GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage®, a menu-driven database system. The INTERNET address for GSA Advantage® is: GSAAdvantage.gov.

Multiple Award Schedule (MAS)

Federal Supply Group: MAS

Contract Number: 47QSHA20D0005

For more information on ordering from Federal Supply Schedules
Click on the FSS Schedules button at fss.gsa.gov

Contract Period: October 13, 2019 through October 12, 2024
Price List current as of Modification #PS812 effective January 31, 2020

Contractor: LOGZONE, Inc.
4845 University Square, Ste. 5
Huntsville, AL 35816

Business Size: Small Business

Telephone: (256) 964-7000
FAX Number: (256) 517-8705
Web Site: www.logzoneinc.com
E-mail: montaguej@logzoneinc.com

Contract Administration: James O. Montague
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS</td>
<td>3</td>
</tr>
<tr>
<td>LABOR CATEGORY HOURLY RATES</td>
<td>5</td>
</tr>
<tr>
<td>SERVICE CONTRACT LABOR STANDARDS</td>
<td>6</td>
</tr>
<tr>
<td>LABOR CATEGORY DESCRIPTIONS</td>
<td>7</td>
</tr>
</tbody>
</table>
1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC</td>
<td>Complete Facilities Maintenance and Management</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary Supplies and Services</td>
</tr>
<tr>
<td>ANCRA</td>
<td>Ancillary Repair and Alterations</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Please refer to the Labor Category Hourly Rates on Page 5.

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. Please refer to the Labor Category Descriptions on Page 7.

2. Maximum order: $1,000,000: 561210FAC  
$250,000: ANCILLARY, ANCRA, OLM

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic Only (50 states, DC and Puerto Rico)

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


7. Quantity discounts: Considered at Task Order Level.

8. Prompt payment terms: Considered at Task Order Level.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order.

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol
of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

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

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

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

14. Payment address: Same as company address.

15. Warranty provision.: Contractor’s standard commercial warranty.

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

19. Terms and conditions of installation (if applicable). N/A

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

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

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

23. Preventive maintenance (if applicable): N/A

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

24b. If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 794296272
26. Notification regarding registration in System for Award Management (SAM) database: Registered

