



# GSA MULTIPLE AWARD SCHEDULE AND RATES

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# ABOUT US

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Founded in 1986, CMI Management provides services to government and commercial clients in the areas of:

- [FACILITIES MANAGEMENT](#)
- [RECORDS/ADMIN SUPPORT](#)
- [WORKFORCE DEVELOPMENT](#)

CMI brings big business capacity and small business agility. We pride ourselves in our experience in staffing and managing multiple locations nationwide and maintaining a robust pipeline of candidates that can be deployed at a moment's notice to fulfill our customers' needs.

In order to maintain a pipeline of clearable and qualified candidates, we proactively recruit and screen candidates on an ongoing basis.

We house thousands of resumes and identify multiple qualified candidates per position and location in our applicant tracking system at any given time.

Our recruitment effort focuses on the needs of our clients to ensure that the best candidates are matched against the requirement to fill vacancies immediately as they occur.

CMI brings exacting attention to quality control, and we use our Six Sigma expertise to focus on continual process improvement, saving clients both time and money, while providing the highest quality.

Our past performance, awards, recognition by numerous organizations, and high client satisfaction proves our performance at meeting and exceeding our clients' requirements.



[@cmi-management-inc](#)



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Alexandria, VA 22312  
(703) 738-5300  
[www.cmimgmt.com](http://www.cmimgmt.com)

# GSA MULTIPLE AWARD SCHEDULE AND RATES

Federal Supply Service

Authorized Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.

The INTERNET address for GSA Advantage is: [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

- MAS - Multiple Award Schedule
- Contract Number: 47QSHA20D002T
  - Base Period of Performance: June 8, 2020 – June 7, 2025
  - Option Period 1 of Performance: June 8, 2025 – June 7, 2030
  - Option Period 2 of Performance: June 8, 2030 – June 7, 2035
  - Option Period 3 of Performance: June 8, 2035 – June 7, 2040
- 561210FAC - Complete Facilities Maintenance and Management
- ANCRA - Ancillary Repair and Alterations
- ANCILLARY - Ancillary Supplies and Services
- OLM - Order-Level Materials
- 561730 - Grounds Maintenance

**Business Size:** Small

**DUNS Number:** 60-261-9223

**Unique Entity ID:** XE68Z7CJJ323

**Contract Administrator:** Shason Yavari

**Phone Number:** (703) 738-5300

**E-mail:** [shason.yavari@cmimgmt.com](mailto:shason.yavari@cmimgmt.com)



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# Information for Ordering Agencies and Commercial Vendors

## 1. Table of Awarded Special Item Numbers (SINs):

Item or SIN #	Service
SIN 561210-FAC	Complete Facilities Maintenance and Management
ANCRA	Ancillary Repair and Alterations
ANCILLARY	Ancillary Supplies and Services
OLM	Order-Level Materials
SIN 561730	Grounds Maintenance



# Terms and Conditions

## 2. Maximum Orders:

561210-FAC - \$1,000,000

ANCRA - \$250,000

ANCILLARY - \$250,000

SIN 561730 - \$1,000,000 .

**3. Minimum Orders:** The minimum dollar value of orders to be issued is \$100.00

## 4. Geographic Scope of the Contract:

The geographic scope of the CMI contract to service customers with Complete Facilities Maintenance and Management (SIN 561210-FAC), ANCRA- Ancillary Repair and Alterations, ANCILLARY- Ancillary Supplies and Services, OLM- Order-Level Materials, and Grounds Maintenance (SIN 561730) is the 48 Contiguous States and the District of Columbia (CONUS); and US Government sites outside the Continental United States (OCONUS).

## 5. Points of Production (City, County, and State or Foreign Country):

All services will be provided from CMI Corporate Headquarters, 5285 Shawnee Road, Suite 510 Alexandria, VA 22312

**6. Discounts from Established Price List or Statement of Net Price:** (See price list)

**7. Quantity discounts:** None offered.

**8. Prompt Payment Terms:** N/A

**9a. Notification That Government Purchase Cards are Accepted Below the Micro-Purchase Threshold:** Yes

**9b. Notification that Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold:** Accepted.

**10. Foreign Items:** N/A

**11a. Time of Delivery:** 30 days or as specified in the Task Order

**11b. Expedited Delivery:** As negotiated with ordering agency

**11c. Overnight and 2-Day Delivery:** (Same as 11a)

**11d. Urgent Requirement:** (Same as 11a)

**12. FOB Point:** N/A

**13. Ordering address:** CMI Management 5285 Shawnee Road, Suite 510 Alexandria, VA 22312

# Placement of Orders

(a) The organizations listed below may place orders under this contract. Questions regarding organizations authorized to use this schedule should be directed to the Contracting Officer.

(1) Executive agencies

(2) Other Federal Agencies

(3) Mixed-ownership Government corporations

(4) The District of Columbia

(5) Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1.

(6) Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

(b) Orders may be placed through Electronic Data Interchange (EDI) or mailed in paper form. EDI orders shall be placed using the American National Standards Institute (ANSI) X12 Standard for Electronic Data Interchange (EDI) format.

(c) If the Contractor agrees, GSA's Federal Supply Service (FSS) will place all orders by EDI using computer-to-computer EDI. Subject to the Contractor's agreement, other agencies may place orders by EDI.

(d) When computer-to-computer EDI procedures will be used to place orders, the Contractor shall enter into one or more Trading Partner Agreements (TPA) with each Federal agency placing orders electronically in order to ensure mutual understanding by the parties of certain electronic transaction conventions and to recognize the rights and responsibilities of the parties as they apply to this method of placing orders. The TPA must identify, among other things, the third-party provider(s) through which electronic orders are placed, the transaction sets used, security procedures, and guidelines for implementation. Federal agencies may obtain a sample format to customize as needed from the office specified in (g) below.

(e) The Contractor shall be responsible for providing its own hardware and software necessary to transmit and receive data electronically. Additionally, each party to the TPA shall be responsible for the costs associated with its use of third-party provider services.

(f) Nothing in the TPA will invalidate any part of this contract between the Contractor and the General Services Administration. All terms and conditions of this contract that otherwise would be applicable to a mailed order shall apply to the electronic order.

(g) The basic content and format of the TPA will be provided by:

General Services Administration

Acquisition Operations and Electronic Commerce Center (FCS)

Washington, DC 20406

**Telephone:** (703) 305-7741

Below are the telephone number and Fax number that can be used by Ordering Agencies/Offices to obtain technical and/or ordering information and other assistance:

**Commercial Telephone #:** 703-738-5300

**E-mail:** shason.yavari@cmimgmt.com

## Placement of Orders (continued)

**14. Payment Address:** The payment address to which Government checks should be mailed for payment of proper invoices is as follows:

- CMI Management  
5285 Shawnee Road, Suite 510  
Alexandria, VA 22312

**14a. Contract Administration:**

- Shason Yavari  
703-738-5300  
e-mail: shason.yavari@cmimgmt.com

**15. Warranty Provisions:** Contractor's Standard Commercial Warranty applies.

**16. Export packing charges, if applicable:** N/A

**17. Terms and Conditions of Government Purchase Card Acceptance:** None.

**18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** N/A

**19. Terms and Conditions of Installation, (if applicable):** N/A

**20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**20a. Terms and Conditions for Any Other Services (if applicable):** N/A

**21. List of Service and Distribution Points (if applicable):**

Complete Facilities Maintenance and Management (SIN 561210-FAC), ANCRA- Ancillary Repair and Alterations, ANCILLARY- Ancillary Supplies and Services, OLM- Order-Level Materials, and Grounds Maintenance (SIN 561730) provided by CMI Management will be provided at the Customer's (Federal Agency) Site, unless specifically directed to provide Contractor facility(s).

**22. List of participating dealers (if applicable):** N/A

**23. Preventive Maintenance (if applicable):** N/A

**24.Environmental Attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
N/A

**25. Data Universal Number System (DUNS) Number:** 602619223

**26. Registration in the Central Contractor Registration (CCR/SAM) Database:** Yes.

# CMI CORPORATE OVERVIEW

CMI Management is a proven provider of efficient business, technology and facilities management solutions designed to help government and commercial clients reduce operational costs, operate at optimum performance and access the information needed for daily and long-term productivity.

## **CMI'S CLIENTS RECOGNIZE THE FIRM'S PROVEN KEY ADVANTAGES:**

- Experience managing large, geographically dispersed projects
- Experience handling high volumes of critical information
- Collaboration with a variety of top-notch business partners to provide the right combination of experience and talent for each project
- Highly experienced management and staff with integrity
- Exceptional continuity of staff over the life of long-term projects (95%)
- CMI is qualified to work on mission-critical national security projects

We strive for long-term relationships with our clients by tailoring our services and developing specialized support programs that specifically address our customers' critical business needs while maintaining the strictest principles of conduct, high standards of performance, fair pricing and individual accountability.

## **CMI IS RECOGNIZED FOR ITS GROWTH AND SUCCESSES:**

- Ranked as the 11th fastest growing in Washington Technology Fast 50
- Profiled in Washington Smart CEO Future 50
- Profiled in Entrepreneur Magazine
- Profiled in Minority Enterprise Advocate

## **CMI'S VALUES DRIVE OUR COMMITMENT TO OUR CUSTOMERS, PARTNERS, EMPLOYEES, AND COMMUNITY:**

- Passion for customer satisfaction, reliability, and measurable quality
- Innovation and efficiency to ultimately help our customers improve their operational performance
- Highest standards of integrity, delivering expected results

CMI was founded in 1986 and is headquartered in Alexandria, Virginia.

