U.S. General Services Administration

Multiple Award Schedule (MAS)

Contract Summary Document

Company Name: COMMERCIAL FACILITIES MANAGEMENT, INC.

Duns Number: 625169016

Contract Number: 47QSHA19D0061
1. **Estimated Award Value :** $3000000  
   **Base Period :** $750000  
   **Option Period 1 :** $750000  
   **Option Period 2 :** $750000  
   **Option Period 3 :** $750000

2. **Solicitation Number :** 6FEC-E6-030292-B

3. **Contract Period :** September 30, 2019 through September 29, 2024

4. **Business Size :** Small Business

5. **Business Types :**

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>2X</td>
<td>For-Profit Organization</td>
</tr>
<tr>
<td>WOSB</td>
<td>Woman Owned Small Business</td>
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6. **Sub Contracting Plan Expiration :** N/A

7. **Items Awarded :**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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<tbody>
<tr>
<td>561210FAC</td>
<td>FACILITIES SUPPORT SERVICES</td>
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<tr>
<td>SIN</td>
<td>Description</td>
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<tr>
<td>ANCILLARY</td>
<td>Ancillary Supplies and Services</td>
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<tr>
<td>ANCRA</td>
<td>Ancillary Repair and Alterations</td>
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<tr>
<td>OLM</td>
<td>Order Level Materials</td>
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</table>

**Labor Categories:**

Labor Category Descriptions can be located in the document entitled "Labor Category Descriptions_20190916.pdf"

TDR Price Proposal Template_20190918.xlsx

8. **Escalation Rates:**

Prices offered are based on a Commercial Price List and are subject to clause 552.216-70

9. **IFF Statement:**

552.238-74 - Industrial Funding Fee and Sales Reporting - refer to contract for current version applicable to offer / award

10. **Minimum Order Quantities:**

$100

11. **Minimum Order Limit : $ 100**
12. **Maximum Order Limit**: $1,000,000

13. **Geographic Coverage**:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>561210FAC</td>
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<td>ANCILARY</td>
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<tr>
<td>OLM</td>
<td>V - 48 States, DC</td>
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</table>

14. **Prompt payment Discounts**:

- Discount1: 0.000 % if Payment is made within 00 days
- Discount2: 0.000 % if Payment is made within 00 days
- Net 30 days.

**Volume Discounts**:

N/A

15. **MFC(Most Favorable Customer)**:

N/A as the company came in under TDR

16. **Approved Exceptions**:

N/A
17. Terms and Conditions:

<table>
<thead>
<tr>
<th>Clause</th>
<th>Title</th>
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</table>

Terms and Conditions Notes:

Subcontracting Plan: N/A

Amendment was signed for 889

Industrial Funding Fee: Final awarded prices include the required .75% Industrial Funding Fee (IFF).

GSA Discounts: 3% for labor

Estimated contract value: $3,000,000.00 (twenty-year value)

Geographic Coverage: FOB Destination, Domestic delivery, with the exact time to be specified on individual Delivery/Task Orders.

Accounting System: The company possesses an adequate and auditable labor hour recording and invoicing system (QuickBooks) capable of fully supporting labor hour invoices; therefore, the firm is approved to accept both Labor-Hour and Firm-Fixed-Price Delivery/Task Orders from authorized agencies under this contract.

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Service Proposed (e.g. Labor Category or Job Title/Task)</th>
<th>Minimum Education / Certification Level</th>
<th>Minimum Years of Experience (cannot be a range)</th>
<th>Contractor or Customer Facility or Both</th>
<th>Domestic or Overseas</th>
<th>Commercial Price List (CPL) OR Market Prices</th>
<th>Unit of Issue (e.g. Hour, Task, Sq Ft)</th>
<th>Discount Offered to GSA (self CPL- or Market Prices) (%)</th>
<th>Price Offered to GSA (Excluding IFF)</th>
<th>Price Offered to GSA (including IFF)</th>
<th>Supporting Invoice or Document Number (Initial submittal)</th>
<th>Page Location</th>
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<tbody>
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<td>Project Manager High School 5 Customer Facility Domestic Only</td>
<td>CPL Hour</td>
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<td></td>
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<td>Alarm &amp; Special Hazards Technician Professional Certification 5 Customer Facility Domestic Only</td>
<td>CPL Hour</td>
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<td>Supervisor High School 5 Customer Facility Domestic Only</td>
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<td>Scheduler, Maintenance High School 5 Customer Facility Domestic Only</td>
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<td>Service Order Dispatcher High School 5 Customer Facility Domestic Only</td>
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<td>Order Clerk High School 5 Customer Facility Domestic Only</td>
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</table>

