

## GENERAL SERVICES ADMINISTRATION

### Multiple Award Schedule (MAS)

#### 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 and electronic delivery order is available through GSA *Advantage!*<sup>®</sup>, a menu-driven database system. The address for **GSA Advantage!**<sup>®</sup> is:

<http://www.GSAAdvantage.gov>

**Contract Number:** 47QSHA-19-D-004P

**Modification:** A812 (April 20, 2020)

**Contract Period:** July 16, 2019 – July 15, 2024

**Contractor:** **Valiant Government Services LLC**  
101 Walton Way  
Hopkinsville, KY 42240

**Business Size:** Large Business

**Telephone:** 270-885-4642

**FAX Number:** 270-886-9067

**Web Site:** [www.valiantintegrated.com](http://www.valiantintegrated.com)

**E-Mail:** [mary.scharlott@onevaliant.com](mailto:mary.scharlott@onevaliant.com)

**Contract Administration:** Mary Scharlott

**Special Item Numbers:** **325320** – Pest and Animal Control Products & Services

**561210FAC** – Complete Facilities Maintenance and Management

**561730** – Grounds Maintenance

**ANCILLARY** – Ancillary Supplies and Services

**ANCRA** – Ancillary Repair and Alterations

**NEW** – Introduction of New Supplies and Services

**OLM** – Order-Level Materials

**CUSTOMER INFORMATION:**



**1a. Table of Awarded Special Item Numbers (SIN) and titles:**

Large Category	Subcategory	SIN	SIN Title	PSC	NAICS	SIN Description	Maximum Order
Industrial Products and Services	Industrial Products	325320	Pest and Animal Control Products & Services	6480	325320	Includes pest and animal control products, such as mosquito deterrent, cattle guards, salts, sprays, etc. Services include but are not limited to the planning; development; management; operations; and maintenance for pest control and removal (includes insect and weed control) at or on Federal facilities and/or properties (to include shrubs and trees). These services involve applications of pesticides (including organic, natural pesticides and other environmentally sustainable methods, trapping and/or removing of pests.	\$250,000.00
Facilities	Facilities Maintenance and Repair	561210FAC	Facilities Maintenance and Management	R799 J035	561210	Includes all services related to the complete operations, maintenance and repair of federal real property. Real property could include stand-alone facilities and structures such as hospitals and federal buildings to large, multi-facility complexes such as DoD military installations. Services can be ordered individually or in combination. Typical maintenance services include elevator, HVAC, electrical, plumbing, septic, fire alarm/fire suppression, energy management control systems (EMCS), water distribution, septic, telephone, water tanks, renewable energy systems, etc. This SIN can also be used for facilities management solutions such as to fulfill a requirement for adequate staff/personnel to help manage federal facility operations. In addition, this SIN provides a complete array of facilities consulting and facilities assessment services.	\$1,000,000.00
Facilities	Facilities Services	561730	Grounds Maintenance	S208	561730	Includes all services related to soil preparation, planting, maintaining, and cultivating grounds.	\$1,000,000.00

Miscellaneous	Complementary SINS	ANCILLARY	Ancillary Supplies and Services	S208 R425	None	Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.	\$250,000.00
Miscellaneous	Complementary SINS	ANCRA	Ancillary Repair and Alterations	S208	238990	Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical, or plumbing work, landscaping.	\$250,000.00
Miscellaneous	Complementary SINS	NEW	Introduction of New Supplies and Services	H335 R425	None	Includes the introduction of new supplies, technology and services categorically related to items already on GSA contract, which may be in commercial development and/or not yet introduced to the federal government.	\$250,000.00
Miscellaneous	Complementary SINS	OLM	Order-Level Materials	None	None	OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level.	\$250,000.00

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. The 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.**
- 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.**
- 2. Maximum Order:** \$1,000,000
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery area):** Domestic only
- 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); please see Attachment.
- 7. Quantity discounts:** None
- 8. Prompt payment terms:** 1% 15 Days, Net 30 – Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will not
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery:** Specified on the Task Order
- 11b. Expedited Delivery:** Contact Valiant Government Services LLC regarding expedited delivery
- 11c. Overnight and 2-day delivery:** Contact Valiant Government Services LLC regarding overnight and/or 2-day delivery.
- 11d. Urgent Requirements:** Contact Valiant Government Services LLC regarding urgent requirements. Included in Valiant's Contract is an "Urgent Requirements" clause and agencies may contact Valiant to effect a faster delivery.
- 12. F.O.B Point(s):** Destination
- 13a. Ordering Address(es):**
  - Valiant Government Services LLC
  - 101 Walton Way
  - Hopkinsville, KY 42240
  - Phone: 270-885-4642 Fax: 270-886-9067

**13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment Address(es):**

Valiant Government Services LLC  
101 Walton Way  
Hopkinsville, KY 42240  
Phone: 270-885-4642  
Fax: 270-886-9067

**15. Warranty provision:** Not offered

**16. Export Packing Charges:** Not Applicable

**17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Contact Valiant Government Services LLC

**18. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable

**19. Terms and Conditions of Installation:** Not Applicable

**20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** Not Applicable

**20a. Terms and Conditions for Any Other Services:** Not Applicable

**21. List of Service and Distribution Points:** Not Applicable

**22. List of Participating Dealers:** Not Applicable

**23. Preventive Maintenance:** Not Applicable

**24a. Special Attributes such as Environmental Attributes:** Not Applicable

**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:** Not Applicable.

**25. Data Universal Number System (DUNS) Number:** 61-6858908

**26. Notification Regarding Registration in System for Award Management (SAM) Database:** Valiant Government Services LLC is currently registered in SAM and will maintain our registration throughout the duration of our contract.

