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Job Code	Job Title	Job Description
Customer Information Services		
SM15000006	Customer Service Representative II	Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Requires a high school diploma or equivalent and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

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Job Code	Job Title	Job Description
Distribution/Logistics		
MM18000016	Inventory Control Analyst	Schedules and revises shipment plans to ensure efficient distribution of products to satisfy customers. Analyzes inventory levels, production speed and product demand to determine reorder levels which will ensure product availability and minimize inventory costs. May require a bachelor's degree with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
MM18000045	Warehouse Supervisor	Supervises the receiving, storing, packing, and shipping of merchandise or materials. Maintains stock records and schedules. Requires a high school diploma or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
MM18000046	Warehouse Worker	Receives, unpacks, checks, and stores merchandise or materials. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. May operate fork lift. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.
SC16000271	Fork Lift Operator	Operates fork lifts to stack and retrieve supplies and materials. Responsibilities also include documenting and maintaining inventory and ensuring production area organization and cleanliness. Requires a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a manager or head of a unit/department.

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Job Code	Job Title	Job Description
Finance & Accounting		
FA06000023	Controller	Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 7 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer or CEO.
FA06000031	Chief Financial Officer (CFO)	Responsible for directing an organization's overall financial policies. Oversees all financial functions including accounting, budget, credit, insurance, tax, and treasury. Designs and coordinates a wide variety of accounting and statistical data and reports. Requires a bachelor's degree and at least 15 years of direct experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to CEO or COO.
OF13000007	Accounting Clerk I	Performs accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000009	Accounting Clerk III	Performs daily accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

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Job Code	Job Title	Job Description
Healthcare/Home Care		
HC07000001	Staff Nurse – RN	Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physician during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of the registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000004	Licensed Practical Nurse	Administers nursing care under the supervision of a registered nurse. Participates in the implementation and evaluation of patient care. Ensures the health, comfort and safety of patients. Requires a high school diploma, and is certified as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a registered nurse or supervisor. A certain degree of creativity and latitude is required.

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Job Code	Job Title	Job Description
Hospitality & Tourism		
HS08000001	Cook	Follows a menu to prepare and cook meats, fish, poultry, gravies, cereals, soups, vegetables and other foods according to proper preparations methods. May require a high school diploma or its equivalent and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a supervisor or manager. A wide degree of creativity and latitude is expected.
HS08000032	Combined Food Preparation & Service Worker	Prepares salads, sauces, desserts, etc. according to proper preparation methods. Responsible for standard food service work including sanitation duties, and various serving responsibilities. Has knowledge of proper food handling procedures and government regulations regarding the food code. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.
HS08000034	Housekeeping Supervisor	Supervises the daily operations of a housekeeping services department to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. May require a high school diploma or its equivalent and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.
HS08000041	Housekeeper	Works to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
HS08000044	Housekeeping Manager	Manages the daily operations of a housekeeping services department to ensure offices, patient/guest rooms, and other specified areas are kept in a clean and orderly condition. Inspects facilities and recommends repairs and upgrades when needed. May require a bachelor's degree or its equivalent and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
HS08000245	Executive Chef	Responsible for all of the operations of the kitchens. Creates and updates menus to maximize profits and minimize loss. Tests and develops recipes. Monitors customer satisfaction. Maintains inventory of kitchen supplies and food. Ensures that food and facilities meet all governmental regulations. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

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Job Code	Job Title	Job Description
Hospitality & Tourism (Continued)		
HS08000255	Bartender	Prepares cocktails and non-alcoholic beverages for customers. Has knowledge of common drinks and makes suggestions to customers. Monitors bar inventory and takes appropriate action. May require a high school diploma or its equivalent and 0-2 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.
HS08000256	Front Desk Clerk, Sr.	Performs administrative duties for the front desk, guest check-in, check-out, and billing. May require a high school diploma or its equivalent and 2-4 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a supervisor.
HS08000257	Front Desk Clerk	Performs administrative duties for the front desk, guest check-in, check-out, and billing. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
HS08000258	Front Desk Manager	Manages the front desk personnel. Ensures quality customer service, oversees the daily operation of services for the hotel room operations and the execution of contracts, deposits, and billing. May require a high school diploma or its equivalent and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the Front Office Manager.
HS08SJ0261	Dishwasher	Washes, dries, and stores dishes. Follows cleanliness and sanitation regulations. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
HS08SJ0271	Conference Sales Manager	Sells conference and catering services and banquet facilities through direct client contact to maximize organization's profit. 4-year degree in sales, marketing or equivalent required. 2 years' sales and marketing experience, preferably in hospitality or travel industry. Knowledge of food & beverage operations. Effective communication and interpersonal skills required. Attention to details.

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Job Code	Job Title	Job Description
Human Resources		
HR09200012	Human Resources Generalist III	Designs and administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. Prepares internal employee communications regarding compensation, benefits, or company policies. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
HR09200015	Training Specialist III	Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
HR09200032	Human Resources Manager	Designs, plans, and implements human resources programs and policies including staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200142	Human Resources Director	Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years experience in Human Resources. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.

