



# DAWSON

A Subsidiary of the Hawaiian Native Corporation

## **DAWSON ENTERPRISES, LLC**

900 fort St Mall STE 1850  
Honolulu, HI 96813-3721

### **GSA Facilities Maintenance Schedule (Contract number: 47QSHA18D001A) Schedule FAC 03**

Period of Performance: April 12<sup>th</sup>, 2018 to April 11<sup>th</sup>, 2023)



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## About DAWSON

**DAWSON is a Native Hawaiian Organization (NHO) 8(a) small business with 24 years of experience providing innovative and cost effective solutions to our clients across the globe. DAWSON's strong entrepreneurial spirit, client focus, and commitment to "Kupono Ka Hana" – Excellence in Service – has enabled the firm to rapidly expand our service offerings and geographic breadth of capabilities.**

- **SBA Certified NHO 8(a)**
- **Established in 1994**
- **Over 570 Employees and Consultants**
- **HQ in Honolulu, HI**
- **Offices throughout Continental US**
- **DoD S/TS Facility Clearances**

## Contractor Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	DESCRIPTION	PRICE
811-002	Complete Facilities Maintenance	See GSA Schedule Price List
003-97	Ancillary Repair and Alterations	See GSA Schedule Price List
003-100	Ancillary Supplies and/or Services	See Support Pricing

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. N/A

1c. Proposed 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 are provided in Labor Category Descriptions.

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

3. Minimum order: \$100

4. Geographic coverage (delivery area): Worldwide

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price: Prices offered herein are Net Price. They have been discounted 2.5%.

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."

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: none

11a. Time of delivery: Delivery will be negotiated at the the Task Order level.

11b. Expedited Delivery. Delivery will be negotiated at the the Task Order level.

11c. Overnight and 2-day delivery. N/A

11d. Urgent Requirements. Agencies can also contact the DAWSON's representative to effect a faster delivery.

12. F.O.B. point(s): Destination

13a. Ordering address(es): Same as Contractor

13b. 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.

14. Payment address(es): Same as Contractor

15. Warranty provision: Standard Commercial Warranty

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). There are no specific terms and conditions for acceptance of the Government Purchase Card.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation:N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

24b. 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. contractor's website or other location.) The EIT standards can

be found at: [www.Section508.gov/](http://www.Section508.gov/). N/A

25. Data Universal Number System (DUNS) number: 079473835

26. Notification regarding registration in Central Contractor: Dawson Enterprises, LLC is registered in SAM – Cage Code 76NW2

**GSA Schedule Price List**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Labor Category - Exempt</b>	<b>04/12/2018 04/11/2019</b>	<b>04/12/2019 04/11/2020</b>	<b>04/12/2020 04/11/2021</b>	<b>04/12/2021 04/11/2022</b>	<b>04/12/2022 04/11/2023</b>
Program Manager	\$135.08	\$137.78	\$140.53	\$143.34	\$146.21
Project Manager	\$129.09	\$131.67	\$134.31	\$136.99	\$139.73
Assistant Project Manager	\$71.49	\$72.92	\$74.37	\$75.86	\$77.38
Facility Coordinator FSF	\$74.36	\$75.84	\$77.36	\$78.91	\$80.48
Quality Management Manager	\$82.93	\$84.59	\$86.28	\$88.01	\$89.77
Quality Management QA/QC/Rep	\$66.34	\$67.67	\$69.02	\$70.40	\$71.81
Safety Manager	\$91.35	\$93.18	\$95.04	\$96.94	\$98.88
Project Controls	\$79.52	\$81.11	\$82.74	\$84.39	\$86.08
Project Administration	\$64.91	\$66.21	\$67.54	\$68.89	\$70.27
Comptroller/ Accountant	\$90.20	\$92.01	\$93.85	\$95.72	\$97.64
HR/Payroll Staff	\$59.59	\$60.78	\$62.00	\$63.24	\$64.50
Contract Admin	\$101.29	\$103.32	\$105.38	\$107.49	\$109.64
Procurement Clerk/ Buyer	\$59.59	\$60.78	\$62.00	\$63.24	\$64.50
Cost Estimator	\$69.50	\$70.89	\$72.31	\$73.76	\$75.23
Real Property Assessment Manager	\$86.40	\$88.13	\$89.89	\$91.69	\$93.52
Real Property Assessor	\$79.43	\$81.02	\$82.64	\$84.30	\$85.98
IT Manager	\$94.33	\$96.21	\$98.14	\$100.10	\$102.10
Computer System Analysis III	\$65.87	\$67.19	\$68.53	\$69.90	\$71.30