Volume /Quantity discount: _3_% for orders exceeding N/A

Other discounts/concessions offered: __N/A__________ (i.e., prompt payment discount 1% net 15 days)
| SIN(s) Proposed | Service Proposed (e.g., Labor Category or Job Title/Task) | Minimum Education / Certification Level | Minimum Years of Experience (cannot be a range) | Contractor or Customer Facility or Both | Domestic or Overseas | Commercial Price List (CPL) OR Market Prices | Unit of Issue (e.g. Hour, Task, Sq Ft) | Discount Offered to GSA (off CPL or Market Prices)(%) | Price Offered to GSA (Excluding IFF) | Price Offered to GSA (including IFF) | Supporting Invoice or Document Number (Initial submittal) | Page Location |
|----------------|---------------------------------------------------------|----------------------------------------|------------------------------------------------|----------------------------------------|---------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------|
|                | Electronics Tech. Maintenance II                        | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 95.00                           | $ 95.72                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Electronics Tech. Maintenance I                         | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 90.00                           | $ 90.68                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | General Maintenance Worker                             | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 57.63                           | $ 58.07                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | HVAC Mechanic                                          | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 75.91                           | $ 76.48                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Heavy Equipment Mechanic                               | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 65.69                           | $ 66.19                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Heavy Equipment Operator                               | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 66.07                           | $ 66.57                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Locksmith                                              | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 53.45                           | $ 53.85                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Maintenance Machinery Mechanic                         | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 75.91                           | $ 76.48                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Maintenance Trades Helper                              | Professional Certification            | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 56.31                           | $ 56.74                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Painter, Maintenance                                   | None                                   | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 56.31                           | $ 56.74                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Pipefitter, Maintenance                                | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 67.31                           | $ 67.82                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Plumber Maintenance                                    | High School                           | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 71.51                           | $ 72.05                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Sheet-Metal Worker, Maintenance                        | Professional Certification            | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 64.47                           | $ 64.96                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Welder, Combination, Maintenance                       | Professional Certification            | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 62.89                           | $ 63.37                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Boiler Technician                                      | Professional Certification            | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 79.50                           | $ 80.10                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Boiler Tender                                          | Professional Certification            | 3                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 65.47                           | $ 65.96                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Secretary 3                                            | High School                           | 2                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 54.89                           | $ 55.30                           | Supporting Invoice 1                  |                                  |                                | 1               |
|                | Stationary Engineer                                    | Professional Certification            | 5                                              | Customer Facility                      | Domestic Only       | CPL Hour                         | 0.00%                           | $ 65.47                           | $ 65.96                           | Supporting Invoice 1                  |                                  |                                | 1               |

Volume / Quantity discount: __3__% for orders exceeding SN/A

Other discounts/concessions offered: __N/A__________ (i.e., prompt payment discount 1% net 15 days)
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<tbody>
<tr>
<td></td>
<td>Ventilation Equipment Tender Professional Certification 3</td>
<td>Customer Facility Domestic Only</td>
<td>CPL Hour</td>
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<td>$ 68.13</td>
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<td></td>
<td>Water Treatment Technician Professional Certification 3</td>
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<td>$ 65.38</td>
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</tbody>
</table>

Volume /Quantity discount: 3% for orders exceeding SN/A

Other discounts/concessions offered: N/A (i.e., prompt payment discount 1% net 15 days)
**Labor Category Descriptions**

**Labor Category: Project Manager**

**Minimum Experience:** Has at least five years’ experience in managing all phases of governmental/commercial building maintenance projects including scheduling and supervising construction trades. Experience in administration of OSHA, EPA local codes and hazardous materials and has knowledge of mechanical and utility systems.