**Price List is effective as of Contract Award Dated 07/16/19  
Contract # 47QSHA-19-D-004P**

**Valiant Government Services LLC CURRENT PRICES**

Cross Reference Wage Determination Labor ID #	Labor Classification	Category	Base Period				
			Year 1	Year 2	Year 3	Year 4	Year 5
			07/16/2019 - 07/15/2020	07/16/2020 - 07/15/2021	07/16/2021 - 07/15/2022	07/16/2022 - 07/15/2023	07/16/2023 - 07/15/2024
15-1141	Automation Systems Specialist	EXEMPT	\$ 74.61	\$ 76.13	\$ 77.70	\$ 79.34	\$ 81.36
15-1131	Computer Programmer I	EXEMPT	\$ 77.18	\$ 78.76	\$ 80.38	\$ 82.07	\$ 84.16
15-1131	Computer Programmer II	EXEMPT	\$ 84.90	\$ 86.62	\$ 88.41	\$ 90.26	\$ 92.55
15-1131	Computer Programmer III	EXEMPT	\$ 91.20	\$ 93.07	\$ 94.98	\$ 96.97	\$ 99.45
15-1131	Computer Programmer IV	EXEMPT	\$ 114.01	\$ 116.33	\$ 118.75	\$ 121.23	\$ 124.32
15-1121	Computer Systems Analyst I	EXEMPT	\$ 70.81	\$ 72.26	\$ 73.75	\$ 75.29	\$ 77.21
15-1121	Computer Systems Analyst II	EXEMPT	\$ 83.79	\$ 85.50	\$ 87.26	\$ 89.09	\$ 91.37
15-1121	Computer Systems Analyst III	EXEMPT	\$ 92.17	\$ 94.06	\$ 96.00	\$ 98.02	\$ 100.51
47-4021	Elevator Mechanic	EXEMPT	\$ 77.67	\$ 79.26	\$ 80.90	\$ 82.60	\$ 84.70
17-2071	Engineer, Chief Stationary	EXEMPT	\$ 107.59	\$ 120.77	\$ 123.26	\$ 125.84	\$ 129.06
17-2051	Engineer, Civil	EXEMPT	\$ 118.73	\$ 121.16	\$ 123.67	\$ 126.27	\$ 129.49
17-2071	Engineer, Electrical	EXEMPT	\$ 118.35	\$ 120.77	\$ 123.26	\$ 125.84	\$ 129.06
17-2081	Engineer, Environmental	EXEMPT	\$ 117.75	\$ 120.17	\$ 122.65	\$ 125.22	\$ 128.42
17-2111	Engineer, Health & Safety	EXEMPT	\$ 119.41	\$ 121.84	\$ 124.36	\$ 126.96	\$ 130.21
17-2141	Engineer, Mechanical	EXEMPT	\$ 117.64	\$ 120.06	\$ 122.54	\$ 125.10	\$ 128.30
17-2199	Engineer, Professional	EXEMPT	\$ 120.91	\$ 123.38	\$ 125.92	\$ 128.56	\$ 131.84
11-3021	Engineer, Systems	EXEMPT	\$ 117.48	\$ 119.90	\$ 122.37	\$ 124.93	\$ 128.11
19-2041	Environmental Compliance Manager	EXEMPT	\$ 113.02	\$ 115.32	\$ 117.71	\$ 120.17	\$ 123.24
13-1051	Estimator	EXEMPT	\$ 78.19	\$ 79.79	\$ 81.43	\$ 83.14	\$ 85.27
49-1011	Facilities Maintenance Manager	EXEMPT	\$ 105.22	\$ 107.39	\$ 109.60	\$ 111.90	\$ 114.76
49-2098	Fire Alarm System Technician	EXEMPT	\$ 74.37	\$ 75.90	\$ 77.47	\$ 79.08	\$ 81.11
49-1011	Foreman	EXEMPT	\$ 81.51	\$ 83.17	\$ 84.90	\$ 86.67	\$ 88.88