	Year 1	Year 2	Year 3	Year 4	Year 5
Labor Category - SCA	04/12/2018 04/11/2019	04/12/2019 04/11/2020	04/12/2020 04/11/2021	04/12/2021 04/11/2022	04/12/2022 04/11/2023
HVAC Mechanic - 23410	\$58.53	\$59.70	\$60.89	\$62.11	\$63.35
Pipefitter - 23790	\$46.93	\$47.87	\$48.82	\$49.80	\$50.80
General Maintenance Worker - 23370	\$67.16	\$68.51	\$69.88	\$71.28	\$72.70
Electrician - 23160	\$67.25	\$68.60	\$69.97	\$71.37	\$72.80
Heavy Equipment Mechanic - 23420	\$66.02	\$67.34	\$68.68	\$70.06	\$71.46
Fire Extinguisher Repairer -23310	\$54.14	\$55.22	\$56.33	\$57.45	\$58.60
Fire Alarm System Mechanic --23290	\$61.92	\$63.16	\$64.42	\$65.71	\$67.02
Plumber - 23810	\$66.00	\$67.32	\$68.66	\$70.03	\$71.44
Appliance Mechanic -23110	\$57.27	\$58.42	\$59.59	\$60.78	\$61.99
Fuel Distribution System Mechanic - 23311	\$48.89	\$49.87	\$50.87	\$51.89	\$52.92
Telecom Mechanic II -23931	\$72.82	\$74.28	\$75.76	\$77.28	\$78.83

### **Support Pricing**

SIN(s) Proposed	Support Item	Brand Name
003 100	Military Aviation Ground Fueling Components and Parts	<a href="https://www.cla-val.com/ground-fueling-military">https://www.cla-val.com/ground-fueling-military</a>
003 100	Military Aviation Ground Fueling Components and Parts	<a href="http://www.aftecusa.com/">http://www.aftecusa.com/</a>
003 100	Facility Maintenance , Alteration and Repair	<a href="https://www.grainger.com/content/general-catalog">https://www.grainger.com/content/general-catalog</a>

## **Labor Category Descriptions**

### **Professional Services - Exempt**

#### **Program Manager:**

**Functional Responsibilities:** The Program Manager is responsible for all aspects of the program and projects to which he/she is assigned. Coordinates and monitors the scheduling, pricing and technical performance of contract. Aiding in the negotiation of contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Oversee staffing and execution of projects, meet regularly with senior client management, identify and pursue contract opportunities, and manage business aspects of contract. Identify needs and develop business procedures. Support business development activities. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Provide leadership and mentoring for mid and junior level professionals at Dawson.

**Minimum Years of Experience:** Ten years.

**Minimum Educational/Degree requirements:** Bachelor's degree, five years' experience may be substituted for a degree.

**Training or Certification Requirements:** At least three years' experience in Program Management.

#### **Project Manager:**

**Functional Responsibilities:** The Project Manager will manage and oversee all aspects of the projects to which he/she is assigned. The PM will identify and secure internal and external resources, interact with the client, manage schedules and budgets, ensure safe execution of field work, and deliver quality work product as defined by clients and regulatory agencies. Ensures adherence to all safety practices and procedures while performing or supervising the performance of tasks in all work areas. Coordinates and supervises assigned project staff and subcontracted workers. Generates quality of work product in accordance with company quality control protocols. Prepares written reports and other documents necessary for the completion of specific projects. Cultivates and maintains the necessary contacts with clients and regulatory agency personnel. Trains and mentors lower-level staff. Prepares and/or supervises the creation of proposals for future work. Tracks project schedules and budgets and generate profitable, on- time performance. Performs risk analysis, resource and reserve calculation using deterministic and probabilistic methods.

