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STANDARD POSITION DESCRIPTION

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Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Date Allocated: May 13, 1943

Title: ASSISTANT FARM SUPERINTENDENT

CAF-9

Description:

Under the supervision of the Farm Superintendent, is responsible for one or more major phases of agricultural operations, such as vegetable and feed crop production, livestock and poultry production, and the like.

Assists in the planning and is responsible for the successful execution of the phases of the agricultural program to which he is assigned. With the advice of his supervisors, determines the proper time and methods of planting, cultivating and harvesting crops or the proper methods of feeding, care and management of livestock.

Is responsible for activities involving the processing, storing, packing and shipping of vegetables and livestock products.

Supervises and directs the activities of subordinates who are engaged in the phases of work for which he is responsible. Instructs and trains laborers in the use of various tools and equipment, and in the proper methods of performing the duties to which they are assigned.

Desirable Qualifications:

Education:

Graduation from an Agricultural College or from a recognized college with a major in Agriculture. Qualifying experience may be substituted for the educational requirements on a year for year basis.

Experience:

Three years of successful experience in planning and operating extensive farming areas involving truck crops, feed crops, livestock and poultry production, and the like.

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STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior	Position Code: 3-a-541
War Relocation Authority	3-b-515
Relocation Center	3-c-554
Operations Division	3-e-524
Agriculture Section (541)	Date Approved 1-1-44
Industry Section (515)	1-1-44
Engineering Section (554)	" " 10-1-43
Motor Transport and	1-1-44
Maintenance Section (524)	Salary: \$19

Title: HEAVY POWER EQUIPMENT OPERATOR*

Description:

Operates heavy power equipment such as draglines, bull dozers, and motor patrol vehicles. Makes minor repairs and adjustments. Performs related duties as assigned.

Note: This job description is to be used in all four Sections of the Operations Division mentioned above.

* Supersedes previous description for Heavy Power Equipment Operator. Code Number unchanged.

STANDARD POSITION DESCRIPTION

(Evacuse Only)

Department of the Interior	Position Code: 3-a-544
War Relocation Authority	3-c-570
Relocation Center	3-e-528
Operations Division	Date Approved: 4-19-44
Agriculture Section (3-a-544)	
Engineering Section (3-c-570)	
Motor Transport &	
Maintenance Section (3-e-528)	Salary: \$19

Title: EQUIPMENT OPERATOR FOREMAN

Description:

Supervises a group of equipment operators in the use of various types of equipment, such as wheel tractors, caterpillar tractors, combines, bulldozers, etc. Assigns equipment to operators and instructs operators in the use and care of the equipment. Inspects equipment to determine adequacy of maintenance and need of repair. Supervises operators in making minor repairs and adjustments in the field. Directs a routine checking of oil, water, grease, etc. Performs related duties as assigned.

Minimum Qualifications:

Possession of a valid license issued by center vehicle licensing authority.

Desirable Qualifications:

Experience in the supervision and training of equipment operators.

STANDARD POSITION DESCRIPTIONS

(Effective July)

Department of the Interior	Position Code:	3-a-535
War Relocation Authority		or
Relocation Center		3-a-536
Operations Division		or
Agriculture Section (545)		3-a-537
or		
Industry Section (501)	Date Approved:	1-1-48
or	Salary:	\$19
Engineering Section (572)		
Construction and Maintenance Unit		

Title: PLANT SUPERVISOR

Description:

Under general supervision is in charge of the manufacture or processing of a product to be used at the center. Plans the details and supervises the work of foremen and workers under them. Directs the maintenance of production reports and the like. Performs related duties as assigned.

Note: This supersedes descriptions for positions of the same title established in the sections named above.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior	Position Code:	3-b-502
War Relocation Authority		or
Relocation Center		2-d-516
Operations Division		or
Industry Section (502)		4-a-529
or		
Community Management Division	Date Approved:	10-1-44
Welfare Section (516)	Salary:	\$19
or		
Administrative Management Division		
Mess Operations Section (529)		

Title: UNIT FOREMAN

Description:

Under supervision is in charge of a group of workers, unskilled or semi-skilled engaged in a type of production or manufacturing work approved for the center, such as clothing manufacture, food preservation, etc. Performs related duties as assigned.

Note: This description supersedes separate descriptions of the same title previously approved for the several sections.

War Relocation Authority
Evacuee Project Employment
Operations Division
Industry Section

Position: 3-b-503
Salary: \$19
Date: 7-1-43

TECHNICIAN

Under the direction of the Manufacturing Superintendent, provides technical
advise and services in the manufacture of products made.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior	Position Code:	2-d-517
War Relocation Authority		or
Relocation Center		3-b-504
Community Management Division		or
Welfare Section	(517)	3-c-573
or	Date Approved:	10-1-44
Operations Division	Salary:	\$16
Industry Section	(504)	
or		
Engineering Section		
Construction and Maintenance Unit	(573)	

Title: INDUSTRIAL WORKER

Description:

Under the direction of the Unit Foreman or the Plant Supervisor performs operations concerned in the manufacture or production of products such as clothes, processed foods, silk screen processing, etc.

Note: This description supersedes the several descriptions for positions of the same title established in the sections shown above.

War Relocation Authority
Evacuee Project Employment
Operations Division
Industry Section

Position: 3-b-505

Salary: \$16

Date: 7-1-43

REPAIRMAN

Under the direction of the Plant Supervisor, repairs and reconditions machinery and tools used in the industrial section.

War Relocation Authority
Relocation Center
Operations Division
Industry Section

Position: 3-b-509
Salary: \$16
Date: 1-1-44

MODEL BUILDER

Under the supervision of a Unit Foreman is engaged in one or more phases involved in the construction of model ships in a shop operated for the United States Navy, in conjunction with their pilot training and ship identification programs.

Performs related duties as assigned.

War Relocation Authority
Relocation Center
Industry Section
Operations Division

Position: 3-b-510
Salary: \$16
Date: 1-1-44

DRAFTSMAN

Prepares complete and accurate working plans and detail drawings according to specified dimensions from rough sketches or notes, prepared by the Engineer. Makes sketch, checking dimensions of parts to one another and of various parts to the whole. Submits to Engineer and makes any change necessary. Makes tracings on tissue. Prepares material lists from plans. Performs related duties as assigned.

War Relocation Authority
Relocation Center
Operations Division
Industry Section

Position: 3-b-516
Salary: \$19
Date: 1-1-44

SENIOR ARTIST

Performs the more difficult and technical operation involved in the preparation of silk screen posters. May supervise and direct Junior Artists in other operations involved in the preparation of silk screen posters.

Performs related duties as assigned.