**Functional Responsibility:** Performs all functions identified by contract specifications and plans, and directs and controls facility maintenance projects to ensure compliance with contract requirements. Develops work schedules; hires and monitor employees and subcontractors; troubleshoots, develops estimating and bidding schedules and performs scheduled and unscheduled quality control inspections. Enforces safety program requirements, maintains an effective cost control system, interfaces with project personnel and is available around the clock to resolve emergencies and unscheduled services.

**Minimum Education:** He or She has a high school degree.

**Labor Category: Asst. Project Manager**

**Minimum Experience:** Has at least five years’ experience in managing all phases of governmental/commercial building maintenance projects including scheduling and supervising construction trades. Experience in administration of OSHA, EPA local codes and hazardous materials and has knowledge of mechanical and utility systems.

**Functional Responsibility:** Performs most if not all functions identified by contract specifications and plans, and directs and controls facility maintenance projects to ensure compliance with contract requirements. Develops work schedules; hires and monitor employees and subcontractors; troubleshoots, develops estimating and bidding schedules and performs scheduled and unscheduled quality control inspections. Enforces safety program requirements, maintains an effective cost control system, interfaces with project personnel and is available around the clock to resolve emergencies and unscheduled services.

**Minimum Education:** He or She has a high school degree.

**Labor Category: Alarm and Special Hazards Technician**

**Minimum Experience:** Has at least five years’ experience of fire alarm and/or fire suppression systems. CSA or NICET II certification preferred. Understands NFPA standards as well as system testing and inspection in commercial and industrial environments.

**Functional Responsibility:** Installation, testing, inspecting and performing maintenance on special hazards systems. respond to service requests, accurately diagnose special hazard system malfunctions and adjust, repair or replace equipment as needed to bring into compliance. communicate with customers to assure that any system deficiencies are promptly reported and corrected. Ability to work in unusual and sometimes difficult positions such as working above ceiling spaces, crawl spaces, climbing a ladder, high lift equipment, etc.

**Minimum Education:** He or She has to possess professional certification and required licenses.
**Labor Category: Supervisor***

**Minimum Experience:** Has five years’ experience in managing building maintenance projects, scheduling and supervising construction trades, estimating and bidding, and quality control. He has experience in the methods, materials and equipment used in building maintenance trades.

**Functional Responsibility:** Carries out contract requirements, maintains work control processes for projects, assigns and supervises work crews as necessary, ensures that all personnel involved in work assignments are qualified and performs scheduled and unscheduled quality control inspections. Adheres to all fire, safety and health regulations; stores equipment, materials and supplies; maintains project records.

**Minimum Education:** He or She has a high school degree.

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**Labor Category: Scheduler Maintenance***

**Minimum Experience:** Has five years’ experience in maintenance work for buildings. Has knowledge of most commonly used building materials. Has experience in prioritizing work assignments and is able to build good working relationships.

**Functional Responsibility:** Reviews and enters work orders into a computer or GSA provided system like NCMMS in order to make the scheduling process efficient and effective. Schedules maintenance requests for various shops based on manpower. Schedules and coordinates facility, equipment, and utility shutdowns.

**Minimum Education:** He or She has a high school degree.

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**Labor Category: Service Order Dispatcher***

**Minimum Experience:** Has five years’ experience in maintenance work for buildings. Experience in an office environment or equivalent training. Working knowledge of basic computer application programs to include Microsoft Word, Excel, Power Point are required. Ability to work alone with minimal supervision.

**Functional Responsibility:** Receives, records, and distributes work orders to service crews upon customers’ requests for service. 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.

**Minimum Education:** He or She has a high school degree.

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**Labor Category: Order Clerk***

**Minimum Experience:** Has five years’ experience in clerical work entering orders, data entry etc.

**Functional Responsibility:** Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.

**Minimum Education:** He or She has a high school degree.
**Labor Category: Gardner**

**Minimum Experience:** Have at least three years’ experience as a grounds maintenance worker in commercial or industrial facilities.

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

**Minimum Education:** Sufficient to read, write and speak the English language.

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**Labor Category: Janitor**

**Minimum Experience:** Have at least two years’ experience as a janitor or maid in a commercial/industrial building or hotel/motel.