**Minimum Years of Experience:** Five years.

**Minimum Educational/Degree requirements:** Bachelor's degree, five years' experience may be substituted for a degree.

**Training or Certification Requirements:** Microsoft Office Applications

**Assistant Project Manager:**

**Functional Responsibilities:** The assistant Project Manager will manage and oversee all aspects of the projects to which he/she is assigned. The Assistant will support the PM to identify and secure internal and external resources, interact with the client, manage schedules and budgets, ensure safe execution of field work, and deliver quality work product as defined by clients and regulatory agencies. Ensures adherence to all safety practices and procedures while performing or supervising the performance of tasks in all work areas. Coordinates and supervises assigned project staff and subcontracted workers. Generates quality of work product in accordance with company quality control protocols. Prepares written reports and other documents necessary for the completion of specific projects. Cultivates and maintains the necessary contacts with clients and regulatory agency personnel. Trains and mentors lower- level staff. Prepares and/or supervises the creation of proposals for future work. Tracks project schedules and budgets and generate profitable, on-time performance. Performs risk analysis, resource and reserve calculation using deterministic and probabilistic methods.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** High School Diploma

**Training or Certification Requirements:** Microsoft Office Applications

**Facility Coordinator:**

**Functional Responsibilities:** Manage building and equipment maintenance schedules, test building security systems and prepare for emergencies by creating action plans. Responsible for the maintenance and security of one or more buildings. Facilities coordinators may be involved in planning for the future building space and supply needs of an organization. Coordinators communicate daily with supply vendors and update company executives regularly. Facilities coordinators schedule preventative maintenance, respond to urgent maintenance calls and participate in the creation of emergency preparedness plans. Applying for required environmental permits may be included in a facilities coordinator's job duties. Facilities coordinators review furniture needs and keep the office supply and kitchen areas stocked.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** Associate degree, three years' experience may be substituted for a degree.

**Training or Certification Requirements:** Microsoft Office Applications

**Quality Management Manager:**

**Functional Responsibilities:** Responsible for coordinating, overseeing and documenting the quality control program as well as identifying, analyzing and developing improvements in productivity, client relationships, and customer service as they relate to the quality management system. Promote quality achievement and performance improvement throughout the program.

**Minimum Years of Experience:** Five years.

**Minimum Educational/Degree requirements:** A Master's degree in Construction Management/Engineering/Science, A Bachelor's degree and 8 or more years' experience may be substituted for a Master's degree.

**Training or Certification Requirements:** Professional License or Project Management Professional (PMP)

**Quality Management QA/QC/Rep:**

**Functional Responsibilities:** The QA/QC Representative is responsible for ensuring that the quality management system is fully implemented in an organized and efficient manner. The QA/QC Representative is responsible for delegating and assigning tasks and working closely with related engineering, construction, and environmental departments. Manage and oversee project quality to ensure compliance to codes, standards, regulations, and equipment specifications. Assists in the development of quality control standards. Responsible for the design and implementation of policies and procedures to ensure quality standards are met. Oversees testing of processes and products. Establish service standards for end users (i.e. internal departments or external customer). Identify and develop QA personnel certification requirements and continuing education needs. Oversee supervision of all visual inspections, including 3rd party subcontractors. Manage inspections, and testing plans for new construction, repair work, and alterations. Identify and develop solutions to correct inspection function deficiencies. Manage construction processes, plant equipment, inspection and internal audits.

**Minimum Years of Experience:** five years.

**Minimum Educational/Degree requirements:** Bachelor's degree, five years' experience may be substituted for a degree.

**Training or Certification Requirements:** Professional License

**Safety Manager:**



**Functional Responsibilities:** The Safety Manager implements procedures to prevent and eliminate injury and illness to employees and assist the company to comply with safety laws. Responsible for identifying hazardous workplace conditions. Takes samples and measurements of hazardous materials, and coordinates the removal of physical, biological and chemical hazards. Participates and develops the training of employees on safety policies, procedures, regulations, Ensures compliance with all applicable federal and state health and safety

regulations and ensures necessary records are maintained and prepared according to established guidelines. Participates in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures.

