



H·C·I
MANAGEMENT
SERVICES
AN ALL NATIVE GROUP
COMPANY

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AUTHORIZED
FACILITIES MAINTENANCE AND REPAIR PRICELIST
CONTRACT NUMBER: 47QSHA20D000C
PERIOD COVERED BY CONTRACT: Oct 29, 2019 - Oct 28 2024
GENERAL SERVICES ADMINISTRATION,
FEDERAL ACQUISITION MAS SCHEDULE

PRICES SHOWN HEREIN ARE NET (DISCOUNT DEDUCTED)

Products and ordering information in this Authorized Facilities Support Schedule Pricelist are also available on the GSA Advantage! Agencies can browse GSA Advantage! by accessing the GSA's Home Page via the Internet at <http://www.gsa.gov>.

Special Item Numbers (SINs) Facilities Maintenance and Repair

Applicable Categories:

325320 Pest and Animal Control Products & Services
561210FAC Complete Facilities Maintenance and Management
561730 Grounds Maintenance
OLM Order-Level Materials (OLM)

FSC/PSC Code S208	Housekeeping-Landscaping/Groundskeeping
FSC/PSC Code S208	Housekeeping-Landscaping/Groundskeeping
FSC/PSC Code S207	Housekeeping-Insect/Rodent Control
FSC/PSC Code S216	Housekeeping-Facilities Operations Support

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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

HCI Management Services Company
1 Mission Drive
Winnebago, NE 68071

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Gwen Lacy
Executive Director of Business Development
(703) 838-8902 Ext. 3210

Edna Guevara
Contracts Manager
(703) 838-8902 Ext. 3212

Kelly K. Johnson
General Manager
703-517-2326

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 962374141
Block 30: Type of Contractor : (A) Small Disadvantaged Business
Block 31: Woman-Owned Small Business – No
Block 36: Contractor's Taxpayer Identification Number (TIN): 47-0818120

4a. CAGE Code: 6FV02

4b. Contractor has registered with sam.gov.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
325320	As negotiated
561210FAC	As negotiated
561730	As negotiated
OLM	As negotiated

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the

Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: No discount offered.
- b. Quantity: 1% discount for orders greater than \$5,000,000.00
- c. Dollar Volume: 1% discount for orders greater than \$5,000,000.00
- d. Government Educational Institutions: Same as Government Customers
- e. Other NONE

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: n/a

10. Small Requirements: The minimum dollar value of orders to be issued is \$2,500.

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Categories is \$1,000,000:
 - 325320 Pest and Animal Control Products & Services
 - 561210FAC Complete Facilities Maintenance and Management
 - 561730 Grounds Maintenance
 - OLM Order-Level Materials (OLM)

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical,

design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

n/a

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment

under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.hcimanagementservices.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION JAN 1997)(FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

CORPORATE OVERVIEW HCI MANAGEMENT SERVICES COMPANY

HCI Management Services Company (HCIMS) was incorporated in 2009 as a trusted provider of managed information technology services, professional services, and complete voice and data telecommunication solutions. HCIMS is a wholly owned subsidiary of Ho-Chunk, Inc. (HCI), the award winning tribal development corporation owned by the Winnebago Tribe of Nebraska. HCIMS has proven its ability to provide superior service to a wide variety of Federal Government clients. Our geographic range includes interests across the United States as well as abroad.

As a result of our ownership by the Winnebago tribe of Nebraska, HCIMS is a Small Business Administration-certified 8(a) small disadvantaged, tribally owned, HUBZone business. Our organization, management structure, personnel expertise, and task order management practices have been proven on past Facilities Maintenance and Management contracts and will be augmented on this schedule by a highly trained and professional team designed to quickly and effectively respond to all requirements.

HCI MANAGEMENT SERVICES COMPANY HOURLY LABOR RATES

SIN	LABOR CATEGORY	GSA PRICE (INCLUDING IFF)				
		BASE 1	BASE 2	BASE 3	BASE 4	BASE 5
325320	Admin Specialist 1 **	\$ 59.47	\$ 61.84	\$ 64.32	\$ 66.89	\$ 69.57
561210FAC	Architect/Engineering Specialist	\$ 137.11	\$ 142.59	\$ 148.30	\$ 154.23	\$ 160.40
561210FAC	Architect/Planner Senior	\$ 135.38	\$ 140.79	\$ 146.42	\$ 152.28	\$ 158.37
561210FAC	AV Specialist **	\$ 61.73	\$ 64.20	\$ 66.77	\$ 69.44	\$ 72.22
561210FAC	Building Information Modeling Professional (BIM)	\$ 102.27	\$ 106.36	\$ 110.61	\$ 115.04	\$ 119.64
561730 325320 561210FAC	Crew Leader Medium Truck**	\$ 42.80	\$ 44.51	\$ 46.29	\$ 48.15	\$ 50.07
561730 325320 561210FAC	Custodial Supervisor	\$ 36.54	\$ 38.01	\$ 39.53	\$ 41.11	\$ 42.75
561730 325320 561210FAC	Facility/Construction Manager	\$ 90.16	\$ 93.76	\$ 97.51	\$ 101.41	\$ 105.47
561730 561210FAC	Facilities Manager I	\$ 75.66	\$ 78.68	\$ 81.83	\$ 85.10	\$ 88.51
561730 561210FAC	Facilities Manager II	\$ 88.06	\$ 91.58	\$ 95.25	\$ 99.06	\$ 103.02
561730 561210FAC	Facilities Manager III	\$ 101.06	\$ 105.10	\$ 109.30	\$ 113.68	\$ 118.22
561210FAC	Interior Designer	\$ 84.73	\$ 88.11	\$ 91.64	\$ 95.30	\$ 99.12
561730 561210FAC	Inventory Management Specialist	\$ 54.10	\$ 56.26	\$ 58.51	\$ 60.85	\$ 63.28
561730 325320 561210FAC	Janitor**	\$ 27.05	\$ 28.14	\$ 29.26	\$ 30.43	\$ 31.65
561730 325320 561210FAC	Laborer - Grounds Maintenance**	\$ 28.65	\$ 29.80	\$ 30.99	\$ 32.23	\$ 33.52

