

GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply 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 is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: **<http://www.GSAAdvantage.gov>**.

NIKA

GSA Multiple Award Schedule (MAS)

Large Category: Professional Services, Facilities

PSC Codes: R414, R799, Z2AA

Contract Number: 47QRAA21D0064

Pricelist Current as of: Modification #PS-0002 effective June 14, 2021

Contract Period: 5/24/2021 to 5/23/2026

Contractor: NIKA Technologies, Inc.
2000 Tower Oaks Boulevard, 6th Floor
Rockville, MD 20852

Business Size: Small Business

Telephone: (301) 770-3520
FAX Number: (301) 770-3521
Web Site: www.nikasolutions.com
E-mail: rcruz@nikasolutions.com
Contract Administration: Rosanna Cruz

For more information on ordering from Federal Supply Schedules
Go to the GSA Schedules page at GSA.gov

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541330EMI	541330EMIRC	Engineering Services Related to Military, Aerospace Equipment, Military Weapons, National Energy Policy Act of 1992, Marine, Engineering or Naval Architecture
541330ENG	541330ENGRC	Engineering Services
561210FAC	561210FACRC	Complete Facilities Maintenance and Management
561210FS	561210FSRC	Facilities Support Services
ANCILLARY	ANCILLARYRC	Ancillary Supplies and Services
ANCRA	ANCRARC	Ancillary Repair and Alterations
OLM	OLMRC/OLMSTLOC	Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Logistics Specialist I \$26.31 per hour Year 1, including IFF

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See below.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area):

SINs 541330ENG, 541330ENGRC, OLM 0- Domestic Only - 50 States, DC

SINs 561210FAC, 561210FACRC, 561210FS, ANCILLARY, ANCILLARYRC, ANCRA, ANCRARC, 541330EMI and 541330EMI - Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 10c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address(es):** Same as company address
14. **Warranty provision.:** Contractor’s standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
18. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18a. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.)** The EIT standards can be found at: www.Section508.gov/. N/A
23. **Unique Entity Identifier (UEI) Number:** 022016658

24. Notification regarding registration in System for Award Management (SAM) database: Registered

LABOR CATEGORY Prices

****Labor Categories that are subject to under Service Contract Labor Standard (SCLS)**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SINs	Labor Category	GSA PRICE Year 1	GSA PRICE Year 2	GSA PRICE Year 3	GSA PRICE Year 4	GSA PRICE Year 5
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Accounting Clerk I **	\$47.93	\$49.17	\$50.45	\$51.76	\$53.11
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Accounting Clerk II **	\$41.85	\$42.94	\$44.05	\$45.20	\$46.37
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Accounting Clerk III **	\$57.90	\$59.41	\$60.95	\$62.53	\$64.16
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Admin Assistant	\$69.55	\$71.36	\$73.22	\$75.12	\$77.07
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Appliance Mechanic **	\$67.16	\$68.90	\$70.69	\$72.53	\$74.42
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Architect	\$142.09	\$145.78	\$149.57	\$153.46	\$157.45
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Boiler Tender **	\$81.58	\$83.70	\$85.88	\$88.11	\$90.40
541330ENG 561210FAC	CAD Operator **	\$77.45	\$79.46	\$81.53	\$83.65	\$85.82

561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Carpenter, Maintenance **	\$66.47	\$68.19	\$69.97	\$71.79	\$73.65
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Civil Engineer	\$144.95	\$148.72	\$152.58	\$156.55	\$160.62
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Civil Engineering Technician **	\$71.66	\$73.53	\$75.44	\$77.40	\$79.41
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Computer Operator I **	\$52.60	\$53.96	\$55.37	\$56.81	\$58.28
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Computer Operator II **	\$58.37	\$59.89	\$61.44	\$63.04	\$64.68
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Computer Operator III **	\$49.89	\$51.19	\$52.52	\$53.88	\$55.28
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Computer Operator IV **	\$70.18	\$72.01	\$73.88	\$75.80	\$77.77
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Computer Operator V **	\$76.77	\$78.76	\$80.81	\$82.91	\$85.07
541330ENG	Construction Quality Manager	\$154.85	\$158.87	\$163.00	\$167.24	\$171.59

561210FAC 561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Contract Executive	\$221.35	\$227.10	\$233.01	\$239.07	\$245.28
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Cost Estimator	\$142.09	\$145.78	\$149.57	\$153.46	\$157.45
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Data Entry Operator I **	\$44.77	\$45.93	\$47.13	\$48.35	\$49.61
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Data Entry Operator II **	\$48.01	\$49.26	\$50.54	\$51.86	\$53.20
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Drafter/CAD Operator III **	\$71.53	\$73.39	\$75.30	\$77.26	\$79.26
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Drafter/CAD Operator IV **	\$81.47	\$83.58	\$85.76	\$87.99	\$90.27
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Electrical Engineer	\$150.44	\$154.36	\$158.37	\$162.49	\$166.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Electrician - Foreman	\$107.93	\$110.73	\$113.61	\$116.56	\$119.60

541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Electrician - Journeyman	\$98.33	\$100.89	\$103.51	\$106.20	\$108.97
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Electronics Technician Maintenance I **	\$69.31	\$71.11	\$72.96	\$74.86	\$76.80
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Electronics Technician Maintenance II **	\$73.37	\$75.28	\$77.23	\$79.24	\$81.30
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Electronics Technician Maintenance III **	\$76.82	\$78.82	\$80.87	\$82.97	\$85.13
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Engineering Technician I **	\$62.07	\$63.69	\$65.34	\$67.04	\$68.78
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Engineering Technician II **	\$68.60	\$70.38	\$72.21	\$74.09	\$76.02
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Engineering Technician III **	\$75.67	\$77.64	\$79.66	\$81.73	\$83.86
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Engineering Technician IV **	\$91.62	\$94.00	\$96.45	\$98.96	\$101.53
541330ENG 561210FAC 561210FS 541330EMI ANCRA	Engineering Technician V **	\$108.56	\$111.39	\$114.28	\$117.25	\$120.30

ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Engineering Technician VI **	\$131.30	\$134.71	\$138.21	\$141.81	\$145.49
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Environmental Engineer	\$147.90	\$151.74	\$155.69	\$159.74	\$163.89
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Environmental Technician **	\$68.92	\$70.71	\$72.55	\$74.43	\$76.37
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facilities Maintenance Manager	\$133.10	\$136.56	\$140.11	\$143.75	\$147.49
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Maintenance Technician 1	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Maintenance Technician 2	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Maintenance Technician 3	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Maintenance Technician 4	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI	Facility Maintenance Technician 5	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87

ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Manager, Assistant	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Security Lead	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Security Manager 1	\$79.65	\$81.72	\$83.84	\$86.02	\$88.26
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Facility Security Manager 2	\$91.52	\$93.90	\$96.34	\$98.84	\$101.41
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Fire Alarm System Mechanic **	\$69.60	\$71.41	\$73.26	\$75.17	\$77.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Fire Protection Engineer	\$147.90	\$151.74	\$155.69	\$159.74	\$163.89
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Foreman	\$97.20	\$99.73	\$102.32	\$104.98	\$107.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Forklift Operator **	\$54.87	\$56.29	\$57.76	\$59.26	\$60.80
541330ENG 561210FAC 561210FS	Fuel Distribution System Mechanic **	\$73.40	\$75.30	\$77.26	\$79.27	\$81.33

541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Fuel Distribution System Operator **	\$63.70	\$65.36	\$67.06	\$68.80	\$70.59
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Gardener **	\$53.31	\$54.70	\$56.12	\$57.58	\$59.08
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	General Clerk I **	\$47.72	\$48.97	\$50.24	\$51.55	\$52.89
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	General Clerk II **	\$52.23	\$53.59	\$54.98	\$56.41	\$57.88
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	General Clerk III **	\$61.89	\$63.50	\$65.15	\$66.85	\$68.58
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	General Maintenance Worker **	\$62.66	\$64.29	\$65.96	\$67.67	\$69.43
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Guard I **	\$41.49	\$42.57	\$43.68	\$44.82	\$45.98
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Guard II **	\$56.07	\$57.53	\$59.03	\$60.56	\$62.13
541330ENG 561210FAC	Heavy Equipment Mechanic **	\$69.60	\$71.41	\$73.26	\$75.17	\$77.12

561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Heavy Equipment Operator **	\$69.60	\$71.41	\$73.26	\$75.17	\$77.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Housekeeping Aide **	\$39.72	\$40.76	\$41.82	\$42.90	\$44.02
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	HVAC Mechanic **	\$93.33	\$95.76	\$98.25	\$100.81	\$103.43
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	HVAC Technician - Senior	\$68.92	\$70.71	\$72.55	\$74.43	\$76.37
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Information Mng Specialist **	\$53.89	\$55.29	\$56.73	\$58.20	\$59.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Instrument Mechanic **	\$69.60	\$71.41	\$73.26	\$75.17	\$77.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Inventory Clerk	\$30.20	\$30.98	\$31.79	\$32.62	\$33.46
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Laboratory Technician **	\$66.66	\$68.39	\$70.17	\$71.99	\$73.87
541330ENG	Laborer **	\$47.70	\$48.94	\$50.21	\$51.51	\$52.85

561210FAC 561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	LAN Administrator 1	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	LAN Administrator 2	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Locksmith **	\$63.12	\$64.76	\$66.44	\$68.17	\$69.94
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Manager	\$91.52	\$93.90	\$96.34	\$98.84	\$101.41
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Specialist 1	\$26.31	\$27.00	\$27.70	\$28.42	\$29.16
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Specialist 2	\$34.72	\$35.62	\$36.55	\$37.50	\$38.47
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Specialist 3	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Specialist 4	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90

541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Specialist 5	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Logistics Supervisor	\$79.65	\$81.72	\$83.84	\$86.02	\$88.26
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Machinery Maintenance Mechanic **	\$90.09	\$92.43	\$94.84	\$97.30	\$99.83
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Maintenance Foreman	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Maintenance Technician	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Maintenance Trades Helper **	\$51.65	\$52.99	\$54.37	\$55.78	\$57.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Manager	\$138.69	\$142.29	\$145.99	\$149.79	\$153.68
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Material Coordinator **	\$67.00	\$68.74	\$70.53	\$72.37	\$74.25
541330ENG 561210FAC 561210FS 541330EMI ANCRA	Material Expediter **	\$50.64	\$51.96	\$53.31	\$54.70	\$56.12

ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Material Handling Laborer **	\$44.71	\$45.87	\$47.06	\$48.29	\$49.54
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Mechanical Engineer	\$147.90	\$151.74	\$155.69	\$159.74	\$163.89
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Motor Vehicle Mechanic **	\$66.81	\$68.55	\$70.33	\$72.16	\$74.04
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Office Administration Lead	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Office Manager	\$75.10	\$77.06	\$79.06	\$81.12	\$83.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Operating Engineer	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Order Clerk I **	\$50.62	\$51.93	\$53.28	\$54.67	\$56.09
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Order Clerk II **	\$54.98	\$56.41	\$57.88	\$59.38	\$60.93
541330ENG 561210FAC 561210FS 541330EMI	Order Filler **	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71

ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Painter, Maintenance **	\$66.47	\$68.19	\$69.97	\$71.79	\$73.65
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Personnel Assistant (Employment) I **	\$52.60	\$53.96	\$55.37	\$56.81	\$58.28
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Personnel Assistant (Employment) II **	\$58.37	\$59.89	\$61.44	\$63.04	\$64.68
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Personnel Assistant (Employment) III **	\$67.83	\$69.59	\$71.40	\$73.25	\$75.16
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Pest Controller **	\$47.77	\$49.01	\$50.29	\$51.60	\$52.94
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Pipefitter, Maintenance **	\$80.81	\$82.91	\$85.06	\$87.27	\$89.54
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Plumber, Maintenance **	\$68.27	\$70.04	\$71.86	\$73.73	\$75.65
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Principal (Engineering) -	\$124.16	\$127.39	\$130.70	\$134.10	\$137.59
541330ENG 561210FAC 561210FS	Production Control Clerk **	\$67.65	\$69.41	\$71.22	\$73.07	\$74.97

541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Program Manager	\$185.89	\$190.73	\$195.69	\$200.77	\$205.99
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Project Manager	\$177.64	\$182.26	\$187.00	\$191.86	\$196.85
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Property Clerk	\$34.72	\$35.62	\$36.55	\$37.50	\$38.47
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Property Control Specialist 1	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Property Control Specialist 2	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Property Disposal Specialist 2	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Property Support Assistant	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Purchasing Agent 1	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71
541330ENG 561210FAC	Purchasing Agent 2	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90

561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Purchasing Agent 3	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Purchasing Manager	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Assurance Assistant	\$34.72	\$35.62	\$36.55	\$37.50	\$38.47
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Assurance Inspector	\$123.89	\$127.11	\$130.42	\$133.81	\$137.28
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Assurance Manager	\$126.99	\$130.29	\$133.68	\$137.15	\$140.72
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Assurance Officer	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Assurance Specialist	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Assurance Technician 1	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG	Quality Assurance Technician 2	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87