# Services Offered

CMI Management offers the following: Complete Facilities Maintenance and Management (SIN 561210-FAC), ANCRA- Ancillary Repair and Alterations, ANCILLARY- Ancillary Supplies and Services, OLM- Order-Level Materials, and Grounds Maintenance (SIN 561730). Personnel resumes will be provided to the user Agency upon request. Commercial job titles, requirements, and responsibilities for each service agency are provided on the following pages.

## Ordering Procedure for Services

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates. These procedures will be included in each Federal Supply Schedule, as appropriate. They are included in this contract for the information of prospective offerors.

## Procedures for Services Priced on GSA Schedules at Hourly Rates:

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed-price or ceiling price is fair and reasonable.

This contract is subject to the Service Contract Act, and the place of performance was unknown when the solicitation was issued. The Contracting Officer will request wage determinations for additional places or areas of performance if asked to do so in writing within 15 days of the request.

# When Ordering Services, Offices Shall:

## **1. PREPARE A REQUEST FOR QUOTES:**

a. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

b. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.

c. The request for quotes may request the contractor, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

d. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

## **2. TRANSMIT THE REQUEST FOR QUOTES TO CONTRACTORS:**

a. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractor that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

b. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractor's costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

## **3. EVALUATE QUOTES AND SELECT THE CONTRACTOR TO RECEIVE THE ORDER:**

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs. The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

### **a. Single BPA:**

Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

### **b. Multiple BPAs:**

When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 11.13 above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

# Facilities Management Price List (1 of 2)

ITEM ID	FACILITIES MAINTENANCE LABOR CATEGORIES	Unit of Issue	Price Offered to the Government
001	Property Management Assistant	Hour	\$42.44
002	Supply Technician	Hour	\$45.34
003	Journeyman Air Conditioning Mechanic	Hour	\$59.37
004	Journeyman Electrician	Hour	\$73.80
005	Journeyman Plumber	Hour	\$59.37
006	Journeyman Mechanic	Hour	\$45.00
007	Journeyman Painter	Hour	\$55.48
008	Engineer Class I	Hour	\$76.80
009	Engineer Class III	Hour	\$67.13
010	Maintenance Scheduler/Admin Asst.	Hour	\$38.91
011	Cable Splicer	Hour	\$54.06
012	Carpenter	Hour	\$54.01
013	Carpenters Helper	Hour	\$44.34
014	Carpet Layer	Hour	\$40.56
015	Energy Mgmt Control Tech	Hour	\$66.73
016	Electrician, Maintenance	Hour	\$70.39
017	Electronics Tech, Maintenance I	Hour	\$43.74
018	Electronics Tech, Maintenance II	Hour	\$48.63
019	Electronics Tech, Maintenance III	Hour	\$54.76
020	Heavy Equipment Mechanic	Hour	\$46.37
021	Heavy Equipment Operator	Hour	\$46.37
022	Laborer	Hour	\$33.63
023	Locksmith	Hour	\$42.81
024	Lead Mechanic	Hour	\$56.16
025	Mechanic, Machinery Maintenance	Hour	\$59.83
026	Mason	Hour	\$54.01
027	Maintenance Trades Helper	Hour	\$48.22
028	Office Appliance Repairer	Hour	\$42.81
029	Painter, Maintenance	Hour	\$52.07
030	Pipefitter, Maintenance	Hour	\$58.90
031	Plumber/Steamfitter	Hour	\$58.90
032	Plumbers Helper	Hour	\$47.46
033	Watch Engineer, Day	Hour	\$63.99
034	Watch Engineer, Night	Hour	\$64.96
035	Watch Engineer, Split Shift	Hour	\$64.96
036	Sheet-Metal Worker	Hour	\$44.83
037	Welder, Combination, Maintenance	Hour	\$53.19
038	Boiler Tender	Hour	\$58.90
039	Sewage Plant Operator	Hour	\$53.19
040	Stationery Engineer	Hour	\$60.58
041	Ventilation Equipment Tender	Hour	\$35.52
042	Water Treatment Plant Operator	Hour	\$58.90
043	Alarm Monitor	Hour	\$38.58
044	Civil Engineering Technician	Hour	\$36.76
045	Engineering Technician I	Hour	\$40.30
046	Engineering Technician II	Hour	\$44.55
047	Engineering Technician III	Hour	\$49.85
048	Engineering Technician IV	Hour	\$59.55
049	Environmental Technician	Hour	\$47.27
050	Planner/Estimator	Hour	\$91.02
051	Lead Electrician	Hour	\$79.68
052	HVAC Mechanic	Hour	\$62.31
053	Custodial Supervisor	Hour	\$39.22
054	Custodial Porter	Hour	\$36.70
055	Floor/Carpet Technician I	Hour	\$37.04
056	Floor/Carpet Technician II	Hour	\$40.15
057	Janitor	Hour	\$28.78
058	Window Cleaner	Hour	\$32.72

# Facilities Management Price List (2 of 2)

ITEM ID	FACILITIES MAINTENANCE LABOR CATEGORIES	Unit of Issue	Price Offered to the Government
059	House Keeping Aid I	Hour	\$28.86
060	House Keeping Aid II	Hour	\$30.78
061	Handyman	Hour	\$56.51
062	Grounds Site Supervisor	Hour	\$49.33
063	Grounds Maintenance Laborer	Hour	\$33.11
064	Landscaper	Hour	\$35.06
065	Grounds Worker	Hour	\$33.11
066	Gardener	Hour	\$38.15
067	Tractor/Sweeper Operator	Hour	\$37.65
068	Pest Controller	Hour	\$34.63
069	Dispatcher/Motor Vehicle	Hour	\$38.00
070	Forklift Operator	Hour	\$38.76
071	Snowplow Operator	Hour	\$54.01
072	Tractor Operator	Hour	\$39.16
073	Shipping & Receiving Clerk	Hour	\$31.50
074	Material Handling Laborer	Hour	\$33.11
075	Order Filler	Hour	\$31.54
076	Stock Clerk	Hour	\$31.24
077	Warehouse Specialist	Hour	\$37.17
078	RESERVED	RESERVED	RESERVED
079	Truck Driver, Light Truck or Van	Hour	\$51.13
080	Truck Driver, Medium Truck	Hour	\$51.13
081	Building Services Engineer	Hour	\$67.97
082	Facilities Supervisor	Hour	\$55.80
083	Warehouse Supervisor	Hour	\$55.80
084	Property Manager	Hour	\$86.90
085	Facilities Manager	Hour	\$76.47
086	Sr. Facilities Manager	Hour	\$98.35
087	Engineering Manager	Hour	\$86.19
088	Sr. Engineering Manager	Hour	\$98.35
089	Sr. Principal Engineer	Hour	\$92.26
090	Project Manager	Hour	\$110.48
091	Sr. Project Manager	Hour	\$129.90
092	Deputy Project Manager	Hour	\$80.11
093	Program Director	Hour	\$140.85
094	Quality Control Manager	Hour	\$98.35
095	Director, Project Support	Hour	\$92.26
096	Principal Project Administrator	Hour	\$85.94
097	Project Administrator/Project Control	Hour	\$74.02
098	Operations Manager	Hour	\$70.30
099	Director, Engineering	Hour	\$92.26
100	Elevator Technician	Hour	\$211.58
101	Fire Alarm, Suppression Technician	Hour	\$105.29
102	General Clerk I	Hour	\$29.77
103	General Clerk II	Hour	\$31.98
104	General Clerk III	Hour	\$35.20
105	Switchboard Operator	Hour	\$29.69
106	Materials Coordinator	Hour	\$43.74
107	Desk Clerk	Hour	\$27.98
108	Shuttle Bus Driver	Hour	\$34.92
109	Laundry Lead	Hour	\$43.58
110	Washer, Machine	Hour	\$34.57

# Occupational Classification and Position Description

## 001 PROPERTY MANAGEMENT ASSISTANT

### Minimum/General Experience:

Minimum of 2 years general experience. Familiar with assisting a Property Manager with receiving requests for assistance, preparation of leases and other functions. Must have a working knowledge of word processing, spreadsheets, and work order tracking programs.

### Functional Responsibility:

Responsibilities may include but are not limited to: collection and processing time-and-attendance records, hiring/firing and transfer reports, statistical records and other general record compilation and keeping. May also plan trips for corporate staff and employees including: determining destination, modes of transportation, travel dates, costs accommodations required, and planning company travel, including foreign and domestic travel. Reviews and directs requests and correspondence to assure prompt and proper handling. Receives work order requests and enters into property management software.

### Minimum Education:

High School Diploma or equivalent.

## 002 SUPPLY TECHNICIAN

### Minimum/General Experience:

Five years of similar or related experience with material handling and deployment logistics.

### Functional Responsibility:

Manage deployment preparations including scheduling/coordinating the use of private and Government carriers/resources. Creates freight/cargo load plans and develop route plans. Selects cargo carrier type based on cost/time constraints and special care/handling instructions. Assists with determining strategies for rapid deployment to include utilization of global resources. Develops the methods for reducing the logistics trail and the operational footprint. May require familiarity with hazardous materials transportation regulations on both commercial and Government carriers.

### Minimum Education:

High school diploma or equivalent.

## 003 JOURNEYMAN AIR CONDITIONING MECHANIC

### Minimum/General Experience:

Two years' experience plus completion of formal apprenticeship for HVAC systems.