**Functional Responsibility:** Cleans and keeps in an orderly condition building working areas and washrooms, entryways, lobbies or other spaces. Duties involve a combination of the following:

- Sweeping, mopping, scrubbing, and polishing of floors.
- Vacuuming carpets.
- Stripping, refinishing hard and resilient flooring
- Cleaning and washing walls and other surfaces.
- Removing trash and other refuse.
- Dusting equipment, furniture, venetian blinds, fixtures, and other surfaces.
- Polishing metal fixtures, porcelain bathroom fixtures or trimmings.
- Replenishing supplies such as: toilet tissue, paper towels, soap, etc. as required.
- Cleaning lavatories, showers, and other bathroom fixtures.
- Reporting need for repairs to equipment, furniture, building and fixtures.
- Performing other duties such as snow removal, leaf raking, grass cutting, edging etc. as assigned.

**Minimum Education:** Sufficient to read, write and speak the English language.

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**Labor Category: Landscape Technician**

**Minimum Experience:** Have at least five years’ experience in performing landscaping work.

**Functional Responsibility:** Plant turf grass, bushes, shrubs, trees, flowers and other plants at their proper depth and in a strategic pattern that is usually designed by a landscape architect or designer. May also install walkways, patios, outdoor lighting, sprinklers or other irrigation systems and decks. Have a full range of motion in the upper and lower body in order to bend, stoop, lift, pull, push, squat and stand for long periods of time is often required.
Minimum Education: High School education and be able to read, write and speak the English language.

Labor Category: Pest Control*

Minimum Experience: Have at least five years’ experience in pest control work.

Functional Responsibility: Responsible for inspecting buildings and the surrounding property for signs of insects, rodents and other pests. They determine which treatment is best and use the proper baits or traps to remove them. Create barriers to prevent insects and rodents from re-entering. Be detail-oriented and able to closely follow instructions to prevent harm to people, pets and the environment.

Minimum Education: High School education and be able to read, write and speak the English language.

Labor Category: Tractor Operator*

Minimum Experience: Have at least five years’ experience in the operation of small and large tractors.

Functional Responsibility: Drives gasoline or diesel-powered tractor to move materials, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment; Fastens attachments, such as graders, plows, and rollers, to tractor with hitch pins.

Minimum Education: High School education and be able to read, write and speak the English language.

Labor Category: BAS Controls Technician

Minimum Experience: Have at least five years’ experience in the operational understanding and working of building automated systems (BAS)

Functional Responsibility: work on large-scale equipment and systems often found in industrial and commercial facilities. Main duties include repairing, maintaining, and installing systems involving Heating, Ventilation and Air Conditioning (HVAC) processes. Provide quality control while balancing the constraints of a project budget with the expectations of the client, ensuring the client receives a product that exceeds their expectations, meets project specifications and performs the intended functions. Conduct extensive self-study (reading, research and practice) to improve and maintain technical proficiency in company's product lines. Complete professional certifications, as required by the company, and attend factory and in-house training sessions to develop relevant knowledge, techniques and skills.

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program or professional certifications needed to do this type of work.

Labor Category: Carpenter Maintenance*

Minimum Experience: Have at least five years’ experience as a journeyman carpenter in a commercial, industrial, or construction environment. Demonstrate proficiency in the use of power and hand tools common to the trade, and be able to read and interpret blue prints, drawings and work sketches.

Functional Responsibility: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. 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 handtools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work.
Performs general carpentry work which may include the following tasks: repairs or replaces weather-stripping around doors and windows; replaces caulking around windows and door frames; repairs or replaces door locks, hinges, silencers/closers, stops, and thresholds; inspects and repairs or replaces broken or loose tile, panic hardware on doors, shelves, room dividers, lockers, ceiling tile, metal latrine partitions and hardware; and repairs or replaces door and window screens, replaces broken glass, and repairs clotheslines and playground equipment.

Builds and installs concrete forms; places screeds and levels concrete. Performs rough masonry work, including brick and block laying for use in foundations or unfinished walls. Places or repairs floor coverings, including vinyl, asbestos, ceramic, or quarry tile. Patches carpet. Installs gypsum drywall; tapes, joins, and sands drywall panels in preparation for painting or texturing. Constructs wood or metal frame partitions and dropped ceilings and installs lathing, insulation, and wall paneling.

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman carpenter.

Labor Category: Chiller Technician

Minimum Experience: Have at least five years’ experience in the operational understanding and working of industrial and commercial Chillers of various tonnage.