561210FAC 561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Control Auditor	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Manager	\$91.52	\$93.90	\$96.34	\$98.84	\$101.41
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality Support Supervisor	\$79.65	\$81.72	\$83.84	\$86.02	\$88.26
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Quality/Safety Manager	\$84.49	\$86.68	\$88.94	\$91.25	\$93.62
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Recycling Laborer **	\$52.69	\$54.06	\$55.47	\$56.91	\$58.39
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Recycling Specialist **	\$57.06	\$58.54	\$60.06	\$61.62	\$63.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Refuse Collector **	\$45.29	\$46.47	\$47.68	\$48.92	\$50.19
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Scheduler	\$123.89	\$127.11	\$130.42	\$133.81	\$137.28

541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Scheduler, Maintenance **	\$52.60	\$53.96	\$55.37	\$56.81	\$58.28
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Secretary I **	\$54.48	\$55.90	\$57.35	\$58.84	\$60.37
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Secretary II **	\$58.71	\$60.24	\$61.81	\$63.41	\$65.06
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Secretary III **	\$67.83	\$69.59	\$71.40	\$73.25	\$75.16
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Security and Safety Officer	\$91.52	\$93.90	\$96.34	\$98.84	\$101.41
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Security Engineer	\$150.44	\$154.36	\$158.37	\$162.49	\$166.71
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Security Officer 1	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Security Officer 2	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA	Service Order Dispatcher **	\$53.66	\$55.05	\$56.49	\$57.95	\$59.46

ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Shipping/Receiving Clerk **	\$49.82	\$51.12	\$52.45	\$53.81	\$55.21
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Site Superintendent	\$71.79	\$73.65	\$75.57	\$77.53	\$79.55
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Small Engine Mechanic **	\$65.60	\$67.30	\$69.05	\$70.85	\$72.69
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Specification Writer	\$142.09	\$145.78	\$149.57	\$153.46	\$157.45
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Architect	\$159.80	\$163.96	\$168.22	\$172.59	\$177.08
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. CAD Operator **	\$94.70	\$97.16	\$99.69	\$102.28	\$104.94
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Civil Engineer	\$167.52	\$171.87	\$176.34	\$180.93	\$185.63
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Construction Engineer	\$139.40	\$143.02	\$146.74	\$150.55	\$154.47
541330ENG 561210FAC 561210FS 541330EMI	Sr. Cost Estimator	\$154.49	\$158.50	\$162.62	\$166.85	\$171.19

ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Electrical Engineer	\$176.99	\$181.59	\$186.31	\$191.15	\$196.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Environmental Engineer	\$166.49	\$170.82	\$175.26	\$179.82	\$184.49
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Fire Protection Engineer	\$176.99	\$181.59	\$186.31	\$191.15	\$196.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Mechanical Engineer	\$166.49	\$170.82	\$175.26	\$179.82	\$184.49
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Scheduler	\$139.40	\$143.02	\$146.74	\$150.55	\$154.47
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Security Engineer	\$176.99	\$181.59	\$186.31	\$191.15	\$196.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Sr. Structural Engineer	\$167.52	\$171.87	\$176.34	\$180.93	\$185.63
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Stationary Engineer **	\$81.58	\$83.70	\$85.88	\$88.11	\$90.40
541330ENG 561210FAC 561210FS	Stock Clerk **	\$40.92	\$41.98	\$43.07	\$44.19	\$45.34

541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Structural Engineer	\$144.95	\$148.72	\$152.58	\$156.55	\$160.62
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Supply Clerk	\$34.72	\$35.62	\$36.55	\$37.50	\$38.47
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Supply Technician **	\$69.58	\$71.39	\$73.24	\$75.15	\$77.10
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Telecommunications Mechanic I **	\$77.98	\$80.01	\$82.09	\$84.22	\$86.41
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Telecommunications Mechanic II **	\$81.69	\$83.81	\$85.99	\$88.22	\$90.52
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Tools And Parts Attendant **	\$56.96	\$58.44	\$59.96	\$61.52	\$63.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Tractor Operator **	\$49.06	\$50.34	\$51.65	\$52.99	\$54.37
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Transportation Clerk	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC	Truckdriver, Heavy **	\$60.94	\$62.53	\$64.15	\$65.82	\$67.53

561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Truckdriver, Light **	\$48.20	\$49.46	\$50.74	\$52.06	\$53.42
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Truckdriver, Medium **	\$57.24	\$58.73	\$60.25	\$61.82	\$63.43
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Truckdriver, Tractor-Trailer **	\$60.94	\$62.53	\$64.15	\$65.82	\$67.53
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Utility Operator	\$52.55	\$53.92	\$55.32	\$56.76	\$58.23
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Vehicle Dispatcher	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Ventilation Equipment Tender **	\$61.29	\$62.88	\$64.52	\$66.19	\$67.92
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Warehouse Lead	\$60.37	\$61.94	\$63.55	\$65.20	\$66.90
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Warehouse Specialist **	\$45.76	\$46.95	\$48.17	\$49.43	\$50.71
541330ENG	Warehouse Supervisor	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87

561210FAC 561210FS 541330EMI ANCRA ANCILLARY						
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Warehouse Worker	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Warehousing Manager	\$69.37	\$71.17	\$73.02	\$74.92	\$76.87
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Warehousing Manager, Assistant	\$79.65	\$81.72	\$83.84	\$86.02	\$88.26
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Water Treatment Plant Operator **	\$68.08	\$69.85	\$71.67	\$73.53	\$75.45
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Welder - Journeyman **	\$92.93	\$95.35	\$97.83	\$100.37	\$102.98
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Window Cleaner **	\$40.92	\$41.98	\$43.07	\$44.19	\$45.34
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Woodcraft Worker **	\$69.60	\$71.41	\$73.26	\$75.17	\$77.12
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Woodworker **	\$55.58	\$57.03	\$58.51	\$60.03	\$61.59

541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Work Control Assistant	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Work Control Dispatcher	\$39.86	\$40.89	\$41.96	\$43.05	\$44.17
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Work Control Manager	\$94.42	\$96.87	\$99.39	\$101.97	\$104.63
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Work Order Clerk	\$34.72	\$35.62	\$36.55	\$37.50	\$38.47
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Technician I **	\$69.68	\$71.49	\$73.35	\$75.25	\$77.21
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Technician II **	\$78.82	\$80.87	\$82.97	\$85.13	\$87.34
541330ENG 561210FAC 561210FS 541330EMI ANCRA ANCILLARY	Clerk **	\$52.52	\$53.89	\$55.29	\$56.73	\$58.20

LABOR CATEGORY DESCRIPTIONS

**Labor Categories that are subject to under Service Contract Labor Standard (SCLS)

Labor Category	Minimum Education	Minimum Years of Experience	Description	
Accounting Clerk I **	High School	1	Performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedure.	
Accounting Clerk II **	High School	2	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.	
Accounting Clerk III **	Bachelors	3	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical	

			soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting processes.	
Admin Assistant	Associates	4	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Responsibilities for this position include using judgment to determine the most appropriate and expedient way to resolve a portfolio of delinquent accounts in order to maximize collection. The Collection Specialist requests and analyzes credit reports for use in determining ways to resolve delinquent accounts, determines whether write-off tools are necessary, and recommends them to immediate supervisor when debts are uncollectible, (i.e., in case of bankruptcy). This position monitors payments made by debtors and minimizes the number of delinquent accounts.	
Appliance Mechanic **	High School	1	The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.	

Architect	Masters	2	Responsible for minor or small architectural projects. Selects, evaluates, and implements architectural procedures and techniques used to complete projects. Prepares reports and specifications as requested. May supervise and guide the work of lower-level architects. Typically requires the use of more advanced techniques. Requires a bachelor's degree of architecture. Typically reports to a supervisor or manager.
Boiler Tender **	High School	1	The Boiler Tender 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 which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent 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.
CAD Operator **	Associates	2	Supports facility department activities. Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and architectural drawings. Modifies existing AutoCAD drawings to reflect as-built red line changes.
Carpenter, Maintenance **	High School	1	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. 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, and 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.

Civil Engineer	Bachelors	2	<p>This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker 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. The Civil Engineering Technician 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. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.</p>
Civil Engineering Technician **	High School	1	<p>This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker 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. The Civil Engineering Technician 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. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.</p>

Computer Operator I **	High School	1	The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following: Studies operating instructions to determine equipment setup needed. Loads equipment with required items (tapes, cards, paper, etc.). Switches necessary auxiliary equipment into system; Diagnoses and corrects equipment malfunctions; Reviews error messages and makes corrections during operation or refers problems; Maintains operating record. This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions. The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Computer Operator II **	High School	2	The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following: Studies operating instructions to determine equipment setup needed. Loads equipment with required items (tapes, cards, paper, etc.). Switches necessary auxiliary equipment into system; Diagnoses and corrects equipment malfunctions; Reviews error messages and makes corrections during operation or refers problems; Maintains operating record. This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions. The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

Computer Operator III **	High School	3	The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.	
Computer Operator IV **	High School	5	The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.	
Computer Operator V **	High School	7	The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.	
Construction Quality Manager	High School	7	Manage project quality requirements in construction. Responsibilities include daily quality control reporting, subcontractor management, submittal management, conducting quality phase meetings and frequent field quality control inspections aimed at preventing contract non-	

			conformance. Must be able to demonstrate and be champion of continuous process improvement throughout the project and company.	
Contract Executive	Bachelors	7	Ensuring that exposure to legal and technical risks is minimized. Clarification of tender and contract requirements with other processes or enterprises of the Company for negotiation scope and cost with required subcontractors, agents and partners. Preparation of proposal and contract specific documentation with the support of the relevant business, operational or supporting departments, subcontractors and partners. • Reviewing and suggesting legal terms & conditions together with the Enterprise Legal. • To ensure that all legal, as well as insurance requirements that could not be resolved during contract negotiations are known and addressed appropriately. • Request names for responsible of Project Manager for each awarded contract from the Project Management department.	
Cost Estimator	High School	2	Estimates costs for engineering projects based on an analysis of project technical requirements. Collects and analyzes all project costs, including raw materials, labor, equipment and tooling to ensure estimates are accurate. Identifies and quantifies potential cost uncertainties to ensure costing models capture the full range of potential costs. Updates costs as necessary based on new information and project scope changes. Requires interface with project management, engineering, and procurement departments.	
Data Entry Operator I **	High School	1	This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions: This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.	

Data Entry Operator II **	High School	3	This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I. Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.
Drafter/CAD Operator III **	High School	3	The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duck systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. The Draft/CAD Operator III makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.
Drafter/CAD Operator IV **	High School	5	This operator works closely with design originators preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Electrical Engineer	Bachelors	2	Designs, develops, and tests electrical equipment, components, or systems. Applies mathematical and engineering principles and methods to electrical system designs. Conducts research to produce design solutions, improvements, and new products. Demonstrates expertise in a variety of the field's concepts, practices, and procedures to junior engineer.
Electrician - Foreman	High School	3	An Electrician 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.
Electrician - Journeyman	High School	7	Performs maintenance and service repairs on electrical systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected
Electronics Technician Maintenance I **	High School	1	The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics

			<p>Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.</p>	
Electronics Technician Maintenance II **	High School	3	<p>The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.</p>	
Electronics Technician Maintenance III **	High School	5	<p>The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment</p>	

			operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance III applies advanced technical knowledge to solve 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 an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using 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. This position may provide technical guidance to lower level technicians.	
Engineering Technician I **	High School	1	This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as: 1. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. 2. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. 3. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.	
Engineering Technician II **	High School	3	The Engineering Technician II 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; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as: 1. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; 2. 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; 3. 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.	
Engineering Technician III **	High School	5	The Engineering Technician III 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. This technician performs at this level one or a combination of such typical duties as: 1. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; 2. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. 3. 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; 4. 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. 5. 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.	
Engineering Technician IV **	High School	7	The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment and performs one or a combination of such typical duties as: 1. Developing or reviewing designs by extracting and analyzing a variety of engineering	

			<p>data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts). 2. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports. 3. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.</p>	
Engineering Technician V **	High School	9	<p>This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following: 1. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.2. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. 3. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments;</p>	

			analyzes and evaluates test results and prepares reports on findings and recommendations.	
Engineering Technician VI **	High School	10	<p>This technician independently plans and accomplishes complete projects or studies of broad scope and complexity or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following: 1. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). 2. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel and assures compatibility of design with other parts of the system. 3. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.</p>	

Environmental Engineer	Bachelors	2	Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation.
Environmental Technician **	High School	3	The Environmental Technician 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. This worker 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. This worker 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, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker 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, etc. This worker 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, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.
Facilities Maintenance Manager	Associates	6	Responsible for the acquisition, administration, and maintenance of real property and equipment. Manage staff within a specific region. 1. Manage building operation and maintenance, facility support services, shipping, receiving, stock, security, telecommunications, procurement, safety and environmental management of Government and