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			07/16/2019	07/16/2020	07/16/2021	07/16/2022	07/16/2023
			07/15/2020	07/15/2021	07/15/2022	07/15/2023	07/15/2024
11-3121	Human Resources Manager	EXEMPT	\$ 106.99	\$ 109.19	\$ 111.44	\$ 113.76	\$ 116.68
43-4161	Human Resources Specialist	EXEMPT	\$ 70.03	\$ 71.47	\$ 72.95	\$ 74.48	\$ 76.39
11-1021	O&M Manager	EXEMPT	\$ 117.63	\$ 120.04	\$ 122.53	\$ 125.08	\$ 128.27
11-1021	Project Manager	EXEMPT	\$ 122.74	\$ 125.26	\$ 127.86	\$ 130.54	\$ 133.87
43-9111	Quality Assurance/Quality Control Inspector	EXEMPT	\$ 78.32	\$ 79.92	\$ 81.57	\$ 83.27	\$ 85.41
13-1111	Quality Control/Assistant Manager/Safety Manager	EXEMPT	\$ 108.49	\$ 110.72	\$ 113.01	\$ 115.37	\$ 118.32
13-1111	Quality Manager	EXEMPT	\$ 108.49	\$ 110.72	\$ 113.01	\$ 115.37	\$ 118.32
17-2111	Safety Manager	EXEMPT	\$ 108.54	\$ 110.77	\$ 113.06	\$ 115.42	\$ 118.37
11-3061	Supply Manager	EXEMPT	\$ 96.68	\$ 98.66	\$ 100.71	\$ 102.81	\$ 105.43
49-1011	Work Control Manager	EXEMPT	\$ 81.51	\$ 83.17	\$ 84.90	\$ 86.67	\$ 88.88
1011	Accounting Clerk I **	SCA	\$ 33.46	\$ 33.06	\$ 32.66	\$ 32.28	\$ 32.10
1012	Accounting Clerk II **	SCA	\$ 37.53	\$ 37.08	\$ 36.63	\$ 36.21	\$ 36.00
1013	Accounting Clerk III **	SCA	\$ 42.01	\$ 41.50	\$ 41.00	\$ 40.52	\$ 40.29
1020	Administrative Assistant **	SCA	\$ 49.73	\$ 49.14	\$ 48.54	\$ 47.99	\$ 47.71
23110	Appliance Mechanic **	SCA	\$ 49.97	\$ 49.37	\$ 48.79	\$ 48.21	\$ 47.94
25010	Boiler Tender/Stationary Engineer **	SCA	\$ 61.57	\$ 60.83	\$ 60.10	\$ 59.41	\$ 59.06
31030	Bus Driver **	SCA	\$ 42.59	\$ 42.08	\$ 41.58	\$ 41.10	\$ 40.86
23125	Cable Splicer **	SCA	\$ 77.33	\$ 76.39	\$ 75.49	\$ 74.61	\$ 74.18
23130	Carpenter, Maintenance **	SCA	\$ 60.93	\$ 60.19	\$ 59.48	\$ 58.78	\$ 58.45
23140	Carpet Layer **	SCA	\$ 54.47	\$ 53.80	\$ 53.17	\$ 52.55	\$ 52.25
30040	Civil Engineering Technician **	SCA	\$ 64.35	\$ 63.58	\$ 62.81	\$ 62.09	\$ 61.73
14041	Computer Operator I **	SCA	\$ 34.46	\$ 34.05	\$ 33.63	\$ 33.25	\$ 33.06
14042	Computer Operator II **	SCA	\$ 38.56	\$ 38.10	\$ 37.64	\$ 37.21	\$ 36.99
14043	Computer Operator III **	SCA	\$ 44.95	\$ 44.40	\$ 43.88	\$ 43.37	\$ 43.12
14044	Computer Operator IV **	SCA	\$ 47.82	\$ 47.24	\$ 46.68	\$ 46.14	\$ 45.87
14045	Computer Operator V **	SCA	\$ 52.91	\$ 52.26	\$ 51.64	\$ 51.04	\$ 50.75