War Relocation Authority
Relocation Authority
Operations Division
Industry Section

Position: 3-b-517
Salary: \$16
Date: 1-1-44

JUNIOR ARTIST

Under the supervision of a Senior Artist performs fairly routine operations involved in the preparation of silk screen posters.

Performs related duties as assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Design and Drafting

Position: 3-c-509
Salary: \$16
Date: 7-1-43

DRAFTSMAN

Prepares complete and accurate working plans and detail drawings according to specified dimensions from rough sketches or notes, prepared by the Engineer. Makes final sketch, checking dimensions of parts to one another and of various parts to the whole. Submits to Engineer and makes any change necessary. Makes tracings on tissues. Prepares material lists from plans.

War Relocation Authority
Relocation Center
Operations Division
Engineering Section
Design and Drafting Unit

Position: 3-c-546
Salary: 19.
Date: 3-c-546

DRAFTING FOREMAN

Supervises Draftmen preparing complete and accurate working plans and detailed drawings, according to specified dimensions from rough sketches and notes prepared by the engineer. Reviews sketches, tracings and material lists prepared by draftmen before submission to engineers.

Performs related duties as assigned.

Minimum Qualifications:

Proficiency in the use of drafting equipment and materials.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-c-560
Date Approved: 1-1-44
Salary: \$19

Title: ARCHITECT

Description:

Under the supervision of the Design Engineer, with limited latitude for independent or unreviewed action or decision, performs architectural planning and preparation of sketches and drawings for engineering work in the center.

Consults with engineers within the Section and with operating officials regarding the engineering to be performed and the architectural designing needed in connection with that work. Plans and advises the center engineers on the design and location of buildings, grounds, machinery and equipment. Develops, from sketches and data prepared by others, including general features of the design and structural outline, scale drawings, including floor plans, elevations, sections, and scale details for new buildings and for remodeling and extension of other buildings. Prepares, with the assistance of a group of draftsmen under his supervision, full-sized detailed drawings and, in conjunction with the engineers of the unit, cost estimates of the above.

The incumbent, on the basis of frequent field trips to the various engineering projects under construction within the center, prepares periodic reports covering progress and accuracy of construction for submission to higher authority.

The incumbent receives specific instructions with each new assignment and procures current work in close collaboration with engineers of the Section. Completed work is reviewed for accuracy and completeness.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-a-564
Date Approved: 4-1-44
Salary: \$19

Title: ENGINEER

Description:

Performs work of a professional level in a field of engineering such as civil engineering, sanitary engineering, mechanical engineering or chemical engineering.

Supervises employees on engineering locations. Directs and assigns employees engaged in engineering design. Supervises the employees operating complex equipment such as water equipment, heating equipment and sewage disposal and treatment equipment.

Performs related duties as assigned.

Desirable Qualifications:

Completion of a four year course in an accredited university in the field of specialization.

Experience in work of a professional level in the fields of specialization may be substituted for desirable training on a year-for-year basis.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-c-565
Date Approved: 4-1-44
Salary: \$19

Title: SENIOR CLERK _____

Description:

Under the supervision of the Office Engineer, supervises the performance of the clerical work of the office. Directs the routing of documents, compilation and maintenance of records, preparation of reports, tables and analyses and similar activities. Formulates and installs procedures. Reviews work of and trains clerks, clerk-typist and clerk-stenographers in the office. Performs related duties as assigned.

Desirable Qualifications:

Experience in the management of an office including supervision of clerical assistants, formulation and installation of record-keeping and office procedures, and similar duties.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit

Position: 3-c-513
Salary: \$16
Date: 7-1-43

ENGINEER'S ASSISTANT

Acts as assistant to the Irrigation or Sanitary Engineer in
performing such duties as may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center

Position Code: 900
Date Approved: 1-1-44
Salary: \$16

Division
Section

Title: CLERK-TYPIST

Description:

Performs a variety of typing and clerical duties which may require some interpretation of prescribed policies and procedures. May supervise a small number of clerks, clerk-typists and/or stenographers by assigning and reviewing work.

Performs related duties as assigned.

Desirable Qualifications:

1. Ability to type from straight copy at 50 words a minute. (Should type at least 40 words a minute from a complicated rough draft, with marginal instructions, inserts, etc.)
2. Good knowledge of grammar, spelling, general office forms and correspondence format.
3. Ability to compose routine letters, such as letter of acknowledgement, transmittal letters, etc.
4. Good knowledge of office methods and procedures with ability to set up an office filing system, maintain a regular flow of work, train new employees in office practices, etc.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center

Position Code: 901
Date Approved: 1-1-44
Salary: \$16

Division
Section

Title: CLERK-STENOGRAPHER

Description :

Performs a variety of stenographic, typing and clerical duties, which may require some interpretation of prescribed policies and procedures. May supervise a small number of clerks, clerk-typists and/or stenographers by assigning and reviewing work.

Performs related duties as assigned.

Desirable Qualifications:

1. Ability to take in shorthand dictation at the rate of 96 words a minute, including taking notes of telephone conversations, conferences, etc., and preparing abstracts of matter taken.
2. Ability to transcribe accurately with a speed of 45 words a minute.
3. Good knowledge of grammar, spelling, general office forms and correspondence format.
4. Ability to compose routine letters, such as letters of acknowledgement, transmittal letters, etc.
5. Good knowledge of office methods and procedures with ability to set up an office filing system, maintain a regular flow of work, train new employees in office practices, etc.

STANDARD POSITION DESCRIPTION
(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center

Position Code: 902
Date Approved: 1-1-44
Salary: \$16

Division
Section

Title: CLERK

Description:

Performs a variety of clerical duties which may require some interpretation of prescribed policies and procedures. May supervise a small number of clerks, clerk typists and/or stenographers by assigning and reviewing work. May occasionally do incidental typing.

Performs related duties as assigned.