			Company property. 2. Provide leadership to staff within the designated region. 3. Prepare and plan for the development of new facilities or for modifications to existing facilities. Responsible for the installation and modification of facilities. 4. Develop budgets, costs, and plans for business area. 5. Develop Government property reports for the Company.	
Facility Maintenance Technician 1	High School	1	Under specific direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. Work may be checked while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: 1. With direction, assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. 2. With direction, assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. 3. With direction, assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. 4. Assist in performing other site support tasks incidental to the facility maintenance task assigned. 5. Assist in performing other duties as assigned and qualified. 6. Perform all other position-related duties as assigned or requested.	
Facility Maintenance Technician 2	High School	3	Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: 1. Assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. 2. Assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. 3. Assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. 4. Assist with or perform preventive maintenance as instruction allows. 5. Perform other site support tasks incidental to the facility maintenance task assigned. 6. Perform other duties	

			as assigned and qualified. 7. Perform all other position-related duties as assigned or requested.	
Facility Maintenance Technician 3	High School	5	Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine as well as some non-routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited guidance and/or on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: 1. Perform routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. 2. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. 3. Perform routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. 4. Monitor work of subcontractors as qualified and assigned. 5. Operate heavy equipment such as front-end loader, forklift, scissor lift, skid-steer loader, etc. 6. Perform routine preventive facility maintenance. 7. Perform other site support tasks incidental to facility maintenance assignments. 8. Perform other duties as assigned and qualified. 9. Perform all other position-related duties as assigned or requested.	
Facility Maintenance Technician 4	High School	7	Under limited supervision and using general procedures and/or work instructions, perform routine and non-routine assignments within but not necessarily limited to the area of facility maintenance of substantial variety and complexity, where operational precedents may not always exist. May provide guidance and/or on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Receive technical guidance/direction from supervisor and/or subject matter experts/professionals. 1. Perform routine maintenance/repair of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. 2. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. 3. Perform routine maintenance/repair of grounds such as tree removal and plowing and treating roads during inclement weather. 4. Operate heavy equipment such as front-end loader, forklift, scissor lift skid-steer loader, etc. 5. Monitor work of subcontractors	

			as qualified and assigned. 6. Perform routine preventive facility maintenance. 7. Recommend solutions to problems in design and fit during facility construction and remodeling, performing field fit work when approved by the customer and provide as-built drawings at completion. 8. Provide instruction, on-the-job assistance, and/or limited technical direction to employees performing similar work. 9. Perform maintenance using oral and/or written instructions. 10. Perform troubleshooting/problem identification and resolution of a routine nature. 11. Respond to various types of emergencies and provide assistance as appropriate based on skills, knowledge, and ability. 12. Perform other site support tasks incidental to facility maintenance assignments. 13. Perform other duties as assigned and qualified.	
Facility Maintenance Technician 5	High School	9	1. Perform routine maintenance/repair of interior and exterior facilities, including roofs, windows, sidewalks, fences, and exterior walls. 2. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. 3. Perform routine maintenance/repair of grounds such as tree removal and plowing and treating roads during inclement weather. 4. Operate heavy equipment such as end loader, forklift, scissor lift skid-steer loader, etc. 5. Monitor work of subcontractors as qualified and assigned. 6. Perform routine preventive facility maintenance. 7. Work from blueprints, drawings, layouts, work orders, or other specifications, performing work according to recognized codes, (NFPA) and (ADA) codes, etc. 8. Recommend solutions to problems in design and fit during facility construction and remodeling; perform field fit work when approved by the customer. 9. Perform maintenance using oral and/or written instructions. 10. Provide field design and specification of materials not included in engineers drawings and plans and provide as-built drawings at completion. 11. Use creativity and accumulated knowledge to solve problems and suggest repairs in non-routine situations. 12. Provide coordination, on-the-job assistance, and/or limited technical direction to employees performing similar work. 13. Plan and schedule work from authorized work orders and perform quality assurance and quality control functions in process and upon completion. 14. Perform routine and non-routine troubleshooting/problem identification and resolution. 15. Respond to various types of emergencies and provide assistance as appropriate based on skills, knowledge, and ability.	

Facility Manager, Assistant	High School	3	<p>Assist in managing the warehousing facility, activities, and services required to support the contract(s) and customer(s). 1. Assist the Facility Manager in interfacing with Government officials, Company personnel, and subcontractors/vendors. 2. Ensure compliance of property management contracts according to the Statement of Work (SOW) and Company policies, procedures, and practices. 3. Arrange for the performance of various services for the customer by utilizing appropriate subcontractors and vendors. 4. Guide, direct, coordinate, evaluate, and arrange for the acceptance, transportation, storage, maintenance, delivery, setup and disposition of property consigned by the IRS utilizing Company and subcontractor facilities and/or resources according to policies and procedures. 5. Assist in identifying and evaluating potential subcontractors. Process solicitations and RFPs, and obtain bids from subcontractors/vendors. Coordinate property management contracts with local vendors. Develop SOWs for subcontracts and vendors and formulate and process Purchase Orders. Approve and ensure accuracy of subcontractor invoicing by reviewing and resolving any discrepancies. 6. Assist in performing subcontractor facility and performance evaluations and train and evaluate subcontractors. 7. Assist in conducting property oversight audits/ evaluations and physical inventories. 8. Investigate adverse incidents, complaints, and claims and submit appropriate reports. 9. Assist in overseeing and/or conducting evaluation of property/merchandise designated pending sale. Prepare property for sale and ensure timely delivery of property to required sale location. Lot and display merchandise for efficient and effective marketing for sales. 10. Monitor and analyze the automated information system and prepare and print reports as required. 11. Provide property management and service recommendations to the customer.</p>
Facility Security Lead	Associates	3	<p>Manage clerical work unit. Recognized expert in particular area such as facility operations, security and document control. 1. Perform complex and diverse duties involving the application of standard procedures to a variety of assignments. 2. Manage clerical personnel in specific work unit. 3. Develop workflow process and quality control procedures. 4. Directly interact with customer for input requirements and to ensure quality and on-time delivery of product. 5. Perform duties of Clerk 3 position as required. 6. Select and interpret data and demonstrate thorough knowledge of department and organization policies and procedures in assigned</p>

			area of responsibility. 7. Perform all other position-related duties as assigned or requested.
Facility Security Manager 1	Associates	5	<p>Establish and maintain adequate security regulations and procedures for the organization. Assist, advise, and guide all departments regarding security regulations and procedures. Ensure that all utility systems are operational and inspected in accordance with preventive maintenance schedules. Prepare cost estimates for building renovations or space alterations and inspect completed work for conformance to specifications. 1. May supervise, train, and/or educate personnel in security, office, or facility policies, procedures, and practices. 2. Manage and maintain the classified document and personnel clearance databases. 3. Ensure adherence to regulations for generation, transfer, storage, and handling of classified materials. 4. Responsible for operation and maintenance of security equipment, alarms, and access control systems. 5. Develop, implement, and maintain procedures for classified and accredited AIS systems. 6. Manage budget for security staff in direct support of classified contract administration. 7. Manage facilities, including facility budget, space allocations, office moves, and building maintenance. 8. Lease space as it becomes available, including the negotiation of subleases, renegotiations of options, and collect/submit rental payments. 9. May be responsible, depending upon facility, for certain Environment, Safety and Health (ES&H) duties, including updating the ES&H and Waste Minimization Plans; conducting chemical/hazardous materials inventories; maintaining/posting Occupational Safety and Health Administration (OSHA) 200 log; and preparing Quarterly Safety Statistics, Inspection Reports, and Checklists. 10. Perform all other position-related duties as assigned or requested.</p>

Facility Security Manager 2	Associates	6	Establish and maintain adequate security regulations and procedures for the organization. Assist, advise, and guide all departments regarding security regulations and procedures. Ensure that all utility systems are fully operational and inspected in accordance with preventive maintenance schedules. Prepare cost estimates for building renovations or space alterations and inspect completed work for conformance to specifications. 1. May supervise, train, and/or educate personnel in security, office, or facility policies, procedures, and practices. 2. Manage and maintain the classified document and personnel clearance databases. 3. Ensure adherence to regulations for generation, transfer, storage, and handling of classified materials. 4. Responsible for operation and maintenance of security equipment, alarms, and access control systems. 5. Develop, implement, and maintain procedures for classified and accredited Automated Information System (AIS) systems. 6. Manage budget for security staff in direct support of classified contract administration. 7. Manage facilities, including facility budget, space allocations, office moves, and building maintenance. 8. Lease space as it becomes available, including the negotiation of subleases, renegotiations of options, and collect/submit rental payments. 9. May be responsible, depending upon facility, for certain ES&H duties, including updating the ES&H and Waste Minimization Plans; conducting chemical/hazardous materials inventories; maintaining/ posting OSHA 200 log; and preparing Quarterly Safety Statistics, Inspection Reports, and Checklists. 10. Perform all other position-related duties as assigned or requested.
Fire Alarm System Mechanic **	High School	3	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 transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.
Fire Protection Engineer	Bachelors	2	Fire Protection Engineers design systems, products, and procedures that prevent fire damage. Their job is to research causes of fires and decide on the best fire protection methods. They help organizations defend a property against fire hazards.

Foreman	High School	1	Perform a variety of warehouse functions. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function. 1. As directed, perform a variety of warehousing duties, which requires an understanding of the establishment's storage plan. 2. Verify materials (or merchandise) against receiving documents, noting, and reporting discrepancies and obvious damages. 3. Route materials to prescribed storage locations. 4. Store, stack, or palletize materials in accordance with prescribed storage methods. 5. Rearrange and take inventory of stored materials. 6. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment. 7. May operate hand or power trucks in performing warehousing duties. 8. Perform miscellaneous quality assurance duties, including inventory process checks, inspection of materials and articles, etc. 9. Perform all other position-related duties as assigned or requested.
Forklift Operator **	High School	1	The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.
Fuel Distribution System Mechanic **	High School	3	The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters. This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

Fuel Distribution System Operator **	High School	3	The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and offloading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.
Gardener **	High School	1	The Gardener 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 laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner 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, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.
General Clerk I **	High School	1	The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine). 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.	
General Clerk II **	High School	3	The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine). 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.	
General Clerk III **	High School	5	The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine). 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.	

General Maintenance Worker **	High School	1	The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Excluded are: 1. Craft workers included in a formal apprenticeship or progression program based on training and experience; 2. Skilled craft workers required to demonstrate proficiency in one or more trades; 3. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).
Guard I **	High School	1	This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other special weapons and continuing physical fitness. Guard I carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.
Guard II **	High School	3	The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other

			special weapons, and to meet rigorous physical fitness standards.	
Heavy Equipment Mechanic **	High School	3	The Heavy Equipment Mechanic 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. This worker 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, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.	
Heavy Equipment Operator **	High School	1	The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper 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, and may grease, adjust and make emergency repairs to equipment.	
Housekeeping Aide **	High School	1	Clean and supply lounges, lavatories, bathrooms, offices, and any other areas as assigned, in accordance with standard procedures set by the customer. 1. Utilize cleaning devices such as light mops, small wringers, dusters, household type vacuum cleaners, and other necessary tools, chemicals and supplies. 2. Perform 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; and replenishing room supplies. 3. Assist in cleaning emergency spills observed or on request. 4. Maintain assigned equipment and report needed repairs to equipment, furniture, building, and fixtures. 5. Perform all other position-related duties as assigned or requested.	