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			07/16/2019 -	07/16/2020 -	07/16/2021 -	07/16/2022 -	07/16/2023 -
			07/15/2020	07/15/2021	07/15/2022	07/15/2023	07/15/2024
1051	Data Entry Operator I **	SCA	\$ 30.78	\$ 30.41	\$ 30.05	\$ 29.69	\$ 29.52
1052	Data Entry Operator II **	SCA	\$ 33.57	\$ 33.17	\$ 32.78	\$ 32.39	\$ 32.21
1060	Dispatcher, Motor Vehicle **	SCA	\$ 42.38	\$ 41.86	\$ 41.36	\$ 40.89	\$ 40.64
30061	Drafter/CAD Operator I **	SCA	\$ 43.09	\$ 42.57	\$ 42.07	\$ 41.57	\$ 41.34
30062	Drafter/CAD Operator II **	SCA	\$ 50.22	\$ 49.60	\$ 49.02	\$ 48.44	\$ 48.17
30063	Drafter/CAD Operator III **	SCA	\$ 53.73	\$ 53.08	\$ 52.44	\$ 51.84	\$ 51.54
30064	Drafter/CAD Operator IV **	SCA	\$ 64.04	\$ 63.26	\$ 62.51	\$ 61.78	\$ 61.43
23160	Electrician, Maintenance **	SCA	\$ 67.63	\$ 66.81	\$ 66.02	\$ 65.25	\$ 64.88
23181	Electronics Technician, Maintenance I **	SCA	\$ 60.57	\$ 59.85	\$ 59.13	\$ 58.45	\$ 58.11
23182	Electronics Technician, Maintenance II **	SCA	\$ 68.07	\$ 67.24	\$ 66.45	\$ 65.67	\$ 65.30
23183	Electronics Technician, Maintenance III **	SCA	\$ 72.26	\$ 71.40	\$ 70.54	\$ 69.72	\$ 69.32
30081	Engineering Technician I **	SCA	\$ 41.82	\$ 41.31	\$ 40.83	\$ 40.35	\$ 40.12
30082	Engineering Technician II **	SCA	\$ 48.89	\$ 48.30	\$ 47.72	\$ 47.16	\$ 46.90
30083	Engineering Technician III **	SCA	\$ 54.74	\$ 54.08	\$ 53.44	\$ 52.82	\$ 52.51
30084	Engineering Technician IV **	SCA	\$ 60.78	\$ 60.04	\$ 59.32	\$ 58.64	\$ 58.31
30085	Engineering Technician V **	SCA	\$ 70.10	\$ 69.25	\$ 68.42	\$ 67.63	\$ 67.23
30086	Engineering Technician VI **	SCA	\$ 84.25	\$ 83.23	\$ 82.24	\$ 81.28	\$ 80.82
30090	Environmental Technician **	SCA	\$ 48.46	\$ 47.88	\$ 47.30	\$ 46.76	\$ 46.49
23290	Fire Alarm System Mechanic **	SCA	\$ 57.26	\$ 56.57	\$ 55.90	\$ 55.24	\$ 54.93
23310	Fire Extinguisher Repairer **	SCA	\$ 47.35	\$ 46.77	\$ 46.22	\$ 45.67	\$ 45.41
21020	Forklift Operator **	SCA	\$ 42.74	\$ 42.23	\$ 41.72	\$ 41.24	\$ 41.00
23311	Fuel Distribution System Mechanic **	SCA	\$ 63.30	\$ 62.54	\$ 61.79	\$ 61.08	\$ 60.73
11090	Gardener **	SCA	\$ 41.45	\$ 40.95	\$ 40.46	\$ 39.99	\$ 39.77
1111	General Clerk I **	SCA	\$ 33.48	\$ 33.08	\$ 32.69	\$ 32.30	\$ 32.12
1112	General Clerk II **	SCA	\$ 36.52	\$ 36.08	\$ 35.65	\$ 35.23	\$ 35.03
1113	General Clerk III **	SCA	\$ 41.00	\$ 40.49	\$ 40.01	\$ 39.55	\$ 39.32

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			07/16/2019	07/16/2020	07/16/2021	07/16/2022	07/16/2023
			- 07/15/2020	- 07/15/2021	- 07/15/2022	- 07/15/2023	- 07/15/2024
23370	General Maintenance Worker **	SCA	\$ 43.18	\$ 42.66	\$ 42.16	\$ 41.66	\$ 41.42
23410	Heating, Ventilation and Air-Conditioning Mechanic	SCA	\$ 55.96	\$ 55.28	\$ 54.62	\$ 53.98	\$ 53.68
23430	Heavy Equipment Mechanic **	SCA	\$ 61.81	\$ 61.06	\$ 60.33	\$ 59.64	\$ 59.29
23440	Heavy Equipment Operator **	SCA	\$ 67.31	\$ 66.50	\$ 65.71	\$ 64.95	\$ 64.57
23460	Instrument Mechanic **	SCA	\$ 61.57	\$ 60.83	\$ 60.10	\$ 59.41	\$ 59.06
11150	Janitor **	SCA	\$ 27.63	\$ 27.29	\$ 26.97	\$ 26.66	\$ 26.50
23470	Laborer **	SCA	\$ 31.31	\$ 30.93	\$ 30.56	\$ 30.21	\$ 30.04
11210	Laborer, Grounds Maintenance **	SCA	\$ 32.12	\$ 31.73	\$ 31.36	\$ 30.99	\$ 30.81
23510	Locksmith **	SCA	\$ 62.37	\$ 61.61	\$ 60.88	\$ 60.17	\$ 59.82
23530	Machinery Maintenance Mechanic **	SCA	\$ 60.52	\$ 59.79	\$ 59.08	\$ 58.39	\$ 58.06
23550	Machinist, Maintenance **	SCA	\$ 58.99	\$ 58.28	\$ 57.58	\$ 56.92	\$ 56.59
23580	Maintenance Trades Helper **	SCA	\$ 35.75	\$ 35.31	\$ 34.89	\$ 34.49	\$ 34.29
21030	Material Coordinator **	SCA	\$ 48.30	\$ 47.72	\$ 47.14	\$ 46.60	\$ 46.33
21040	Material Expediter **	SCA	\$ 48.30	\$ 47.72	\$ 47.14	\$ 46.60	\$ 46.33
21050	Material Handling Laborer **	SCA	\$ 31.31	\$ 30.93	\$ 30.56	\$ 30.21	\$ 30.04
23640	Millwright **	SCA	\$ 56.36	\$ 55.68	\$ 55.01	\$ 54.38	\$ 54.07
5110	Mobile Equipment Servicer **	SCA	\$ 36.11	\$ 35.68	\$ 35.25	\$ 34.84	\$ 34.64
5190	Motor Vehicle Mechanic **	SCA	\$ 46.26	\$ 45.69	\$ 45.15	\$ 44.62	\$ 44.37
5220	Motor Vehicle Mechanic Helper **	SCA	\$ 34.11	\$ 33.69	\$ 33.29	\$ 32.91	\$ 32.72
1191	Order Clerk I **	SCA	\$ 31.29	\$ 30.91	\$ 30.55	\$ 30.19	\$ 30.02
1192	Order Clerk II **	SCA	\$ 34.15	\$ 33.73	\$ 33.33	\$ 32.95	\$ 32.76
23760	Painter, Maintenance **	SCA	\$ 50.89	\$ 50.28	\$ 49.68	\$ 49.11	\$ 48.83
1261	Personnel Assistant (Employment) I **	SCA	\$ 35.10	\$ 34.68	\$ 34.27	\$ 33.86	\$ 33.67
1262	Personnel Assistant (Employment) II **	SCA	\$ 39.26	\$ 38.79	\$ 38.33	\$ 37.88	\$ 37.66
1263	Personnel Assistant (Employment) III **	SCA	\$ 43.79	\$ 43.26	\$ 42.74	\$ 42.25	\$ 42.01
99410	Pest Controller **	SCA	\$ 49.86	\$ 49.26	\$ 48.68	\$ 48.11	\$ 47.83