**Minimum Years of Experience:** Five years.

**Minimum Educational/Degree requirements:** Bachelor's degree, five years' experience may be substituted for a degree.

**Training or Certification Requirements:** Microsoft Office Applications

**Project Controls:**

**Functional Responsibilities:** The Project Controller is responsible for preparing and updating resource loaded schedules and for cost control on all assigned projects. Work in a team environment with technical, financial, and management staff with the objective of tracking and controlling all contract financial activity. Setup and maintain projects and work break-down structures in the Project module of the Company's ERP system. Set up labor categories and prevailing wage tables and provide employees access for direct charging to projects. Interact with project management to establish and maintain cost and revenue budgets, and forecasts to generate project EAC and ETC's. Monthly analysis of actual incurred cost and profit margins identifying any variances and "at risk" spending. Provide clear, timely and accurate reporting to project management team on financial status of contracts of varying type, size, and complexity. Produce schedules for multiple concurrent projects; Develop, implement and manage reporting data to maintain valuable program controls reports and data for multiple concurring projects. Development of multiple reports to mitigate project/scheduling risks to include scheduling reports, cost reports, case flow reports and forecasts.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** High School Diploma

**Training or Certification Requirements:** Microsoft Office Applications, Minimum of two years of professional cost accounting and project control experience in a corporate environment.

### **Project Administrator:**

**Functional Responsibilities:** The Project Administrator will provide support for the Project Management Team through preparation and maintenance of project documentation and reporting. Assist General Managers and other Project and Program Managers with the preparation of daily, weekly, and monthly progress reports, schedule updates, and other correspondence for projects. Assign correspondence numbers and maintain correspondence logs for assigned projects. Conduct administrative and coordination aspects of project start-up activities. Perform and assist with project data entry and review. Prepare purchase requests/orders and assist the Subcontract Administrator in performing procurement activities and tracking of subcontract accruals and spending. Coordinate with site managers for

establishment and operation of on-site administration. Prepare internal reports related to regional operations office administration. Perform initial reviews of subcontractor invoices and code/approve based on subcontract agreement and work performed. Perform initial reviews of field team timesheets and expense reports. Assist with onboarding of new personnel. Assist Program Managers with the management of the Munitions Response Resources library. Assist with proposals and project needs for subcontractors/vendors to gather quotes and OSHA/EMR information. Format documents in Microsoft Word and Excel. Assist with expense reporting and project controls.

**Minimum Years of Experience:** Two years.

**Minimum Educational/Degree requirements:** High School Diploma

**Training or Certification Requirements:** Microsoft Office Applications

### **Comptroller/Accountant:**

**Functional Responsibilities:** The Comptroller will be responsible for directing the corporate accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Oversee the activities of the Corporate Accounting Department for the accurate and timely dissemination of fiscal management reports including, but not limited to, internal and external monthly financial statements, and annual audits and annual budgets. Assure corporate income tax compliance to assure the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes. Establish and maintain systems and controls which verify the integrity of all systems, processes and data, and enhance the Company's value. Respond to CFO as assigned with accurate and timely work to facilitate his financial needs. Supervise the accounting staff along with the purchasing and accounts payable. Develop financial statements and reporting. Prepare monthly closing, forecasts and budgets. Analytical review of financial statements, including performance against forecast and budget on a regular basis.

Capital expenditure control. Oversee banking, payroll, and insurance benefit activities. Monitor and reconcile the payroll account monthly.

**Minimum Years of Experience:** Ten years.

**Minimum Educational/Degree requirements:** Bachelor's degree in Accounting.

**Training or Certification Requirements:** CPA, Microsoft Office Applications

**HR/Payroll Staff:**

**Functional Responsibilities:** The HR/Payroll Specialist will be responsible for compiling and recording employee time and payroll data. Responsibilities also may include computing employees' time worked, production and commissions, and computing and posting wages and deductions or preparing paychecks. Compile payroll data including hours, vacation time, garnishments, insurance and 401(k) deductions. Review timesheets for completeness and

accuracy. Contact supervisors and managers for any missed time. Process weekly and bi-weekly payroll; review payroll journals for accuracy; reconcile errors as needed. Compile internal management reports from payroll software.