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Job Code	Job Title	Job Description
Information Technology		
IT1000048	Director, Information Technology	Establishes, plans, and administers the overall policies and goals for the information technology department. Analyzes the needs of departments and establishes priorities for feasibility studies, systems design and implementation to develop new and/or modify the company's information processing systems. Requires a bachelor's degree in a related area with at least 8 years of experience in the field. Generally manages a group of exempt and nonexempt employees, and consultants. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
IT10000133	Network Administrator II	Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
IT10000135	Systems Administrator	Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. May require a bachelor's degree in a related area with at least 2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

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Job Code	Job Title	Job Description
Not-For-Profit		
EX05000184	Chief Executive Officer, Not-For-Profit	Plans and directs all policies, objectives, and initiatives for a not-for-profit organization. Responsible for the development, promotion, and operations of the organization. Ensures all activities support the focus of the organization. May represent the organization in the community or serve as spokesperson. May require a bachelor's degree with at least 10 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors/trustees.

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Job Code	Job Title	Job Description
Office Support		
OF13000001	Administrative Assistant I	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000002	Administrative Assistant II	Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
OF13000003	Administrative Assistant III	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
OF13000004	Executive Assistant	Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.
OF13000010	General Clerk I	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
Office Support (Continued)		
OF13000017	Receptionist	Greet vendors, customers, job applicants and other visitors, and arrange for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000019	Office Manager	Supervises office activities to achieve maximum expense control and productivity. Develops procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, faxing and mail distribution. May also be responsible for the maintenance of office equipment and supplies. Requires a high school diploma or its equivalent with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
OF13SJ0019	Office Supervisor	Supervises office activities to achieve maximum expense control and productivity. May assist in developing procedures and policies for office activities. May also be responsible for the maintenance of office equipment and supplies. Requires a high school diploma or its equivalent with 4-7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

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Job Code	Job Title	Job Description
Purchasing		
MM18000001	Buyer I	Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
MM18000002	Buyer II	Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
MM18000003	Buyer III	Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. May require a bachelor's degree and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.
MM18000005	Purchasing Manager	Manages all purchasing functions. Receives and grants approval for purchases of goods or services. Analyzes changes or new issues in materials and supply to reduce costs and improve quality. Requires a bachelor's degree with at least 8 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff and typically reports to top management.

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Job Code	Job Title	Job Description
Retail		
SM15000039	Retail Sales Staff - Full Time	Duties include selling goods and attending to customers on the selling floor. May require a high school diploma or its equivalent. No experience necessary. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Hourly salary annualized based on a 2,080 hour work year.
SM15000295	Retail Store Manager	Plans and directs the day-to-day operations of a retail store. Develops strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and efficient. Ensures all products and displays are merchandised effectively to maximize sales and profitability. Forecasts staffing needs and develops a recruiting strategy to provide optimal staffing in all areas. May require a bachelor's degree or its equivalent at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Lead and directs the work of others. Typically reports to Retail Store Manager, Sr.

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Job Code	Job Title	Job Description
Sales & Marketing		
SM15000044	Marketing Manager	Develops and implements strategic marketing plan for an organization. Stays abreast of changes in the marketing environment to best serve the objectives of the organization and adjusts plans accordingly. Researches and develops pricing policies and recommends appropriate sales channels. Requires a bachelor's degree with at least 7 years of marketing experience. Generally manages a group of marketing professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
CM02000018	Graphic Design Specialist	Uses computer graphic systems to produce graphic sketches, designs, and copy layouts. Sets size, color scheme and style to achieve goals set for finished product. Works with sales, public relations and promotional department to develop communications materials. May require an associate's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A great deal of creativity and latitude is expected.

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Job Code	Job Title	Job Description
Technical & Trades		
SC16000428	Security Supervisor	Supervises a team of security personnel. Inspects buildings and grounds to ensure protection from intruders, fire hazards, theft, and vandalism. Develops emergency procedures, responds to incidents, and resolves problems or requests assistance of local authorities. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
SC16SJ0065	Facilities Supervisor	Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. May supervise a small staff of employees in the maintenance of buildings and grounds. May oversee contractors for facilities renovation project entailing, HVAC, electrical, production floor arrangement, etc. May require a bachelors degree and 2-5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a manager.
SC16SJ0068	Custodian	Cleans and maintains buildings/facilities to ensure customer satisfaction and compliance with sanitation regulations. May be expected to make basic repairs. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
SC16000009	Electrician III	Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. May have to complete an apprenticeship and/or formal training in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Directs and leads the work of others. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.
SC16000012	Carpenter III	Inspects, repairs, installs, modifies, rebuilds, constructs, and maintains woodwork and other related structures. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Directs and leads the work of others. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

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Job Code	Job Title	Job Description
Technical & Trades (Continued)		
SC16000016	Groundskeeper	Cuts and maintains lawns and/or grass. Rakes and maintains leaves, plants, flowers, trees or shrubs. Determines the appropriate plants or shrubs for walkways or garden areas. Provides grounds maintenance in all seasons. May be responsible for light snow removal. Arranges for larger scale snow or dirt removal. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.
SC16000023	General Maintenance Worker I	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
SC16000024	General Maintenance Worker II	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. May require a high school diploma and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
SC16000025	General Maintenance Worker III	Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Requires a high school diploma and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.
SC16000028	HVAC Mechanic III	Performs maintenance and service repairs on heating, ventilating, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Requires a high school diploma or its equivalent. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

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Job Code	Job Title	Job Description
Technical & Trades (Continued)		
SC1600081	Maintenance Supervisor	Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. May be involved in new construction or modification of existing properties. Requires a high school diploma or its equivalent. May be required to meet certain certifications in field. Requires at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
SC1600212	Security Guard	Periodically patrols buildings and grounds of industrial plants, commercial establishments, docks, logging camp areas, or work sites. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is expected.