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			07/15/2020	07/15/2021	07/15/2022	07/15/2023	07/15/2024
23790	Pipefitter, Maintenance **	SCA	\$ 63.47	\$ 62.70	\$ 61.95	\$ 61.23	\$ 60.89
23810	Plumber, Maintenance **	SCA	\$ 59.79	\$ 59.06	\$ 58.36	\$ 57.68	\$ 57.35
23820	Pneudraulic Systems Mechanic **	SCA	\$ 61.57	\$ 60.83	\$ 60.10	\$ 59.41	\$ 59.06
1270	Production Control Clerk **	SCA	\$ 48.30	\$ 47.72	\$ 47.14	\$ 46.60	\$ 46.33
99730	Refuse Collector **	SCA	\$ 48.44	\$ 47.86	\$ 47.29	\$ 46.74	\$ 46.48
23850	Rigger **	SCA	\$ 51.24	\$ 50.63	\$ 50.03	\$ 49.44	\$ 49.16
23870	Scale Mechanic **	SCA	\$ 54.47	\$ 53.80	\$ 53.17	\$ 52.55	\$ 52.25
1300	Scheduler, Maintenance **	SCA	\$ 33.92	\$ 33.51	\$ 33.12	\$ 32.73	\$ 32.54
1311	Secretary I **	SCA	\$ 33.92	\$ 33.51	\$ 33.12	\$ 32.73	\$ 32.54
1312	Secretary II **	SCA	\$ 37.95	\$ 37.49	\$ 37.05	\$ 36.61	\$ 36.41
1313	Secretary III **	SCA	\$ 42.30	\$ 41.78	\$ 41.29	\$ 40.81	\$ 40.57
1320	Service Order Dispatcher **	SCA	\$ 36.71	\$ 36.26	\$ 35.83	\$ 35.42	\$ 35.20
25040	Sewage Plant Operator **	SCA	\$ 65.29	\$ 64.50	\$ 63.73	\$ 62.99	\$ 62.63
23890	Sheet Metal Worker, Maintenance **	SCA	\$ 67.34	\$ 66.52	\$ 65.72	\$ 64.97	\$ 64.59
21110	Shipping Packer **	SCA	\$ 34.44	\$ 34.03	\$ 33.62	\$ 33.23	\$ 33.04
21130	Shipping/Receiving Clerk **	SCA	\$ 34.44	\$ 34.03	\$ 33.62	\$ 33.23	\$ 33.04
23910	Small Engine Mechanic **	SCA	\$ 54.47	\$ 53.80	\$ 53.17	\$ 52.55	\$ 52.25
21150	Stock Clerk **	SCA	\$ 39.47	\$ 38.98	\$ 38.52	\$ 38.08	\$ 37.85
1410	Supply Technician **	SCA	\$ 49.73	\$ 49.14	\$ 48.54	\$ 47.99	\$ 47.71
23931	Telecommunication Mechanic I **	SCA	\$ 63.17	\$ 62.41	\$ 61.66	\$ 60.95	\$ 60.59
23932	Telecommunication Mechanic II **	SCA	\$ 66.80	\$ 65.99	\$ 65.21	\$ 64.44	\$ 64.08
21210	Tools and Parts Attendant **	SCA	\$ 42.74	\$ 42.23	\$ 41.72	\$ 41.24	\$ 41.00
11270	Tractor Operator **	SCA	\$ 38.34	\$ 37.87	\$ 37.43	\$ 37.00	\$ 36.78
1531	Travel Clerk I **	SCA	\$ 31.35	\$ 30.97	\$ 30.60	\$ 30.25	\$ 30.07
1532	Travel Clerk II **	SCA	\$ 34.62	\$ 34.21	\$ 33.79	\$ 33.40	\$ 33.21
1533	Travel Clerk III **	SCA	\$ 38.27	\$ 37.80	\$ 37.35	\$ 36.92	\$ 36.71