Desirable Qualifications:

1. Good knowledge of general office forms.
2. Good knowledge of office methods and procedures with ability to set up an office filing system, maintain a regular flow of work, train new employees in office practices and equipment used, etc.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Office Unit

Position: 3-a-501
Salary: \$19
Date 7-1-43

OFFICE MANAGER

1. Oversees all the work on farm records, co-ordinating the work of the bookkeeper, cost clerk, storekeepers and timekeepers.
2. Takes care of all correspondence in and out of the Project pertaining to records and reports and the documentation and routing of in-coming record reports.
3. Prepares weekly, monthly, and other periodic reports for Washington on crop progress, harvest and distribution, livestock activity, etc.
4. Records all distributive costs in the operation of the livestock projects---dairy, hog, cattle, poultry, apiary, and horses and mules and all costs in the operation of the packing shed.
5. Advises on problems of cost accounting and property control as well as of labor conditions, timekeeping, and individual complaints.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Office Unit

Position: 3-a-505
Salary: \$16
Date: 7-1-43

SENIOR BOOKKEEPER

Keeps subsidiary ledger books for each unit, i.e. farms, livestock nursery, packing shed, slaughter house. Keeps records of production from all farm units and requisitions for supplies made by units. Closes books and makes monthly statements. Reports to the Office Manager.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Farm Unit

Position: 3-a-508
Salary: \$19
Date: 7-1-43

FARM UNIT FOREMAN

Supervision over unit consisting of 5 to 15 farms producing vegetables and/or grain and feed. Supervises a work force consisting of a supervising farmer for each farm and the number of farm workers necessary for each farm. Is responsible for:

1. Cultivation of crops from time seeds are issued through harvesting. Through water-master orders proper amount of water for irrigation and through insecticide unit requisitions the needed amount.
2. Care and use of small equipment assigned to the unit.
3. Receives notification from packing house of mess hall needs and shipping dates and harvests crops accordingly.
4. Requisitions necessary supplies, seeds, and equipment from administrative unit of agriculture division.
5. Maintains crops records for unit use showing dates of planting, etc.
6. Is under the immediate supervision of the Farm Superintendent.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Farm Unit

Position: 3-a-509
Salary: \$16
Date: 7-1-43

FARMER

Under the immediate supervision of Unit Foreman, has direct supervision of one farm of vegetables and/or grain of from 300 to 900 acres and of the required number of farm workers. Is responsible for the cultivation of crops and receives instructions on planting, irrigation and harvesting from Unit Foreman.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Farm Unit

Position: 3-a-510
Salary: \$16
Date: 7-1-43

FARM WORKER

Under immediate supervision of farmer, performs general farm duties on vegetable and/or grain farm. Operates farm equipment including truck driving, performs duties of irrigator, duster, or carpenter as required. When necessary, shifts to help on other farms or units.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Farm unit

Position: 3-a-511
Salary: \$16
Date: 7-1-43

IRRIGATOR

Floods crop areas by opening and closing water traps.
Determines amount of water needed for different soil,
seasons or stage of growth of crops, reports to the Unit
Foreman.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Farm Unit

Position: 3-a-512
Salary: \$16
Date: 7-1-43

FENCE CREW

At the direction of the Farm Unit Foreman, builds fences on farm where specified: patrols fences to see if in order and makes repairs where necessary. Is under immediate supervision of the Foreman of the farm where working.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Livestock Unit

Position: 3-a-515
Salary: \$19
Date: 7-1-43

LIVESTOCK SUPERINTENDENT

Directs the work of the Unit Foreman in cattle, dairy, swine and poultry units. Determines extent of production in each unit and checks on results obtained.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Livestock Unit

Position: 3-a-516
Salary: \$19
Date: 7-1-43

LIVESTOCK UNIT FOREMAN

Has charge of a livestock unit of beef or dairy cattle, swine or poultry and supervises the necessary number of livestock workers:

1. Beef Production: Has charge of beef cattle on pasture. Responsible for tending, feeding, and watering cattle; repairing fences; control of disease; branding and de-horning and determining those to be slaughtered. Also has charge of saddle horses, mules, and equipment used on ranges.
2. Milking Barn: Has charge of managing dairy herd, milkers. Responsible for feeding, sanitation of milking operations and equipment, training of milkers, maintaining herd's production records. Handles herd of approximately 300 cows and supervises 20 milkers.
3. Milk Room: Has charge of cooling, pasteurizing and storing of milk and delivering to mess halls. Responsible for all equipment used in above and sterilization of equipment. Keeps necessary records. Trains workers in methods and

techniques of milk room.

4. Dairy Herd: Has charge of all cows in production and dry cows in pasture. Charge of all breeding and breeding records, feeding and care of calves, growing out of calves and heifers, production of silage, disease control and sanitation, hauling hay and grain from field.
5. Swine Fattening herd: Has charge of approximately 200 feeder hogs. Responsible for feeding (grain and garbage) repair of fences and equipment, sanitation, providing shade and shelter. Selecting hogs for slaughtering.
6. Swine Breeding Herd: Has charge of approximately 300 brood sows, breeding, pasturing, farrowing houses, farrowings, feeding and care of sows and litter through weaning, casting, vaccinating, sanitation, and disease control, growing out gilts to replace brood sow herd.
7. Egg Production: Has charge of all laying hens (approximately 1200). Care and management, feeding, culling, housing, care of equipment, disease and sanitation problems. Grading and distribution of eggs. Trains staff in egg production methods and techniques.
8. Brooding: Has charge of brooding all chicks, both those raised for replacement of setting hens and those for meat. Manages feeding, breeding, equipment, determining of size of next year's flock, disease control and sanitation.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Livestock Unit

Position: 3-a-517
Salary: \$16
Date: 7-1-43

LIVESTOCK WORKER

Under the immediate direction of the particular Livestock Unit Foreman, performs assigned duties in the cattle, ~~x~~wine, or poultry units.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Nursery Unit

Position: 3-a-518
Salary: \$19
Date: 7-1-43

NURSERY FOREMAN

Under the supervision of the Farm Superintendent, has supervision of nurseries and nursery acreage, hot-houses, cold-frames, etc., supplying plants for farm and landscaping. Responsible for cross-breeding, grafting and adaption of various plants to conditions on the project. Experiments with various plants to produce new species. Starts plants, field crops, flowers and trees for project use. Distributes same to Farm and Public Works. Checks daily attendance reports for employees of nursery twice daily and submits to timekeeper at close of each day.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Nursery Unit

Position: 3-a-519
Salary: \$16
Date: 7-1-43

NURSERYMAN

Under immediate supervision of nursery foreman, performs necessary work in nursery buildings and acreage, including work with seedlings, slips, trees, and plants for garden and field crops. Assists in the construction and maintenance of buildings and equipment when necessary.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Packing Shed Unit

Position: 3-a-520
Salary: \$19
Date: 7-1-43

PACKING SHED FOREMAN

Has supervision of all packing-shed operations of farm products, and of a packing shed crew of sorters, graders, packers, swamper, and craters. Determines methods of packing and suitable containers. Arranges shipments in accordance with harvest schedules. Reports to Farm Superintendent.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Packing Shed Unit

Position: 3-a-521
Salary: \$16
Date: 7-1-43

PACKING CREW

Under immediate supervision of foreman of packing shed, sorts and packs all farm produce for distribution to mess-halls, ware-houses, or for shipping. This crew includes swampers and truckers who load and unload produce and transport same between farm, packing shed, mess-halls and rail-head. It includes also craters and nailers who prepare produce for shipping. The packing crew may be shifted to farm operations when necessary.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Unit General