**Minimum Years of Experience:** One year.

**Minimum Educational/Degree requirements:** High School diploma

**Training or Certification Requirements:** Microsoft Office Applications

**Contract Admin:**

**Functional Responsibilities:** The Contracts Administrator will be responsible for directing identification, development and implementation of entire range of contract formation and negotiation. Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. Manages contract administration staff and provides guidance on complex contracts. Drives implementation of strategic contract opportunities with the most significant impact to the company. Participates in development of business alliances, acquisitions and divestitures, source selection procedures and process, make or buy determinations, and risk management directives. Provides career development and training opportunities for contract professionals. Provides guidance and leadership to cross-functional business team members. Ensures appropriate contract staffing and budget levels. Occasionally may lead complex negotiations. Understands the business case and has an appreciation of financial/analytical issues and profit and loss implications.

**Minimum Years of Experience:** Five years.

**Minimum Educational/Degree requirements:** Bachelor's degree

**Training or Certification Requirements:** Microsoft Office Applications

**Procurement Clerk/Buyer:**

**Functional Responsibilities:** Conduct federal and non-federal contract subcontract procurements. Acts as liaison with PM to ensure project objectives related to subcontracts are met. Performs related responsibilities as assigned. Prepares detailed RFP packages for purchased equipment or services in support of contract and non-contract requirements: prepares/integrates scope of work; prepares detailed RFP cover letter and proposal guide (as necessary), selects general, supplemental and special terms and conditions appropriate to work scope, and obtains technical specifications and ensures consistency with client contract requirements and other supporting technical data. Conducts detailed analysis of offerors' proposals including cost/price, evaluates compliance with RFP requirements related to schedule/risk and exceptions to general, supplemental and special provisions. Based on analyses performed, prepares appropriate risk positions as coordinated with responsible PM, and negotiates or assists PM in negotiating all elements of subcontractor proposals to ensure maximum value is received and minimum risk is assumed by DAWSON. Provides subcontract

administration support as required by the responsible PM; expedites all contractual deliverables, change order management and processing; resolves disputes; manages overall subcontractor schedule; documents subcontract administration; performs subcontract closeout. Acts as primary project procurement liaison to various project managers providing appropriate procurement planning and execution counsel to minimize cost and schedule risks. Supervises project procurement personnel as necessary to accomplish planning and execution of project procurement per schedule.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** High School diploma

**Training or Certification Requirements:** Microsoft Office Applications

**Cost Estimator:**

**Functional Responsibilities:** The Estimator is responsible for developing cost estimates projects under direct supervision as required by clients' documents. Reviews construction documents and understands the scope of work to bid. Executes take-offs of construction documents. Inputs take-offs into a computer spreadsheet. • Obtains pricing for materials. Obtains bides from subcontractors. Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items. Where predetermined standard(s) are not available, makes and estimate. Informs his/her immediate supervisor of any observed inaccuracies or

omissions in quoted items or computer database. Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc. Photocopies documents and plans.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** High School diploma

**Training or Certification Requirements:** Microsoft Office Applications

**Real Property Assessment Manager:**

**Functional Responsibilities:** Providing for management of data entry and maintenance of the Enterprise Business System (EBS) Real Property and Project database. Investigating and updating Host Tenant Agreements. Conducting routine data analysis and research. Assisting in establishing a real property baseline. Providing technical support and guidance. Performing quality assurance reviews of data within EBS and other Real Property databases and providing support to real property managers. Assisting as necessary in determining real estate requirements, design and preparation of real estate acquisition documents, obtaining and preparing documentation, planning and executing administrative actions, analyzing proposed easements, leases licenses, host-tenant real estate and use agreements.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** Bachelor's degree, five years' experience may be substituted for a degree.