GSA MAS Schedule
Price-List

561730 325320 561210FAC	Mechanic - Motor Vehicles**	\$ 57.48	\$ 59.78	\$ 62.17	\$ 64.66	\$ 67.24
561210FAC	Physical Security Specialist	\$ 97.40	\$ 101.30	\$ 105.35	\$ 109.56	\$ 113.94
561730 325320 561210FAC	Procurement Specialist	\$ 85.70	\$ 89.13	\$ 92.70	\$ 96.40	\$ 100.26
561730 325320 561210FAC	Program Manager - Junior	\$ 126.60	\$ 131.66	\$ 136.93	\$ 142.41	\$ 148.10
561730 325320 561210FAC	Program Manager - Mid	\$ 136.35	\$ 141.81	\$ 147.48	\$ 153.38	\$ 159.51
561730 325320 561210FAC	Program Manager - Senior	\$ 146.76	\$ 152.63	\$ 158.74	\$ 165.09	\$ 171.69
561730 325320 561210FAC	Program Support Assistant **	\$ 59.47	\$ 61.84	\$ 64.32	\$ 66.89	\$ 69.57
561730 325320 561210FAC	Project Manager, SW Development	\$ 130.51	\$ 135.73	\$ 141.16	\$ 146.80	\$ 152.68
561730 325320 561210FAC	Project Manager, Assistant, Grounds Maintenance	\$ 53.34	\$ 55.47	\$ 57.69	\$ 60.00	\$ 62.40
561730 325320 561210FAC	Project Manager, Grounds Maintenance	\$ 60.84	\$ 63.27	\$ 65.80	\$ 68.43	\$ 71.17
561730 325320 561210FAC	Quality Assurance Specialist	\$ 87.64	\$ 91.14	\$ 94.79	\$ 98.58	\$ 102.52
561210FAC	Realty Specialist	\$ 98.36	\$ 102.29	\$ 106.38	\$ 110.64	\$ 115.06
561210FAC	Records Manager	\$ 91.65	\$ 95.31	\$ 99.13	\$ 103.09	\$ 107.21
561210FAC	Records Technician	\$ 50.64	\$ 52.67	\$ 54.77	\$ 56.96	\$ 59.24
561210FAC	Review Appraiser	\$ 103.18	\$ 107.31	\$ 111.60	\$ 116.07	\$ 120.71
561210FAC	Security Specialist	\$ 121.72	\$ 126.59	\$ 131.66	\$ 136.92	\$ 142.40

GSA MAS Schedule
Price-List

561730 325320 561210FAC	Supply Management Specialist	\$ 73.04	\$ 75.96	\$ 79.00	\$ 82.16	\$ 85.44
561210FAC	Technical Security Specialist	\$ 117.83	\$ 122.55	\$ 127.45	\$ 132.55	\$ 137.85
561730 325320 561210FAC	Tractor/Bushhog Operator**	\$ 34.57	\$ 35.95	\$ 37.39	\$ 38.89	\$ 40.44

LABOR CATEGORIES OFFERED BY HCI MANAGEMENT SERVICES COMPANY

Administrative Specialist I

LABOR CATEGORY DESCRIPTION:

Provide basic administrative support including filing, records management, database maintenance, research and office support.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff.
- ▶ Control mail and assure timely staff response, and send form letters.
- ▶ As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms
- ▶ Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- ▶ Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- ▶ Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.
- ▶ Maintenance of primary office database and paper files to include updating all data fields for each constituent.
- ▶ Track completion of constituent files, object files, exhibition files and media files.
- ▶ Conduct image research and retrieval, biography research from online and paper files.

REQUIRED SKILLS:

- ▶ High School Diploma and at least three years of related experience required.
- ▶ Strong research and organization skills.
- ▶ Strong internet research methods
- ▶ Proficient with TMS software or able to learn the program through tutorials.
- ▶ Proficient with Adobe Acrobat Professional and Photoshop.
- ▶ Proficient in English.
- ▶ Attention to detail.
- ▶ Skilled in data entry and computer keyboard commands.
- ▶ Typing skills: 40-80WPM
- ▶ Extensive experience with electronic systems and databases to develop, modify, and/or generate reports.
- ▶ Strong interpersonal skills.
- ▶ General knowledge of DOS to include business operations and functions.