Position: 3-a-522
Salary: \$19
Date: 7-1-43

INSECTICIDE

Supervises and mixes insecticides. Keeps record of all the incoming chemicals, the amount used, and checked out as material issuances. Makes occasional field inspection trips, checking up on the crop as to insect injury. Recommends control. Details: The supervision includes what type of insecticide to mix for that day, according to the demand. Mixing operations takes anywhere between 15 minutes to an hour per batch, depending on the type of insecticide. In keeping the records, uses the regular bin cards. The cards should tally with the FM warehouse cards. The field trips are made sometimes once a week other times oftener, depending on the necessity. Usually all the fields are covered. Farmers advise when need for insecticide becomes apparent. Works under the direction of the Agricultural Chemist.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Unit General

Position: 3-a-522
Salary: \$19
Date: 7-1-43

INSECTICIDE

Supervises and mixes insecticides. Keeps record of all the incoming chemicals, the amount used, and checked out as material issuances. Makes occasional field inspection trips, checking up on the crop as to insect injury. Recommends control. Details: The supervision includes what type of insecticide to mix for that day, according to the demand. Mixing operations takes anywhere between 15 minutes to an hour per batch, depending on the type of insecticide. In keeping the records, uses the regular bin cards. The cards should tally with the FM warehouse cards. The field trips are made sometimes once a week other times oftener, depending on the necessity. Usually all the fields are covered. Farmers advise when need for insecticide becomes apparent. Works under the direction of the Agricultural Chemist.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Unit-General

Position: 3-a-523
Salary: \$19
Date: 7-1-43

AGRICULTURAL CHEMIST

Studies insects and their relation to crops and develops methods of control or eradication by spraying, dusting, or other means. Reports to the Farm Superintendent. Supervises Insecticide Crew.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
General Unit
"

Position: 3-a-525
Salary: \$16
Date: 7-1-43

FOOD PRESERVATION WORKER

Under the direction of the appropriate foreman, performs duties concerned with the pickling, preserving, dehydrating, canning, smoking, or other methods of preserving food raised on the project.

War Relocation Authority
Evacuee Project Employment
Operating Division
Agriculture Section
Livestock Unit

Position: 3-a-526
Salary: \$16
Date: 7-1-43

Teamster
JOE SKINNER

Drives mules drawing loaded wagons or farm implements. Works under the direction of the Unit Foreman, responsible for the load.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
General Unit

Position: 3-a-528
Salary: \$19
Date: 7-1-43

SLAUGHTER HOUSE FOREMAN

Is responsible for directing all operations concerned with the slaughtering of hogs and other animals, and preparation of the carcass for the butcher.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
General Unit

Position: 3-a-529
Salary: \$16
Date: 7-1-43

SLAUGHTER HOUSE WORKER

Under the supervision of the slaughter-house foreman, performs all duties concerned with the slaughtering of hogs, and other animals and preparing carcass for the butcher.

War Relocation Authority
Evacuee Project Employment
Operations Division
Agriculture Section
Farm Unit

Position: 3-a-530
Salary: \$19
Date: 7-1-43

FARM SUPERVISOR

Keeps track of all production records of the livestock division. Keeps record of all requisitions. Acts as representative between Farm Superintendent and evacuees. Handles all questions and problems settling himself whenever possible. Assists in instructing the farm hands. Assists in teaching class in livestock practice. Orders necessary supplies for poultry, apiary, and livestock units. Works out labor problems and finds available workers.

STANDARD POSITION DESCRIPTION

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section (532)

Position Code: 3-a-532
4-b-558
Date Approved: 1-1-44
Salary: \$19

or

Administrative Management Division
Supply Section
Mess Operations Unit (558)

Title: FOOD PRESERVATION FOREMAN

Description:

Supervises Food Preservation Workers concerned with the pickling, preserving, dehydrating, canning, smoking, or other methods of preserving food raised at the center. Performs related duties as assigned.

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Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position: 3-a-533
Salary: \$19.
Date: 1-1-44

FARM LIAISON MAN

Serves as liaison between appointive personnel and evacuee personnel of the Agriculture Section. Serves to maintain friendly public relations between the Agriculture Section and the center proper. Maintains close contact with each unit of the Agriculture Section from all points of view. Acts as a leader in agricultural interests in meetings of evacuees. Works closely with issei employees in maintaining relations with appointive staff.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position Code: 3-a-534
Date Approved: 1-1-44
Salary: \$16

Title: WEATHER RECORDER

Description:

Under the supervision of an Assistant Farm Superintendent, makes observations and keeps complete records of weather and climate for use by the United States Weather Bureau Station. Submits such records monthly to the United States Weather Bureau Station.

Prepares records of climate to serve as guides in planning the crop production program on the farms.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Date Allocated: 7-1-44

Title: FOREMAN*

CPC-6

Description:

Under supervision of an Assistant Farm Superintendent supervises and directs a group of workers engaged in a particular phase of work, such as vegetable production, care of livestock, feed crop production, food processing, and the like.

Receives instructions from supervisor but is responsible for organizing work of crew under his supervision. Lays out work. Trains workers in techniques and methods of performing specific job being done.

Maintains necessary crop records showing dates of planting, etc., or similar records and prepares reports of progress.

Instructs workers in the use of farm equipment.

Consults with supervisor in the development of improved techniques and methods and puts them into effect upon approval.

Desirable Qualifications:

Education: Grammar school education or its equivalent.

Experience: Three years, after reaching the age of twenty, of successful experience in crop or livestock production, in sujugation of land or in processing agricultural commodities.

*Superseded description of CPC-6 Foreman position allocated May 13, 1943.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position Code: 3-a-536
Date Approved: 1-1-44
Salary: \$19

Title: WATERMASTER

Description:

Under the supervision of an Assistant Farm Superintendent controls the distribution of all irrigation water to the farm land. Delivers to each unit the water necessary for irrigation. Measures and calculates the amount of water used at each field each month. Prepares monthly water reports.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-504
Date Approved: 10-15-43
Salary: \$16

Title: FIRE INSPECTOR

Description:

Under supervision makes a detailed inspection of an assigned area of the center. Inspects all community buildings and dwellings, including all first-aid and fire-fighting equipment to see that they are in good condition and in their proper positions. Reports conditions found and any violation of regulations in the prescribed manner and reports immediately to Fire Department any serious fire hazard found. Keeps a daily record of inspections and performs such other duties as may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-505
Date Approved: 10-15-43
Salary: \$16

Title: FIREMAN

Description:

Under the direct supervision of the Fire Captain, performs allduties concerned with fire protection, including care of hoses, equipment, and fire station quarters. Takes part in fire drills, and performs other such duties as may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-507
Date Approved: 10-15-43
Salary: \$19