HVAC Mechanic **	High School	3	<p>The HVAC Mechanic installs, modifies and repairs refrigeration – hermetic, semi hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems. The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.</p>
HVAC Technician - Senior	Associates	5	<p>The HVAC Senior 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, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also 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</p>

			and discharge valves in circuit. This mechanic observes pressure and vacuum gauges and adjusts controls to insure 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, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.	
Information Mng Specialist **	High School	1	Research queries received via email from Government agencies, businesses, academia, media and the general public, and respond via email with answers and/or referrals. 2. Assist with staffing the information line. 3. Respond to information requests received via email and by telephone. 4. May provide support to processing the library acquisition process. 5. Perform all other position-related duties as assigned or requested.	
Instrument Mechanic **	High School	1	The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.	
Inventory Clerk	High School	1	Perform inventory counts as directed by Inventory Control Lead or other member of management. Verify inventory on each unit that is in storage as it is inventoried. Perform in-depth searches for material in storage but not in location. 1. Perform inventory cycle counts or other physical inventory counts as directed. 2. Identify material in storage that is not on record. 3. Perform in-depth searches for material that is in storage but not in location. 4. Identify material by part number, national stock number, or other identifying characteristic, including local	

			<p>tagging to identify specific units. 5. Perform occasional identification by serial number. 6. Must have good understanding of receiving and issue processes to help identify where material may be. 7. Perform all other position-related duties as assigned or requested. 8. Must possess a valid driver's license. 9. Excellent attention to detail and experience inputting information into databases.</p>	
Laboratory Technician **	Associates	3	<p>The Laboratory Technician performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications, and examines materials, using microscope.</p>	
Laborer **	High School	1	<p>The Laborer 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: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick,</p>	

			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 appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.
LAN Administrator 1	Associates	1	Perform network administration such as monitoring access, observing and controlling the status and performance of all network components. Identify, diagnose and resolve problems affecting network performance. 1. Monitor and facilitate the maintenance and control of the access network database. 2. Schedule and control the workspaces for secure access by authorized personnel. 3. Maintain user accounts by adding new users, deleting departing users, correcting user access problems, and assigning proper rights and privileges. 4. Analyze personal computer problems such as memory allocation and system lockup problems and make necessary corrections. 5. Create network print queues, servers and install. 6. Perform Automated Data Processing (ADP) secure systems backups on a periodic basis. 7. Diagnose network access problems and correct. 8. Assist in the installation, assembly, repair, upgrade and maintenance of Local Area Network (LAN) hardware and software components. 9. Maintain and establish a filing system for tracking and inventory control of hardware and software systems and equipment. 10. Comply with hardware and software systems standards and procedures. 11. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. 12. Provide technical assistance and informal training in implementing network programs based on user requirements. 13. Perform all other position-related duties as assigned or requested.

LAN Administrator 2	Bachelors	3	<p>Install, monitor and direct the operations of LANs. Provide support and advice to local users and diagnose and resolve LAN performance and operating problems. 1. Install and maintain LAN hardware and software components. 2. Diagnose, repair, assemble, and upgrade LAN hardware and software. 3. Establish and maintain LAN users and their environments, directories and security. 4. Monitor and adjust LAN operating environment to ensure optimum performance. 5. Respond to needs/questions of network users concerning access to resources on the LAN. 6. Provide training to users on LAN applications and operations. 7. Provide connectivity to other outside resources or network as necessary. 8. Direct on-site customer interface for installation, repair, upgrade, and maintenance of LAN hardware and software components. 9. Maintain and establish a filing system for tracking and inventory control of hardware and software systems and equipment. 10. Comply with hardware and software systems standards and procedures. 11. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance. 12. Provide technical assistance and informal training in implementing network programs based on user requirements. 13. Ensure LANs and PCs are working effectively and efficiently. Develop LAN operability improvements as required. 14. Monitor network communications for security purposes. Uphold security by monitoring remote user interface, preventing unauthorized access to LAN, adding new users with correct security rights, and deleting obsolete users. 15. Perform all other position-related duties as assigned or requested.</p>
Locksmith **	High School	1	<p>The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.</p>

Logistics Manager	Bachelors	10	Perform functions to improve efficiencies in planning, managing, controlling, directing and coordinating the overall activities of other personnel and logistical support to refine industrial work processes associated with Operations and Maintenance and to fulfill work requests in compliance with the customer and as required by subcontractors, making decisions based on conclusions for which there is little precedent. Monitor environmental compliance with Federal, State, and location regulations programs or contractual requirements as related to the business of the unit or section, working within the limits of established policy, procedures and implementing instructions. Conduct process control analysis of various OHM elements, consulting with peer groups involving other managers, engineering, work management, logistics and other personnel who exercise full responsibility for all technical, budgetary, and administrative program elements. Experienced in logistics services, material management, transportation, material handling, use of information systems in logistics management. Must be familiar with current systems/methodology. Must be experienced manager of staff of at least 20+ personnel. Excellent analytical and communication skills.
Logistics Specialist 1	High School	1	Perform a variety of logistics support tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. 1. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; sourcing issues; and configuration impacts. 2. Perform physical inventorying, cataloging, warehousing, material/property control coordination, and data entry in support of various supply activities. 3. Assist with maintaining logistics support plans, policies, procedures, and similar data. 4. Support maintenance planning tasks. 5. Perform all other position-related duties as assigned or requested.
Logistics Specialist 2	High School	1	Perform a variety of logistics support tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. 1. Assist with preparation of drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; sourcing issues; and configuration impacts. 2. Assist with inventorying, cataloging, warehousing, material/property control coordination, and data entry in support of various supply activities. 3. Assist with maintaining logistics support plans, policies,

			procedures, and similar data. 4. Support maintenance planning tasks. 5. Perform all other position-related duties as assigned or requested.	
Logistics Specialist 3	Associates	3	Perform a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. 1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts. 2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations. 3. Develop, execute, maintain, review and comment on logistics support plans, policies, procedures, and similar data. Recommend improvements to enhance the process. 4. Support maintenance planning systems; perform maintenance planning tasks. 5. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals. 6. Perform all other position-related duties as assigned or requested.	
Logistics Specialist 4	Associates	5	Provide a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. 1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts. 2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations. 3. Develop, execute, maintain reviews and comments on logistics support plans, policies, procedures and similar data. Recommended improvements to enhance the process. 4. Support maintenance planning systems; perform maintenance planning tasks. 5. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals. 6. Apply knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills. 7. Perform all	

			other position-related duties as assigned or requested.	
Logistics Specialist 5	Associates	7	Provide a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. Coordinate and may supervise efforts of ILS team. 1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts. 2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations. 3. Develop, execute, maintain reviews and comments on logistics support plans, policies, procedures and similar data. Recommend improvements to enhance the process. 4. Support maintenance planning systems; perform maintenance planning tasks. 5. Identify specific procedures or processes that could be modified in order to increase efficiencies of quality. 6. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals 7. Apply knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills. 8. Perform all other position-related duties as assigned or requested.	
Logistics Supervisor	Bachelors	8	Supervise the day-to-day operations of the Logistics Department to include receiving, processing and reporting the status of requisitions; providing backorder management; managing inventories and commodities; performing research and cataloging; procuring, storing, and issuing material; and performing financial management and accounting. 1. Supervise the staff, including ensuring that staff is adequately trained; coordinate, prioritize and schedule workloads to ensure timely and effective completion of work. 2. Monitor and evaluate staff performance. 3. Ensure compliance of all logistics services in accordance with Federal standards and regulations; SOW; and Company policies, procedures and directives. 4. Review and monitor budgets for logistics programs and departments, notifying Logistics Manager of expenditures and limits. 5. Assist in the development and maintenance of Standard Operating Procedures (SOPs) for the overall effective logistics program to support the initiatives	

			and directives of the customer. 6. Examine the efficiency and effectiveness of departmental procedures and recommend new initiatives and methodology in the logistics area based on requirements and priorities. 7. In absence of Logistics Manager, act as the liaison with AECOM Management Services, other contractors and the customer for planning, implementing and coordinating logistics initiatives. 8. Perform all other position-related duties as assigned or requested.	
Machinery Maintenance Mechanic **	High School	1	The Machinery Maintenance Mechanic 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. Responsibilities include replacing broken or defective parts with items obtained from stock and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include 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.	
Maintenance Foreman	High School	4	Responsible for overseeing various maintenance craftsmen and tradesman to maintain buildings, grounds, structures, equipment, and machinery in a state of good repair and design working conditions. 1. Work includes reviewing and writing work orders. 2. Assign proper maintenance personnel to perform scheduled or service type repairs. 3. Perform labor-hour tracking for payroll, work order recording, and scheduling. 4. Write work orders and schedule preventative maintenance activities. 5. Prepare or review work estimates and assure that material requisitions are initiated as per job requirements. 6. Respond to calls for emergency type maintenance situations. 7. Investigate problems and assure temporary measures are enacted and permanent repairs are completed as soon as possible. 8. Coordinate site maintenance requirements with management and other organizations. 9. Comply with all applicable policies, procedures, and requested administrative directives. 10. Perform all	

			other position-related duties as assigned or requested.
Maintenance Technician	High School	2	Perform maintenance service or repairs in two or more skill areas, including plumbing, carpentry, painting, plastering and electrical repair/installation under supervision. Coordinate and perform general business office activities such as mail, courier and/or office supply inventory. 1. Perform building operations maintenance for the facility in accordance with established environmental and safety procedures. 2. Oversee building custodian services and grounds maintenance as directed. 3. Support office service functions such as shipping/ receiving, stocking of supplies, operation of copiers, postage meter, etc. 4. Operate trucks, forklifts, hoists and other material handling equipment. 5. Perform minor electrical repairs/replacement under supervision. 6. Perform all other position-related duties as assigned or requested.
Maintenance Trades Helper **	High School	1	The Maintenance Trades Helper 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.
Manager	Bachelors	10	Oversee programs providing multidisciplinary engineering analysis and support in the design, development, implementation, operation and maintenance of diverse systems. Assist in the planning, control and direction of staff and customs support personnel for one or more contracts. Directly support the maintenance of the current base, develop, and implement new business strategies. 1. Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. 2. Plan and procure necessary staffing to achieve work completion milestones and deliverables. 3. Monitor fulfillment of contract requirements to ensure quality and timeliness of services/ deliverables to various customers. 4. Supervise, coordinate, provide leadership to and review the work of assigned staff and/or contracts. 5.

			Interface with customers on a regular basis for support of engineering and program management activities. Monitor customer feedback and advise on a broad range of issues related to products/ services being delivered. 6. Participate in business development, including identifying new business opportunities, developing and implementing strategies and managing proposal development. 7. Perform multidisciplinary analysis of system designs to determine compliance with specifications and standards. 8. Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. 9. Perform all other position related duties as assigned or requested.
Material Coordinator **	High School	2	The Material 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.

Material Expediter **	High School	2	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
Material Handling Laborer **	High School	1	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: 1. 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); 2. Stocking merchandise for sale; 3. Counting or routing merchandise; 4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; 5. Loading and unloading ships (alongshore workers); 6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.
Mechanical Engineer	Bachelors	2	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. Conducts product testing and creates models and prototypes. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products.

Motor Vehicle Mechanic **	High School	3	The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks, or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.
Office Administration Lead	Associates	3	Manage clerical work unit. Recognized expert in particular area such as reproduction, graphic illustrating, document production, or cost/contract monitoring. 1. Manage clerical personnel in specific work unit. 2. Develop workflow process and quality control procedures. 3. Directly interact with customer for input requirements and to ensure quality and on-time delivery of product. 4. Perform duties of Clerk 3 position as required. 5. May be responsible for preparation and tracking of system pool(s). 6. Perform all other position-related duties as assigned or requested.
Office Manager	Bachelors	3	Coordinate office services and related activities, including developing and managing programs for the maximum utilization of resources, services and equipment. 1. Manage activities such as mail and courier, facsimile equipment, and telephone services. 2. Manage technical document production, which includes editing, graphics, word processing and reproduction. 3. Serve as group coordinator to establish and implement the Company quality system and to receive and maintain ISO 9000 certification. 4. Make recommendations for purchase of new equipment and technology and for improvements to current work processes and methods to continually meet employee and customer needs. 5. Perform all other position-related duties as assigned or requested.
Operating Engineer	High School	1	Responsible for operating the following heavy equipment: backhoes, front-end loaders, tractors, cranes, scrapers, and forklifts. 1. Perform loading and off-loading of materials, equipment, furniture, etc. 2. Perform road maintenance, ice and snow removal, excavating, and ground support in the event of hazardous spills. 3. Perform all other position-related duties as assigned or requested.

Order Clerk I **	High School	1	<p>The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order, and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job. This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to ensure that the proper item is supplied or to verify the price of order.</p>
Order Clerk II **	High School	3	<p>The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order, and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job. This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs or determining the price to be quoted when pricing involves more than</p>

			merely referring to a price list or making some simple mathematical calculations.	
Order Filler **	High School	1	The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.	
Painter, Maintenance **	High School	1	The Painter, Maintenance 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. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	
Personnel Assistant (Employment) I **	High School	1	This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as typewriter, personal computer, copier, adding machine, and facsimile.	
Personnel Assistant (Employment) II **	High School	3	This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide	

			guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.	
Personnel Assistant (Employment) III **	High School	5	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.	
Pest Controller **	High School	2	The Pest Controller 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; and may be required to hold State license.	
Pipefitter, Maintenance **	High School	3	The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. 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. This person is responsible for 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. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.	
Plumber, Maintenance **	High School	1	The Plumber, Maintenance 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. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker 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. The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, 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. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.	
Principal (Engineering) -	Bachelors	10	Applies knowledge of and experience with engineering principles and techniques to develop highly complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes highly complex engineering designs. Negotiates engineering and/or design requirements with customer representatives. May supervise other engineers and interact directly with customers.	