*GSA MAS Schedule
Price-List*

- ▶ At least 3 years of experience working as an administrative assistant or in an administrative capacity.
- ▶ Must be highly organized and have excellent oral and written communication skills
- ▶ Ability to handle multiple tasks simultaneously & work independently

Architect/Engineering Specialist

LABOR CATEGORY DESCRIPTION

Review plans and specifications on a variety of large and complex building projects to determine compliance with OSHA, EPA and industry code requirements as well as facilitation of safe building maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Advise on plans in Bluebeam for compliance with design criteria, codes, and best practices for building maintenance. Enter findings and questions into tracking system. Monitor responses to comments at all submittal stages throughout the evolution of the design.
- ▶ Where deficiencies are noted, clearly advise FTEs on articulating concerns and defending findings with appropriate citations, such as OBO code and contract requirements.
- ▶ Advise on the review of façade maintenance submittals and plans to ensure building designs adequately address worker safety issues
- ▶ Advise on the review of swimming pool designs to ensure compliance with the International requirements and Department of State barrier requirements.
- ▶ Advise on the review of electrical designs to ensure safety compliance in accordance with safety code requirements.
- ▶ Advise on the review of mechanical designs to ensure compliance with the International Mechanical Code and American Conference of Governmental Industrial Hygienists (ACGIH) Industrial Ventilation Manual.
- ▶ Advise on the review of plumbing designs to ensure compliance with drinking water safety program eyewashes, and other safety/environmental requirements.
- ▶ Advise on the review of confined space permits for technical comment and approval.
- ▶ Communicate effectively in written and oral formats and advise on preparation of polished and detailed technical reports.
- ▶ Respond via email to diverse safety, health and environmental questions and concerns from Foreign Service Officers, local employed staff and family members including indoor air quality, electromagnetic radiation, air pollution, integrated pest management fundamentals
- ▶ Available to travel overseas for trips up to four weeks in duration.

REQUIRED SKILLS:

- ▶ Mastery of Safety/Prevention through design. Knowledge of building safety in design principles, including architectural, mechanical, electrical, civil, and plumbing disciplines.
- ▶ At least 3 years of experience working with prevention through design.
- ▶ Familiarity with OSHA, EPA, NFPA, the International Building Code, and U. S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
- ▶ Ability to interpret plans and specifications for a variety of large and complex building projects to determine compliance with OSHA, EPA and industry code requirements.
- ▶ Knowledge of facilities maintenance operational needs, tasks and materials

- ▶ Highly organized and have excellent oral and written communication skills
- ▶ Ability to handle multiple tasks simultaneously
- ▶ Ability to work independently
- ▶ Science degree from an accredited university with at least five years of experience directly related to safety and environmental management considerations in design and construction of new building complexes.
- ▶ Experience in confined space entry, shop ventilation, electrical safety, fall protection, and warehouse safety.
- ▶ Must be physically qualified, with realistic accommodation where appropriate, and agreeable to conduct on-site investigation of building systems in a variety of climates, site locations, and working conditions.
- ▶ Ability to obtain medical clearance for worldwide travel. Must have no existing pre-conditions that would prevent travel and multi-day stays to developing countries, which do not have the same sanitary, healthcare, and environmental conditions which are existing in most of the U.S.A.
- ▶ Working experience with Microsoft Windows, Microsoft Word and Microsoft Excel or equivalent and AutoCad.

Architect/Planner, Senior

LABOR CATEGORY DESCRIPTION:

Provides advice on architectural expertise, working with project team members to assist with meeting scope, schedule and cost goals of the construction projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Assist post in reviewing work of the project contractor to ensure standards of quality, schedule, cost goals and contract compliance are met.
- ▶ Assist with the review of contractor submittals from an architectural perspective.
- ▶ Assist with the evaluation of contractor change order proposals and advise on the preparation of scopes of work and independent government estimates for modifications and change orders as required.
- ▶ Assist with the review of contractor's monthly pay requests, ensuring the payments accurately reflect the work performed.
- ▶ Assist with the preparation of construction project progress reporting.
- ▶ Assist with monitoring project supervision budgets related to assigned projects.

REQUIRED SKILLS:

- ▶ Bachelor degree from an accredited university and ten years minimum experience required
- ▶ Mastery of and skill in applying the theories, concepts, principles and methodologies of professional architecture in order to resolve architectural problems arising from overseas facility construction projects.
- ▶ Familiarity with engineering principles and practices related to the design and construction of overseas facilities.
- ▶ Mastery of architectural principles and practices in foreign countries
- ▶ Comprehensive knowledge of the mission, function and objectives of the office, bureau and department.
- ▶ In-depth knowledge of planning techniques and processes as they relate to the management of planning, design and construction of a wide range of facilities overseas.
- ▶ Knowledge of the Federal and Departmental budget process.
- ▶ Skilled in oral and written communications to deliver expert assessments and recommendations on a broad range of architectural and project management issues.
- ▶ Experience with automated applications such as Microsoft Office suite and property management database applications such as BMIS and similar apps.

A/V Specialist

LABOR CATEGORY DESCRIPTION:

Advises, sets up and supports optimal Audio/Visual systems based on client specifications. Provide on-site assistance and troubleshoot A/V issues.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Provide technical expertise on-site to assure continuity with visual presentations
- ▶ Ability to troubleshoot technical problems with A/V equipment
- ▶ Provide minor training for clients, as needed
- ▶ Professional Qualifications/Skills:
- ▶ Strong background in acoustical treatment of physical spaces to produce superior audio and video.