Title: ASSISTANT FIRE CHIEF

Description:

Serves as assistant to the Fire Chief in all matters pertaining to fire protection, and performs such other duties as may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-508
Date Approved: 10-15-43
Salary: \$16

Title: FIRE DEPARTMENT ENGINEER

Description:

Under the supervision of the Fire Captain, serves as driver of the engine. Sees that the engine is in good repair at all times, ready for immediate response to alarms of fire, and, when necessary, reports the need of repairs or adjustments, performs all other duties that may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-509
Date Approved: 10-15-43
Salary: \$16

Title: AUTO FIREMAN

Description:

Under the directions, serves as relief driver and pump operator. Assists in the maintenance and cleaning of engine and equipment. Drives other automotive equipment required for fire protection. Performs such other duties as may be assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Motor Transport and Maintenance Section

Position: 3-e-504
Salary: \$19
Date: 7-1-43

TRUCK DRIVERS' FOREMAN

Supervises all truck drivers, both light and heavy duty.
In charge of bus service within camp and with outside points.
Supervises all outside hauling on projects. Supervises
work of drivers and swappers. Makes out trip schedule for
trucks. Reports to the Motor Pool Supervisor.

W ar Relocation Authority
Evacuee Project Employment
Operations Division
Motor Transport and Maintenance Section

Position: 5-e-509
Salary: \$16
Date: 7-1-43

STATION ATTENDANT

Services cars and trucks with gas, oil, water, etc. When car comes in for servicing, registers number of car, speedometer reading, division to which charged, amount of gas and oil issued. Checks batteries and air-pressure in tires.

War Relocation Authority
Evacuee Project Employment
Operations Division
Motor Transportation Section

Position: 3-e-510
Salary: \$19
Date: 7-1-43

FOREMAN--GARAGE

Supervision of garage and repair shop, repairs all cars and trucks as project. Does complete paint jobs, body work, engine, etc, and general upkeep. Approximately 75 trucks and 25 autos. Reports to Supervisor of Motor Pool This position only occurs where there is no Foreman of mechanics on the appointive staff.

STANDARD POSITION DESCRIPTION

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section
Construction and Maintenance Unit

Date Allocated: 7-1-44

Title: **FOREMAN CARPENTER***

CPC-8

Description:

Under the supervision of the Construction and Maintenance Superintendent, is in charge of a carpentry shop and all carpentry work performed in the center. The incumbent received general directions as to the type of work to be performed from the Construction and Maintenance Superintendent, and is personally responsible for the technical efficiency of the work performed.

Independently plans and lays out the working details of a carpentry shop designed to service and repair all buildings and durable wooden equipment in the center. Supervises and directs the activities of a large group of lower grade carpenters performing such work in the center as constructing, installing, or repairing desks, tables, file shelving and cabinets, the erection of partitions, laying and renewing roofs. Is responsible for the requisitioning, care and custody of such tools, ~~machinery~~ and materials as may be necessary on the carpentry work of the center. Determines what carpentry work shall and must be performed by the carpenters of the section, based upon the requests received from persons in the center and upon personal observation made by inspections.

Desirable Qualifications:

Education: Equivalent to an elementary school education.

Experience: Three years' experience as a journeyman carpenter, including one year involving supervisory duties.

*Supersedes position description allocated 5-13-44 for Carpenter Foreman, CPC-8.

War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position: 3-c-557
Salary: \$19
Date: 1-1-44

WATER CONTROL FOREMAN

Supervises the Water Purification Workers and Water Control Workers, working at the pump house and at the sewage disposal plant. Is on call for 24 hours, and is responsible for the proper operation of the water pump, as well as the sewage plant.

Performs related duties as assigned.

Minimum Qualifications:

A knowledge of the water purification and operation, maintenance, and care of a sewage disposal plant.

War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position: 3-c-559
Salary: \$19
Date: 1-1-44

COMMUNICATIONS FOREMAN

Under the Supervision of the Electrical Engineer, or the Chief Foreman Electrician, supervises the maintenance of telephone lines, on and off the center used by the War Relocation Authority. Supervises the maintenance of switch boards and Voy call systems. Directs evacuee crews of electricians, laborers, and maintenance workers engaged in maintenance of communication lines.

Performs related duties as assigned.

War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position: 3-c-562
Salary: \$19
Date: 1-1-44

MAINTENANCE SUPERVISOR

Under the supervision of the Superintendent of Construction and Maintenance, is responsible for maintaining standards of cleanliness in the quarters and public washrooms. Is also responsible for heating of steam facilities in washrooms and hospitals. Supervises the maintenance of furniture and other personal property issued to the residents. Supervises janitors who have the responsibility of maintaining cleanliness in the washrooms. Makes periodic inspection of all living quarters to determine maintenance needs and makes reports of findings to Superintendent of Construction and Maintenance.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit or
Construction and Maintenance Unit

Date Allocated: 7-1-44

Title: CHIEF FOREMAN CONSTRUCTION*

CPC-10

Description:

Under general supervision is responsible for supervising and directing a large group of laborers engaged in irrigation, drainage, roads, and general construction work, and for providing for their close supervision by a lower-grade foreman. Is in responsible charge of all laborers engaged in such types of construction work as road building, ditch and canal digging, dam and bridge building, the repair of roads, bridges, culverts, the construction and repair of such other public works as may be necessary such as dormitories, warehouses, and the construction and maintenance of water and sewage disposal plants and pipe lines. Supervises a number of lower-grade foremen who in turn are in charge of laborers working on a particular job or in a particular type of work. Is responsible for planning and directing work assignments so that the construction may be performed as effectively and efficiently as possible.

The incumbent receives general instructions as to the work to be performed and specific instructions as to the technical procedures to be followed. The planning and organizing of the entire labor force is independently performed by the incumbent. Work in progress is reviewed only for its technical accuracy as it is exhibited in the construction work performed.

Desirable Qualifications:

Five years experience with direct supervisory responsibility over a crew of more than twenty-five workmen engaged in building and grounds construction including frame structures, concrete work, composition roads and drainage systems.

*Supersedes position description allocated May 13, 1943 for the Chief Construction Foreman position, CPC-10.

STANDARD POSITION DESCRIPTION

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Motor Transport and Maintenance Section

Date Allocated: 7-1-44

Title: SENIOR FOREMAN MECHANIC

CPC-9

Description:

Under the supervision of the Assistant Equipment Maintenance Supervisor is responsible for supervising the work of heavy equipment repair shop.

Supervises appointive and evacuee mechanics, evacuee foremen, machinists and blacksmiths engaged in servicing and repairing all heavy duty equipment and stationary equipment such tractors, bull-dozer, graders cranes, hoists, fire fighting equipment and the like.