Functional Responsibility:

Installs, services, and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments utilizing knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units on platform or floor using hand tools, following blueprints or engineering specifications. Fabricates, assembles, and installs ductwork and chassis parts using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system using hand tools. Cuts and bends tubing to correct length and shape using cutting and bending equipment and tools. Cuts and threads pipe using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings, or unions; and solders joints using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuits. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connect control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to ensure proper operation. Tests joints and connections for gas leaks using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair, and service air conditioners ranging from fifteen to twenty tons cooling capacity in offices, warehouses, and small factory buildings.

Minimum Education:

High school diploma or equivalent preferred, plus completion of formal apprenticeship and licensing.

004 JOURNEYMAN ELECTRICIAN

Minimum/General Experience:

Two years' experience plus completion of formal electrician's apprenticeship.

Functional Responsibility:

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education:

High school diploma or equivalent preferred, plus completion of formal electrician's apprenticeship and licensing.

#### 005 JOURNEYMAN PLUMBER

##### Minimum/General Experience:

Two years' experience plus completion of formal apprenticeship program and licensing.

##### Functional Responsibility:

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings using hand tools and power tools. Cuts and threads pipe using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals such as iron, steel, brass and lead, and nonmetals such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, and/or plastic solvent, and caulks joints. Fills pipe system with water or air, and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

##### Minimum Education:

High school diploma or equivalent, plus completion of formal apprenticeship program and licensing as a Plumber.

#### 006 JOURNEYMAN MECHANIC

##### Minimum/General Experience:

Two years' experience plus completion of a formal apprenticeship and certification.

##### Functional Responsibility:

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written

specifications for major repairs or for the production of parts ordered from machine shops; and reassembling machines and making all necessary adjustments for operation. In general, the work of a Journeyman Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education:

High school diploma or equivalent, plus completion of a formal apprenticeship and certification.

## 007 JOURNEYMAN PAINTER

Minimum/General Experience:

Two years' experience as a painter plus completion of a formal apprenticeship as a painter.

Functional Responsibility:

Paints and redecorates walls, woodwork, and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun, roller, or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the Journeyman Painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education:

High school diploma or equivalent preferred.

## 008 ENGINEER CLASS I

Minimum/General Experience:

Two years' experience required in preparing process flow diagrams, material and energy balances, and datasheets; reviewing plans, specifications, material requisitions, vendor prints, and other engineering documents.

Functional Responsibility:

Performs assignments that will develop professional work knowledge and abilities through the application of standard engineering techniques, procedures, and criteria. Exercises limited but increasing judgment in performing assigned tasks. Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer.

Minimum Education:

Bachelor of Science Degree in appropriate Engineering discipline. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

### 009 ENGINEER CLASS III

#### Minimum/General Experience:

Eight or more years' experience in the engineering discipline of the job.

#### Functional Responsibility:

Evaluates, selects, and applies standard engineering methods, techniques, procedures and criteria using independent judgment in making adaptations and modifications. Performs assignments that have clear and specific objectives and require the investigation of a limited number of variables for an engineering discipline. Performs overall systems design and engineering tasks within a discipline that have some degree of complexity. Understands roles played by other disciplines on the project. Participates in reviewing and checking designs, drawings, and data by other engineers or by suppliers. Monitors project controls within discipline. Assists in the on-the-job training of people assigned. Familiar with all Engineering Department procedures and their application to projects. Has knowledge of design standards and guides applicable to the discipline. Devises new approaches to problems, plans, schedules, conducts, and coordinates detailed phases of engineering work, usually in one discipline, within a project or staff group. Performs work that involves conventional engineering practice, but may include complex features such as resolving conflicting design requirements, unsuitability of conventional materials, and/or difficult coordination requirements. Plans, coordinates, or prepares equipment or work specifications, bid evaluations, and award recommendations for equipment.

#### Minimum Education:

Bachelor's degree in Engineering. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS EXPERIENCE IS REQUIRED.

### 010 MAINTENANCE SCHEDULER/ADMINISTRATIVE ASSISTANT

#### Minimum/General Experience:

No experience required.

#### Functional Responsibility:

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

#### Minimum Education:

High school diploma or equivalent.

## 011 CABLE SPLICER

### Minimum/General Experience:

Minimum of two years' experience splicing cable under direct supervision of a senior cable splicer.

### Functional Responsibility:

Installs, maintains, repairs, and modifies cable systems. Uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems. Prepares and installs distribution equipment. Terminates tip cables on main distribution frames. Installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. Ensures techniques, materials, and accomplishments are according to technical standards, and specifications and engineered directives. Locates, repairs, and/or replaces splice cases. Performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies using resistance measurements and pressure gradients. Repairs pressure component assemblies and adjusts pressure contractors. Determines course of signal deterioration in voice and data circuits over cable by using test equipment. Interprets compression meter readings and adjusts controls. Troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

### Minimum Education:

High school diploma or equivalent.

## 012 CARPENTER, MAINTENANCE

### Minimum/General Experience:

Minimum of four years' experience and completion of a formal apprenticeship.

### Functional Responsibility:

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

### Minimum Education:

High school diploma or equivalent and completion of a formal carpentry apprenticeship..

### 013 CARPENTER'S HELPER

#### Minimum/General Experience:

Entry-level position

#### Functional Responsibility:

Assists a maintenance carpenter in performing the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves using a variety of carpenter's hand tools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work under the direct supervision of the maintenance carpenter.

#### Minimum Education:

High school diploma or equivalent.

### 014 CARPET LAYER

#### Minimum/General Experience:

One year of experience as a carpet layer.

#### Functional Responsibility:

Prepares floor by removing old carpet or other covering, then stripping, patching, or cleaning floor. Measures and cuts carpeting to size using carpet knife. Lays padding and places carpeting on top of padding. Cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections. Installs metal edging and metal door strips. May lay carpet tiles, applying adhesive to floor. May transport carpeting to installation site.

#### Minimum Education:

High school diploma or equivalent preferred.

### 015 ENERGY MANAGEMENT CONTROL TECHNICIAN

#### Minimum/General Experience:

5+ years of experience servicing Commercial EMS/BAS automatic temperature control.

#### Functional Responsibility:

Interfaces with commercial building customers and contractors in a professional manner. Performs periodic maintenance on service customers' controls systems (EMS/BAS front end, DDC controllers, end devices, etc.). Responds to customer service calls (emergency, on-site, on-call, and on-line remotely). Troubleshoots and repairs control systems and end devices. Backs up controller programs and BAS

computers/servers. Uses service maintenance software program to document services provided to customers and to receive repair and maintenance assignments. Communicates with the service coordinator for daily assignments. Checks out and commissions controls systems on renovation work as assigned.

**Minimum Education:**

High school diploma or equivalent (Preferred). Vocational High School or technical Associate's Degree preferable or equivalent experience.

**016 ELECTRICIAN, MAINTENANCE**

**Minimum/General Experience:**

Minimum of four years' experience and completion of a formal apprenticeship.

**Functional Responsibility:**

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

**Minimum Education:**

High school diploma or equivalent and completion of a formal Electrician apprenticeship.

**017 ELECTRONICS TECH, MAINTENANCE I**

**Minimum/General Experience:**

Minimum of four years' experience and completion of a formal apprenticeship.

**Functional Responsibility:**

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Minimum Education:

High school diploma or equivalent and completion of a formal electronic technician's course.

018 ELECTRONICS TECH, MAINTENANCE II

Minimum/General Experience:

Minimum of 6 years' experience and completion of a formal apprenticeship.

Functional Responsibility:

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Minimum Education:

High school diploma or equivalent, and completion of a formal electronics technician's course.

019 ELECTRONICS TECH, MAINTENANCE III

Minimum/General Experience:

Minimum of 8 years' experience and completion of a formal apprenticeship.

Functional Responsibility:

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

Minimum Education:

High school diploma or equivalent and completion of a formal electronics technician's course.

## 020 HEAVY EQUIPMENT MECHANIC

### Minimum/General Experience:

Minimum of 2 years' experience.

### Functional Responsibility:

Analyzes malfunctions and repairs, rebuilds and maintains power equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment using hoists and hand tools. Examines parts for damage or excessive wear using micrometers and gauges. Replaces defective engines and subassemblies such as transmissions. Tests overhauled equipment to ensure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust, and maintain mining machinery such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

### Minimum Education:

High school or equivalent

## 021 HEAVY EQUIPMENT OPERATOR

### Minimum/General Experience:

Minimum of one year experience operating heavy equipment.

### Functional Responsibility:

Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scraper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust, and make emergency repairs to equipment.

### Minimum Education:

High school or equivalent, plus training in operation of the particular type of equipment to be operated.

## 022 LABORER

### Minimum/General Experience:

No experience required.

### Functional Responsibility:

Performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walkways; picks up leaves and trash.

Minimum Education:

High school or equivalent preferred.

### 023 LOCKSMITH

Minimum/General Experience:

One year experience.

Functional Responsibility:

Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanisms and installs new units, or disassembles units and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and/or grinding. Opens door locks by moving lockpick in cylinder, or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Minimum Education:

High school diploma or equivalent plus specialized training as a locksmith.

### 024 LEAD MECHANIC

Minimum/General Experience:

Four years' experience as a journeyman mechanic plus one year supervisory experience.

Functional Responsibility:

Supervises one or more journeyman mechanic's helpers. Diagnoses/troubleshoots source of trouble. Inspects work of employees for quality and completeness of repairs made to machinery or mechanical equipment. Orders the production of a replacement part by a machine shop; prepares written specifications for major repairs or for the production of parts ordered from machine shops. In general, the work of a Lead Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education:

High school diploma or equivalent preferred.