REQUIRED SKILLS:

- ▶ Excellent customer service background
- ▶ At least 2 years of relevant experience
- ▶ High School diploma and technical training preferred

Building Information Modeling Professional (BIM)

LABOR CATEGORY DESCRIPTION:

Serve as a technical expert for advanced modeling systems for Building Information Modeling (BIM), liaising with higher authority for acquisition, interpretation, and dissemination of policy guidance. Plan and implement cost and risk reduction strategies using digital models and Advanced Modeling processes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Ensure that all Advanced Modeling related tasks happen in parallel with other technical developments to support a project life-cycle approach
- ▶ Report on the BIM status and maintain the model integrity
- ▶ Define optimal BIM processes, including the appropriate IT environment, develop and modify contracts to enable the BIM approach
- ▶ Develop new and innovative methods, based on general guidance received from senior leadership, private industry sources, and academia, to fulfill project needs for efficient and effective CAD/BIM systems utilization.
- ▶ Provide technical assistance solving engineering problems using technology and a wide variety of computer applications used by the engineering profession, such as BIM systems.
- ▶ Support implementation and integration of the various architectures composing the overall knowledge management architecture and recommend changes.
- ▶ Assure architectural development and information systems interface for implementation to take advantage of state-of-the-art technology opportunities.
- ▶ Be aware of advances in BIM and facility management systems planning and policies.
- ▶ Incorporate knowledge of geospatial, CAD, BIM, Advanced Modeling, and facility management systems related technical advances and policy changes when reviewing documents. Recommend inclusion of improved procedures, practices, and policy changes, as appropriate.

REQUIRED SKILLS:

- ▶ Bachelor degree from an accredited university
- ▶ At least 2 years of experience in the BIM field
- ▶ Extensive knowledge of BIM practices, standards and techniques
- ▶ Exceptional communications skills; ability to foster & lead collaborative sessions
- ▶ Ability to utilize various teaching methods to address different adult-learning styles to explain software and procedures to employees
- ▶ Working knowledge of general construction, mechanical, electrical and plumbing
- ▶ Ability to multi-task and work in a fast-paced environment
- ▶ Strong organizational skills with attention to detail
- ▶ Excellent customer service attitude towards both internal and external customers
- ▶ Critical thinking and problem solving skills

- ▶ Excellent presentation and selling skills
- ▶ Ability to work independently with minimal supervision and as part of a team

Crew Leader / Medium Truck Driver

LABOR CATEGORY DESCRIPTION

The incumbent is responsible for planning, organizing, scheduling, and providing support for the Grounds Maintenance Crew to ensure successful completion of the requirements of the contract. The employee is regularly required to talk and hear to understand instructions, provide information and respond to safety warnings. Work conditions require the employee to stand; climb, balance, stoop, kneel, crouch or crawl; taste or smell; and work on scaffolding and ladders. The employee may frequently lift and/or move objects weighing up to 35 pounds without assistance and lift and/or move heavier objects with assistance. Work is performed mostly outdoors and is subject to hazards that may cause personal bodily harm such as diseases, cuts, bruises, burns, common colds, influenza, dust odors and elevated noise levels. Outdoor work is subject to temperature extremes and inclement weather conditions. Work hours are subject to change, with overtime work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Ensures all tools and/or equipment that is needed for the day's work is loaded on the truck and that the mowers and tractors are fueled before leaving the shop at the start of each work day.
- ▶ Operates equipment safely and in the manner it was intended, avoiding damage to the surroundings, people, other property, and the equipment itself.
- ▶ Performs scheduled maintenance and inspections of all equipment.
- ▶ Plans division of work, prioritizes duties and checks completion of jobs for compliance with special instructions and good trade practices.
- ▶ Ensures all equipment is accounted for throughout the day, as well as at the end of the day, and that no tools or equipment are left in the trucks.
- ▶ Trains crew members as required.
- ▶ Demonstrates proper work methods.
- ▶ Communicates to the supervisor the status of work and any recommendations.
- ▶ Escorts mowers and equipment while on the roadways in a safe and efficient manner.
- ▶ Adjusts equipment for proper operation.
- ▶ Reports all equipment abnormality (i.e. noises, vibrations, damage) in a timely manner.
- ▶ Adheres to all safety performance standards and regulations associated with operating a tractor and use of other grounds maintenance equipment.
- ▶ Reports all accidents, injuries, "near misses" and hazardous situations in a timely manner.
- ▶ Lubricates and makes minor repairs to the tractor and attachments such as tightening bolts, and replacing washers, cotter pins and screws.
- ▶ Performs related work as assigned.
- ▶ Knowledge of how to safely and efficiently operate commercial grounds maintenance equipment including zero-turn mowers, tri-deck mowers, tractors, bush hogs and boom mowers, weed eaters, edger's, blowers, and other hand held power equipment.

- ▶ Knowledge of Personal Protective Equipment as well as the proper use and requirements for the job task being performed.
- ▶ Skill in the use of hand and power tools commonly used in grounds maintenance.
- ▶ Ability to operate a 90-horsepower tractor with a 15 ft. batwing bush hog as well as a tri-deck 11ft. area mower safely and efficiently.
- ▶ Ability to work with little supervision and display mature judgment.
- ▶ Ability to direct the work of others .
- ▶ Demonstrated ability to understand, follow and give instructions.
- ▶ Ability to work cooperatively and safely with others on common projects.
- ▶ Ability to successfully complete a background check.