Directs and trains evacuee mechanics in the repair and maintenance of automotive and heavy equipment requiring all types of maintenance and repair work. Assists in developing a training program designed to fit evacuees for the duties of heavy equipment repair men.

Is responsible for the maintenance of fire engines and other fire fighting equipment in good condition for immediate use. Is responsible for the custody of repair equipment, such as lathes, torches, hammers, replacement parts and the like.

Operates welding and all other mechanical equipment required in the connection with the equipment repair shop as well as giving instructions in the use of such equipment, performing personally the most difficult tasks requiring skill beyond the ability of evacuee mechanics. Inspects and tests repairs made by lower grade mechanics, machinists and blacksmiths.

Is responsible for maintaining an adequate supply of new parts for all heavy equipment necessary for repairs. Requisitions supplies and parts. Directs the maintenance of records of parts and supplies used, work performed and the like. Devises substitute parts for replacements which are not obtainable on the open market.

Desirable Qualifications:

Education: High School graduation or its equivalent.

Experience: Four years responsible experience in the field of automotive and heavy equipment repair such as is found in the supervision of maintenance shops of large fleet operators of buses and trucks and heavy duty equipment or in a central Government repair shop.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section
or
Engineering Section
Construction and Maintenance Unit

Position Code: 3-d-510
or
3-c-571
Date Approved: 10-1-44
Salary: \$19

Title: SAFETY INSPECTOR

Description:

Under supervision of the Safety Engineer in a relocation center, assists the Safety Engineer in all phases of the Safety Program.

1. Inspects plant for hazards effecting safety of the residents in places of occupation, residence, entertainment, and education.
2. Inspects all transportation equipment in accordance with safety regulations and particularly those units used in transporting persons. Reports all violations of safety regulations to the Safety Committee.
3. Recommends and supervises installation of protective devices on machinery and equipment after such installations are approved by the Safety Committee.
4. Studies each accident to determine its cause and makes recommendations to educate workers to prevent recurrence to similar accident.
5. Keeps records of accident and injury and advises resident employees concerning proper procedure of reporting accident and injury, and also of their rights under the provision of the U. S. Employees Compensation Act.

Note: This position may be filled in only one Section and not in both Sections at one time.

Supersedes description for the position of the same title approved 1-1-44 in the Fire Protection Section.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office of Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-501
Date Approved: 10-15-43
Salary : \$19

Title: FIRE CHIEF

Description:

Under the direction of the Fire Protection Officers, directs the activities of the evacuee fire protection forces in all matters pertaining to fire protection, and performs such other duties that may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Office for Emergency Management
War Relocation Authority
Relocation Center
Operations Division
Fire Protection Section

Position Code: 3-d-502
Date Approved: 10-15-43
Salary: \$19

Title: FIRE CAPTAIN

Description:

Under direction, serves as Commanding Officer of a fire company, including all personnel attached thereto. Enforces rules and regulations. Reports all violations to superior officer. Conducts inspection immediately when coming on duty to see that all apparatus, tools, and equipment are in proper places and in good repair for any emergency. Reports need for repair to equipment or quarters to this superior officer. Keeps the fire station journal, while on duty, which gives in detail all activities of company. Is responsible for the care and operation of the quarters, equipment, and personnel under his jurisdiction. Is always ready to respond to an alarm of fire, with his equipment and personnel. Performs such other duties as may be assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-c-550
Date Approved: 10-1-43
Salary: \$19

Title: FOREMAN HOSPITAL BOILER

Description:

Supervises Hospital Boiler Workers engaged in the maintenance and operation of the entire hospital heating system. Is responsible for the care and operation of mechanical apparatus connected with the heating system.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-c-551
Date Approved: 10-1-43
Salary: \$16

Title: HOSPITAL BOILER WORKER

Description:

Under the supervision of a Foreman Hospital Boiler performs duties relating to the operation, maintenance, and repair of boilers in the center hospital.

Maintains adequate steam heat in the hospital.
Inspects steam heat and sterilizing equipment to keep same in proper working order.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-c-552
Date Approved: 10-1-43
Salary: \$16

Title: HEAVY EQUIPMENT HELPER

Description:

Assists Heavy Equipment Mechanic in making repairs and adjustments to Heavy Equipment used by the Operations Division on the center. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuees Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-a-533
Date Approved: 10-1-43
Salary: \$19

Title: REFRIGERATION SUPERVISOR

Description:

Under the supervision of the Foreman Mechanic, supervises and directs refrigeration mechanics installing, maintaining and repairing refrigeration equipment and using refrigerator air-conditioned units. Performs related duties as assigned.

Minimum Qualifications:

A sound training and knowledge of installation, operation, and maintenance of refrigeration equipment.

War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position: 3-c-547
Salary: \$19
Date: 10-1-43

FOREMAN PAINTER

Supervises Painters engaged in painting the inside and outside of buildings, such as living quarters, hospitals, schools, etc. As required, is assigned to operate a paint spray gun.

Directs the mixing of paint in order to obtain the proper color desired.

Performs related duties as assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-5~~3~~⁴0
Salary: \$16
Date: 7-1-43

SMALL EQUIPMENT REPAIRMAN

Under the supervision of the Foreman Mechanic. Makes repairs on light equipment used on the project (typewriters, sewing machines, etc.)

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-545
Salary: \$16
Date: 7-1-43

MECHANIC (HEAVY EQUIPMENT)

Under the supervision of the Foreman Mechanic, adjusts and repairs heavy equipment used by Operations Division on the center.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit

Position: 3-c-516
Salary: \$16
Date: 7-1-43

IRRIGATION WORKER

Under the immediate supervision of the Senior Construction Foreman, digs irrigation and drainage ditch and keeps ditches free of obstruction. Performs other types of labor as directed.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit

Position: 3-c-518
Salary: \$16
Date: 7-1-43

SURVEY CREW

Under the direction of the Irrigation Engineer, makes engineering investigations on the irrigation, drainage, land conservation and road-building needs of the Center.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-527
Salary: \$19
Date: 7-1-43

CONSTRUCTION FOREMAN

Under the direction of the Assistant Construction Superintendent, supervises the work of skilled and unskilled construction and maintenance workers engaged in the construction or repair of buildings, drainage systems, bridges and related structures.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction & Maintenance Unit

Position: 3-c-529
Salary: \$16
Date: 7-1-43

CONSTRUCTION AND MAINTENANCE WORKER

Under the immediate supervision of the Construction Foreman, performs any type of unskilled labor required in excavation for or erection of building and other structure and the installation of heating, plumbing, and other fixture, painting and other related construction work.