## 025 MECHANIC, MACHINERY MAINTENANCE

Minimum/General Experience:

Minimum of two years' experience.

Functional Responsibility:

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Education:

High School diploma or equivalent, plus completion of apprenticeship and appropriate certifications.

## 026 MASON

Minimum/General Experience:

Five years' experience as mason tender or plasterer's helper, of which at least two years have been spent as a mason plasterer.

Functional Responsibility:

Repairs concrete walls, floors, and ceilings. Lays brick and/or stone, sets ceramic floors and/or wall tiles. Performs masonry demolition and patching as required.

Minimum Education:

High school diploma or trade/vocational school certification with specialization in masonry or plastering, or completion of a recognized training program specializing in teaching the masonry trade.

## 027 MAINTENANCE TRADES HELPER

### Minimum/General Experience:

No experience necessary.

### Functional Responsibility:

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others, the worker is permitted to perform specialized machine operations or parts of a trade that are also performed by workers on a full-time basis.

### Minimum Education:

High school diploma or equivalent preferred.

## 028 OFFICE APPLIANCE REPAIRER

### Minimum/General Experience:

One year experience.

### Functional Responsibility:

Repairs and services office machines such as adding, accounting, and calculating machines and typewriters; uses hand tools, power tools, micrometers, and welding equipment. Operates machines to test moving parts and to listen to sounds of machines to locate causes of trouble. Disassembles machines and examines parts such as gears, guides, rollers, and pinions for wear and defects using micrometers. Repairs, adjusts, or replaces parts using hand tools, power tools, and soldering and welding equipment. Cleans and oils moving parts. May give instructions in operation and care of machines to machine operators. May assemble new machines.

### Minimum Education:

High school diploma or equivalent, plus training/apprenticeship in repair of office machines.

## 029 PAINTER, MAINTENANCE

### Minimum/General Experience:

One year experience plus completion of a formal apprenticeship or equivalent training.

### Functional Responsibility:

Paints and redecorates walls, woodwork, and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency.

Minimum Education:

High school diploma or equivalent preferred.

### 030 PIPEFITTER, MAINTENANCE

Minimum/General Experience:

Two years' experience plus completion of a formal apprenticeship or equivalent training.

Functional Responsibility:

Installs or repairs water, steam, gas, or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch, or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications.

Minimum Education:

High school diploma or equivalent plus completion of an apprenticeship or equivalent training.

### 031 PLUMBER/STEAMFITTER

Minimum/General Experience:

Two years' experience plus completion of an apprenticeship or equivalent training.

Functional Responsibility:

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings using hand tools and power tools. Cuts and threads pipe using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals such as iron, steel, brass

and lead, and nonmetals such as glass, vitrified clay, and plastic using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, and/or plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Minimum Education:

High school diploma or equivalent, plus completion of an apprenticeship or equivalent training.

### 032 PLUMBERS HELPER

Minimum/General Experience:

No experience required. Must be enrolled in an apprenticeship program with a licensed plumber.

Functional Responsibility:

Assists plumber in assembling, installing, and repairing pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes. Assists plumber in installing and repairing plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Under guidance of licensed plumber, repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.

Minimum Education:

High school diploma or equivalent preferred.

### 033 WATCH ENGINEER, DAY

Minimum/General Experience:

Three years' experience in operating, maintaining, and performing corrective and preventive maintenance in a variety of building trades areas, with at least one year of experience operating high-pressure steam boilers and one year working on HVAC systems using computerized and digital controlled systems.

Functional Responsibility:

Stands watch as a stationary engineer in order to monitor, operate, and maintain a building's mechanical systems and assure the safe operation of all building systems in compliance with local, state, and federal codes, to include the chillers, high and low pressure steam boilers, and other components of the HVAC system and fire protection systems. In addition, the employee may be called to monitor operations during construction, modification, and renovation to the facilities, which will include inspecting and maintaining the building interior and exterior including: walls, ceiling, roof, windows, lighting, doors, door hardware

and plumbing for multiple sites throughout. Specific requirements include: inspecting, adjusting, troubleshooting and performing repairs to building mechanical systems/components including the heating system, hot water boilers, steam boilers, air conditioning, ventilating and fluid systems, and component parts, which include pumps, valves, pressure regulators, flow control devices, sensors and control equipment; operating equipment and monitoring building systems status using computerized building automated controls direct digital control (DDC) system and other automated building DDC systems; monitoring adjusting operating and responding to building emergencies; troubleshooting system/equipment problems and restoring equipment to operating determining resources necessary to repair building equipment; and informing clients of building problems and repair schedules. May also perform preventive maintenance, and is legally required to log entries daily on the status of the buildings and their equipment. Must have good interpersonal and communication skills to explain pertinent information to clients and staff members. Employee works day shift, usually between the hours of 7:00 a.m. and 4:00 pm. Employee will receive supervision from the Maintenance Supervisor.

**Minimum Education:**

High school diploma or equivalent and possession of a Stationary Engineer's License. May also be required to have a valid motor vehicle operator's license and clean driving record.

**034 WATCH ENGINEER, NIGHT**

**Minimum/General Experience:**

Three years' experience in operating maintaining and performing corrective and preventive maintenance in a variety of building trades areas, with at least one year of experience operating high-pressure steam boilers and one year working on HVAC systems using computerized and digital controlled systems.

**Functional Responsibility:**

Stands watch as a stationary engineer in order to monitor, operate and maintain a building's mechanical systems and assure the safe operation of all building systems in compliance with local, state and federal codes, to include the chillers, high and low pressure steam boilers, and other components of the HVAC system and fire protection systems. In addition, the employee may be called to monitor operations during construction, modification, and renovation to the facilities, which will include inspecting and maintaining the building interior and exterior including: walls, ceiling, roof, windows, lighting, doors, door hardware and plumbing for multiple sites throughout. Specific requirements include: inspecting, adjusting, troubleshooting and performing repairs to building mechanical systems/components including the heating system, hot water boilers, steam boilers, air conditioning, ventilating and fluid systems, and component parts, which include pumps, valves, pressure regulators, flow control devices, sensors and control equipment; operating equipment and monitoring building systems status using computerized building automated controls direct digital control (DDC) system and other automated building DDC systems; monitoring adjusting operating and responding to building emergencies; troubleshooting system/equipment problems and restoring equipment to operating determining resources necessary to repair building equipment; and informing clients of building problems and repair schedules. May also perform preventive maintenance, and is legally required to log entries daily on the status of the buildings

and their equipment. Must have good interpersonal and communication skills to explain pertinent information to clients and staff members. Employee works night shift, usually between the hours of 10:00 pm and 6:00 am. Employee will receive supervision from the Maintenance Supervisor.

**Minimum Education:**

High school diploma or equivalent and possession of a Stationary Engineer's License. May also be required to have a valid motor vehicle operator's license and clean driving record.

**035 WATCH ENGINEER, SPLIT SHIFT**

**Minimum/General Experience:**

Three years' experience in operating maintaining and performing corrective and preventive maintenance in a variety of building trades areas, with at least one year of experience operating high-pressure steam boilers and one year working on HVAC systems using computerized and digital controlled systems.

**Functional Responsibility:**

Stands watch as a stationary engineer in order to monitor, operate, and maintain a building's mechanical systems and assure the safe operation of all building systems in compliance with local, state and federal codes, to include the chillers, high and low pressure steam boilers, and other components of the HVAC system and fire protection systems. In addition, the employee may be called to monitor operations during construction, modification, and renovation to the facilities, which will include inspecting and maintaining the building interior and exterior including: walls, ceiling, roof, windows, lighting, doors, door hardware and plumbing for multiple sites throughout. Specific requirements include: inspecting, adjusting, troubleshooting and performing repairs to building mechanical systems/components including the heating system, hot water boilers, steam boilers, air conditioning, ventilating and fluid systems, and component parts, which include pumps, valves, pressure regulators, flow control devices, sensors and control equipment; operating equipment and monitoring building systems status using computerized building automated controls direct digital control (DDC) system and other automated building DDC systems; monitoring adjusting operating and responding to building emergencies; troubleshooting system/equipment problems and restoring equipment to operating determining resources necessary to repair building equipment; and informing clients of building problems and repair schedules. May also perform preventive maintenance, and is legally required to log entries daily on the status of the buildings and their equipment. Must have good interpersonal and communication skills to explain pertinent information to clients and staff members. Employee works split shift, as needed. Employee will receive supervision from the Maintenance Supervisor.

**Minimum Education:**

High school diploma or equivalent and possession of a Stationary Engineer's License. May also be required to have a valid motor vehicle operator's license and clean driving record.

### 036 SHEET METAL WORKER

#### Minimum/General Experience:

Two years' experience plus completion of a formal apprenticeship or equivalent training.

#### Functional Responsibility:

Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

#### Minimum Education:

High school diploma or equivalent preferred.

### 037 WELDER, COMBINATION, MAINTENANCE

#### Minimum/General Experience:

Minimum of two years' experience plus professional or technical certification.

#### Functional Responsibility:

Welds metal components together to fabricate or repair products such as machine parts, plant equipment, mobile homes, motors and generators according to layouts, blueprints, or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes, and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

#### Minimum Education:

High school diploma or equivalent.

### 038 BOILER TENDER

#### Minimum/General Experience:

Two years' experience.