REQUIRED SKILLS:

- ▶ Must be at least 18 years old.
- ▶ One (1) year of Tractor Operator experience specifically related to grounds maintenance.
- ▶ Valid State Driver's license with acceptable driving record.
- ▶ *Preferred:* Previous experience working as crew leader or similar work in a position with responsibility for other employees.

Custodial Supervisor

LABOR CATEGORY DESCRIPTION:

- ▶ Manages custodial operations
- ▶ Supervises daily services provided by all custodians
- ▶ Monitors status of all equipment used in custodial services and schedules service/maintenance when required
- ▶ Manages sanitation and recycling operations
- ▶ Reports safety and maintenance issues to customer
- ▶ Pest inspection supervisor
- ▶ Responsible for interviewing and facilitation of hiring employees
- ▶ Tracks and manages employee training
- ▶ Directs resolution of service issues with customers
- ▶ Conducts building inspections
- ▶ Leads customer meetings and performs as customer support specialist
- ▶ Records attendance of all employees
- ▶ Schedules and manages incidental and periodic services
- ▶ Conducts employee evaluations
- ▶ Coordinates with Human Resources to document employee disciplinary issues
- ▶ Conducts inventory and manages purchasing of supplies
- ▶ Conducts hazard communication and safety training
- ▶ Reports service requirements and documentation into GSA Maximo (or equivalent) software
- ▶ For contracts that include grounds maintenance along with building custodial services, the Custodial Supervisor is the senior manager of landscaping, irrigation, and all grounds maintenance and snow removal operations
- ▶ Other miscellaneous supervisory duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Program Management
- ▶ Managing profitability
- ▶ Promoting process improvement
- ▶ Financial planning and strategy'
- ▶ Strategic Planning
- ▶ Dealing with complexity
- ▶ Analyzing information
- ▶ Performance management

REQUIRED SKILLS:

- ▶ U.S. citizenship required
- ▶ Minimum of 8 years of professional experience
- ▶ Minimum of 5 years of program management experience

- ▶ Minimum of 3 years of leadership/supervisory experience
- ▶ Demonstrate ability to manage multiple tasks
- ▶ Demonstrate experience in general planning, evaluating, analyzing, and implementing government programs
- ▶ Excellent oral and written communication skills, including ability to communicate solutions effectively to both technical and non-technical audiences
- ▶ Ability to function effectively in adverse situations

Facilities/Construction Manager

JOB DESCRIPTION

The Facilities Manager reports to the Interim Training Facility (ITF) Management Analyst and is responsible for planning, and overseeing building maintenance and operations and on-going construction projects. The Facilities Manager is recognized as an expert in building maintenance activities, facility programs and projects, and construction project management. Major duties include:

- ▶ Drafts Statements of Work (SOW) for building and construction projects, for approval by the Contracting Officer's Representative and Government Technical Monitor
- ▶ Oversees project milestones and maintains records and required reporting of any deficiencies
- ▶ Inspects buildings, sites and equipment for needed repair/maintenance and manage maintenance request program
- ▶ Performs a wide variety of functions to assist with day-to-day operation of the training facility. Job functions may include facility service calls to reset breakers, coordinate and execute moves of equipment and furniture, management of training spaces to include bleacher set-up
- ▶ Performs duties or schedules services related to electrical, carpentry, painting, plumbing, heating/cooling, ventilation
- ▶ Assists with construction project management
- ▶ Serves as the Automatic External Defibrillator (AED) program administrator and point of contact for medical kit installation and upkeep;
- ▶ Serves as phone administrator
- ▶ Maintains the master key system
- ▶ Escorts workers to work sites and monitors their presence in sensitive areas
- ▶ Attends meetings, communicates and participates with ITF personnel in planning, developing and maintaining training venues and projects
- ▶ Maintains records and prepares reports
- ▶ Responds to emergency maintenance requests. Troubleshoots issues to determine cause and solution
- ▶ Other duties and assignments as required by the program office.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Requires customer service orientation, excellent organization and interpersonal skills
- ▶ Excellent written and verbal communication skills;
- ▶ Must be "hands-on" and assist in completing maintenance work;

REQUIRED SKILLS:

- ▶ High School Diploma;
- ▶ 10 years' experience in progressively responsible positions in the facility management field
- ▶ Must be a US citizen and possess or be able to obtain/maintain a SECRET clearance;
- ▶ Project Management experience preferred

Facilities Manager I

LABOR CATEGORY DESCRIPTION:

Provide facilities management services at department facilities both domestically and internationally to ensure client satisfaction and achievement of bureau mission and goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Implement business best practices in order to achieve project and mission goals with respect to the assigned facility.
- ▶ Manage the planning, implementation and allocation of resources and activities of facilities and capital construction projects to ensure project completion within timelines, contract specifications and budget considerations to ensure client satisfaction and achievement of the scope of work.
- ▶ Implement business best practices in order to assist in the management of the project.
- ▶ Manage the planning, implementation and allocation of resources and activities within the facilities, to include capital construction projects; ensuring project completion within timelines, contract specifications and budget.