Functional Responsibility: Scheduling and servicing chiller maintenance and repair work. Maintain and repair chiller systems of all types, air and water cooled, for both commercial and industrial customers. Diagnose and repair of electronic, mechanical and electrical components of these systems. Work with dispatch to ensure schedule is maintained and delays are properly communicated to customer. Document all equipment installations: make, model, serial number, necessary test measurements, and pictures as necessary. Diagnose diverse service issues, obtain any replacement parts, calibrate system to manufacturer’s recommendations, and explain fully to customer what the issue is and what is need to correct.

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program or professional certifications needed to do this type of work.

Labor Category: Electrician Maintenance*

Minimum Experience: Have at least five years experience as an exterior and interior electrician within a commercial or industrial building. Have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

Functional Responsibility: Performs operation and maintenance of low-voltage electrical power systems beginning at the service entrance of buildings and structures, and maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, device plates, and grounds and light fixtures. Operates and maintains power generation equipment and emergency generating devices.

Repairs electrical equipment: disassembles electrical units such as generators, motors, voltage regulators, and electrical appliances; locates sources of malfunction; and accomplishes required repairs by splicing or replacing wiring, rewinding armatures and field coils, replacing commutators, and replacing damaged parts. Uses common hand tools, tubing and conduit benders, hand-and-motor- operated conduit-threading machines, soldering irons, and hand drills.

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman electrician.
**Labor Category: Electronics Tech Maintenance III**

**Minimum Experience:** Have at least five years’ experience as an electronics technician troubleshooting and maintaining electronics equipment such as: computers, radar, radio, television, telecommunication, sonar, and navigational aids.

**Functional Responsibility:** Maintains, repairs, and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and mainframe computers and peripherals. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations. Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturer’s manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

**Minimum Education:** Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman electronics technician

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**Labor Category: Electronics Tech Maintenance II**

**Minimum Experience:** Have at least five years’ experience in operating, maintaining and repairing automated building energy controls systems.

**Functional Responsibility:** Constructs, maintains, and tests electrical systems and components. Uses measuring and diagnostic tools to test and modify electronic parts. Ensures systems and components meet established specifications. 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. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

**Minimum Education:** Have at least a high school diploma or equivalent with additional trade school instruction in the operation and maintenance of central heating plant controls systems to along with any professional certification.

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**Labor Category: Electronics Tech Maintenance I**

**Minimum Experience:** Have at least five years’ experience in operating, maintaining and repairing automated building energy controls systems.

**Functional Responsibility:** 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. Disassembles malfunctioning instruments, and 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. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

**Minimum Education:** Have at least a high school diploma or equivalent with additional trade school instruction in the operation and maintenance of central heating plant controls systems to along with any professional certification.
**Labor Category: General Maintenance Worker**

**Minimum Experience:** Have at least five years’ experience as a general maintenance worker in commercial or industrial building.

**Functional Responsibility:** Performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

**Minimum Education:** Have at least a high school diploma or equivalent and any professional certifications as needed

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**Labor Category: HVAC Mechanic**

**Minimum Experience:** Have at least five years’ experience as a journeyman HVAC mechanic in a commercial or industrial facility equipped with chillers, boilers and air handlers.

**Functional Responsibility:** Installs, services, and repairs environmental control systems in residences, office buildings, and other facilities. Work is accomplished using knowledge of refrigeration theory, pipefitting, and structural layout. Mount's compressor and condenser units of platform or floor, using hand tools, following blueprints or engineering specifications.
Fabricates, assembles, and installs ductwork and equipment. Cuts and bends tubing to correct length and shape using cutting and bending equipment and tools. Cuts and threads pipes, using machine threading or hand threading equipment. Joins tubing or pipes to various refrigeration units by means of sleeves, couplings or unions, and solders joints using torch, forming complete circuit for refrigerant.

Installs expansion and discharge valves in circuits. Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap and water solution. Wraps pipes in insulation battting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment.

Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls. Inspects plumbing fixtures, piping, and appliances and corrects minor leaks and malfunctions, replacing gaskets, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components.

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman HVAC Mechanic.