Functional Responsibility:

Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts that register various aspects of boiler operation. Adjusts controls to ensure safe and efficient boiler operation and to meet demands for steam or high-temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and, following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

Minimum Education:

High school diploma or equivalent.

### 039 SEWAGE PLANT OPERATOR

Minimum/General Experience:

One year experience required.

Functional Responsibility:

Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions, interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Maintains log of operations and records meter and gas readings. Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance. May collect sewage samples using dipper or bottle and may conduct laboratory tests using testing equipment such as a colorimeter. May operate and maintain power generating equipment to provide steam and electricity for plant.

Minimum Education:

High school diploma or equivalent.

### 040 STATIONARY ENGINEER

Minimum/General Experience:

Minimum of four years' experience plus completion of appropriate apprenticeship and/or formal training.

Functional Responsibility:

Operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water, or electricity. Duties involve observing and interpreting readings on gauges, meters, and charts that register various aspects of the system's operation, adjusting controls to ensure safe and efficient operation of the system and meet demands for the service provided; recording in logs various aspects of the system's operation; and keeping the engines, machinery, and equipment of the system in good working order. May direct and coordinate activities of other workers (not Stationary Engineers) in performing tasks directly related to operating and maintaining the system or systems.

Minimum Education:

High school diploma or equivalent.

#### 041 VENTILATION EQUIPMENT TENDER

Minimum/General Experience:

Two years' experience.

Functional Responsibility:

Tends ventilating and heating equipment such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes. Adjusts valves to regulate temperature of lubrication oil and flow of water through system. Moves controls to regulate speed of fans and to adjust vents and ducts. Records gauge readings, repairs completed, and time lost due to inoperative equipment. Writes repair work order tickets and out-of-order tags preparatory to equipment repair. Inspects equipment to detect excessive noise and heat. Replaces gauges and tightens and chalks leaky fittings using wrenches, hammers, and chalking tool. Cleans carbon deposits, pitch, and grease from fans, vents and ducts using scrapers, hammer, and compressed air or steam.

Minimum Education:

High school diploma or equivalent plus completion of a formal apprenticeship and/or training program.

#### 042 WATER TREATMENT PLANT OPERATOR

Minimum/General Experience:

One year experience plus completion of appropriate training.

Functional Responsibility:

Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom

of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panelboard and adjusts controls to regulator flow rates, loss of head pressure and water elevation, and distribution of water. Cleans tanks and filter beds using backwashing (reverse flow of water). Repairs and lubricates machines and equipment using hand- and power tools. Tests water samples to determine acidity, color, and impurities using colorimeter, turbidimeter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify waste water from plant preparatory to pumping water into rivers and streams or city mains.

**Minimum Education:**

High school diploma or equivalent, plus completion of appropriate training program.

**043 ALARM MONITOR**

**Minimum/General Experience:**

No experience required.

**Functional Responsibility:**

Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment, and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

**Minimum Education:**

High school diploma or equivalent.

**044 CIVIL ENGINEERING TECHNICIAN**

**Minimum/General Experience:**

One year experience required.

**Functional Responsibility:**

Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan

preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt using calculator.

Minimum Education:

High school diploma or equivalent; associate's or bachelor's degree preferred.

#### 045 ENGINEERING TECHNICIAN I

Minimum/General Experience:

Entry level position.

Functional Responsibility:

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting; performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; recording test data; gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and drawing simple curves and graphs.

Minimum Education:

High school diploma or equivalent; associate's or bachelor's degree preferred.

#### 046 ENGINEERING TECHNICIAN II

Minimum/General Experience:

Two years' experience.

Functional Responsibility:

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. At this level, performs one or a combination of such typical duties as: following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting

from equipment malfunction or observational errors; extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

Minimum Education:

High school diploma or equivalent; associate's or bachelor's degree preferred.

#### 047 ENGINEERING TECHNICIAN III

Minimum/General Experience:

Five years' experience.

Functional Responsibility:

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as: a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment; conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation; assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Minimum Education:

High school diploma or equivalent; associate's or bachelor's degree preferred.

#### 048 ENGINEERING TECHNICIAN IV

Minimum/General Experience:

Eight years' experience.

Functional Responsibility:

Performs non-routine assignments of substantial variety and complexity using operational precedents that are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical

advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower-level technicians and have frequent contact with professionals and others within the establishment. At this level, performs one or a combination of such typical duties as: constructing components, subunits, or simple models or adapting standard equipment; may troubleshoot and correct malfunctions; following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment; conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and recording test data; extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation; assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

**Minimum Education:**

High school diploma or equivalent; associate's or bachelor's degree preferred.

**049 ENVIRONMENTAL TECHNICIAN**

**Minimum/General Experience:**

Entry level with a bachelor's degree; two years' experience with an associate's degree; and four years' experience with high school diploma or equivalent.

**Functional Responsibility:**

Conducts tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May

specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

**Minimum Education:**

High school diploma or equivalent; associate's or bachelor's degree preferred with major In Biological Sciences or Environmental Engineering.

**050 PLANNER/ESTIMATOR**

**Minimum/General Experience:**

Three years' experience in similar work environment with Bachelor's degree or seven years' experience with high school diploma.

**Functional Responsibility:**

Prepare accurate job estimates based on customer requirements. Maintain proper balance between company profitability and total customer satisfaction. Advise on improved and more cost-effective customer-oriented solutions. Work with Accounting to determine production cost rates. Interface with outside suppliers for services outside the scope of the company. Excellent interpersonal skills and written and oral command of the English language required. Ability to understand customer's needs and to translate them to implementation processes. Computer literate with strong knowledge of Microsoft Excel and Word.

**Minimum Education:**

Bachelor's degree in Business Administration or other related field preferred or high school diploma with seven years' experience.

**051 LEAD ELECTRICIAN**

**Minimum/General Experience:**

Two years' experience as a journeyman electrician in the installation, repair, and maintenance of electrical systems, equipment, and fixtures from blueprints, schematics, and sketches.

**Functional Responsibility:**

Supervise and participate in the construction, installation, modification, maintenance, and repair of electrical appliances, systems, facilities, and related electronic controls and devices by interpreting blueprints, manufacturers' specifications, and written and verbal instructions. Plan and schedule work for the group, ensuring proper distribution of assignments and adequate manning, space, and facilities for subsequent performance of duties. Assist in the establishment of preventive maintenance programs for electrical systems and facilities. Train and instruct new employees. Prepare reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions. Supervise various

personnel actions including, but not limited to, hiring, performance appraisals, promotions, transfers, and vacation schedules.

**Minimum Education:**

High school diploma or equivalent, plus two years of formal technical training in the principles of electricity and electrical designs, plus licensing or certification as an electrician.

**052 HVAC MECHANIC**

**Minimum/General Experience:**

Two years' experience plus completion of HVAC apprenticeship and licensing.

**Functional Responsibility:**

Installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units on platform or floor using hand tools, following blueprints or engineering specifications. Fabricates, assembles, and installs ductwork and chassis parts using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings, or unions, and solders joints using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels, and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to ensure proper operation. Tests joints and connections for gas leaks using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair, and service air conditioners ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

**Minimum Education:**

High school diploma or equivalent plus completion of HVAC apprenticeship and licensing.

**053 CUSTODIAL SUPERVISOR**

**Minimum/General Experience:**

Minimum of 5 years' experience, including two years' experience in a responsible supervisory role directing staff of service employees.

**Functional Responsibility:**

Oversees and supervises the custodial care of a facility. Plans, schedules, and inspects the work of all custodial staff and ensures the quality and cost-effectiveness of all work performed, including preparations for special events. Develops procedures and standards for custodial services and ensures that established procedures are followed. Establishes and implements training programs in areas such as cleaning methods and techniques, proper use and care of equipment, and safety. Researches cleaning products, maintains inventories, and prepares requisitions for all supplies, parts, and materials used by the custodial unit. Maintains files of custodial purchases, vendors and inspections, service work and overtime schedules, maintenance and service manuals, employee records, work order completions, summer conferences, linen needs, etc. Orders and supplies uniforms to subordinate employees. Must be familiar with job safety equipment and the tools required to perform the jobs. Conducts cost versus effectiveness tests for new products ordered. Ensures all equipment is in proper working condition including carts, steam cleaners, etc. Tracks equipment repair budget, orders replacement items, and works with vendors regarding repairs to existing equipment. Demonstrates willingness and ability to work independently and under unpleasant conditions such as in dusty and dirty areas, or in extreme heat or cold, to adhere to standards and plans and to maintain confidentiality. Bilingual ability in Spanish and English may be required.

**Minimum Education:**

High school diploma or equivalent preferred.

**054 CUSTODIAL PORTER**

**Minimum/General Experience:**

No experience required.

**Functional Responsibility:**

Cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: Dusts and cleans venetian blinds, furniture, and other surfaces. Sorts, counts, folds, marks, or carries linens. Turns mattresses and makes beds. Moves and arranges furniture and hangs drapes. Cleans and polishes metalwork and porcelain bathroom fixtures. Spot-cleans walls and windows. Empties wastebaskets and removes trash. Removes soiled linens for laundering. Replenishes room supplies. Reports need for repairs to equipment, furniture, building and fixtures.

**Minimum Education:**

High school diploma or equivalent preferred.

**055 FLOOR/CARPET TECHNICIAN I**

**Minimum/General Experience:**

No experience required.

Functional Responsibility:

Sweeps, cleans, mops, strips, waxes, and buffs floors of various types. Works under immediate supervision of Floor/Carpet Technician II. Duties may include hand mopping and/or running auto scrubber or carpet cleaner.