### LABOR CATEGORY HOURLY RATES

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
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<tr>
<td>Project Manager</td>
<td>Masters</td>
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<td>$81.45</td>
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<tr>
<td>Site Supervisor/Contract Manager II</td>
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<td>$39.22</td>
<td>$40.20</td>
<td>$41.20</td>
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<tr>
<td>Gardiner/Grounds Maintenance**</td>
<td>High School</td>
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<td>$40.16</td>
<td>$41.16</td>
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<td>Electrician, Maintenance**</td>
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<td>$50.31</td>
<td>$51.57</td>
<td>$52.86</td>
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<td>Lead Electrician, Maintenance/Electrician II**</td>
<td>High School</td>
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<td>$52.65</td>
<td>$53.97</td>
<td>$55.32</td>
<td>$56.70</td>
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<td>Electronics Technician, Maintenance**</td>
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<td>$41.55</td>
<td>$42.59</td>
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<td>General Maintenance Worker**</td>
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<tr>
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<td>High School</td>
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<tr>
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<td>$43.20</td>
<td>$44.28</td>
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<td>$46.53</td>
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<tr>
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<td>3</td>
<td>$47.50</td>
<td>$48.69</td>
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<tr>
<td>Laborer**</td>
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<td>$23.63</td>
<td>$24.22</td>
<td>$24.82</td>
<td>$25.44</td>
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<tr>
<td>Administrative Assistant**</td>
<td>High School</td>
<td>2</td>
<td>$42.72</td>
<td>$43.79</td>
<td>$44.88</td>
<td>$46.00</td>
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<tr>
<td>Warehouse Specialist Supervisor**</td>
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<td>$46.97</td>
<td>$48.14</td>
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<td>$30.82</td>
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<td>Senior Engineer/Analyst</td>
<td>Bachelors</td>
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<td>$110.44</td>
<td>$113.20</td>
<td>$116.03</td>
<td>$118.93</td>
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## SCA/SCLS Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardener/Grounds Maintenance**</td>
<td>Gardener 11090</td>
<td>154603</td>
</tr>
<tr>
<td>Carpenter Maintenance**</td>
<td>Carpenter, Maintenance 23130</td>
<td>154603</td>
</tr>
<tr>
<td>Electrician, Maintenance**</td>
<td>Electrician, Maintenance 23160</td>
<td>154603</td>
</tr>
<tr>
<td>Lead Electrician, Maintenance/Electrician II**</td>
<td>Electrician, Maintenance 23160</td>
<td>154603</td>
</tr>
<tr>
<td>Electronics Technician, Maintenance**</td>
<td>Electrician, Maintenance 23160</td>
<td>154603</td>
</tr>
<tr>
<td>General Maintenance Worker**</td>
<td>General Maintenance Worker 23370</td>
<td>154603</td>
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<tr>
<td>Locksmith**</td>
<td>Locksmith 23510</td>
<td>154603</td>
</tr>
<tr>
<td>Machinery Maintenance Mechanic**</td>
<td>Machinery Maintenance Mechanic 23530</td>
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<tr>
<td>Maintenance Trades Helper**</td>
<td>Maintenance Trades Helper 23580</td>
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<tr>
<td>General Maintenance Tech/Plumber**</td>
<td>General Maintenance Worker 23370</td>
<td>154603</td>
</tr>
<tr>
<td>Plumber**</td>
<td>Plumber, Maintenance 23810</td>
<td>154603</td>
</tr>
<tr>
<td>Stationary Engineer/General Maintenance Tech**</td>
<td>Stationary Engineer 25070</td>
<td>154603</td>
</tr>
<tr>
<td>Lead Stationary Engineer II/HVAC Specialist**</td>
<td>Stationary Engineer 25070</td>
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<td>Administrative Assistant**</td>
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<td>Warehouse Specialist Supervisor**</td>
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<tr>
<td>Warehouse Specialist**</td>
<td>Warehouse Specialist 21410</td>
<td>154603</td>
</tr>
<tr>
<td>Stock Clerk**</td>
<td>Stock Clerk 21150</td>
<td>154603</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## PRICING ON SUPPLIES OFFERED UNDER SIN ANCILLARY

<table>
<thead>
<tr>
<th>ANCILLARY</th>
<th>Ancillary Supplies</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Supplies and Equipment necessary to support a maintenance task; company catalogs used to support those supplies follows: GRAINGER -- <a href="http://www.grainger.com">www.grainger.com</a>  1 (800) 472-4643 DVL BEYOND THE PRODUCT -- dvlnet.com (215) 785-5950 THE SHERWIN-WILLIAMS COMPANY -- <a href="http://www.sherwin-williams.com">www.sherwin-williams.com</a> (570) 823-3169 COOPER FRIEDMAN ELECTRIC SUPPLY COMPANY, INC. -- <a href="http://www.friedmanelectric.com">www.friedmanelectric.com</a>. (800) 545-5517</td>
<td>Markup of 6% of catalog pricing plus IFF</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

Title: Project Manager

Functional Duties/Responsibilities: Management and supervision of contract operations to include the hiring/termination of staff; scheduling; purchasing and inventory control; safety, selecting and managing subcontractors, budgeting and cost estimating; quality control; professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program. Member of a professional association(s) preferred.

Experience/Qualifications/Education: Minimum of 5 years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. Degreed Engineer, EE, CE or possesses a Master’s Degree in Business Administration or equivalent. Relevant on-the-job experience in the management and/or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements.

Minimum Education Level: Degreed Engineer, EE, CE or possesses a Master’s Degree in Business Administration or equivalent.