REQUIRED SKILLS:

- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.
- ▶ Bachelor degree from an accredited university and at least three years of related experience as Facilities Manager

Facilities Manager II

LABOR CATEGORY DESCRIPTION:

Provide facilities management services at department facilities both domestically and internationally to ensure client satisfaction and achievement of bureau mission and goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Implement business best practices in order to achieve project and mission goals with respect to the assigned facility.
- ▶ Manage the planning, implementation and allocation of resources and activities of facilities and capital construction projects to ensure project completion within timelines, contract specifications and budget considerations to ensure client satisfaction and achievement of the scope of work.
- ▶ Implement business best practices in order to assist in the management of the project.
- ▶ Manage the planning, implementation and allocation of resources and activities within the facilities, to include capital construction projects; ensuring project completion within timelines, contract specifications and budget.

REQUIRED SKILLS:

- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.
- ▶ Bachelor degree from an accredited university and at least five years of related experience as Facilities Manager

Facilities Manager III

LABOR CATEGORY DESCRIPTION:

Provide facilities management services at department facilities both domestically and internationally to ensure client satisfaction and achievement of bureau mission and goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Implement business best practices in order to achieve project and mission goals with respect to the assigned facility.
- ▶ Manage the planning, implementation and allocation of resources and activities of facilities and capital construction projects to ensure project completion within timelines, contract specifications and budget considerations to ensure client satisfaction and achievement of the scope of work.
- ▶ Implement business best practices in order to assist in the management of the project.
- ▶ Manage the planning, implementation and allocation of resources and activities within the facilities, to include capital construction projects; ensuring project completion within timelines, contract specifications and budget.

REQUIRED SKILLS:

- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.
- ▶ Bachelor degree from an accredited university and at least eight years of related experience as Facilities Manager

Interior Designer

LABOR CATEGORY DESCRIPTION:

This position will provide Computer Aided Design and Drafting (CADD)/graphics support, research, and liaison under the supervision of a senior level interior designer/project manager. These work requirements are related to residential facilities overseas and include planning for representational and family functions. Projects may involve new Construction, major and/or minor renovation, lease build-out, and historic preservation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Provide service to support Interior Design and Space Planning
- ▶ Assist with and design visual information, including graphic production support, preparation of presentation materials.
- ▶ Performs form and format generation and coordination of production and transmittal of documents.
- ▶ Coordinates document submissions with internal bureau offices and other DOS publication services as required.
- ▶ Performs special projects and studies at the supervisor's direction.

REQUIRED SKILLS:

- ▶ Bachelor degree in Interior Design from a CIDA accredited college.
- ▶ Entry level skills in the basic principles, concepts, and methodologies of interior design and space planning.
- ▶ Entry level skills in the basic methods, techniques, and materials used in meeting architectural and interior design needs for facilities, including skills to prepare basic scaled architectural floor plans and elevations, space layouts, reflected ceiling plans, finish plans and schedules, working drawings, specifications, basic drawings for custom millwork and furniture fabrication.
- ▶ Ability to draft and produce design documentation through Computer-Assisted Design and Drafting (CADD).
- ▶ Basic skills in the preparation of interior design documentation, records and graphic presentations.
- ▶ Ability to organize and present concepts and data through oral, written, and graphic communications.
- ▶ Skills in Word, Excel, PowerPoint, and other Microsoft software systems.

Inventory Management Specialist

LABOR CATEGORY DESCRIPTION:

Responsible for managing and Agency's inventory of accountable equipment and for serving as the Alternate Area Custodial Officer (AACO) for all assets in the multiple organizational elements of OBO.

KNOWLEDGE, SKILLS, AND ABILITIES:

Management of government assets to include analysis, recommendation, maintenance, recording, inventory, and disposal of assets throughout the agency; maintaining and managing the agency's spares inventory and ensuring that adequate stock levels are on-hand at all times; and processing and tracking the procurement of assets for the agency. In addition, the contractor develops information and makes recommendations that have the potential to influence management decisions in such areas as inventory levels and workload balancing, and develops instructive materials covering the administrative aspects of inventory management operations. Finally, as AACO, the contractor also reports custodial information directly to the agency's Accountable Property Officer (APO) for roll-up to the Executive Director.

REQUIRED SKILLS:

- ▶ Minimum Education: Bachelor's degree. Eight (8) years inventory management experience may be substituted.
- ▶ Minimum/General Experience: Five years of experience with managing a predetermined inventory including pipe line support.

Janitor

LABOR CATEGORY DESCRIPTION

The incumbent is responsible for general janitorial duties and upkeep of all areas including the interior of buildings and roadways. The job duties require an employee to bend, reach, and stand for extended periods