Minimum Education:

High school diploma or equivalent.

056 FLOOR/CARPET TECHNICIAN II

Minimum/General Experience:

Two years' experience in maintaining specialized flooring.

Functional Responsibility:

Specializes in maintenance of terrazzo, marble, and/or other types of floors or carpets requiring specialized care and/or cleaning.

Minimum Education:

High school diploma or equivalent.

057 JANITOR

Minimum/General Experience:

No experience required.

Functional Responsibility:

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Minimum Education:

High school diploma or equivalent preferred.

058 WINDOW CLEANER

Minimum/General Experience:

No experience required.

Functional Responsibility:

Cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior using pail of soapy water or other cleaner, sponge, and squeegee. Crawls through window from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses bos'n chair, swing stage, or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

Minimum Education:

High school diploma or equivalent preferred.

059 HOUSE KEEPING AIDE I

Minimum/General Experience:

No experience required.

Functional Responsibility:

Cleans and supplies patient rooms, wards, nursing stations, lounges, lavatories, bathrooms, offices, and any other areas, as assigned, in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning devices such as light mops, small wringers, dusters, household-type vacuum cleaners, and other necessary tools, chemicals, and supplies. Performs specific cleaning tasks including: dusting horizontal surfaces; emptying waste baskets and removing trash; damp-wiping furniture; cleaning and polishing metal and porcelain bathroom fixtures; dry-mopping and sanitizing floors of rooms and offices; spot-cleaning walls and windows; replenishing room supplies; making beds; and sorting and distributing linen. Assists in cleaning emergency spills when observed or upon request. Maintains assigned equipment for cleanliness and has repairs made when needed. Reports needed repairs to equipment, furniture, building, and fixtures. In case of fire or other internal emergency, assists in escorting ambulatory patients to exits. In case of a community disaster, assists nurses in making extra beds, and performs other duties as assigned.

Minimum Education:

High school diploma or equivalent preferred.

060 HOUSE KEEPING AIDE II

Minimum/General Experience:

One year experience required.

Functional Responsibility:

Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning equipment, including

automatic floor machines, commercial vacuums, wet mops, large wringers, and other necessary equipment, tools, chemicals, and supplies. Dry- and wet-mops floors. Scrubs and buffs floors with rotor and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows (both inside and outside). Moves furniture and sets up meeting rooms. Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed. Reports need for repairs to hospital equipment, furniture, building, and fixtures. Assists in moving patients in case of fire, disaster, or emergency evacuation. Assists security personnel in restraining disturbed patients in psychiatric wards.

Minimum Education:

High school diploma or equivalent preferred.

## 061 HANDYMAN

Minimum/General Experience:

Five years' experience in the maintenance field.

Functional Responsibility:

Performs all-around carpentry, maintenance, and repair work. Performs handyman work including but not limited to carpentry, painting, drywall and plaster repair, miscellaneous electrical work, minor plumbing repairs, basement and attic work, insulation work, roof repairs, gutter cleaning and repair, railing and fence work, door and window repair and replacement, porch and deck cleaning and repairs, siding work, tile repair and installation, basic plumbing requirements, stove and oven repair and maintenance, basic drywall patching and repairing, light electrical experience, and minor concrete and masonry work. Examines job package to ensure understanding of project's scope and budget. Picks up and delivers to job site all special order material and verifies the delivery and good condition of all special order materials. Maintains a neat and safe work site and protects company and customer property. Coordinates preventive measures, diagnoses actual problems and corrects them. Keeps proper paperwork on material purchases and receipt times. Removes debris from job site and coordinates with administrative office for trash pick-up from job site when needed. Maintains daily communication with supervisors, including dealing with staff expectations, reporting the job's progress, and informing supervisor of any necessary changes to scope of project.

Minimum Education:

High school diploma or equivalent preferred.

## 062 GROUNDS SITE SUPERVISOR

### Minimum/General Experience:

Supervises the activities of a crew engaged in grounds maintenance tasks associated with lawns, parking lots, and snow removal. Functional Responsibility:

Oversees and assists with the maintenance of client property which includes mulching, shrub pruning, planting, clearing, weed/debris control, etc. Cares for established lawns by mulching, aerating, weeding, removing thatch, or trimming or edging around flower beds, walks or walls. Maintains and repairs tools, equipment and structures using hand or power tools. Maintains a tidy and organized work trailer. Assists with other crews as needed, including mowing, hardscape, planting, etc.; this includes but is not limited to mowing, stonework, planting, etc. Supervises 2-8 landscape crew members to ensure proper completion of tasks. Is able to supervise more than one crew at multiple job sites if needed. Provides horticulture improvement recommendations to client properties. Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites and other ground features. Develops and maintains excellent customer service with current and potential clients. Assists with snow removal when necessary. Requires crew members and self to adhere to safety standards and guidelines. Proactively suggests safety guidelines if the need arises. Performs additional duties as assigned by the Operations Manager.

### Minimum Education:

Two years' relevant experience. High school diploma preferred.

## 063 GROUNDS MAINTENANCE LABORER

### Minimum/General Experience:

No experience required.

### Functional Responsibility:

Maintains grounds of industrial, commercial, or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields; and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper, or other litter. Removes snow from walks, driveways, roads, or parking lots using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas and parking lots by sweeping, washing, mopping, and/or polishing.

### Minimum Education:

High school diploma or equivalent preferred.

#### 064 LANDSCAPER

Minimum/General Experience:

Three years' experience in land use planning, planting plans, site grading, and site design required.

Functional Responsibility:

Must be energetic, self-motivated, and organized. Experienced with hardscape construction; thorough knowledge of native plant materials required. Must have excellent people and communication skills. Must be thoroughly familiar with sales of landscape materials and design of landscaping for high-end business and residential customers.

Minimum Education:

BA or BS degree required with experience in using the latest versions of AutoCAD and Land Development Desktop. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 065 GROUNDS WORKER

Minimum/General Experience:

No experience required.

Functional Responsibility:

Assists gardener in planting and maintaining plantings. Prepares and grades terrain, applies fertilizer, seeds and sods lawns, transplants shrubs, trees, and flowers recommended for particular landscape effect or those selected by the property owner. Trims shrubs and cultivates gardens. Sprays trees and shrubs. Cleans ground, using rakes, brooms, and hose. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

Minimum Education:

High school diploma or equivalent preferred.

#### 066 GARDENER

Minimum/General Experience:

Three years' experience required.

Functional Responsibility:

Plans and executes small-scale landscaping operations and maintains grounds and landscape of household, business, and other properties. Works with assistant in preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants, cultivating them using

gardening implements and power-operated equipment. Plants new and repairs established lawns using seed mixtures and fertilizers recommended for particular soil type and lawn location. Locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner. Mows and trims lawns using hand or power mower. Trims shrubs and cultivates gardens. Sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees, and shrubs. Cleans ground using rakes, brooms, and hose. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

Minimum Education:

High school diploma or equivalent preferred.

#### 067 TRACTOR/SWEEPER OPERATOR

Minimum/General Experience:

No experience required.

Functional Responsibility:

Drives gasoline- or diesel-powered tractor to sweep streets or other pavement, move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. Fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replaces washers, cotter pins, and screws.

Minimum Education:

High school diploma or equivalent preferred.

#### 068 PEST CONTROLLER

Minimum/General Experience:

One year experience plus state license required.

Functional Responsibility:

Sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas. Fumigates rooms and buildings using toxic gases. Sprays chemical solutions or dusts powders in rooms and work areas. Places poisonous paste or bait and mechanical traps where pests are present. May clean areas that harbor pests using rakes, brooms, shovels, and mops preparatory to fumigating.

Minimum Education:

High school diploma or equivalent preferred.

## 069 DISPATCHER/MOTOR VEHICLE

### Minimum/General Experience:

At least 6 months' experience as a dispatcher of vehicles and equipment.

### Functional Responsibility:

Dispatcher is responsible for: dispatching/tracking vehicles and/or drivers and technicians; receiving and scheduling service calls with customers, completing various manpower planning to meet requirements; coordinating monthly service contract inspections (if appropriate); functioning as a liaison between the field and headquarters; entering accurate information into on-line system; and knowledgeably assisting customers regarding company service and information. Must be capable of handling high volume customer contact via telephone calls. Additional responsibilities include coordinating new equipment receipt and start-ups and subcontracted work. Must be able to work independently in a demanding, fast-paced environment while paying close attention to details and remaining organized. Must possess excellent verbal/written communications and listening skills, and have a good understanding of MS Word and Excel.

### Minimum Education:

High school diploma or technical school certificate.

## 070 FORKLIFT OPERATOR

### Minimum/General Experience:

One year experience as a forklift operator in a warehouse type facility.

### Functional Responsibility:

Performs operations and safety checks on batteries, brakes, lift controls, and fire extinguishers prior to signing out equipment. Proceeds safely to assigned area to pull, load, and move merchandise, checking locator cards and all documents specific to each type of merchandise. Uses equipment appropriate to each type of movement. At day's end, returns equipment to correct charging station and prepares equipment for overnight recharging. Signs equipment back in.

### Minimum Education:

High school diploma or equivalent experience.

## 071 SNOW PLOW OPERATOR

### Minimum/General Experience:

One year experience required, plus special driving license for Heavy truck (if required by state law).