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			07/16/2019	07/16/2020	07/16/2021	07/16/2022	07/16/2023
			-	-	-	-	-
			07/15/2020	07/15/2021	07/15/2022	07/15/2023	07/15/2024
31363	Truckdriver, Heavy **	SCA	\$ 49.50	\$ 48.90	\$ 48.31	\$ 47.76	\$ 47.48
31361	Truckdriver, Light **	SCA	\$ 35.86	\$ 35.43	\$ 35.00	\$ 34.60	\$ 34.40
31362	Truckdriver, Medium **	SCA	\$ 38.55	\$ 38.08	\$ 37.62	\$ 37.19	\$ 36.98
31364	Truckdriver, Tractor-Trailer **	SCA	\$ 49.50	\$ 48.90	\$ 48.31	\$ 47.76	\$ 47.48
21410	Warehouse Specialist **	SCA	\$ 42.74	\$ 42.23	\$ 41.72	\$ 41.24	\$ 41.00
25210	Water Treatment Plant Operator **	SCA	\$ 65.29	\$ 64.50	\$ 63.73	\$ 62.99	\$ 62.63
23960	Welder, Combination, Maintenance **	SCA	\$ 63.53	\$ 62.75	\$ 62.01	\$ 61.29	\$ 60.94
11360	Window Cleaner **	SCA	\$ 30.59	\$ 30.23	\$ 29.86	\$ 29.51	\$ 29.35
23970	Woodcraft Worker **	SCA	\$ 61.57	\$ 60.83	\$ 60.10	\$ 59.41	\$ 59.06
23980	Woodworker **	SCA	\$ 47.35	\$ 46.77	\$ 46.22	\$ 45.67	\$ 45.41
1611	Word Processor I **	SCA	\$ 30.67	\$ 30.30	\$ 29.93	\$ 29.59	\$ 29.42
1612	Word Processor II **	SCA	\$ 34.42	\$ 34.01	\$ 33.60	\$ 33.21	\$ 33.02
1613	Word Processor III **	SCA	\$ 38.53	\$ 38.06	\$ 37.60	\$ 37.17	\$ 36.96

## **LABOR CATEGORY DESCRIPTIONS**

### **Professional Labor Categories**

#### **1. Automation Systems Specialist**

Minimum Experience: 1 year.

Minimum Education: High School Diploma or equivalent.

Duties: Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

#### **2. Computer Programmer I**

Minimum Experience: 1 year.

Minimum Education: High School Diploma or equivalent.

Duties: Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

#### **3. Computer Programmer II**

Minimum Experience: 2 years.

Minimum Education: Associate degree.

Duties: Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

#### **4. Computer Programmer III**

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

#### **5. Computer Programmer IV**

Minimum Experience: 3 years.

Minimum Education: Bachelor's degree.

Duties: Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

#### **6. Computer Systems Analyst I**

Minimum Experience: 6 years.

Minimum Education: Bachelor's degree.

Duties: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

### **7. Computer Systems Analyst II**

Minimum Experience: 6 years.

Minimum Education: Bachelor's degree.

Duties: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

### **8. Computer Systems Analyst III**

Minimum Experience: 8 years.

Minimum Education: Bachelor's degree.

Duties: Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

### **9. Elevator Mechanic**

Minimum Experience: 8 years.

Minimum Education: Completion IUEC Apprenticeship Program

Duties: Assemble, install, repair, or maintain electric or hydraulic freight or passenger elevators, escalators, or dumbwaiters.

### **10. Engineer, Chief Stationary**

Minimum Experience: 5 years' experience as Stationary Engineer.

Minimum Education: High school diploma or equivalent.

Duties: The stationary engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning, 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 in performing tasks directly related to operating and maintaining the system or systems.

### **11. Engineer, Civil**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, and water and sewage systems. Includes architectural, structural, traffic, ocean, and geo-technical engineers.

### **12. Engineer, Electrical**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

### **13. Engineer, Environmental**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

### **14. Engineer, Health & Safety**

Minimum Experience: 8

Minimum Education: Bachelor's degree.

Duties: Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers.

### **15. Engineer, Mechanical**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems.

### **16. Engineer, Professional**

Minimum Experience: 10 years.

Minimum Education: Bachelor's degree.

Duties: 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.

### **17. Engineer, Systems**

Minimum Experience: 3 years.