Years of Experience: Minimum of 5 years supervisory experience.

Title: Assistant Project Manager

Functional Duties/Responsibilities: Management and supervision of contract operations to include the hiring/termination of staff; scheduling; purchasing and inventory control; safety, selecting and managing subcontractors, budgeting and cost estimating; quality control; professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program.

Experience/Qualifications/Education: Minimum of 3 years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. Has an Associate’s Degree or certification by a professional association/organization such as Certified Plant Engineer/Manager, Certified Facilities Engineer/Manager, etc. Relevant on-the-job experience in the management and/or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements.

Minimum Education Level: Associate’s Degree or certification by a professional association/organization such as Certified Plant Engineer/Manager, Certified Facilities Engineer/Manager.

Years of Experience: Minimum of 3 years supervisory experience.
Title: Site Supervisor/ Contract Manager II

Functional Duties/Responsibilities: Safety and quality specialist. Responsible for establishing annual maintenance plan and schedule for facility; immediate oversight of subcontractors; implementing the safety program; adhering to OSHA, EPA, local codes and hazardous materials handling procedures; and quality control procedures. Can serve as the contract Project Manager when the Project Manager or Assistant Project Manager is absent.

Experience/Qualifications/Education: Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. 10 years’ experience as a licensed master craftsman or certification by a professional association/organization preferred. Seven years supervisory experience in commercial/industrial/research facilities preferred.

Minimum Education Level: Certification by a Professional Association/ Organization.

Years of Experience: 10 years

Title: Gardener/ Grounds Maintenance

Functional Duties/Responsibilities: Maintains grounds of industrial, commercial or public property such as buildings, 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 outbuildings. 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.

Experience/Qualifications/Education: Must have at least one year of experience as a grounds maintenance worker in commercial or industrial facilities grounds/landscaping setting and high school diploma or equivalent.

Minimum Education Level: High School Diploma or Equivalent

Years of Experience: 1 year

Title: Carpenter Maintenance

Functional Duties/Responsibilities: 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 hand tools, 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.

Experience/Qualifications/Education: Must have at least three years’ experience as a 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 blueprints, drawings and work sketches. 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 carpenter.

Experience/Qualifications/Education: Must have at least three years’ experience as a 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 blueprints, drawings and work sketches. 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 carpenter.

Minimum Education Level: High School Diploma or Equivalent and Accredited Technical School Education

Years of Experience: 3 years

Title: Electrician, Maintenance

Functional Duties/Responsibilities: 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 hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work.

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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.

Experience/Qualifications/Education: Must have at least three years’ experience as a 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 blueprints, drawings and work sketches. 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 carpenter.

Experience/Qualifications/Education: Must have at least three years’ experience as a 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 blueprints, drawings and work sketches. 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 carpenter.

**Minimum Education Level:** High School Diploma or Equivalent and Accredited Technical School Education.

**Years of Experience:** 5 years

**Title: Lead Electrician, Maintenance/ Electrician II**

**Functional Duties/Responsibilities:** Provides direct oversight of electricians and other skilled craftsmen. Serves as a working supervisor who 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.

Ensures that all replacements are of the same kind, equal or better type, style, quality, grade, or class to obtain specific operating characteristics or to match other items already in place. Ensures that all work conforms to the National Electric code.

**Experience/Qualifications/Education:** Must have at least five years’ experience as an electrician within a commercial or industrial building and preferably one year of directing other electricians and/or skilled workers. Have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. 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 electrician.

**Minimum Education Level:** High School Diploma or Equivalent and Accredited Technical School Education

**Years of Experience:** 5 years

**Title: Electronics Technician, Maintenance**

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

**Experience/Qualifications/Education:** Must have at least one year of experience as an electronics technician troubleshooting and maintaining electronics equipment such as: computers, radar, radio, television, telecommunication, sonar, and navigational aids. Have a high school diploma or equivalent.