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Vacuuming carpet and mats
- ▶ Sweeping and mopping
- ▶ Elevator & stairwells
- ▶ Trash and recycling removal
- ▶ Floor buffing
- ▶ Floor auto-scrubbing
- ▶ Stripping and waxing
- ▶ Spot cleaning
- ▶ Clean courtrooms, robing rooms and jury hallways
- ▶ Dusting and polishing
- ▶ Cleaning of agencies
- ▶ Sanitizing surfaces
- ▶ Glass cleaning
- ▶ Report maintenance issues to Project Manager
- ▶ Documentation on schedules
- ▶ Stock all supplies (toilet paper, paper towels, soap, feminine hygiene products, judge's towels, toilet seat covers, hand sanitizing solution, urinal screens)
- ▶ Bathroom cleaning (cleaning of toilets, mirrors, fixtures, walls, dispensers and sanitizing)
- ▶ Cleaning steel grates at entrances
- ▶ Bodily fluid clean-up
- ▶ Dust ledges, benches, vents
- ▶ Polish stainless steel and kick plates
- ▶ Carpet cleaning
- ▶ Report security issues
- ▶ Shovel snow put salt or sand down outside
- ▶ All other cleaning related needs as per instruction from NAM management
- ▶ Well versed in using cleaning equipment such as vacuum cleaners, floor buffers and cleaning compounds
- ▶ In depth knowhow of standard cleaning procedures
- ▶ Strong background in handling, mixing and using cleaning chemicals in a safe manner
- ▶ Proven ability to work for long hours on one's feet
- ▶ Agile to perform physical tasks constantly
- ▶ Knowledge of occupational hazards safety rules

- ▶ Competent at conducting building inspections to determine signs of vandalism or needed repair work
- ▶ Capability of climbing ladders and working at the particular heights
- ▶ Exceptional communication skills in order to be able to understand and carry out work orders
- ▶ Excellent ability to work in a team-fostered environment with an aim to "get the job done"
- ▶ Capability of working in a high-volume environment in locations that warrant continuous contact with the general public
- ▶ Familiarity with both general and specific principle of housekeeping procedures and materials
- ▶ Extensive experience in handling custodial teams by ensuring that they work towards the company's cleanliness objective
- ▶ Familiar with handling inventory of cleaning supplies with aimed at ensuring availability

REQUIRED SKILLS:

- ▶ Must be at least 18 years old.
- ▶ Six (6) months previous experience in janitorial services
- ▶ Must be able to pass a security background check to gain access to a U.S. Court House
- ▶ Valid State Driver's license -with acceptable driving record

Laborer – Grounds Maintenance

LABOR CATEGORY DESCRIPTION

The incumbent is responsible for general grounds maintenance and upkeep of all areas including the exterior of buildings and roadways. (All duties and essential functions listed below may not be performed by every employee with this job title. It is the employee's responsibility to confirm with their supervisor if there is a question regarding whether a function is required in your job assignment.)

- ▶ Cuts the grass using a walk-behind or riding mower (less than 2,000 lbs).
- ▶ Trims the hedges/edges around walkways, flower beds, and walls using hedge trimmers, clippers, and edging tools.
- ▶ Cleans the walks, drives and parking areas by means of a landscape blower or vacuum.
- ▶ Prunes the shrubs and trees to shape and improve growth using shears and other hand tools.
- ▶ Plants grass, trees, flowers, and shrubs.
- ▶ Waters the lawns and shrubs.
- ▶ Performs litter and debris clean-up.
- ▶ Weeds the plant and ornamental landscape beds.
- ▶ Operates powered grounds-maintenance equipment such as weed eaters, edgers, blowers etc.
- ▶ Reports all equipment abnormality (i.e. noises, vibrations, damage) in a timely manner.
- ▶ Adheres to all safety performance standards and regulations associated with operating grounds maintenance equipment.
- ▶ Reports all accidents, injuries, "near misses" and hazardous situations in a timely manner.
- ▶ Performs related work as assigned.
- ▶ Attends and participates in meetings held by supervisors. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Knowledge of the use of hand tools, including shovels, rakes, pruning saws, saws, hedge or brush trimmers, and axes.
- ▶ Knowledge of Personal Protective Equipment as well as the proper use and requirements for the job task being performed.
- ▶ Skill in the use of power tools commonly used in grounds maintenance.
- ▶ Ability to work with little supervision and display mature judgment.
- ▶ Ability to understand and follow directions.
- ▶ Ability to work cooperatively and safely with others on common projects.
- ▶ Ability to successfully complete a background check.

REQUIRED SKILLS:

- ▶ Must be at least 18 years old.
- ▶ Six (6) months previous experience in grounds maintenance.
- ▶ Must be able to pass a security background check to gain access to a military base
- ▶ Valid State Driver's license with acceptable driving record.