Minimum Education: Bachelor's degree.

Duties: Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

### **18. Environmental Compliance Manager**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources.

**19. Estimator**

Minimum Experience: 5 years.

Minimum Education: Associate degree.

Duties: Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.

**20. Facilities Maintenance Manager**

Minimum Experience: 5 years.

Minimum Education: Associate degree.

Duties: Directly supervise and coordinate the activities of mechanics, installers, and repairers.

**21. Fire Alarm System Technician**

Minimum Experience: 4 years.

Minimum Education: High school diploma or equivalent.

Duties: Install, program, maintain, and repair security and fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes.

**22. Foreman**

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: Directly supervise and coordinate the activities of mechanics, installers, and repairers.

**23. Human Resources Manager**

Minimum Experience: 6 years.

Minimum Education: Bachelor's degree and professional certification.

Duties: Plan, direct, or coordinate human resources activities and staff of an organization.

**24. Human Resources Specialist**

Minimum Experience: 3 years.

Minimum Education: Bachelor's degree.

Duties: Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

**25. O&M Manager**

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: Responsible for providing leadership along with daily oversight, direction, and guidance to operations and maintenance, including oversight of training and administration.

## **26. Project Manager**

Minimum Experience: 6 years.

Minimum Education: Bachelor's degree.

Duties: Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing logistics or technically related projects. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

## **27. Quality Assurance/Quality Control Inspector**

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: Compile and compute data according to statistical formulas for use in statistical studies. May perform actuarial computations and compile charts and graphs for use by actuaries.

## **28. Quality Control/Assistant Manager/Safety Manager**

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

## **29. Quality Manager**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

## **30. Safety Manager**

Minimum Experience: 5 years.

Minimum Education: Bachelor's degree.

Duties: Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws.

## **31. Supply Manager**

Minimum Experience: 5 years.

Minimum Education: Associate degree.

Duties: Responsible for organizing and supervising employees engaged in material operations within the warehouse, including material preservation, issue, and redistribution. Responsible for the security of inventory and stored goods, and the design and layout of the warehouse or storage areas. Manages inventory quality assurance through the employment of scheduled and spot physical inventories.

### **32. Work Control Manager**

Minimum Experience: 5 years.

Minimum Education: High school diploma or equivalent.

Duties: Directly supervise and coordinate the activities of mechanics, installers, and repairers.

### **33. Accounting Clerk I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: This position is responsible for 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 procedures.

### **34. Accounting Clerk II \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

### **35. Accounting Clerk III \*\***

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: 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 acting 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.

**36. Administrative Assistant \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**37. Appliance Mechanic \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**38. Boiler Tender/Stationary Engineer \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**39. Bus Driver \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

**40. Cable Splicer \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems, prepares and installs distribution equipment, terminates tip cables on main distribution frames, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent ensures techniques, materials, and accomplishments are according to technical standards and specifications and engineered directives; locates, repairs, and/or replaces splice cases, performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients, and determines course of signal deterioration in voice and data circuits over cable by using test equipment. This person also interprets compressor meter readings and adjusts controls and troubleshoots pneumatic and electrical malfunctions in cable air- dryer compressors.

**41. Carpenter, Maintenance \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent and professional certification.

Duties: 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.

**42. Carpet Layer \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: The Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive to floor, and transport carpeting to installation site.

**43. Civil Engineering Technician \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps, and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart

manuscripts.

**44. Computer Operator I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**45. Computer Operator II \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**46. Computer Operator III \*\***

Minimum Experience: 5 years.

Minimum Education: Associate degree.

Duties: 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.

**47. Computer Operator IV \*\***

Minimum Experience: 6 years.

Minimum Education: Associate degree.

Duties: 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.

**48. Computer Operator V \*\***

Minimum Experience: 8 years.

Minimum Education: Associate degree.

Duties: 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.

**49. Data Entry Operator I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**50. Data Entry Operator II \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**51. Dispatcher, Motor Vehicle \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.

**52. Drafter/CAD Operator I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: Revisions to the original drawings of a plumbing system by increasing pipe diameters. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. Preparing a computer model of a room, building, structure from data, prints, photos.

**53. Drafter/CAD Operator II \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II 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. Typical assignments include: Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

**54. Drafter/CAD Operator III \*\***

Minimum Experience: 5 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design. Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

**55. Drafter/CAD Operator IV \*\***

Minimum Experience: 6 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

**56. Electrician, Maintenance \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent and professional certification.

Duties: 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.

**57. Electronics Technician, Maintenance I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: The Electronics 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.

**58. Electronics Technician, Maintenance II \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

**59. Electronics Technician, Maintenance III \*\***

Minimum Experience: 5 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

### **60. Engineering Technician I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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: Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

### **61. Engineering Technician II \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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: Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

### **62. Engineering Technician III \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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: Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

### **63. Engineering Technician IV \*\***

Minimum Experience: 2 years.

Minimum Education: Associate degree.

Duties: 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: Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

### **64. Engineering Technician V \*\***

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: 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: 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. 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. 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; analyzes and evaluates test results and prepares reports on findings and recommendations.