Production Control Clerk **	High School	1	<p>This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include writing production reports based on data compiled, tabulated, and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets, or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records, and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee timecards and post wage data on records used for preparation of payroll.</p>
Program Manager	Bachelors	15	<p>Oversee programs providing multidisciplinary engineering analysis and support in the design, development, implementation, operation and maintenance of diverse systems. Assist in the planning, control and direction of staff and customs support personnel for one or more contracts. Directly support the maintenance of the current base, develop, and implement new business strategies. 1. Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. 2. Plan and procure necessary staffing to achieve work completion milestones and deliverables. 3. Monitor fulfillment of contract requirements to ensure quality and timeliness of services/ deliverables to various customers. 4. Supervise, coordinate, provide leadership to and review the work of assigned staff and/or contracts. 5. Interface with customers on a regular basis for support of engineering and program management activities. Monitor customer feedback and advise on a broad range of issues related to products/ services being delivered. 6. Participate in business</p>

			development, including identifying new business opportunities, developing and implementing strategies and managing proposal development. 7. Perform multidisciplinary analysis of system designs to determine compliance with specifications and standards. 8. Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. 9. Perform all other position related duties as assigned or requested.	
Project Manager	Bachelors	7	Oversee programs providing multidisciplinary engineering analysis and support in the design, development, implementation, operation and maintenance of diverse systems. Assist in the planning, control and direction of staff and customs support personnel for one or more contracts. Directly support the maintenance of the current base, develop, and implement new business strategies. 1. Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance. 2. Plan and procure necessary staffing to achieve work completion milestones and deliverables. 3. Monitor fulfillment of contract requirements to ensure quality and timeliness of services/ deliverables to various customers. 4. Supervise, coordinate, provide leadership to and review the work of assigned staff and/or contracts. 5. Interface with customers on a regular basis for support of engineering and program management activities. Monitor customer feedback and advise on a broad range of issues related to products/ services being delivered. 6. Participate in business development, including identifying new business opportunities, developing and implementing strategies and managing proposal development. 7. Perform multidisciplinary analysis of system designs to determine compliance with specifications and standards. 8. Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel. 9. Perform all other position related duties as assigned or requested.	
Property Clerk	High School	1	Provide overall clerical and administrative support. Answer telephone, screen, and direct calls. Open and distribute mail. Perform word processing and typing functions as required. Coordinate property consignments; interface with subcontractors/vendors on property consignments, releases, and other property management requirements; and interface with Government officials, the public, and owners/violators. Perform data entry into required databases. Run reports and	

			prepare correspondence as directed. Maintain property files from acceptance to closeout. Calculate storage charges and process release documentation. Assist in sales activity as required. Perform all other position-related duties as assigned or requested.	
Property Control Specialist 1	Associates	1	Responsible for adequate control and administration of Government property under the responsibility and control of contract personnel. Locate and move materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keep related records. Review production schedules, inventory reports, and Work Orders to determine types, quantities, and availability of required material and priorities of customer orders. Confer with supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locate and move materials to specified production areas. Record quantity and type of materials distributed and on hand. Perform all other position-related duties as assigned or requested.	
Property Control Specialist 2	Associates	2	Responsible for processing, reconciling, reporting, and archiving the activities and results of all physical inventories of Government property under the responsibility and control of contract personnel. Perform reconciliation of all inventories performed by Physical Inventory Branch. Assist Inventory Supervisor in developing production schedules, inventory reports, and availability of required material and priorities of customer orders. Download collected data from scanning devices and ensure scanners are operational for next day's inventory activities. Operate a computerized remote terminal. Ensure materials inventory stocks are frozen from issue transactions during scheduled inventory. Evaluate quality of each inventory performed to include all discrepancies (overages/shortages.). Assure resolution of inventory discrepancies while ensuring accountability of all Government assets. Perform extensive research to ascertain origin or disposition of property located or missing from inventory. Coordinate inventory/scanning efforts with cooperating contractors, or contractors who are not part of the current inventory process but have property assets involved. Discuss inventory activities and provide status to customer upon request or as scheduled. Prepare all reports, including final inventory reports or periodic status for all higher authority. Perform all other position-related duties as assigned or requested.	

Property Disposal Specialist 2	High School	4	<p>Assist in implementing the Stevenson-Wydler Technology Innovation Act by transferring excess/surplus research and education equipment to educational institutions. Interface with customers and other Federal/State agencies in promoting the reutilization of excess/surplus property. Provide assistance in conducting sales of surplus property. Ensure that all the administrative tasks are done daily. Provide documentation for pickup of excess items and monitor the action until closed. Provide data for reports as required. Participate in the interface/coordination of effort with the client. Screen equipment transfer requests and process documentation. Participate in all re-utilization of excess and surplus property to other Federal and State agencies. Assist in marketing surplus property for on-site sales, ensuring maximum sales proceeds. Assist in research of aged cases, outstanding records, and discrepancies in the freeze status. Advise property custodians on matters pertaining to the property disposition of Government-owned equipment. Assist with policies and procedures. Review equipment requirements at the Defense Reutilization Marketing Offices. Assist the Department Head in compiling and analyzing workload statistics. Interface on a daily basis with schools in the State and surrounding states. Interface on a daily basis with Federal and State agencies. Coordinate with Packing and Crating and Dispatch Sections to schedule shipments of excess and surplus property as required. Perform all other position-related duties as assigned or requested.</p>
Property Support Assistant	High School	3	<p>Support organizations in acquiring, controlling, shipping and disposing of property. Process documentation, control, ship, inventory, receive, and dispose of property. Perform close liaison with administrative and technical personnel to offer optimum support. Operate ADP systems for property control. Tag and sort materials for disposal and perform necessary expediting. Assign and maintain files for accountable document control numbers. Maintain surveillance over assigned equipment and coordinate data input by Control Administrator. Assist with inventories as required. Process documentation to modify, cannibalize, survey, or found on-station assigned equipment, storage/repair updates. Request addition of new users to the database as required. Expedite transactions to ensure timely closure. Provide assistance to management during walkthrough inspections. Accept accountability of new property. Provide Form 1602 and/or approve other transactions involving assigned equipment as required. Perform field research as required. Perform hand carries of</p>

			documentation as required. Interface with customer personnel in a courteous manner, providing technical advice and assistance as required. Interface with Company supervisory and customer personnel on a regular basis, responding to all verbal and written requests. Prepare and submit SRS for equipment turn in. Identify controlled equipment no longer needed and coordinate disposition with users. Assign sensitive items to primary users. Ensure, prior to retirement/transfer/resignation of employee, that all equipment is properly transferred. Responsible for building equipment records in Government-provided systems. Program mobile property passes (Form 892) for mobile equipment items assigned to an employee. Interface with customer personnel in a courteous manner. Perform all other position-related duties as assigned or requested.	
Purchasing Agent 1	Associates	3	Procure services, supplies, hardware, software, and other commodities required for facilities and employees. Review the procurement process for adherence to Company policies and Government regulations. Perform purchasing duties, including but not limited to preparing and executing purchase requested with limited supervision. Advise/recommend end-users on commodities and prepare/review vendor solicitations. Solicit for new vendors, schedule visits, and monitor vendor performance. Track capital assets. Prepare/participate in internal/external audits and interact with other team members to advise and recommend improvements. Coordinate with Shipping/Receiving and Accounting Departments on deliveries and assist in resolving problems. Maintain a filing system for all procurement matters. Comply with governmental law, Company and divisional procurement policies and procedures. Perform all other position-related duties as assigned or requested.	
Purchasing Agent 2	Associates	5	Procure or oversee the procurement of all services, supplies, hardware, software, and other commodities required for Company facilities and employees to function. Review the procurement process for adherence to Company policies and Government regulations. Advise on the most efficient means of procuring items and applicable procedures. Counsel requestors regarding product availability and economic purchase factors. Review incoming procurement requests for adherence to Company policies and Government regulations. Determine most effective method of procurement. Coordinate the workflow and prioritize procurement requests among Junior Purchasing Agents. Review Junior Agent procurements and assist/train Junior	

			<p>Agents when necessary. Prepare solicitation documents such as Requests for Quotes and Requests for Proposal. Procure requested items, adhering to the requirements specified, including required delivery dates, description of items, quantity and quality of items. Negotiate price and/or terms and conditions where applicable. Prepare and/or approve documentation such as price analysis, vendor selection, lease versus buy analysis, operating versus capital lease analysis, sole justifications, market surveys, and best-value and technical evaluations. Track procurement for supplier compliance with negotiated terms and delivery dates. Coordinate returns and service problems with suppliers. Establish new suppliers by interviewing prospective suppliers, monitoring their performance and providing improvement recommendations. Monitor overall procurement procedures for possible improvements. Coordinate with Companywide procurement team to implement purchasing improvements including standardized forms, file organization, and documentation requirements. Comply with governmental law and Company and division procurement policies. Maintain a filing system and be responsible for communications and correspondence to and from customer regarding procurement matters.</p>
Purchasing Agent 3	Bachelors	7	<p>Procure or oversee procurement of all services, supplies, hardware, software and other commodities required for facilities and employees to function. Review the procurement process for adherence to Company policies and Government regulations. Specialize in the completion of complex assignments. Lead and/or advise other Purchasing Assistants and Purchasing Agents. Prepare and execute requests (high-dollar requests) that are more complex in nature, requiring more acquisition experience and more clearly defined documentation. Schedule and coordinate internal/external audits. Solicit for new vendors and schedule visits. Interpret, recommend and implement procurement policies and procedures. Provide input for performance and salary reviews. Plan procurement workload assignments and assign to purchasing personnel. Serve as subject matter expert for procurement matters, provide advice, and recommend changes that have an important bearing on internal Company operations. Comply with governmental law and Company and divisional procurement policies and procedures. Maintain a filing system and be responsible for all correspondence on all procurement matters. Perform all other position-related duties as assigned or requested.</p>

Purchasing Manager	Bachelors	5	<p>Provide an effective subcontract and procurement program, which ensures compliance with prime contract requirements. Negotiate, justify, and issue purchase orders for supplies and services in accordance with Company policies and procedures. Negotiate, document, and establish new subcontracts, including establishing evaluation criteria and plan, evaluating security subcontractors' offers, documenting subcontractors' capabilities, conducting evaluation of all proposals; creating subcontracts; and maintaining official complete subcontract files. Administer all subcontracts and purchase orders, including monitoring performance, prices, and certifications; exercising options, conducting market analysis and negotiating prices; maintaining subcontract and purchase order files; issuing modifications as necessary; and resolving invoicing issues with Finance and Accounting. Oversee/evaluate potential subcontractors and ongoing performance. Perform periodic reviews of procurement actions for compliance with policies and procedures, competition, and prime contract requirements. Ensure that all necessary data is entered and maintained in automated systems. May coordinate adverse incidents and hazardous material handling issues with Risk Management. Monitor the Small Business (SB) and Small Disadvantaged Business (SDB) Program, and the Labor Surplus Area Program. Identify potential sources for compliance with the SB and SDB Programs. Develop and implement appropriate tools to ensure the participation of Labor Surplus Area vendors. Solicit new procurement sources with the assistance of management, including small, disadvantaged and women-owned businesses. Oversee and coordinate subcontract terminations for resolution in accordance with Contracts and Procurement Procedures and the FAR. May assist the Contract Administrator with prime contract functions. Close out contract and procurement files in accordance with records retention procedures.</p>
Quality Assurance Assistant	High School	1	<p>Perform range of process quality checks and material inspections within Receiving; Storage; Transportation; Inventory; and Preservation, Packaging, Packing and Marking (PPP&M). Evaluate process performance through use of sampling techniques to help ensure programs meet prescribed quality levels. Inspect suspect items for identity and condition. Requires use of a variety of measurement tools and frequent daily travel from one work area to another to meet process needs. Work under the supervision of a designated lead, supervisor or manager. Perform daily process quality checks using Performance Evaluations criteria of the DDJF</p>