War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position: 3-c-556
Salary: \$19
Date: 1-1-44

CHIEF SURVEYOR

Under the direct supervision of the Irrigation Engineer, supervises and directs survey parties in making engineering investigations on the irrigation, drainage, land conservation, construction of buildings and road construction needs at the center. Is responsible for the accuracy of the work of the surveying party engaged in delivering the exact location and measurements of points, elevations, areas, for the purpose of securing data for construction, map making, etc. Performs related duties as assigned.

Minimum Qualifications:

A thorough knowledge of the use of surveying instruments.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section

Position Code: 3-c-563
Date Approved: 1-1-44
Salary: \$19

Title: WATERMASTER

Description:

Under the supervision of an Irrigation Foreman controls the distributions of all irrigation water to the farm lands. Delivers to each unit the water necessary for irrigation, measures and calculates the amount of water used at each field each month. Prepares monthly water reports.

Performs related duties as assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage, and Roads Unit

Position: 3-c-510
Salary: \$16
Date: 7-1-43

WATER CONTROL OPERATOR (SEWAGE)

Under supervision of Sanitary Engineer, work at sewage disposal plant, performs necessary laborer's duties and keeps borders and irrigation ditches open and flowing. Sewage planters operated on 24 hour basis, using 3 eight hour shifts.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation Drainage and Roads Unit

Position: 3
 K-c-513
Salary: \$16
Date: 7-1-43

ENGINEER'S ASSISTANT

Acts as assistant to the Irrigation or Sanitary Engineer in
performing such duties as may be assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit

Position: 3-c-514
Salary: \$16
Date: 7-1-43

PUMP HOUSE MAN

Under supervision of the Sanitary Engineer, tends and maintains power driven pumps supplying water from storage tanks to all parts of the center. Cleans, greases, oils and adjusts pumps. Helps in necessary repair of pumps of water lines.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit

Position: 3-c-517
Salary: \$16
Date: 7-1-43

WATER PURIFICATION WORKER

Under the immediate direction of the Sanitary Engineer,
purifies water to render it fit for use. Applies chemicals
as directed, starts mixing blades rotating in the tank.
Cleans tanks at stated intervals.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Irrigation, Drainage and Roads Unit

Position: 3-c-519
Salary: \$16
Date: 7-1-43

CARPENTER (HOUSING CONSTRUCTION, HOSPITAL AND MISCELLANEOUS)

Under the supervision of the Carpenter Foreman, cuts, fits, and erects the wooden frame-work, partitions, subflooring, joists and other wooden parts of a building. Installs trim and finish work.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-520
Salary: \$19
Date: 7-1-43

SUPERVISOR OF GROUNDS

Under the direction of the Construction and Maintenance Superintendent is responsible for the planning of all landscaping on the project, for the lay-out and maintenance of trees and shrubs and flowers, for the construction of walks and fences and their repair, and for the disposal of all rubbish and litter.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-521
Salary: \$19
Date: 7-1-43

GARDENER FOREMAN

Under the direction of the Supervisor of grounds, is responsible for the up-keep of grounds surroundings the community buildings. Directs force of gardeners and other workers in grading land, watering and mowing grass , removing refuse and litter, planting and maintaining shrubs and flower beds. Works with the nursery unit in securing shrubs and seedlings.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-522
Salary: \$16
Date: 7-1-43

GARDENER

Under the direction of Gardener Foreman, keeps flowers, trees and grass around the community buildings in good condition. Plants, waters, fertilizes and sprays. Waters and mows grass, rakes leaves and removes litter. Removes snow from paths in winter.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-523
Salary: \$19
Date: 7-1-43

ELECTRICIAN FOREMAN

Under the direction of the Electrical Engineer, supervises the electricians working on installation and wiring of new buildings, and on up-keep and repair of lines and equipment.

War Relocation Authority
Evacuee Project Employment
Operations Division
Construction and Maintenance Unit

Position: 3-c-524
Salary: \$16
Date: 7-1-43

ELECTRICIAN

Under the direction of the Electrician Foreman, installs wiring systems and lighting fixtures in buildings under construction and repairs or alters present installations. May be assigned to maintenance and repair of electrical equipment in the power house.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-525
Salary: \$16
Date: 7-1-43

ELECTRICIAN (HOSPITAL)

Under supervision of Electrician Foreman, keeps electrical equipment in good order and operating condition, replace defective wiring and make connections to new electrical installations.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-526
Salary: \$16
Date: 7-1-43

REFRIGERATION MECHANIC

Under the supervision of the Foreman Mechanic or the Electrician Foreman, installs, maintains and repairs refrigerating equipment used in refrigerators and air conditioning units.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-530
Salary: \$16
Date: 7-1-43

PAINTER

Under the supervision of the Construction Foreman, paints, vanishes, stains or otherwise finishes surfaces of buildings both inside and out.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-531
Salary: \$16
Date: 7-1-43

COMMUNICATION TECHNICIAN

Under the supervision of the Foreman Electrician, installs
and repairs telephone and other communications devises.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-532
Salary: \$19
Date: 7-1-43

PLUMBER FOREMAN

Under the supervision of the Construction Foreman, directs the work of the plumbers engaged in installing gas, water, and sewage disposal pipes and fixtures and in the up-keep and repair of the same.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-533
Salary: \$16
Date: 7-1-43

PLUMBER

Under the immediate supervision of the Foreman Plumber,
installs gas, water, and waste disposal systems. Performs
all operations concerned on this work and makes necessary
repairs.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-534
Salary: \$16
Date: 7-1-43

GREASE MAN

Under the immediate supervision of the Foreman Mechanic, oils and greases the moving parts or wearing surfaces of mechanical equipment used in any form of construction, maintenance, or operation of the center. Performs other duties as required.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-a-535
Salary: \$16
Date: 7-1-43

STORE AND COOLER MAINTENANCE

Under the immediate supervision of Foreman of Janitors, builds and maintains fires in stores and cleans and polishes same. Responsible for securing fuel for stores. Adjusts, cleans and repairs desert coolers. Performs other duties as assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-538
Salary: \$19
Date: 7-18-43

JANITOR FOREMAN

Under the supervision of the Construction and Maintenance Superintendent directs the work of janitors and janitresses in keeping all administrative buildings and the public parts of evacuee quarters in clean and orderly condition.

War Relocation Authority
Evacuee Project Employment
Operations Division
Engineering Section
Construction and Maintenance Unit

Position: 3-c-539
Salary: \$16
Date: 7-1-43

JANITOR AND JANITRESS

Under the immediate supervision of the Janitor Foreman, keeps public parts of evacuee quarters (mess and recreation halls, latrines etc.) and administrative buildings and quarters in clean and orderly condition.