Functional Responsibility:

Drives straight truck, usually over 4 tons, usually 10 wheels, equipped with snow plow blade. Installs snow plow blade, reports delays or accidents. May make repairs and change tires. May inspect truck and snow plow blade and check gas, oil, and water before departure. Safely plows streets and parking lots as assigned. If truck is equipped with salting equipment, may also perform salting operation. At end of run, cleans salting equipment to avoid rusting or corrosion.

Minimum Education:

High school diploma or equivalent preferred.

072 TRACTOR OPERATOR

Minimum/General Experience:

No experience required.

Functional Responsibility:

Drives gasoline- or diesel-powered tractor to move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. Fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and attachments such as tightening bolts; and replaces washers, cotter pins, and screws.

Minimum Education:

High school diploma or equivalent preferred.

073 SHIPPING & RECEIVING CLERK

Minimum/General Experience:

Entry-level position

Functional Responsibility:

Compares contents of material being received or shipped to shipping documents or bills of lading. Follows established procedures to report discrepancies.

Minimum Education:

High school diploma or equivalent.

074 MATERIAL HANDLING LABORER

Minimum/General Experience:

One year of similar or related experience with material handling and deployment logistics.

**Functional Responsibility:**

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves: participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); stocking merchandise for sale; counting or routing merchandise; operating a crane or heavy-duty motorized vehicle such as forklift or truck; loading and unloading ships (alongshore workers); traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Minimum Education:

High school diploma or equivalent.

#### 075 ORDER FILLER

**Minimum/General Experience:**

Entry-level position.

**Functional Responsibility:**

Receives orders for items to be shipped. Pulls items from stock or advises if item is on backorder. Delivers pulled items to shipping department along with order information. Works under close supervision.

**Minimum Education:**

High school diploma or equivalent.

#### 076 STOCK CLERK

**Minimum/General Experience:**

One year of experience as an order filler or in a stock room.

**Functional Responsibility:**

Maintains stock levels, places reorders with vendors when stocks reach reorder level. Uses inventory management systems. Performs annual inventories of stock and reconciles with reports in the inventory management system. Organizes warehouse, and sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.

**Minimum Education:**

High school diploma or equivalent.

#### 077 WAREHOUSE SPECIALIST

##### Minimum/General Experience:

2 years' experience in reviewing, analyzing, and suggesting improvements to business and organizational systems.

##### Functional Responsibility:

Conveys materials and items from receiving or production areas to storage or to other designated areas by hand or with electric handtruck. Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code. Sorts and stores perishable goods in refrigerated rooms. Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line. Assembles customer orders from stock and places orders on pallets or shelves. Packs, identifies, and marks items for shipping. Opens containers and records amounts of materials or items received or distributed. Weighs or counts items for distribution to ensure conformance to company standards. May use computer to enter records, drive transport vehicles, and prepare parcels for shipping or mailing.

##### Minimum Education:

High school diploma or equivalent.

#### 078 RESERVED

#### 079 TRUCK DRIVER, LIGHT TRUCK OR VAN

##### Minimum/General Experience:

Must possess 1-3 years of driving and/or messenger experience with a good driving record. Knowledgeable of the general area.

##### Functional Responsibility:

In accordance with instructions received from the dispatcher or supervisor, drives to location(s) to pick up or deliver bulk or other materials to appropriate destinations. Develops and maintains logs of all requests as well as actions and the timeframes in which actions were completed.

##### Minimum Education:

High School diploma or equivalent.

#### 080 TRUCK DRIVER, MEDIUM TRUCK

##### Minimum/General Experience:

One year of experience driving over-the-road heavy trucks measuring 14 ft or more, but less than 30 ft., to deliver finished goods to customers.

**Functional Responsibility:**

Loads or assists in loading trailer with materials. Unloads or assists in unloading trailer by using forklift or hand truck. Operates semi-truck with one or two trailers according to state laws. Transports load over required route to proper destination, observing all traffic laws and safety regulations. Chocks rear wheels of truck or trailer before any unloading takes place; removes chocks before driving away from shipping dock. Obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office. Maintains required records. Performs miscellaneous service duties such as checking oil, water, gasoline, and air in tires on a daily basis. Reports any maintenance malfunctions to shipping supervisor.

**Minimum Education:**

High school diploma or equivalent.

## **081 BUILDING SERVICES ENGINEER**

**Minimum/General Experience:**

A minimum of three years of building maintenance and engineering experience and a working knowledge of plumbing, heating, and electrical building operating systems.

**Functional Responsibility:**

Responsible for facility management engineering functions including performing general and building replacement and warehouse duties on structural, mechanical, electrical, HVAC, and sanitary systems and related equipment, as well as machinery work requests. Identifies problems and solutions.

**Minimum Education:**

Bachelor's degree and/or specialized vocational training or equivalent experience is required.

## **082 FACILITIES SUPERVISOR**

**Minimum/General Experience:**

Three to five years of experience in a related field is required.

**Functional Responsibility:**

Functions as point of contact for communications and services at a specific facility. Maintains files on repair and service contracts and plays major role in facility equipment purchasing decisions. Manages facility relocation, maintenance, and construction interfaces when appropriate.

**Minimum Education:**

Bachelor's degree in business administration or related field of study. An additional four years' experience can be substituted for the degree.

#### 083 WAREHOUSE SUPERVISOR

Minimum/General Experience:

Five or more years of warehouse-related experience and two years of supervisory experience.

Functional Responsibility:

Manages warehousing and storage facilities. Supervises non-exempt staff in a variety of duties, including shipping, receiving, stocking, storing, and inventory services. Maintains various regular inventory and/or shipping reports, authorizes and makes status distribution of shipments and resolves production issues, manages work assignments, maintains work area, and is the point of contact for suppliers, vendors, and subcontractors.

Minimum Education:

High school diploma or equivalent preferred.

#### 084 PROPERTY MANAGER

Minimum/General Experience:

Six or more years of related property management experience.

Functional Responsibility:

Manages the leasing and/or rental agreements, buildout of office or other units of space within a building. Manages activities affecting the installation, operation, and maintenance of building's equipment and utilities; develops budget and obtains approval from building owners for maintenance and rehab efforts. This manager monitors building structural and aesthetic integrity and the maintenance of electrical, water, mechanical, and fire suppression systems, energy management systems, elevators, escalators, etc., and is responsible for maintenance activities for the facility, grounds, and landscaping. May supervise related subcontractors and services.

Minimum Education:

Bachelor's degree or equivalent experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 085 FACILITIES MANAGER

Minimum/General Experience:

Six or more years of related facilities management experience.

Functional Responsibility:

Manages the activities affecting the installation, operation, and maintenance of buildings, equipment, and utilities. This manager monitors building structural and aesthetic integrity and the maintenance of electrical, water, and mechanical systems. Responsible for maintenance activities for facility, grounds, and landscaping. May supervise related subcontractors and services.

Minimum Education:

Bachelor's degree or equivalent experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

086 SR. FACILITIES MANAGER

Minimum/General Experience:

Eight or more years of related facilities management experience.

Functional Responsibility:

Manages the activities affecting the installation, operation, and maintenance of buildings, equipment, and utilities. Monitors building structural and aesthetic integrity and the maintenance of electrical, water, and mechanical systems. Responsible for maintenance activities for facility, grounds, and landscaping. May supervise related subcontractors and services.

Minimum Education:

Bachelor's degree or equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

087 ENGINEERING MANAGER

Minimum/General Experience:

Ten to fifteen years of engineering experience, including five to seven years of management experience.

Functional Responsibility:

Plans, directs, and manages a major function of the engineering activities for the reporting unit with budget functions managed. Position is responsible for the assigned staff's employment, training, motivation, and evaluation. Directs the development of specifications for various systems through multiple phases; makes decisions and recommendations that have impact on engineering, design, and development.

Minimum Education:

A Master's degree in engineering, technology, mathematics, or other related field, or four years of equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 088 SR. ENGINEERING MANAGER

##### Minimum/General Experience:

A minimum of fifteen years of engineering experience, including five to seven years of management experience.

##### Functional Responsibility:

Directs research and development engineering activities for the unit. Coordinates activities with engineering, marketing, and management and recommends engineered solutions. Position develops strategic plans, policies, and procedures for research and development for engineering activities. Provides the strategic vision and leadership to the entire engineering function. Performs high-level consulting work for the company.

##### Minimum Education:

A Master's degree in engineering, technology, mathematics, or equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 089 SR. PRINCIPAL ENGINEER

##### Minimum/General Experience:

Ten to fifteen years of engineering experience, two years of which should be at a Principal Engineer level.

##### Functional Responsibility:

Professional authority and/or project team leader. Performs system and subsystem definition for design implementation, and subsystem and system integration and testing. Supports Program Management Office in technical role. May serve as the prime technical customer contact on contracts or projects.

##### Minimum Education:

A Master's degree or higher in at least one engineering discipline. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 090 PROJECT MANAGER

##### Minimum/General Experience:

Ten years of related experience in a related environment.

##### Functional Responsibility:

Position is responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures, and guidelines. Is responsible for acquiring follow-on business associated with assignment.

Minimum Education:

Bachelor's degree or equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

091 SR. PROJECT MANAGER

Minimum/General Experience:

Ten years of related experience in a related technical environment.

Functional Responsibility:

Position is responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures, and guidelines. Responsible for acquiring follow-on business associated with assigned area of responsibility. Projects managed are typically highly demanding or highly complex.

Minimum Education:

Bachelor's degree or equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

092 DEPUTY PROJECT MANAGER

Minimum/General Experience:

Seven to nine years of related project management experience.