			Performance Work Statement, Quality Control/Customer Satisfaction Plan (QC/CSP). Visually inspect material for identity and condition. Make necessary changes to the accountable inventory system as required. Perform physical count of assets, research count discrepancies, and recommend changes as required. Perform shelf-life inspection of assets in storage and make changes as required. Perform weight and measurement actions of assets in storage. Escort and assist customers during warehouse location visits. Re-warehouse material as needed. Perform location accuracy checks as required. Operate MHE. Prepare reports and charts as required. Participate in all technical quality-related meetings. Assist in maintaining current files of all technical documents, instructions, procedures and requirements necessary for implementation of an effective quality assurance program. Perform all other position-related duties as assigned or requested.	
Quality Assurance Inspector	High School	2	Performs quality control inspections, checks, and tests during the manufacture of products. Inspects materials, parts and products at different stages of production. Records observations and may make recommendations for improving processes.	
Quality Assurance Manager	High School	7	Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products.	
Quality Assurance Officer	Bachelors	7	Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9001:2000. Develop and maintain the health and safety manuals. Comply with corporate, State, Federal and local regulations and contract requirements. Coordinate with the Prime Contractor Safety and Environmental personnel and Federal/local government agencies. Provide guidance to managers and supervisors to assist them in the interpretation of and compliance with quality related contract requirements. Correspond with insurance loss control experts and claim representatives to strengthen the Company Worker's Compensation and Loss Prevention Program. Maintain safety, health and environmental records. Support issuance of work permits for continued improvements of quality and safety. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and audits for Company officials for review and make action recommendations as required. Conduct accident investigations. Complete and maintain required reporting. Maintain current files of all	

			technical documents, instructions, procedures and requirements necessary to implement an effective quality assurance program. Perform all other position-related duties as assigned or requested.	
Quality Assurance Specialist	Bachelors	2	Perform duties of Quality Assurance Specialist in testing, evaluation, validation of processes, and training Distribution Center work force in Total Quality Management (TQM). Perform first article inspection as required, validate processes through statistical sampling and other measuring techniques. TQM point of contact for distribution mission. Review inventory process, Care of Supplies in Storage (COSIS) process, packaging and shipping processes to ensure continued emphasis on continuous process improvement. Work independently and report directly to Operations Director, who has QA responsibility for Distribution Center operations. Identify, examine, classify, inspect and report on specific and general issues of quality assurance and TQM. Examinations may be visual or require measuring devices and techniques. Able to use basic processes of inspection/examination procedures for material. Able to read specifications, drawings, prints, schematics and photographs. Able to successfully certify in Safety, Hazardous Material (HAZMAT) and Radioactive training requirements. Must be current in all certifications within 30 to 60 days of selection for position. Perform first article inspections as required. Prepare labels and reports as required. Operate tools and equipment in performance of duties. Receive data from and input data to DSS and other automated systems in performance of duties. Operate MHE (forklifts, warehouse tractor) as assigned and hold appropriate license. Count, weigh, record data, and apply tags and labels. Able to make preventive maintenance adjustments to related equipment. Perform all other position-related duties as assigned or requested.	
Quality Assurance Technician 1	Bachelors	3	Construct components, subunits, or simple models and adapt standard equipment. Install quality control process sampling systems, procedures, and statistical techniques. Specify inspection and testing mechanisms. Analyze production limitations and standards. Recommend revision specifications when indicated. Use judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Perform all other position-related duties as assigned or requested.	
Quality Assurance Technician 2	Bachelors	5	Construct components, subunits, or simple models and adapt standard equipment. Install quality control process sampling systems, procedures, and statistical techniques. Specify inspection and testing mechanisms. Analyze production limitations and	

			standards. Recommend revision specifications when indicated. Use judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Perform all other position-related duties as assigned or requested.	
Quality Control Auditor	High School	2	Responsible for reviewing the accuracy and contract compliance of outgoing data. Responsible for developing, supervising and maintaining audit programs for procurement and maintenance data, as well as equipment calibrations. Also responsible for developing and maintaining the overall Quality Assurance Program for the facility. Oversee and maintain an audit program in order to assure the accuracy and contract compliance of all outgoing data. Develop, update and maintain internal audit programs (Quality Assurance Programs) for all departments. Interact effectively and independently with all department personnel as well as EPA. Supervise the auditing of all vehicle class information active and closed. Perform all other position-related duties as assigned or requested.	
Quality Manager	Bachelors	7	Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9901. Develop and maintain the health and safety environmental policies and procedures to protect the safety of the public and Contractor personnel. Comply with corporate, State, Federal and local regulations and contract requirements. Deliver and track new employee safety orientations. Develop and deliver training programs in a manner that raises employee awareness and enables employees and supervisors to work safely. Participate in the safety committee meetings to bring union and management employees together as a team to address site-related safety, health and environmental concerns. Coordinate with the prime contractor's Safety and Environmental personnel and Federal/local government agencies. Provide guidance to managers and supervisors to assist them in the interpretation of and compliance with quality-related contract requirements. Correspond with insurance loss control experts and claim representatives to strengthen the Company Worker's Compensation and Loss Prevention Program. Assist Human Resources with a credible Worker's Compensation Program, including developing a strong return to work policy. Continuously monitor and evaluate employee exposure to work conditions and make recommendations for accident prevention. Maintain safety, health and environmental records. Support issuance of work permits for continued	

			improvements of quality and safety. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and audits for Company officials for review and make action recommendations as required. Conduct accident investigations. Complete and maintain required reporting.	
Quality Support Supervisor	Bachelors	5	Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9001:2000. Maintain health and safety manuals. Comply with corporate, State, Federal and local regulations and contract requirements. Provide guidance to assist in the interpretation of and compliance with quality-related contract requirements. Maintain safety, health and environmental records. Support issuance of work permits for continued improvement of quality and safety. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and audits for Company officials for review and make action recommendations as required. Conduct accident investigations. Complete and maintain required reporting. Maintain current files of all technical documents, instructions, procedures and requirements necessary for implementing an effective quality assurance program. Perform all other position-related duties as assigned or requested.	
Quality/Safety Manager	Bachelors	7	Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9901. Develop and maintain the health and safety environmental policies and procedures to protect the safety of the public and Contractor personnel. Comply with corporate, State, Federal and local regulations and contract requirements. Deliver and track new employee safety orientations. Develop and deliver training programs in a manner that raises employee awareness and enables employees and supervisors to work safely. Participate in the safety committee meetings to bring union and management employees together as a team to address site-related safety, health and environmental concerns. Coordinate with the prime contractor's Safety and Environmental personnel and Federal/local government agencies. Provide guidance to managers and supervisors to assist them in the interpretation of and compliance with quality-related contract requirements. Correspond with insurance loss control experts and claim representatives to strengthen the Company Worker's Compensation	

			and Loss Prevention Program. Assist Human Resources with a credible Worker's Compensation Program, including developing a strong return to work policy. Continuously monitor and evaluate employee exposure to work conditions and make recommendations for accident prevention. Maintain safety, health and environmental records. Support issuance of work permits for continued improvements of quality and safety. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and audits for Company officials for review and make action recommendations as required. Conduct accident investigations. Complete and maintain required reporting.	
Recycling Laborer **	High School	1	The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.	
Recycling Specialist **	High School	1	The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.	
Refuse Collector **	High School	1	The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.	

Scheduler	Associates	2	Primary responsibilities are scheduling and conducting incoming and outgoing program participant interviews. Coordinate scheduling activities between Procurement and Auto Service Department. Maintain leaner fleet inventory. 1. Coordinate and schedule incoming and outgoing program participant vehicles; coordinate and schedule activities between Procurement and Auto Services Department. 2. Conduct participant interviews; complete appropriate documents for testing purposes. 3. Coordinate requirements of the EPA with results of Procurement Department and participant. 4. Maintain leaner fleet inventory. This includes contacting rental agencies, coordinating vehicle insurance claims and repairing damaged vehicles. 5. Maintain files and records on banked and scheduled program participants. 6. Assist other areas as needed in performing procurement and/or auto service duties, which may include pickup and delivery of vehicles. 7. Perform all other position-related duties as assigned or requested
Scheduler, Maintenance **	High School	3	Primary responsibilities are scheduling and conducting incoming and outgoing program participant interviews. Coordinate scheduling activities between Procurement and Auto Service Department. Maintain leaner fleet inventory. Coordinate and schedule incoming and outgoing program participant vehicles; coordinate and schedule activities between Procurement and Auto Services Department. Conduct participant interviews; complete appropriate documents for testing purposes. Coordinate requirements of the EPA with results of Procurement Department and participant. Maintain leaner fleet inventory. This includes contacting rental agencies, coordinating vehicle insurance claims and repairing damaged vehicles. Maintain files and records on banked and scheduled program participants. Assist other areas as needed in performing procurement and/or auto service duties, which may include pickup and delivery of vehicles. Perform all other position-related duties as assigned or requested.
Secretary I **	High School	1	Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters: As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms: Review materials prepared for supervisor's approval for typographical accuracy and proper format. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans. Requisition supplies, printing,

			maintenance or other services, type, take and transcribe dictation, create and maintain office files.	
Secretary II **	High School	3	Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; Schedule tentative appointments without prior clearance. Arrange for conferences and meetings and assemble established background materials as directed. May attend meetings, record, and report on the proceedings; Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel, and administrative.	
Secretary III **	High School	5	Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered. Read publications, regulations, and directives and acts or refers those that are important to the supervisor and staff. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.	

Security and Safety Officer	Associates	7	Develop and implement policies and programs to ensure that the Company is in compliance with all Federal, State and local laws, as well as Government regulations concerning industrial security, safety and the environment. Develop and administer the Company's industrial security, environmental and occupational safety programs, and coordinate compliance at all business locations. Advise senior management and security, safety and environmental personnel on the impact of applicable laws and regulations on Division operations. Coordinate Government interactions and compliance activities within the organization during and after audits initiated by Government agencies. Conduct internal audits of security, safety and environmental programs at all facilities. Oversee the Worker's Compensation Program. Compile and analyze program data in order to implement procedures to improve processes and reduce waste throughout the Division. Develop and coordinate training programs in security education and employee safety procedures; recommend and procure training materials and monitor the effectiveness of related training programs. Compile and submit required OSHA reports and annual safety and environmental plans as required by Management Services corporate policies. Oversee the analysis of collected data and the implementation of programs to reduce or abate hazards and pollutants. Prepare department budgets and provide input to the six-quarter plan and other Company planning processes. Perform all other position-related duties as assigned or requested.
Security Engineer	Bachelors	2	This role is responsible for the deployment and management of enterprise security tools including, but not limited to antivirus, intrusion prevention, data leak prevention and vulnerability scanning and remediation, while identifying vulnerabilities and safeguards against active or potential attacks and responding to alerts critical to security. Responsible for: 1. Administration, use, and support of security tools. 2. Monitor server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. 3. Provide recommendations and solutions to resolve potential gaps related to Information Security on the network. 4. Ownership of the testing and deployment of systems patching. 5. Work with IT network engineers to resolve High-Medium-Low network risks which have been identified through in-house or third-party assessments.

Security Officer 1	Associates	2	Provide support with the administration and compliance of security regulations and procedures in accordance with DoD guidelines. Routinely interact with Government agencies relative to security matters. Manage and maintain the classified document database. Manage and maintain the personnel clearance database. Ensure adherence to regulations for generation, transfer, storage and handling of classified materials. Assist with maintaining the security equipment, alarms, and access control system. Assist with planning and coordinating security services and related functions. Assist with budget management for security staff in direct support of classified contact administration. Perform all other position-related duties as assigned or requested.
Security Officer 2	Associates	3	Administer and assure compliance with security regulations and procedures in accordance with DoD guidelines. Direct and advise all departments regarding security regulations and procedures. Routinely interact with Government agencies relative to security matters. Supervise and train security personnel in document control, personnel clearance processing, and visitor control. Manage and maintain the classified document database. Manage and maintain the personnel clearance database. Ensure adherence to regulations for generation, transfer, storage and handling of classified materials. Responsible for operation and maintenance of security equipment, alarms, and access control system. Develop, implement and maintain procedures for classified and accredited AIS systems. Plan and coordinate security services and related functions, including the implementation and supervision of programs to ensure maximum utilization within the facility. Manage budget for security staff in direct support of classified contract administration. Perform all other position-related duties as assigned or requested.
Service Order Dispatcher **	High School	1	This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to ensure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.

Shipping/Receiving Clerk **	High School	1	The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; ensuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.
Site Superintendent	Bachelors	10	Responsible for the consulting, engineering, and operations activities performed at a particular customer location. Identifies changes in facilities technologies and interprets their meaning to senior management and the customer. Provides technical assistance to facilitate planning, design, installation, modification, and operations. Prepares long and short-range plans for equipment selection, systems development, systems maintenance, production activities and for necessary support resources. Assigns personnel to various projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Consults with personnel in other facilities systems sections to coordinate activities. Prepares activity and progress reports regarding the activities at a particular customer site. Confers and consults with customer personnel regarding performance and scheduling issues.
Small Engine Mechanic **	High School	2	The Small Engine Mechanic repairs fractional horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as

			rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.	
Specification Writer	Associates	2	Writes descriptions of processes and processing operations. Works with engineers, operations personnel, manuals, and other materials to develop specifications. Reviews drawings and other documents to write and edit specifications for projects and coordinates compliance with project requirements, institutional guidelines, Populous standards, technical conditions, acceptable standards, and existing laws, rules, regulations and codes. Interprets the project design requirements and translates those requirements into materials, methods, equipment, procedures, installation, and certification testing necessary to provide the narrative descriptions which are used to procure, install and erect building components. Participates in fostering a green workplace through sustainable work practices. Incorporates Integrated Sustainable Design solutions into projects and functions as an internal sustainability resource. Participates in QA/QC reviews and checks on project documents. Coordinates specifications with Building Information Modeling (BIM) strategies and specification writing software. Assists project managers and architects with material and system constructability analysis. Performs product research; assists project designers with material selection and system research. Participates in quality management reviews and technical advice in design development through construction document phases. Assists project architects with shop drawing and product substitution review. Coordinates and reviews consultant technical specifications for conformance with Populous standards. Develops and maintains relationships with vendors. Develops new specification sections as needed.	
Sr. Architect	Masters	7	Responsible for substantial architectural projects. Selects, evaluates, and implements architectural procedures and techniques used to complete projects. Writes reports and specifications, supervises the preparation of architectural plans, and reviews completed plans and estimates. Supervises and guides the work of lower-level architects. Requires the use of more advanced techniques. Requires a bachelor's degree of architecture. Typically reports to a supervisor or manager. May require a state architect's license.	