War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position: 3-a-537
Salary: \$19
Date: 1-1-44

FOREMEN HAY HALING CREW

Under the supervision of an Assistant Farm Superintendent supervises a crew cutting, processing and hauling large amounts of hay to feed livestock on the center. During months not suitable for hay processing, supervises fencing crew in building and maintaining all pasture fences.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position Code: 3-a-538
Date Approved: 1-1-44
Salary: \$19

Title: IRRIGATION FOREMAN

Description:

Supervises the activities of the irrigators in flooding crop areas. Supervises the cleaning and repair of irrigation ditches. Performs related duties as assigned.

War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position: 3-a-539
Salary: \$16
Date: 1-1-44

HAY BALER

Under the supervision of the Foreman of the Hay Baling crew, cuts rakes, processes and hauls hay to feed livestock on the center. During months not suitable for hay processing builds and maintains pasture fences and performs miscellaneous duties in connection with pasture maintenance.

Performs related duties as assigned.

War Relocation Authority
Relocation Center
Operations Division
Agriculture Section

Position: 3-a-540
Salary: \$19
Date: 1-1-44

GARBAGE WORKER

Under the supervision of the Livestock Unit Foreman, performs duties in connection with the feeding of garbage and waste to hogs and other livestock.

Performs related duties as assigned.

War Relocation Authority
Relocation Center
Operations Division
Motor Transport and Maintenance Section

Position: 3-e-526
Salary: \$16
Date: 1-1-44

GREASEMAN

Is responsible for the very close inspection of cars and trucks when being lubricated and greased. Analyzes equipment and has conditions corrected before major repairs are necessary. Is responsible for seeing that equipment is lubricated in accordance with the manufacturers' specifications. Performs related duties as assigned.

Minimum Qualifications:

Familiarity with the greasing and servicing of motor equipment.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Engineering Section
Motor Transport & Maintenance Section

Position Code: 3-e-529
Date Approved: 4-26-44
Salary: \$16

Title: CHAUFFEUR

Description:

Under the supervision of the Motor Pool Supervisor, who may detail incumbents to other members of the staff for stated periods of time, operates passenger vehicles on regular or special off-project or on-project trips. As incidental duty may operate light trucks, station wagons or similar vehicles. Performs necessary operating maintenance tasks. Advises mechanics when adjustments or repairs are required. In emergencies makes minor adjustments or repairs. Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior	Position Code: 3-e-530
War Relocation Authority	Date Approved: 7-1-44
Relocation Center	Salary: \$16
Operations Division	
Motor Transport and Maintenance Section	

Title: TRUCK DRIVER*

Drives all types of trucks as required. Drives heavy truck to railheads and warehouses. Picks up freight, subsistence supplies, equipment, etc. Loads and unloads same as required. Checks in freight against purchase or job orders when picked up. Drives workers to farm and outlying construction work. Drive bus to station and between camps. Keeps trucks serviced. Performs related duties as assigned.

* Supersedes positions 3-e-507, Truck Driver, (Light Duty) and 3-e-505, Truck Driver (Heavy Duty) approved 7-1-43.

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STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior Position Code: 3-e-531
War Relocation Authority or
Relocation Center 4-b-512
Operations Division Date Approved: 7-1-44
Motor Transport and Maintenance Section or

Administrative Management Division
Mess Operations Section

Title: DISPATCHER*

Keeps records of all trucks or passenger cars going out. Makes daily reports of all types from trip tickets. Sends trip tickets to the Motor Pool Supervisor. Keeps records of mileage of each trip. Figures all schedules to make even distribution of work. Routes all trucks. Posts on daily sheet by vehicle number giving full details of trip and division to be charges with operation of vehicles. Checks when returned to motor pool for cleanliness, gas, oil, grease jobs and tires. Has necessary repairs made. Keeps departure sheets signed by person using car.

Performs related duties as assigned.

* Supersedes position descriptions issued 7-1-43, for Dispatcher (Passenger), 3-e-514, Dispatcher (Truck), 3-e-513, and Truck Dispatcher, 4-b-512.

War Relocation Authority
Relocation Center
Operations Division
Motor Transport and Maintenance Section

Position: 3-e-523
Salary \$19
Date: 1-1-44

LABOR FOREMAN

Supervises various crews of workers who are working
at all times on various jobs from a reserve labor pool.

Performs related duties as assigned.

War Relocation Authority
Evacuee Project Employment
Operations Division
Motors Transport and Maintenance Section

Position: 3-e-511
Salary: \$16
Date: 7-1-43

MECHANIC

Under the direction of the Senior Mechanic, overhauls cars and trucks. This includes body and engine work.

War Relocation Authority
Evacuee Project Employment
Operations Division
Motors Transport and Maintenance Section

Position: 3-^e512
Salary: \$16
Date: 7-1-43

UTILITY MAN

Under the immediate direction of the garage foreman. Works on upkeep of cars and trucks. Does grease job, fixes tires, patches tubes, and makes other minor motor repairs. Cleans garage.

STANDARD POSITION DESCRIPTION

(Evacuee only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Motor Transport and Maintenance Section

Position Code: 3-^e519
Date Approved: 10-1-43
Salary: \$19

Title: HEAD PARTS MAN

Description:

Supervises Parts Men in keeping of records of all parts issued and cost of parts. Maintains a running inventory of all parts in the parts room, and compiles data concerning the needs in the garage, so that requisitions may be made out accurately and efficiently.

Minimum Qualifications:

Completion of a recognized mechanic's course and familiarity with automotive parts.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Motor Transport and Maintenance Section

Position Code: 3-e-520
Date Approved: 10-1-43
Salary: \$16

Title: PARTS MAN

Description:

Under the supervision of the Head Parts Man assists in receiving and checking automotive parts to see that proper requisitions and all pertinent information is included before parts are checked out. Assists in keeping the proper records of all transactions. Sees that stock is kept in proper places.

Performs related duties as assigned.

Minimum Qualifications:

Familiarity with automotive parts, and previous experience in the handling and taking care of repair parts and records.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division

Motor Transport and Maintenance Section

Position Code: 3-e-521
Date Approved: 1-1-44
Salary: \$19

Title: DISPOSAL FOREMAN

Description:

Supervises trucks and drivers with crews of men who
care for daily garbage disposal.

Performs related duties as assigned.

STANDARD POSITION DESCRIPTION

(Evacuee Only)

Department of the Interior
War Relocation Authority
Relocation Center
Operations Division
Motor Transport and Maintenance Section

Position Code: 3-e-522
Date Approved: 1-1-44
Salary: \$16

Title: LABORER

Description:

Under the supervision of the Laborer Foreman, performs duties of all kinds on the center. Serves as part of a reserve labor pool to be called upon for such duties as unfreezing of water mains, digging ditches, installation of water system, burning brush, building fences and other various miscellaneous jobs.

Performs related duties as assigned.