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U. S. Revenue, Room 141. P. O. Box 1928.

Light-House Establishment,

Office of Engineer, First and Second Districts,

To Inclosures.

Boston, Mass., 28 October, 1896.

Subject:
Circular letter 24 Sept.,'96
Qualifications of employes.

The Light-House Board,

Washington, D.C.

Sirs:

Referring to the Board's circular letter of 24 September,'96, relating to the qualifications of employes, I have the honor to submit the following report giving the qualifications required of the employes under my direction:

Superintendents. Senior.

Should have had long experience in Light-House Service in all its branches, and a thorough knowledge of all branches of practical engineering incidental thereto. Should be able to make surveys, computations and drawings. Should be familiar with the local peculiarities of the different harbors. Should have skill and judgment in organizing working parties, and in selecting materials; should be familiar with Light-House regulations.

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Superintendents. Junior.

Should have a theoretical knowledge of civil, mechanical and electrical engineering. Practical knowledge of draughting and shop work. Knowledge of Light-House regulations.

Draftsman.

Should have a practical knowledge of architectural and mechanical drawing, and be capable of making designs for buildings required in the service. Should be able to plot surveys, etc., and make topographical drawings of all kinds, and any other incidental to the work in the first and second districts.

Master mechanic.

Should have had long experience in the Light-House Service, and be able to -

Make machinery from drawings, and lay out work for others at shop and stations; make estimates of cost of work; design and make working drawings of machinery required in Light-House work; make repairs to boilers and to steam and caloric engines; and adjust fog-signals generally. Should have a knowledge of Light-House regulations. Should have a thorough knowledge of the different lamps and illuminating apparatus in use in the first and second districts, and be able to repair them.

Machinist. (formerly lampist)

Should have had long experience in Light-House Service, and be able to -

Make repairs to all parts of illuminating apparatus and fog-signal machinery. Should have good judgment in selecting and handling men. Should have a knowledge of Light-House regulations.

Storekeeper.

Should have had long experience in Light-House work; good judgment in inspecting materials and preparing loads for tenders. Should be able to oversee the manufacture of articles to be sent to stations. Should be able to repair tools, etc. Should have a good general knowledge of business methods. Should have a knowledge of Light-House regulations. Should be familiar with local requirements of all the stations in the first district.

Chief clerk.

Should know all regulations and circulars of the Light-House Establishment in order to judge whether papers are made out correctly. Should be able to take charge of the accounts and keep the books required by the Light-House Establishment. Should be able to make out contracts. Should have a general knowledge of business methods. Should have good administrative ability.

Correspondence clerk.

Should have had experience in writing official as well as ordinary letters. Should be able to make out reports. Should have a knowledge of Light-House regulations and a general knowledge of laws relating to acquisition of titles of land required in the first and second Districts, and of decisions of Comptroller of the Treasury relating to Light-House Establishment. Should have a general knowledge of business methods. Should be able to use typewriter. Should have good administrative ability.

Voucher clerk.

Should have had experience in making out vouchers from bills, making out property returns and be able to keep the order or requisition book. Knowledge of Light-House Regulations. Should be able to use typewriter.

Junior clerk.

Should be a rapid typewriter and be able to make out vouchers. Should have had experience in indexing letter books. Should have a knowledge of Light-House regulations.

Messenger.

Should be neat, honest, quick and industrious.

Tender Myrtle.

Master.

A licensed pilot. A knowledge of navigation. Should have a thorough knowledge of the coast of the first and second districts. Good judgment in handling and sailing vessel. Knowledge of Light-House regulations.

Mate.

A licensed pilot. Should have a good knowledge of coast of the first and second districts. Should understand rigging purchases; be a good boatman, and have good judgment in handling men, and in landing materials from working boats in all kinds of weather. Should understand thoroughly the loading and unloading of the tender.

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Engineer.

Should have the requirements of a licensed engineer in the merchant service for this class of vessel.

Assistant Engineer.

Should have the requirements of a licensed assistant engineer in merchant service for this class of vessel.

Inspector for Works built by contract.

Should have a fundamental knowledge of civil engineering, and a good practical knowledge of construction in all its details; should be familiar with Light-House structures and the different materials used in building them.

Respectfully yours,

W. A. Livermore

Major of Engineers, U.S.Army,

Engineer 1st and 2d Light-House Districts.