**Minimum Education Level:** High School Diploma or Equivalent

**Years of Experience:** 1 year
Title: General Maintenance Worker

Functional Duties/Responsibilities: 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.

Experience/Qualifications/Education: Has at least two years of experience as a maintenance trades helper or one year of experience as a general maintenance worker in commercial or industrial building. High school diploma or equivalent desired.

Minimum Education Level: High School Diploma or Equivalent

Years of Experience: 2 years

Title: Heating, Refrigeration and Air Conditioning (HVAC) Mechanic

Functional Duties/Responsibilities: Installs, services, and repairs environmental control systems in office, industrial and research facilities. Work is accomplished using knowledge of refrigeration theory, pipefitting, and structural layout. Mounts 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 pipe in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment.

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 inoperative or sluggish equipment and replaces minor components.

Experience/Qualifications/Education: Must have at least three years of recent (within the last five years) experience as a journeyman HVAC mechanic in a commercial or industrial facility equipped with chillers, boilers and air handlers. 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.

Minimum Education Level: High School Diploma or Equivalent and Accredited Technical School Education

Years of Experience: 3 years of recent (within the last five years)
Title: Locksmith

Functional Duties/Responsibilities: Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. 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 by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Experience/Qualifications/Education: Must have two years of experience as a locksmith. High school diploma or equivalent desired.

Minimum Education Level: High School Diploma or Equivalent

Years of Experience: 2 years

Title: Machinery Maintenance Mechanic

Functional Duties/Responsibilities: 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.

Experience/Qualifications/Education: Must have at least two years’ experience as a maintenance mechanic in a commercial or industrial facility. Have a high school diploma or equivalent, and preferably have technical education through an accredited technical school or through an approved apprenticeship program.

Minimum Education Level: High School Diploma or Equivalent and Accredited Technical School Education

Years of Experience: 2 years

Title: Maintenance Trades Helper

Functional Duties/Responsibilities: 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.

**Experience/Qualifications/Education:** Must have previous experience as a maintenance trades worker or in a similar capacity in a commercial or industrial establishment or in a construction environment. High school diploma or equivalent desired.

**Minimum Education Level:** High School Diploma or Equivalent

**Years of Experience:** 0 years

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**Title:** General Maintenance Tech/Plumber

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

Joints 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.

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

**Minimum Education Level:** High School Diploma or Equivalent and Accredited Technical School Education

**Years of Experience:** 3 years

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**Title:** Plumber

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

Joints 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.

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

**Minimum Education Level:** High School Diploma or Equivalent and Accredited Technical School Education

**Years of Experience:** 3 years

**Title: Stationary Engineer/ General Maintenance Tech**

**Functional Duties/Responsibilities:** Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: Observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and Boiler Tenders.

**Experience/Qualifications/Education:** Must have at least three years of experience operating and maintaining systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Must be able to obtain or already have any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. High school diploma is preferred.

**Minimum Education Level:** Licenses or permits Required by Federal, State, or Local Regulatory Agencies

**Years of Experience:** 3 years

**Title: Lead Stationary Engineer II/ HVAC Specialist**

**Functional Duties/Responsibilities:** Provides direct oversight of electricians and other skilled craftsmen. Serves as a working supervisor who operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: Observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers...
in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and Boiler Tenders.

**Experience/Qualifications/Education:** Must have at least three years of experience operating and maintaining systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Prefer one years’ experience as a working supervisor directing the efforts of other workers. Must be able to obtain or already have any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. High school diploma is preferred.

**Minimum Education Level:** Licenses or permits Required by Federal, State, or Local Regulatory Agencies
High School Diploma Preferred

**Years of Experience:** 3 years

**Title:** Laborer

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

**Experience/Qualifications/Education:** High school education desired. Must be able to lift 70 pounds.

**Minimum Education Level:** High School Education Desired

**Years of Experience:** 0 years

**Title:** Administrative Assistant

**Functional Duties/Responsibilities:** 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.

Experience/Qualifications/Education: High school education or GED. Two years administrative experience required. Knowledgeable of and experienced in using computer-based office software such as Microsoft Word, Excel and PowerPoint. Ability to communicate well, have a basic understanding of mathematical applications and be detail oriented.