Functional Responsibility:

Assists higher level Program/Project Manager in directing the project life cycle by assisting in development of both long- and short-range goals and milestones. Directs a project team usually within a matrix organization, monitoring organizations to ensure completion of milestones within specific budgets and schedules. May on occasion interface with external customer for purposes of communicating status of project throughout life cycle or during absence of the Project Manager.

Minimum Education:

A bachelor's degree or equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

## 093 PROGRAM DIRECTOR

### Minimum/General Experience:

15 years of progressively responsible experience to include a minimum of 8 years of specialized experience as a line manager and/or Program Manager/Project Manager supervising major projects.

### Functional Responsibility:

Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise in support of single or multiple projects. Serves as Senior Corporate Interface between Project Managers and the corporation. May be designated Corporate Monitor. Manages complex organizations and teams by integrating skills into client-focused, consulting solutions. Integrates technical solutions into business process requirements. Translates concepts into operational improvements and systems. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers.

### Minimum Education:

Bachelor's degree from an accredited college or university. Six years of specialized experience as a Program Manager/Project Manager with certification as a Project Manager may be substituted for the degree requirement.

## 094 QUALITY CONTROL MANAGER

### Minimum/General Experience:

6 years of progressively responsible quality management/quality control experience.

### Functional Responsibility:

Responsible for organizing highly complex activities for the development, implementation, and maintenance of quality control projects and plans. Develops and defines major and minor characteristics of quality, including metrics and scoring parameters, and determines requisite quality control resources for specific task orders. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle. Develops and implements quality control methodologies to ensure compliance with quality assurance concepts, standards, guidelines, practices, and procedures.

### Minimum Education:

Bachelor's degree in Management, Computer Science, Business Administration, or other appropriate area. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 095 DIRECTOR, PROJECT SUPPORT

##### Minimum/General Experience:

Seven or more years' experience as a Project Control Analyst or principal project administrator, plus two years' experience in a supervisory role.

##### Functional Responsibility:

Responsible for developing/supervising a project control organization responsible for planning, tracking, analyzing, and reporting of projects of varying types, sizes, complexity, and risk. Develops, coordinates, and implements a formal periodic estimate at completion review process. Ensures adherence to Generally Accepted Accounting Practices (GAAP) and other accounting regulations. Trains and develops project control staff. Schedules and monitors workload of staff resources. Involves significant interaction with Project Managers, contract personnel, and other functional and support personnel.

Requires hands-on contributions to the development of estimates at completion, as well as work breakdown structures, earned value methodologies, and spend plans. Must have a proven history of effectively mentoring others and a strong background working with all types of contracts. Must be detail-oriented and operate independently. Effective, hands-on leadership style and strong communication skills required.

##### Minimum Education:

Bachelor's degree in Accounting, Finance, or Business Administration preferred. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 096 PRINCIPAL PROJECT ADMINISTRATOR

##### Minimum/General Experience:

Six or more years' experience as a Project Control Analyst.

##### Functional Responsibility:

Comprehensive knowledge of the Project Control field with the ability to complete difficult assignments. Must be able to work in diverse environments. Requires the skills to create a course of action or solve a problem by conducting research, conceiving and developing new and innovative ideas, theories, and/or solutions, and predicting possible outcomes. Must have a strong background in working with multiple contract types, e.g., firm fixed price, fixed price incentive, fixed price level of effort, time and materials, cost plus award fee, cost plus fixed fee, and hybrid contracts. Must have excellent MS Word, Excel, and project management software skills (e.g., Project Scheduler, Microsoft Project).

##### Minimum Education:

Bachelor's degree in Accounting, Finance, Business Administration, or a related discipline preferred. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 097 PROJECT ADMINISTRATOR/PROJECT CONTROL

##### Minimum/General Experience:

Five or more years of experience in project control and administration.

##### Functional Responsibility:

Provides project management/administrative support and coordination to a complex contract. Duties may include contract accounting and reporting, payroll/personnel processing, maintenance and reporting, contract administration, service administration. Maintains contract budgets and spend plans, prepares contract billings, estimates materials, equipment, production costs, and ODCs.

##### Minimum Education:

Bachelor's degree in Business Administration or equivalent related experience. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

#### 098 OPERATIONS MANAGER

##### Minimum/General Experience:

Ten to fifteen years' experience in a Federal Sector and/or civilian operations management environment.

##### Functional Responsibility:

Responsible for operation of a site, base, or plant. Activities include start-up, control, and shutdown of equipment in accordance with environmental standards. Position manages the maintenance, repair, construction, and operation of all assigned systems and supporting responsibility for work control, planning, infrastructure, facility support, and/or plant operations. Individual is responsible for maintenance and operation of facilities to ensure cost-effective and reliable support. Identifies all infrastructure work required, to include pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, lighting, etc.

##### Minimum Education:

Bachelor's degree or equivalent in Civil, Mechanical or Electrical Engineering. IN LIEU OF A DEGREE, ADDITIONAL 2 YEARS' EXPERIENCE IS REQUIRED.

## 099 DIRECTOR, ENGINEERING

### Minimum/General Experience:

A minimum of 15 years' experience with a Bachelor's degree or have at least 20 years of relevant technical experience, including experience in a research and development environment. Have at least 10 years' experience successfully functioning at the technical management level. Have demonstrated ability to take the initiative to solve problems and develop solutions to both technical and administrative issues.

### Functional Responsibility:

Plans and conducts independent work requiring judgment in the evaluation selection, application, and adaptation of engineering techniques, procedures, and criteria. Manages and coordinates the engineering group. Provides oversight and direction for day-to-day operations, budget and schedule, administration, and performance and progress monitoring for the Engineering Group's operations and activities. Coordinates and manages interfaces with Operations and other entities to facilitate the flow of information and requirements, and to formulate policies and agreements. Reviews task documents, etc., with particular emphasis on change control and optimization.

### Minimum Education:

Bachelor of Science degree in an appropriate Engineering discipline; or 20 years of relevant experience may be substituted for the degree.

## 100 ELEVATOR TECHNICIAN

### Minimum/General Experience:

5 years minimum experience in Elevator Maintenance.

### Functional Responsibility:

The Elevator Technician repairs and maintains "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This worker troubleshoots and determines causes of trouble in brakes, electrical motors, switches, signal and control systems using computers, test lamps, voltmeters, ammeters, and oscilloscopes; disassembles defective units; and repairs or replaces parts such as electrical door locks, cables, electrical wiring, and faulty safety devices; installs push button control systems, complete control systems, and other devices to modernize automated people mover systems; and cleans and lubricates bearings and other parts to minimize friction.

### Minimum Education:

High school diploma or equivalent. State-issued Elevator Mechanic license required.

## 101 FIRE ALARM/SUPPRESSION TECHNICIAN

### Minimum/General Experience:

5 years' minimum experience in alarms or suppression systems. All Fire Alarm/Suppression Technicians must be certified by the National Institute for Certification in Engineering Technologies (NICET).

### Functional Responsibility:

The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards; inspects fire alarm equipment visually and replaces defective components; tests initiating and signal circuits, detectors, and system transmitters; makes needed repairs; and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

### Minimum Education:

High school diploma or equivalent. At least a NICET Level 2 (Associate Engineering Technician) in Fire Protection Engineering Technology, Fire Alarm Systems is required.

## 102 GENERAL CLERK I

### Minimum/General Experience:

2 years' minimum experience in the General Clerk I position or position with equivalent duties.

### Functional Responsibility:

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

### Minimum Education:

High school diploma or equivalent.

## 103 GENERAL CLERK II

### Minimum/General Experience:

3 years' minimum experience in the General Clerk II position or position with equivalent duties.

Functional Responsibility:

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum Education:

High school diploma or equivalent.

104 GENERAL CLERK III

Minimum/General Experience:

4 years' minimum experience in the General Clerk III position or position with equivalent duties.

Functional Responsibility:

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Minimum Education:

High school diploma or equivalent.

105 SWITCHBOARD OPERATOR

Minimum/General Experience:

3 years' minimum experience in switchboard operation.

Functional Responsibility:

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a

private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time.

Minimum Education:

High school diploma or equivalent.

#### 106 MATERIALS COORDINATOR

Minimum/General Experience:

3 years' minimum experience required.

Functional Responsibility:

The Materials Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

Minimum Education:

High school diploma or equivalent.

#### 107 DESK CLERK

Minimum/General Experience:

3 years' minimum experience required.

Functional Responsibility:

The Desk Clerk performs any combination of the following duties for guests of hotel, motel, or other lodging facility: registers and assigns rooms to guests, issues and receives room keys, date-stamps, sorts, and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard, console, telegraph, and teletype, answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions, keeps records of room availability and guests' accounts, computes bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.

Minimum Education:

High school diploma or equivalent.

#### 108 SHUTTLE BUS DRIVER

Minimum/General Experience:

3 years' minimum experience required.

Functional Responsibility:

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

Minimum Education:

High school diploma or equivalent.

#### 109 LAUNDRY LEAD

Minimum/General Experience:

4 years' minimum experience required.

Functional Responsibility:

The Laundry Lead supervises one or more washing machine attendees to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering

and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.

Minimum Education:

High school diploma or equivalent.

#### 110 WASHER, MACHINE

Minimum/General Experience:

2 years' minimum experience required.

Functional Responsibility:

The Washer, Machine operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machinery.

Minimum Education:

High school diploma or equivalent.



# THANK YOU

## **CONTACT INFO**

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**DUNS Number:** 60-261-9223

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