**65. Engineering Technician VI \*\***

Minimum Experience: 5 years.

Minimum Education: Associate degree.

Duties: 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: 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). 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. 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. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

**66. Environmental Technician \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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, and another test instrumentation. 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.

**67. Fire Alarm System Mechanic \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**68. Fire Extinguisher Repairer \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

**69. Forklift Operator \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**70. Fuel Distribution System Mechanic \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**71. Gardener \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**72. General Clerk I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**73. General Clerk II \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**74. General Clerk III \*\***

Minimum Experience: 5 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

### **75. General Maintenance Worker \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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: a. Craft workers included in a formal apprenticeship or progression program based on training and experience; b. Skilled craft workers required to demonstrate proficiency in one or more trades; c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

### **76. Heating, Ventilation and Air-Conditioning Mechanic \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: The Heating, Ventilation, and Air-Conditioning Mechanic 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 and discharge valves in circuit. This worker 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. 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.

**77. Heavy Equipment Mechanic \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

**78. Heavy Equipment Operator \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**79. Instrument Mechanic \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

**80. Janitor \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

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

**81. Laborer \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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, 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.

**82. Laborer, Grounds Maintenance \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.

**83. Locksmith \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**Machinery Maintenance Mechanic \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**84. Machinist, Maintenance \*\***

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice, usually acquired through a formal apprenticeship or equivalent training and experience.

**85. Maintenance Trades Helper \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**86. Material Coordinator \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**87. Material Expediter \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined 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.

**88. Material Handling Laborer \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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: a. 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); b. Stocking merchandise for sale; c. Counting or routing merchandise; d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; e. Loading and unloading ships (alongshore workers); f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

**89. Millwright \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: The Millwright installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

**90. Mobile Equipment Servicer \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

**91. Motor Vehicle Mechanic \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**92. Motor Vehicle Mechanic Helper \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

**93. Order Clerk I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**94. Order Clerk II \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: 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 merely referring to a price list or making some simple mathematical calculations.

**95. Painter, Maintenance \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**96. Personnel Assistant (Employment) I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**97. Personnel Assistant (Employment) II \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**98. Personnel Assistant (Employment) III \*\***

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: 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.

**99. Pest Controller \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and professional certification.

Duties: 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.

**100. Pipefitter, Maintenance \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: 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.

**101. Plumber, Maintenance \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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, pipe fittings, 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.

**102. Pneudraulic Systems Mechanic \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and technical certification.

Duties: The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.

**103. Production Control Clerk \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**104. Refuse Collector \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent and valid Commercial Driver's License. Duties: The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

**105. Rigger \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and valid Commercial Driver's License. Duties: A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.

**106. Scale Mechanic \*\***

Minimum Experience: 3 years.

Minimum Education: Associate degree.

Duties: The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.

**107. Scheduler, Maintenance \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

**108. Secretary I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**109. Secretary II \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**110. Secretary III \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**111. Service Order Dispatcher \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**112. Sewage Plant Operator \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**113. Sheet Metal Worker, Maintenance \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

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

**114. Shipping Packer \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.

**115. Shipping/Receiving Clerk \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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; insuring 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.

**116. Small Engine Mechanic \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**117. Stock Clerk \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

**118. Supply Technician \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: 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: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) 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.

**119. Telecommunication Mechanic I \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: The Telecommunications Mechanic I install, 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.

**120. Telecommunication Mechanic II \*\***

Minimum Experience: 5 years.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**121. Tools and Parts Attendant \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps 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.

**122. Tractor Operator \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

**123. Travel Clerk I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arrange travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

**124. Travel Clerk II \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

**125. Travel Clerk III \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

**126. Truckdriver, Heavy \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and valid commercial driver's license. Duties: Straight truck, over 4 tons, usually 10 wheels.

**127. Truckdriver, Light \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and valid commercial driver's license. Duties: Straight truck, less than 1 1/2 tons, usually 4 wheels.

**128. Truckdriver, Medium \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and valid commercial driver's license. Duties: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

**129. Truckdriver, Tractor-Trailer \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent and valid commercial driver's license. Duties: 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.

**130. Warehouse Specialist \*\***

Minimum Experience: 1 years.

Minimum Education: High school diploma or equivalent.

Duties: As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

**131. Water Treatment Plant Operator \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

**132. Welder, Combination, Maintenance \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and technical certification.

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

**133. Window Cleaner \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through 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.

**134. Woodcraft Worker \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent and professional certification.

Duties: 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.

**135. Woodworker \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: 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.

**136. Word Processor I \*\***

Minimum Experience: 1 year.

Minimum Education: High school diploma or equivalent.

Duties: This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I perform familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

**137. Word Processor II \*\***

Minimum Experience: 2 years.

Minimum Education: High school diploma or equivalent.

Duties: This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

**138. Word Processor III \*\***

Minimum Experience: 3 years.

Minimum Education: High school diploma or equivalent.

Duties: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.