Sr. CAD Operator **	Associates	4	This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.
Sr. Civil Engineer	Bachelors	7	Designs and supervises construction projects such as airports, bridges, channels, dams, railroads, and roads. Responsibilities also include estimating costs and personnel and material needs, preparing proposals and establishing completion dates. Requires a bachelor's degree in engineering. Typically reports to a manager.
Sr. Construction Engineer	Bachelors	7	Monitors activities at construction sites. Works to ensure construction progresses as scheduled and contract specifications are adhered to. Inspects construction site daily and works with contractors to schedule deliveries. Requires a bachelor's degree in area of specialty. Typically reports to a manager or head of unit/department.
Sr. Cost Estimator	High School	7	Estimates costs for engineering projects based on an analysis of project technical requirements. Collects and analyzes all project costs, including raw materials, labor, equipment and tooling to ensure estimates are accurate. Identifies and quantifies potential cost uncertainties to ensure costing models capture the full range of potential costs. Updates costs as necessary based on new information and project scope changes. Requires interface with project management, engineering, and procurement departments. Requires a bachelor's degree. Typically reports to a manager or head of a unit/department.
Sr. Electrical Engineer	Bachelors	7	Designs, develops, and tests electrical equipment, components, or systems. Applies mathematical and engineering principles and methods to electrical system designs. Conducts research to produce design solutions, improvements, and new products. Demonstrates expertise in a variety of the field's concepts, practices, and procedures to junior engineer. Requires a bachelor's degree of Electrical Engineering. Typically reports to a manager.

Sr. Environmental Engineer	Bachelors	7	Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Requires a bachelor's degree in area of specialty. Typically reports to a manager or head of a unit/department.
Sr. Fire Protection Engineer	Bachelors	7	Skilled and experienced Fire Protection Engineers design systems, products, and procedures that prevent fire damage. Their job is to research causes of fires and decide on the best fire protection methods. They help organizations defend a property against fire hazards.
Sr. Mechanical Engineer	Bachelors	7	Designs, develops, and tests all aspects of mechanical components, equipment, and machinery. Applies knowledge of engineering principles to design products such as engines, instruments, controls, robots, machines, etc. Conducts product testing and creates models and prototypes. May be involved in fabrication, operation, application, installation, and/or repair of mechanical products.
Sr. Scheduler	Associates	7	Primary responsibilities are scheduling and conducting incoming and outgoing program participant interviews. Coordinate scheduling activities between Procurement and Auto Service Department. Maintain leaner fleet inventory. 1. Coordinate and schedule incoming and outgoing program participant vehicles; coordinate and schedule activities between Procurement and Auto Services Department. 2. Conduct participant interviews; complete appropriate documents for testing purposes. 3. Coordinate requirements of the EPA with results of Procurement Department and participant. 4. Maintain leaner fleet inventory. This includes contacting rental agencies, coordinating vehicle insurance claims and repairing damaged vehicles. 5. Maintain files and records on banked and scheduled program participants. 6. Assist other areas as needed in performing procurement and/or auto service duties, which may include pickup and delivery of vehicles.

Sr. Security Engineer	Bachelors	7	Is responsible for building out and improving the reliability and security of the organization's site, cloud applications and cloud infrastructure. Engineer adaptive solutions for enterprise security requirements. Investigate and analyze security alerts. Identify security vulnerabilities and compromised systems, and alert required personnel to address problems immediately. Monitor security controls, analyze data, and correlate events to identify possible intrusions. Perform routine external and internal vulnerability scans to identify potential attack vectors, unpatched services, and determine system patch level across the enterprise. Work with system owners to remedy problems. Document findings and resolution. Manage enterprise security technologies e.g., firewalls, endpoint solutions, etc. Develop, enforce, update and communicate security policy. Ensure that the policy is up to date with evolving security requirements. Work with other members throughout the organization to compliance to company policies. Evaluate the need for and effectiveness of new security technologies in conjunction with the senior engineers/analysts. Interact with vendors and outside service providers. Conduct information system security engineering analysis on a variety of information processing systems.
Sr. Structural Engineer	Bachelors	7	Designs load-bearing structures or structural elements, such as buildings, bridges, or roadways. Performs analysis of building materials for use in construction. Develops blueprints or specifications for use during construction and ensures all projects comply with applicable codes and regulations. Determines cause of structural failures, damages, and defects through site investigations. Provides reports detailing investigations and assessment of damages to the structure. Mentors/leads lower level engineers.
Stationary Engineer **	High School	3	The Stationary Engineer 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 which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in

			performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.	
Stock Clerk **	High School	1	Receive, store, and issue equipment, materials, supplies, merchandise, foodstuffs, or tools, and compile stock records of items in stockroom, warehouse or storage yard. Count, sort, or weigh incoming articles to verify receipt of items on requisition or invoice. Examine stock to verify conformance to specifications. Store articles in bins, on floor or on shelves according to identifying information, such as style, size or type of material. Fill orders or issue supplies from stock. Prepare periodic, special or perpetual inventory of stock. Requisition articles to fill incoming orders. Compile reports on use of stock handling equipment, adjustments of inventory counts and stock records, spillage of or damage to stock, location changes, and refusal of shipments.	
Structural Engineer	Bachelors	2	Designs load-bearing structures or structural elements, such as buildings, bridges, or roadways. Performs analysis of building materials for use in construction. Develops blueprints or specifications for use during construction and ensures all projects comply with applicable codes and regulations. Determines cause of structural failures, damages, and defects through site investigations. Provides reports detailing investigations and assessment of damages to the structure.	

Supply Clerk	High School	2	Receive, store, and issue equipment, material, merchandise, or tools, and compile stock records in stockroom, warehouse, or storage yard by performing the following duties. Count, sort, or weigh incoming articles to verify receipt of items on requisition or invoices. Examine stock to verify conformance to specifications. Store articles in bins, on floor, or on shelves, according to identifying information such as style, size, or type of material. Fill orders or issue supplies from stock. Requisition articles to fill bench stock items. Compile reports on consumption of stocked items, adjustments of inventory counts and stock records, spoilage of or damage to stocked items, location changes, and refusal of shipments. Mark identifying codes, figures, or letters on articles. Distribute stock among production workers, keeping records of material issued. Make adjustments or repairs to articles carried in stock. Determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. Cut stock to size to fill order. Move or transport material or supplies to other departments. Maintain inventory and other stock records. Accept recommended additions to bench stock from workers, provided history with recommendation to supervisor for consideration. Maintain shop tools so they are in working condition, report damaged tools and requisition replacements. Build up individual tool kits for various crafts using established tools list. Sign out tool kits for various crafts using established tools list. Sign out tools kits and maintain records in secure file. Stock most common hand tool items to replenish kits as approved by supervisors. Perform all other position-
Supply Technician **	High School	1	This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations. or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: 1. a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other

			established guidelines; 2. an understanding of the needs of the organization serviced; and 3. analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.	
Telecommunications Mechanic I **	High School	1	The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems, including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.	
Telecommunications Mechanic II **	High School	3	The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.	
Tools And Parts Attendant **	High School	1	Keep records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.	

Tractor Operator **	High School	1	The Tractor Operator 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. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2,000 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 replacing washers, cotter pins, and screws.
Transportation Clerk	High School	1	Control the commercial carriers picking up freight at the Kelly Distribution Center. Reroute and reschedule trucks as necessary to minimize detention charges. Resolve problems between carriers and loading areas. Control outbound truckloads by setting up suspense files, monitoring schedules, coordinating with carriers on times and ancillary equipment, and rerouting and rescheduling trucks as necessary to minimize detention charges. Segregate strips, annotate, and arrange documentation by carrier and due in date on Less than Truckload (LTL) and Truckload (TL) shipments. Issue and control "Cargo Movement and Seal records." Process and control movement of SEAVANS. Process deliveries by reviewing the driver's documentation, conferring with receiving and warehousing personnel and directing drivers. Process mail and documentation for both internal and external distribution. Perform all other position-related duties as assigned or requested.
Truckdriver, Heavy **	High School	1	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, over 4 tons, usually 10 wheels.

Truckdriver, Light **	High School	1	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons, usually 4 wheels.
Truckdriver, Medium **	High School	1	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Truckdriver, Tractor-Trailer **	High School	1	The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.
Utility Operator	High School	1	Move and assist with operation of mobile generators, portable air conditioning units and chillers and other mobile utility equipment. Perform all other position related duties as assigned or requested.
Vehicle Dispatcher	High School	1	Provide administrative support for the scheduling and dispatching of all vehicles and personnel to perform pickup and delivery of material. Accept requests via the telephone and in writing for pickup or delivery of material. Receive vehicle reservation requests from customers. Enter requests in the database and dispatch required vehicles in a timely manner. Review travel orders to ensure validity. When necessary, issue travelers the U.S. Government credit card. Schedule and dispatch personnel, equipment and vehicles (including but not limited to motor pool vehicle, trucks and shuttle buses). Maintain accurate dispatch and maintenance records of vehicles. Monitor fuel deliveries and dispensing. May assist in reporting information to the customer. Perform all other position-related duties as assigned or requested.
Ventilation Equipment Tender **	High School	2	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, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker 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 chucks 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.
Warehouse Lead	High School	2	Perform a variety of warehouse functions in support of a distribution depot. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function. As directed, perform a variety of warehousing duties which require an understanding of the establishment's storage plan. Verify materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages. Route materials to prescribed storage locations. Store, stack, or palletize materials in accordance with prescribed storage methods. Rearrange and take inventory of stored materials. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment. May operate hand or power trucks in performing warehousing duties. Perform miscellaneous quality assurance duties, including performing inventory process checks, inspecting materials and articles, etc. Perform all other position-related duties as assigned or requested.
Warehouse Specialist **	High School	3	Perform a variety of warehouse functions in support of a distribution depot. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function. As directed, perform a variety of warehousing duties, which requires an understanding of the establishment's storage plan. Verify materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages. Route materials to prescribed storage locations. Store, stack, or palletize materials in accordance with prescribed storage methods. Rearrange and take inventory of stored materials. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment. May operate hand or power trucks in performing warehousing duties. Perform miscellaneous quality assurance duties, including performing inventory process checks, inspecting materials and articles, etc. Perform all other position-related duties as assigned or requested.

Warehouse Supervisor	High School	5	Supervise the warehouse activities, ensuring compliance with Company policies and procedures regarding acceptance, storage, maintenance, inventory, and release of both general order merchandise and seized property. 1. Supervise the warehouse staff, including ensuring staff is adequately trained; coordinating workloads, priorities, and schedules to ensure timely and effective completion of work; and monitoring and evaluating staff performance. 2. Oversee and recommend maintenance and repairs to facility. 3. Supervise scheduling maintenance and repairing Company vehicles and equipment in accordance with procedures and requirements. 4. Supervise warehouse operations, including acceptance, storage, maintenance, inventory, and release of all merchandise and property within the facility. 5. Oversee the breakdown for public viewing and auction of merchandise and property for sale. 6. Assist in sales activity as required. 7. Ensure proper storage of general order merchandise and seized property stored at the Sales Center. 8. Implement and monitor daily and month-end reporting of facility security, fire prevention, and space utilization. 9. Perform all other position-related duties as assigned or requested.
Warehouse Worker	High School	3	Load, off-load, inventory, store, and retrieve property. Maintain property, tools, and equipment. 1. Load, off-load, sort, tag, package, and palletize both general order merchandise and seized property. 2. Photograph and assist in detailed inventory evaluation of merchandise and property. 3. Operate Company vehicles and material handling equipment. 4. Select storage location and record selected location on inventory worksheet. Forward inventory worksheet to Warehouse Supervisor for review. 5. Maintain tools, equipment, and facilities. 6. Assist in remitting, transferring, and releasing property. 7. Support cyclic sales activities. 8. Perform all other position-related duties as assigned or requested.
Warehousing Manager	High School	10	Will be responsible for overseeing warehouse operations, development and implementation of an equipment management information system, and establishment of an inspection, maintenance and repair capability for stored or leased equipment. Position may require the ability to pass and maintain a security clearance. 1. Oversee inventory of equipment operated by AECOM Management Services, Greater Kelly Development Center (GKDC), or leased to tenants, including updating and maintaining inventory databases. 2. Manage warehousing functions, including receipt, storage, and disbursement of property. 3. Arrange for

			alterations to or maintenance, upkeep, or reconditioning of possessed personal property. Develop and enforce lessee's agreements for maintenance and upkeep of leased equipment. 4. Purchase supplies and equipment for use on leased properties. 5. Advise clients relative to selling of personal property. 6. Direct sale of personal property when determined excess to GKDC's needs. 7. Prepare periodic inventories of building contents and property condition, and forward listing to owner for review. 8. Supervise, coordinate, schedule and plan all activities of warehouse employees. 9. Perform all other position-related duties as assigned or requested.	
Warehousing Manager, Assistant	Associates	4	Assist in supervising warehouse activities, ensuring compliance with Company policies and procedures regarding acceptance, storage, maintenance, inventory, and release of general order merchandise. 1. Assist in supervising the warehouse staff, including ensuring staff is adequately trained; coordinating workloads, priorities, and schedules to ensure timely and effective completion of work; and monitoring and evaluating staff performance. 2. Assist, oversee and recommend maintenance and repairs to facility. 3. Schedule maintenance and prepare Company vehicles and equipment in accordance with procedures and requirements.	
Water Treatment Plant Operator **	High School	3	This incumbent 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 and interprets meter and gauge readings, and tests results to determine load requirements. This worker 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, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.	

