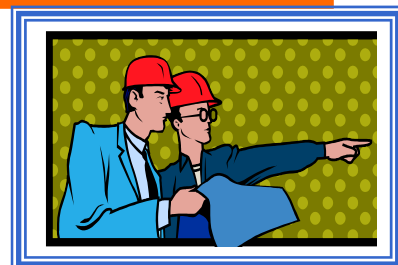


CAN YOU MATCH IT?



Match the job description to the occupation title.

Find the job description on pages 2 & 3 that best describes the occupation on page one. Each job description has a number. Place the job description number in the box next to the occupation.

OCCUPATION

Account/Auditors	
Architects	
Buyer	
Carpenter	
Electrician	
First Line Supervisor	
Heating, Air-Conditioning & Refrigeration	
Helper	
Landscaper	
Loan Clerk, Credit Authorizer/ Checker/Clerk	
Manufacturer's and Wholesale Sales Representative	
Mason	
Office Clerk	
Paralegal	
Payroll Technician	
Plumber	
Procurement Clerk	

NUMBER**JOB DESCRIPTION****1**

This person working in the residential construction industry installs and repairs the water, waste disposal, drainage, and gas systems in homes. In addition, they also install fixtures – bathtubs, showers, sinks, etc. – and appliances such as dishwashers and water heaters.

2

This person operates a variety of equipment used at residential construction sites. They may sort finished products, keep records of machine processes, report malfunctions to operators, and clean machinery after use. In addition, they may also assist other craft workers in performing their duties.

3

It is the responsibility of this person to ensure proficiency and accuracy related to the preparation and distribution of employees wages. In the residential construction industry, management, independent contractors, and support staff require the services of this position. The person is also required to research and correct discrepancies or errors connected with payments made to employees.

4

An essential feature of every newly constructed home is the yard. This person affiliated with residential construction transport and plant vegetation. They also mulch, fertilize, water, and prune flowering plants, trees, and shrubs, and mow and water lawns.

5

It is the responsibility of this person to obtain the highest quality merchandise at the lowest possible cost for entities such as the residential construction industry. They purchase goods and services for the employer. These services include the purchasing of building materials and identifying suppliers.

6

This person's primary duties are to interest buyers and purchasing agents in their merchandise. Individuals engaged in the sales of machinery, equipment and supplies frequently sell to the residential construction industry. The ability to work well with customers is an essential responsibility to enable addressing any client questions and concerns.

7

This person provides professional services to individuals and organizations planning a construction project. They may be involved in all phases of development, from the initial discussion with the client through the entire construction process. Their duties require specific skills—designing, engineering, managing, supervising, and communicating with clients and builders. Although they have traditionally used pencil and paper to produce design and construction drawings, they are increasingly turning to computer-aided design and drafting (CADD) technology for these important tasks.

Licensing requirements include a professional degree in the field, a period of practical training or internship, and passing all divisions of the Registration Examination.

NUMBER**JOB DESCRIPTION****8**

This person must be able to maintain, diagnose, and correct problems throughout the entire heating, air-conditioning, and/or refrigeration systems. Although they are trained to do both functions, technicians often specialize in either installation or maintenance and repair. New technology, in the form of cellular “Web” phones that allow technicians to tap into the Internet, may soon affect the way technicians diagnose problems.

9

This person performs a variety of clerical tasks. This individual should be able to function well in a team environment, have good communication skills, be detail-oriented, and adaptable. The responsibilities may include operating office equipment, preparing mailings, answering telephones, taking inventory and other duties unique to the employer.

10

This person assists attorneys with their day-to-day functions. They organize and track files making documents available and accessible to attorneys. Specific duties differ based on where they are employed. For example, if specializing in real estate they may deal exclusively with contracts and mortgages.

11

The person holding one of these jobs is responsible for obtaining and reviewing information that will determine the creditworthiness of applicants. They handle mortgage loans, they are required to process the paperwork associated with the loan, plus order appraisals on property and set up escrow accounts where applicable when affiliated with the home building industry.

12

This person employed by a building contractor must perform a variety of tasks associated with new construction, such as framing walls and partitions, putting in doors and windows, building stairs, laying hardwood floors, and hanging kitchen cabinets.

13

The primary task of this person is to ensure that workers, equipment, and materials are used properly to maximize productivity. Responsibilities include: training new workers, meeting scheduled performance deadlines, managing quantity and quality of work, and maintaining an efficient and safe work environment.

14

This person continues to carry out the fundamental tasks of the occupation—prepare, analyze, and verify financial documents in order to provide information to clients. They record and analyze the financial information of the companies for which they work. Other responsibilities include budgeting, performance evaluation, cost management, and asset management. They are usually part of executive teams involved in strategic planning or new product development.

This person draws up purchase orders to obtain merchandise or materials. They should

NUMBER**JOB DESCRIPTION****15**

have a basic knowledge of procurement laws and regulations, sources of supply and methods/procedures to purchase goods and services Due to the high volume of merchandise that is ordered for new construction, this becomes an essential support role in the office of a residential construction employer.

16

This person working in the residential construction industry installs, connects, tests, and maintains electrical systems. Working with blueprints to indicate the location of circuits, outlets, load centers, panel boards, and other equipment is an essential part of the job.

17

As part of the building trade industry this person works with concrete, which is one of the most common and durable materials used in construction jobs. Among the items masons construct are decorative patios, floors, and sidewalks.

Information Reference:

U.S. Department of Labor, Bureau of Labor Statistics – Occupational Outlook Handbook