**Labor Category: Heavy Equipment Mechanic***

**Minimum Experience:** At least five years’ experience doing maintenance and repair work on heavy equipment.

**Functional Responsibility:** Repairs and adjusts hydraulic pumps, safety valves, and load packers on garbage and dump trucks. The Heavy Equipment Mechanic is expected to attend special training and familiarization workshops dealing with innovations in heavy equipment operations, repairs, and maintenance. The Heavy Equipment Mechanic inspects repairs and adjusts diesel power units, hydraulic systems, injection valves and systems, mold boards, and scarifies on road graders. He must also inspect, adjust and repair gasoline and diesel tractors, and hydraulic and cable operated attachments on tractors.

**Minimum Education:** Have a high school diploma or equivalent, and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a Heavy Equipment Operator

**Labor Category: Heavy Equipment Operator***

**Minimum Experience:** At least five years’ experience operating heavy equipment.

**Functional Responsibility:** Operate, drive, and control heavy equipment, load and unload equipment from vehicles, have complete knowledge of machine settings, check and maintain equipment functionality often, keep performance records of machine functionality regularly, provide preemptive maintenance on equipment to prevent malfunction, comply with the company’s safety policies and procedures, conduct evaluations of equipment.

**Minimum Education:** Have a high school diploma or equivalent, and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a Heavy Equipment Operator

**Labor Category: Locksmith***

**Minimum Experience:** At least five years' experience in the area of locks, keys, safes.
**Functional Responsibility:** Open locks of doors with misplaced keys. Installs Alarm Systems, duplicating keys. Moves lock picks, drill safe locks and restore worn tumblers.

**Minimum Education:** Have a high school diploma or equivalent, and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a Locksmith.

**Labor Category: Maintenance Machinery Mechanic**

**Minimum Experience:** Have at least five years’ experience as a maintenance mechanic in a commercial or industrial facility.

**Functional Responsibility:** Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls. Inspects plumbing fixtures, piping, and appliances and corrects minor leaks and malfunctions, replacing gaskets, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components. Inspects building structural components and tightens, lubricates, aligns, trims, or otherwise corrects minor deficiencies. Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

**Minimum Education:** Have a high school diploma or equivalent, and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman maintenance mechanic.

**Labor Category: Maintenance Trades Helper**

**Minimum Experience:** At least three years’ experience as a maintenance trades worker in a commercial or industrial establishment or in a construction environment.

**Functional Responsibility:** Performs maintenance and repair tasks as required in the appropriate trade. 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, machines, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper performs varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding material and tools and cleaning working area; and in another he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

**Minimum Education:** Sufficient to read, write and speak the English language and any professional certification as needed

**Labor Category: Painter Maintenance**

**Minimum Experience:** Have at least 3 years’ experience as a general maintenance painter in commercial or industrial buildings.

**Functional Responsibility:** Apply paint, stain, varnish, enamel, and other finishes to equipment, buildings, bridges, and/or other structures, using brushes, spray guns, or rollers. Apply primers or sealers to prepare new surfaces, such as bare wood or metal, for finish coats. Cover surfaces with drop cloths or masking tape and paper to protect surfaces during painting.
Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives. Mix and match colors of paint, stain, or varnish with oil and thinning and drying additives in order to obtain desired colors and consistencies. Polish final coats to specified finishes.

**Minimum Education:** Sufficient to read, write and speak the English language.

**Labor Category: Pipefitter Maintenance**

**Minimum Experience:** Has at least five years’ experience as a journeyman pipefitter in a commercial or industrial environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

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

**Minimum Education:** Has at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman pipefitter and have the necessary professional certification.

**Labor Category: Plumber Maintenance**

**Minimum Experience:** Have at least three years’ experience as a journeyman plumber in a commercial or industrial environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

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

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman plumber.
Labor Category: Sheet Metal Worker Maintenance

Minimum Experience: Have at least three years’ experience as a sheet metal maintenance worker in a commercial or industrial environment.

Functional Responsibility: Performs inspections on existing duct work. Reseals and tape suspect joint with metal tape and applies sealer. Runs short distances of flexible duct if adding an additional run to a location.

Minimum Education: Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school.

Labor Category: Welder Combination Maintenance

Minimum Experience: Have at least three years’ experience as a welder using gas and electric welding tools. Must possess the appropriate state license and certification if applicable.