Welder - Journeyman **	Associates	5	Joins, fabricates, and repairs metal and other weldable material by applying appropriate welding techniques. Interprets blueprints, specifications, diagrams or schematics to determine appropriate welding process. Inspects completed welds to determine structural soundness. Familiar with and complies with all safety requirements and protocols for working in a hazardous environment. May prepare the materials and set up for a welding device or robot. May be required to complete an apprenticeship and/or formal training in area of specialty. Requires a high school diploma or its equivalent. Typically reports to a supervisor or manager.
Window Cleaner **	High School	1	The Window Cleaner will clean 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 windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows
Woodcraft Worker **	High School	3	The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.

Woodworker **	High School	3	The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.
Work Control Assistant	Associates	1	Act as lead work controller who coordinates activities of workers taking customer orders for products and merchandise by telephone, mail, or in person by performing the following duties. 1. Determine work procedures, prepare work schedules, and expedite workflow. 2. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures. 3. Study and standardize procedures to improve efficiency of subordinates. 4. Perform or assist subordinates in performing duties. 5. Monitor Order Clerks to evaluate order-taking performance and assist in responding to customer inquiries and complaints. 6. Consult with sales, technical, shipping, or administrative staff and telephone or write letters to answer or advise customer. 7. Review completed orders for errors or omissions. 8. Train Order Clerks in order taking procedures and customer relations techniques and advise workers of new or revised information on products or merchandise, such as product capability, pricing, credit, warranties, and shipping. 9. Determine work procedures, prepare work schedules, and expedite workflow. 10. Issue written and oral instructions. 11. Study and standardize procedures to improve efficiency of subordinates. 12. Maintain harmony among workers and resolve grievances. 13. Prepare composite reports from individual reports of subordinates. 14. Adjust errors and complaints. 15. Assign security for work control program (MP-2) users throughout the assigned zones. 16. Prepare reports for scheduling meetings. 17. Input all equipment data into MP-2 for scheduling purposes. 18. Perform all other position-related duties as assigned or requested.

Work Control Dispatcher	High School	1	<p>Receive work orders for repairs, route work orders for services, and prepare work schedules and reports as requested by supervisor. 1. Receive, record and distribute work orders to service crews upon customer's requests for service on facilities and equipment. Perform reconciliation of inventories. 2. Record information, such as name, address, location, equipment to be repaired, or service to be rendered. 3. Prepare work order and distribute to customer, service crew and/or craft supervisor. 4. Schedule service call and dispatch service crew via telephone or radio. 5. As function of Customer Service, notify customer of actions being taken and follow up to ensure satisfactory performance of services. 6. Maintain detailed records of service calls, work orders, and metric data. Generate charts, graphs, and/or reporting documents. 7. May dispatch orders; coordinate with other dispatchers, departments and customers to relay messages and special instructions to mobile crews, using telephone and radio. 8. Identify emergency issues to customers and management in timely manner. 9. Coordinate timely response to alarms and emergency calls. Assist customers in dealing with emergencies. 10. Conduct daily Quality Control checks on all work order entries. 11. Maintain, coordinate and annotate all updates, delays, progress notes and reschedules using computerized Maintenance Management System. 12. May train new workers in all aspects of work control. 13. Provide monthly reports on work order statistical issues as requested by management. 14. Control and maintain data quality and maintain Technical Reference Library. 17. Perform all other position-related duties as assigned or requested.</p>
Work Control Manager	Bachelors	5	<p>Manages and oversees all aspects of a project to ensure it is completed on-time and within budget. Has overall responsibility for managing scope, cost, schedule, internal staffing and outside vendors, and contractual deliverable. Prepares reports for upper management regarding status of project. Typically requires a bachelor's degree or its equivalent. Typically reports to a manager. May require certification in Project Management.</p>

Work Order Clerk	High School	1	Receive interdepartmental work orders for construction or repairs, route work orders to maintenance shop, and prepare work schedules and reports as requested by supervisor. Perform the following duties. 1. Receive work requests from facility managers or unit supervisors, input requirements into data system and assign priority. 2. Dispatch DO-IT-NOW truck for emergencies or forward work to scheduler or shop dependent on priority. 3. Record labor hours to work orders and input material requirements provided by shop supervisors. 4. Upon notification of material supportable work, prepare package for shop and enter status into database. 5. Upon work order completion, verify all material requested is charged to work order. 6. File copy of each work order in facility records jacket file. 7. Print special reports for shop supervisors as required. 8. Using material description form submitted by shops, assign "Item Numbers" for Material Noun Dictionary. 9. Provide work order status to customers upon request. 10. Perform all other position-related duties as assigned or requested.	
Technician I **	High School	1	This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as: 1. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. 2. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. 3. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.	
Technician II **	High School	3	The Technician II 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; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as: 1. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; 2. 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; 3. 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.	
Clerk **	High School	1	The Clerk assists Program/Project Managers; performs basic functions such as filing and answering the phone.	

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Nika Technologies, Inc. certifies the GSA awarded rate meets or exceeds the minimum wage rate as identified in Wage Determination 2015-5638 and 2015-4269, currently incorporated into the Multiple Award Schedule (MAS) Solicitation for the SCLS non-exempt labor categories identified in the matrix below.

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
HVAC Mechanic	23410- Heating Ventilation And Air	2015-5638
Water Treatment Plant Operator	25210 - Water Treatment Plant Operator	2015-5638
Machinery Maintenance Mechanic	23530 - Machinery Maintenance Mechanic	2015-5638
Heavy Equipment Operator	23440 - Heavy Equipment Operator	2015-5638
Plumber, Maintenance	23810 - Plumber Maintenance	2015-5638
Laborer	23470 - Laborer	2015-5638
Service Order Dispatcher	1320 - Service Order Dispatcher	2015-5638
Fuel Distribution System Mechanic	23311 - Fuel Distribution System Mechanic	2015-5638
Stock Clerk	21150 - Stock Clerk	2015-5638
Pipefitter, Maintenance	23790 - Pipefitter Maintenance	2015-5638
Carpenter, Maintenance	23130 - Carpenter Maintenance	2015-5638
Locksmith	23510 - Locksmith	2015-5638
Ventilation Equipment Tender	25190 - Ventilation Equipment Tender	2015-5638
Boiler Tender	25010 - Boiler Tender	2015-5638
Stationary Engineer	25070 - Stationary Engineer	2015-5638
Recycling Specialist	99711 - Recycling Specialist	2015-5638
Instrument Mechanic	23460 - Instrument Mechanic	2015-5638
Window Cleaner	11360 - Window Cleaner	2015-5638
Pest Controller	99410 - Pest Controller	2015-5638
Recycling Laborer	99710 - Recycling Laborer	2015-5638
Order Clerk II	1192 - Order Clerk II	2015-5638
Housekeeping Aide	11122 - Housekeeping Aide	2015-5638
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	2015-5638
General Maintenance Worker	23370 - General Maintenance Worker	2015-5638

Material Handling Laborer	21050 - Material Handling Laborer	2015-5638
Accounting Clerk I	1011 - Accounting Clerk I	2015-5638
Accounting Clerk II	1012 - Accounting Clerk II	2015-5638
Accounting Clerk III	1013 - Accounting Clerk III	2015-5638
Appliance Mechanic	23110 - Appliance Mechanic	2015-5638
Welder - Journeyman	23960 - Welder Combination Maintenance	2015-5638
Civil Engineering Technician	30040 - Civil Engineering Technician	2015-5638
Computer Operator I	14041 - Computer Operator I	2015-5638
Computer Operator II	14042 - Computer Operator II	2015-5638
Computer Operator III	14043 - Computer Operator III	2015-5638
Computer Operator IV	14045 - Computer Operator IV	2015-5638
Computer Operator V	14046 - Computer Operator V	2015-5638
Data Entry Operator I	1051 - Data Entry Operator I	2015-5638
Data Entry Operator II	1052 - Data Entry Operator II	2015-5638
Drafter/CAD Operator III	30063 - Drafter/CAD Operator III	2015-5638
Drafter/CAD Operator IV	30064 - Drafter/CAD Operator IV	2015-5638
Electronics Technician Maintenance I	23181 - Electronics Technician Maintenance I	2015-5638
Electronics Technician Maintenance II	23182 - Electronics Technician Maintenance II	2015-5638
Electronics Technician Maintenance III	23183 - Electronics Technician Maintenance III	2015-5638
Engineering Technician I	30081 - Engineering Technician I	2015-5638
Engineering Technician II	30082 - Engineering Technician II	2015-5638
Engineering Technician III	30083 - Engineering Technician III	2015-5638
Engineering Technician IV	30084 - Engineering Technician IV	2015-5638
Engineering Technician V	30085 - Engineering Technician V	2015-5638
Engineering Technician VI	30086 - Engineering Technician VI	2015-5638
Environmental Technician	30090 - Environmental Technician	2015-5638
Fire Alarm System Mechanic	23290 - Fire Alarm System Mechanic	2015-5638
Forklift Operator	21020 - Forklift Operator	2015-5638
Fuel Distribution System Operator	23312 - Fuel Distribution System Operator	2015-5638
Gardener	11090 - Gardener	2015-5638
General Clerk I	1111 - General Clerk I	2015-5638
General Clerk II	1112 - General Clerk II	2015-5638
General Clerk III	1113 - General Clerk III	2015-5638
Guard I	27101 - Guard I	2015-5638
Guard II	27102 - Guard II	2015-5638
Laboratory Technician	30210 - Laboratory Technician	2015-5638
Maintenance Trades Helper	23580 - Maintenance Trades Helper	2015-5638
Material Coordinator	21030 - Material Coordinator	2015-5638
Material Expediter	21040 - Material Expediter	2015-5638
Motor Vehicle Mechanic	5190 - Motor Vehicle Mechanic	2015-5638
Order Clerk I	1191 - Order Clerk I	2015-5638
Order Filler	21071 - Order Filler	2015-5638
Painter, Maintenance	23760 - Painter Maintenance	2015-5638
Personnel Assistant (Employment) I	1261 - Personnel Assistant (Employment) I	2015-5638
Personnel Assistant (Employment) II	1262 - Personnel Assistant (Employment) II	2015-5638
Personnel Assistant (Employment) III	1263 - Personnel Assistant (Employment) III	2015-5638
Production Control Clerk	1270 - Production Control Clerk	2015-5638
Refuse Collector	99730 - Refuse Collector	2015-5638

Scheduler, Maintenance	1300 - Scheduler Maintenance	2015-5638
Secretary I	1311 - Secretary I	2015-5638
Secretary II	1312 - Secretary II	2015-5638
Secretary III	1313 - Secretary III	2015-5638
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	2015-5638
Small Engine Mechanic	23910 - Small Engine Mechanic	2015-5638
Supply Technician	1410 - Supply Technician	2015-5638
Telecommunications Mechanic I	23931 - Telecommunications Mechanic I	2015-5638
Telecommunications Mechanic II	23932 - Telecommunications Mechanic II	2015-5638
Tools And Parts Attendant	21210 - Tools And Parts Attendant	2015-5638
Tractor Operator	11270 - Tractor Operator	2015-5638
Truckdriver, Heavy	31363 - Truckdriver Heavy	2015-5638
Truckdriver, Light	31361 - Truckdriver Light	2015-5638
Truckdriver, Medium	31362 - Truckdriver Medium	2015-5638
Warehouse Specialist	21410 - Warehouse Specialist	2015-5638
Woodcraft Worker	23970 - Woodcraft Worker	2015-5638
Woodworker	23980 - Woodworker	2015-5638
Information Management Specialist	1112 - General Clerk II	2015-4269
Sr. CAD Operator	30062 - Drafter/CAD Operator II	2015-4269
CAD Operator	30061 - Drafter/CAD Operator I	2015-4269