**Minimum Education Level:** High School Education or GED

**Years of Experience:** 2 years
Title: Warehouse Specialist Supervisor

Functional Duties/Responsibilities: Provides overall supervision for warehouse and supply employees to include, but not limited to, planning and managing the project professionally, allocating resources, managing personnel and monitoring operation performance taking direction from the Government to ensure customer satisfaction, ensuring that work is scheduled properly to obtain maximum use of resources; ensuring that accurate and timely reports are provided; effective supervision to prevent inefficient or wasteful methods in the performance of the labor-hour services ordered; ensure cost saving factors and quality controls are used to ensure work is performed as scheduled, and at a fair and reasonable cost. Spot checks completed work for compliance with the contract on work sequence, procedures, methods, and deadlines. Implements and manages safety and quality plans. Monitors safety practices and procedures to ensure compliance. Takes corrective action in the event of non-compliance. Ensures work is done properly and efficiently IAW the terms and conditions of the contract.

Experience/Qualifications/Education: High School education/GED. Will have an advanced knowledge of warehouse and shipping/receiving procedures. Must be familiar with operating appropriate material handling equipment such as forklifts and pallet jacks is desired. Knowledge of record keeping and inventory procedures, practices, and techniques. Knowledge of inventory control practices. Skill in utilizing a personal computer and associated software programs.

Minimum Education Level: High School Education or GED

Years of Experience: 0 years

Title: Warehouse Specialist

Functional Duties/Responsibilities: Performs a variety of warehousing duties which 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. May operate hand or power trucks in performing warehousing duties.

Experience/Qualifications/Education: High School education/GED desired. Should have a basic knowledge of warehouse and shipping/receiving procedures. Familiarity with operating appropriate material handling equipment such as forklifts and pallet jacks is desired. Knowledge of record keeping and inventory procedures, practices, and techniques. Knowledge of inventory control practices. Knowledge of safety practices and procedures. Skill in utilizing a personal computer and associated software programs.

Minimum Education Level: High School Education or GED

Years of Experience: 0 years

Title: Stock Clerk

Functional Duties/Responsibilities: Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse, or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisitions, 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. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock,
location changes, and refusals 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.

**Experience/Qualifications:** High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency). One (1) or two (2) years of experience in stockroom work desired. Two (2) years' stock room experience preferred. Familiarity with operating appropriate material handling equipment such as forklifts and pallet jacks is desired. Knowledge of record keeping and inventory procedures, practices, and techniques. Knowledge of inventory control practices. Knowledge of safety practices and procedures. Skill in utilizing a calculator and computer. Skill in utilizing a personal computer and associated software programs. Skill in operating a calculator or adding machine. Ability to communicate clearly and effectively both verbally and in writing. Ability to prepare and keep stock records. Ability to perform mathematical calculations with speed and accuracy.

**Minimum Education Level:** High School Diploma or GED Equivalent (Recognized by the Texas Education Agency or a Regional Accrediting Agency)

**Years of Experience:** 1 year

**Title:** Senior Engineer / Analyst

**Functional Duties/Responsibilities:** Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises team of engineers through project completion. Principal duties and responsibilities: Plans and performs engineering research, design development, and other assignments in conformance with design, engineering, and customer specifications. Supervises team of engineers through project completion. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of engineers and technicians assigned to specific engineering projects. May perform other duties as assigned.

**Experience/Qualifications:** Bachelor’s Degree or equivalent and 9 years of relevant experience.

**Minimum Education Level:** Bachelor’s Degree or equivalent

**Years of Experience:** 9 years