Functional Responsibility: Repairs, modifies, designs, lays out, or fabricates (with or without blueprints) a variety of metal work and equipment found in commercial buildings such as ornamental iron work, debris gates, and fencing. Cuts, fits, and welds metal using gas and electric or gas welding equipment; performs skilled br
and soldering; and uses a variety of machines, such as power saws, grinders, and drills, in completing work. Diagnoses and repairs minor mechanical defects in metal piping and supports.

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school and/or apprenticeship program.

**Labor Category: Boiler Technician**

**Minimum Experience:** Have at least three years’ experience in the servicing, trouble shooting, maintenance work of Boilers in commercial applications.

**Functional Responsibility:** Performs troubleshooting and servicing of boilers from light commercial to industrial water tube and firetube applications, hands on ability for combustion set up and analysis as well as troubleshooting skills to determine and adjust a full range of burners from .5 to 30 Million BTU/HR input. Perform internal and external inspections of boilers, burners, and associated controls that determine function ability and expected service life. Repair and/or replace refractory, gaskets, parts, and miscellaneous controls. Perform hydrostatic testing of boilers, troubleshooting and repair of industrial burners. Evaluate basic boiler room systems (steam and hydronic), gather information and help solve problems. Understanding of all types of hot water and steam boiler support equipment to include deaerators, feed systems, blow down systems, economizers and waste heat recovery equipment.

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman boiler technician. Must have state license and certifications.

**Labor Category: Boiler Tender**

**Minimum Experience:** Have at least three years’ experience in the commercial/industrial boiler tender applications.

**Functional Responsibility:** Tends boilers and equipment to supply and maintain steam or heat for buildings. Cleans and maintains heating and steam boilers and equipment, using hand tools. Records test results on specified form and gives to worker or supervisor. Tests sample quality to ensure sample meets specifications, using testing devices. adjust controls and observes gauges to regulate heat and steam. Obtains water samples from designated location on boiler and performs test for water quality.

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman boiler technician. Must have state license and certifications.

**Labor Category: Secretary 3**

**Minimum Experience:** Requires 2 years' experience with additional specialized training and/or certification.

**Functional Responsibility:** Performs various clerical duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfer calls, arranges meetings and compiles basic information for routine reports or other materials. Deals with more complex enquiries from other secretarial staff. May distribute mail, handle travel accommodations and maintain office supplies. Has advanced word processing, spreadsheet, and graphics software skills. Requires a high school diploma. Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job.

**Minimum Education:** Have at least a high school diploma or equivalent and must have attended post high school course training.
### Labor Category: Stationary Engineer*

**Minimum Experience:** Have at least five years’ experience as a stationary engineer in a commercial or industrial facility.

**Functional Responsibility:** Operates and maintains stationary engines and mechanical equipment, such as steam engines, air compressors, generators, motors, turbines, and steam boilers, to provide utilities, such as light, heat, or power, for buildings and industrial processes: Reads meters and gauges or automatic recording devices at specified intervals to verify operating conditions. Records data, such as temperature of equipment, hours of operation, fuel consumed, temperature or pressure, water levels, analysis of flue gases, voltage load, and generator balance. Adjusts manual controls or overrides automatic controls to bring equipment into recommended or prescribed operating ranges, switch to backup equipment or systems, or to shut down equipment. Visually inspects equipment at periodic intervals to detect malfunctions or need for repair, adjustment, or lubrication. Record operation and maintenance actions taken during shift in operators’ logbook.

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a stationary engineer.

### Labor Category: Ventilation Equipment Tender*

**Minimum Experience:** Have at least three years’ experience as a ventilation equipment tender in a commercial or industrial facility.

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

**Minimum Education:** Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a ventilation tender.

### Labor Category: Water Treatment Technician*

**Minimum Experience:** Have at least three years’ experience as a water treatment technician in a commercial or industrial facility.

**Functional Responsibility:** Intermediate-level water plant operators that are responsible for water treatment and distribution systems. Under the supervision of plant operators, water treatment technicians take measurements of water quality and make adjustments to the chemicals used in chilled water and heating systems.

**Minimum Education:** Must have high school diploma or equivalent plus 1-year vocational school training or 2-year associate's degree in water treatment technology.