**Training or Certification Requirements:** Microsoft Office Applications

**Real Property Assessor:**

**Functional Responsibilities:** Providing for data entry and maintenance of the Enterprise Business System (EBS) Real Property and Project database. Investigating and updating Host Tenant Agreements. Conducting routine data analysis and research. Assisting in establishing a real property baseline. Providing technical support and guidance. Performing quality assurance reviews of data within EBS and other Real Property databases and providing support to real property managers. Assisting as necessary in determining real estate requirements, design and preparation of real estate acquisition documents, obtaining and preparing documentation, planning and executing administrative actions, analyzing proposed easements, leases licenses, host-tenant real estate and use agreements.

**Minimum Years of Experience:** Three years.

**Minimum Educational/Degree requirements:** Bachelor's degree, five years' experience may be substituted for a degree.

**Training or Certification Requirements:** Microsoft Office Applications

**IT Manager:**

**Functional Responsibilities:** The IT Manager will capture and refine information requirements and ensure that the requirements are effectively integrated into information systems through purposeful security architecting, design, development, and configuration. Position will work in support of system development to create, update and sustain authorization packages for existing and evolving information system security requirements. Provide expert level system security engineering and associated services, at each stage in the life cycle to ensure delivery of an accreditable system.

**Minimum Years of Experience:** Ten years.

**Minimum Educational/Degree requirements:** Bachelor's degree in computer engineering or electrical engineering

**Training or Certification Requirements:** Microsoft Office Applications,

**Computer System Analyst III:**

**Functional Responsibilities:** Computer systems analysts study an organization's current computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively. They bring business and information

technology (IT) together by understanding the needs and limitations of both. Consult with managers to determine the role of the IT system in an organization. Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness. Prepare an analysis of costs and benefits so that management can decide if information systems and computing infrastructure upgrades are financially worthwhile. Devise ways to add new functionality to existing computer systems. Design and develop new systems by choosing and configuring hardware and software. Oversee the installation and configuration of new systems to customize them for the organization. Conduct testing to ensure that the systems work as expected. Train the system's end users and write instruction manuals.

**Minimum Years of Experience:** Eight years.

**Minimum Educational/Degree requirements:** Bachelor's degree  
**Training or Certification Requirements:** Microsoft Office Applications  
**Training or Certification Requirements:** Microsoft Office Applications

**SCA Labor Categories**

### **23400 Heating, Refrigeration And Air-Conditioning Mechanic:**

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

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification

### **23790 Pipefitter, Maintenance:**

**Functional Responsibilities:** Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification

**23370 General Maintenance Worker:**

**Functional Responsibilities:** 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.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** None

**23160 Electrician. Maintenance:**

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

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience



**Training or Certification Requirements:** Professional Certification

**23430 Heavy Equipment Mechanic:**

**Functional Responsibilities:** 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..

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 4 years of experience

**Training or Certification Requirements:** Professional Certification

**23310 Fire Extinguisher Repairer:**

**Functional Responsibilities:** The Fire Extinguisher Repairer performs the following duties: repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, Using hand tools and hydrostatic test equipment, this

repairer dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects, and replaces worn or damaged parts. Using hand tools, this repairer cleans extinguishers and recharges them with materials, (such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions); tests extinguishers for conformity with legal specifications using hydrostatic test equipment, and may install cabinets and brackets to hold extinguishers.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School

**Training or Certification Requirements:** Professional Certification

**23290 Fire Alarm System Mechanic:**

**Functional Responsibilities:** 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 and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification

**23800 Plumber, Maintenance:**

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

mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification

### **23110 Appliance Mechanic:**

**Functional Responsibilities:** 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.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification

### **23340 Fuel Distribution System Mechanic:**

**Functional Responsibilities:** 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, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and 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. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.

**Minimum Years of Experience:** 4

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification  
**23931 Telecommunications Mechanic II:**

**Functional Responsibilities:** 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. 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. They 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.

**Minimum Years of Experience:** 6

**Minimum Educational/Degree requirements:** High School Diploma or 2 years of experience

**Training or Certification Requirements:** Professional Certification