and cleaning duties.
3. Exercises minimal judgment.
4. Works under direct supervision in the following functions:-
  - house keeping duties;
  - maintains simple records;
  - operates hand operated transport and lifting devices;
  - uses selected hand tools;
  - is undertaking structured training so as to enable them to work at the next level.

**PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level.

**MANUFACTURING EMPLOYEE - LEVEL 2**

**RELATIVITY 82Z**

An employee who has completed up to 3 months structured training so as to enable the employee to perform work within the scope of this level.

An employee at this level performs work above and beyond the skills of an employee at Level 1 and to the level of this training:-

1. Works under direct and constant supervision and receives detailed instructions.
2. Responsible for the quality of their own work.
3. May work in a team environment.
4. Undertakes duties in a safe and responsible manner.
5. Possesses basic interpersonal, communication and numeracy skills.
6. Exercises discretion within their level of skill and training.
7. Understands basic quality control/assurance procedures.

Indicative of the tasks which an employee may perform at this level:-

maintains necessary records;

basic packaging operations either manually or with the assistance of power-operated machinery;

corrects minor feed problems;

manufacturing product and/or operating plant machinery;

uses hand trolleys and pallet trucks;

basic V.D.U. operation for enquiry purposes and data process control systems;

repetition work on automatic, semi-automatic or single purpose machines or equipment;

ability to measure accurately using gauges and meters;

operate machinery that requires basic set-up skills;

use of tools related to duties.

**PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

**MANUFACTURING EMPLOYEE - LEVEL 3**

**RELATIVITY 87.4Z**

An employee at this level performs work above and beyond the skills of an employee at Level 2 and to their level of training for this level including appropriate certification.

1. Works under routine supervision.
2. Responsible for the quality of their own work.
3. Possesses sound interpersonal, communication and numeracy skills.
4. Exercises discretion within the level of his/her skill and training.

Indicative of the tasks an employee may perform at this level:-

operates machinery and equipment requiring the exercise of skills, knowledge and discretion beyond that of Level 2;

use of tools related to duties;

V.D.U. operation, keyboard skills;

basic inventory control within a manufacturing context;

non-trade engineering skills;

responsible for raw materials, product in process or finished good sampling, selected recording, checking and release procedures;

incidental operation of mobile equipment including forklifts and overhead cranes and licensed operator of moving and/or handling equipment;

maintains records;

assists in the provision of on-the-job training in conjunction with supervisors training.

#### **PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

#### **MANUFACTURING EMPLOYEE - LEVEL 4**

##### **RELATIVITY 92.4Z**

An employee at this level performs work above and beyond the skills of an employee at Level 3 to the level of their training for this level including appropriate certification.

1. Works under limited supervision.
2. Understands and is responsible for quality control standards.
3. possesses an advanced level of interpersonal and communication skills.
4. Sound working knowledge of all manufacturing duties performed at levels below this level, exercises discretion with the scope of this level.

Indicative of the tasks an employee may perform at this level:-

fault finding skills;

basic quality checks on the work of others;

knowledge of the employers operations as it relates to the production process;

enforcing good manufacturing practices and adhering to standard operational procedures, checking jobs on line, materials, product and workplace housekeeping;

computer operation at a higher level than Level 3;

maintains detailed records;

intermediate keyboard skills;

forklift and crane driving operations to a level higher than Level 3;

assists in the provisions of on-the-job training in conjunction with supervisor/training;

setting up complex machinery including setting, loading and operation.

#### **PROMOTIONAL CRITERIA**

An employee remains at this level until they are capable of effectively performing through assessment or appropriate certification the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

#### **MANUFACTURING EMPLOYEE - LEVEL 5**

#### **RELATIVITY 96.9Z**

An employee at this level performs work above and beyond the skills of an employee at Level 4 and to their training for this level including appropriate certification.

1. Works without supervision or under minimal supervision.
2. Possesses a substantial knowledge of an employers' operation.
3. Supervises work procedures for a specific manufacturing unit or associated function.
4. Highly developed level of interpersonal communication skills.
5. Able to work from complex instructions and procedures.

6. Provides direction and guidance to other employees and assists in the provision of on-the-job training, induction, safety and disciplinary procedures.
7. Exercises discretion within the scope of this grade.
8. Responsible for the quality of their own work.

Indicative of the tasks which an employee may perform at this level:-

liaising with management, supervisors and inter-related departments with respect to manufacturing operations;

attending regular production meetings;

detailing and co-ordinating the work of other employees;

maintaining control of information related to raw materials, product-in-process, packaging materials, finished product, packed stock;

furnishing regular reports as directed;

operates, sets up and adjusts all production machinery in a plant including production process welding to the extent of their training;

intermediate keyboard skills;

performs maintenance work below the trade level;

maintains all necessary records;

supervises, perform and implement quality control functions."