Mechanic – Motor Vehicles

LABOR CATEGORY DESCRIPTION

The incumbent is responsible for the repair and ongoing maintenance of all small-engine vehicles including, but not limited to, gasoline and diesel engines used to power lawnmowers, garden tractors, and handheld power tools. The employee is regularly required to talk and hear to understand instructions, provide information and respond to safety warnings. Work conditions require the employee to stand; climb, balance, stoop, kneel, crouch or crawl; taste or smell; and work on scaffolding and ladders. The employee may frequently lift and/or move objects weighing up to 35 pounds without assistance and lift and/or move heavier objects with assistance. Work is performed indoors and outdoors and is subject to hazards that may cause personal bodily harm such as diseases, cuts, bruises, burns, common colds, influenza, dust odors and elevated noise levels. Outdoor work is subject to temperature extremes and inclement weather conditions. Work hours are subject to change, with overtime work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Performs both scheduled maintenance and repairs to lawn tractors, crew cab medium size trucks and small engine commercial lawn equipment.
- ▶ Diagnoses the source of trouble and determines the extent of repairs required.
- ▶ Replaces worn or broken parts such as piston rings, bearings, or other engine parts.
- ▶ Rebuilds carburetors.
- ▶ Overhauls transmissions.
- ▶ Dismantles engines.
- ▶ Adjusts valves.
- ▶ Repairs fuel injection, lighting, and ignition systems.
- ▶ Repairs fractional-horsepower gasoline and diesel engines used to power lawnmowers, garden tractors and similar machines.
- ▶ Performs various mobile maintenance functions to include jumpstarts, fuel system bleeding and flat tire changes / repairs.
- ▶ Adheres to all Safety performance standards and regulations associated with vehicle and equipment repair and maintenance.
- ▶ Maintains a preventative maintenance log ensuring all maintenance is up to date with the manufactures' requirements.
- ▶ Completes purchase orders, parts request/credit issue forms and receiving reports as needed to maintain an up-to-date inventory of parts and supplies.
- ▶ Performs related work as assigned.
- ▶ Knowledge of how to safely and efficiently operate, repair and maintain commercial grounds-maintenance equipment including zero-turn mowers, tri-deck mowers, tractors and bush hogs, weed-eaters, edger's, blowers, and other handheld power equipment.
- ▶ Knowledge and understanding of equipment safety features.

- ▶ Knowledge of Personal Protective Equipment as well as the proper use and requirements for the job task being performed.
- ▶ Skill in the use of hand and power tools commonly used in vehicle / engine repair and maintenance.
- ▶ Basic computer skills and the ability to maintain equipment maintenance and repair logs.
- ▶ Ability to diagnose, troubleshoot and repair mechanical, electrical and fuel system issues that commonly occur with commercial grounds maintenance equipment, small engines and automobile engines.
- ▶ Ability to work with little supervision and display mature judgment.
- ▶ Ability to understand and follow directions.
- ▶ Ability to work cooperatively and safely with others on common projects.
- ▶ Ability to successfully complete a background check.

REQUIRED SKILLS:

- ▶ Associates or Technical degree and five (5) years previous mechanical experience working on a variety of equipment generally used in the performance of grounds maintenance duties.
- ▶ Valid state drivers license with acceptable driving record.
- ▶ *Preferred:* Apprenticeship and/or formal vehicle maintenance training.

Physical Security Specialist

LABOR CATEGORY DESCRIPTION:

The Physical Security Specialist Desk Officer provides regional oversight and coordination for the replacement of FEBR products at all DOS facilities within an assigned geographic region. The Desk Officer participates in the conduct and development of PEBR repair and replacement projects, including site survey, scope of work development, funding authorization, design review, quality assurance of construction, and warranty enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Assist posts in the procurement of replacement required safety items from approved vendors.
- ▶ Develop detailed specifications for the requesting post to use in the procurement package for replacement items.
- ▶ Coordinate the timing and arrival of the items at posts and arrange for a repair team to perform the installation
- ▶ Design and develop training aids to be used by each manufacturer including engineering specifications and product tolerances.
- ▶ Oversee the FEBR RST work assignments and program support to facilitate regional FEBR repair and replacement initiatives.
- ▶ Develop workload requirements, budget support and project execution plans for the regional FEBR RSTs in coordination with the DS/ST regional Engineering Service Centers and offices and the FEBR Program Section Chief.
- ▶ Develop supporting justifications used in the formulation and preparation of regional budget plans.
- ▶ Develop travel expense estimates, specialized equipment procurement, site managers, guards, and other such project specific cost estimates so that these can be incorporated into budget estimates.
- ▶ Plan and direct the activities of teams of technicians for installation projects.

REQUIRED SKILLS:

- ▶ Bachelor degree from an accredited university and at least two years experience as a security guard required
- ▶ A mastery of physical and procedural security methods and processes and a high degree of personal initiative and dedication.
- ▶ Excellent knowledge of security policies, procedures and practices of the DOS, particularly overseas posts.
- ▶ The ability to conceptualize, develop and integrate new security systems and technology to meet the unique needs of each Post.
- ▶ Knowledge of contracting requirements to ensure compliance with Federal contracting regulations while procuring security equipment for overseas deployment.

- ▶ Understand and apply principles of project management, including work flow analysis, scheduling, architectural and engineering contracting procedures and budget processes as they relate to long term international construction projects.
- ▶ Thorough understanding of the operation of all approved security equipment and identify the full range of possible applications.
- ▶ Thorough knowledge of techniques used to install sophisticated FE/BR products along with general construction techniques and practices is required.
- ▶ Ability to understand and interpret design drawings and construction plans to incorporate security changes into a project.

Procurement Specialist

LABOR CATEGORY DESCRIPTION:

Provides procurement management, planning, analysis, execution, support, and reporting for the Information Resource Management Division.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Procures goods and services in compliance with applicable regulations and bureau procedures.
- ▶ Assists with and conducts all aspects of awarding and managing purchase orders and procurement contracts.
- ▶ Tracks and documents procurement and contract actions.
- ▶ Plans, organizes, and implements all procurement-related activities.
- ▶ Analyzes and produces a variety of reports related to procurements and contracts.
- ▶ Acts as the procurement liaison between government project managers, management, Contracting Officer, and Contracting Officer Representative to complete Procurement actions.
- ▶ Requests and evaluates vendor quotes and bids and assists with the selection process.
- ▶ Provides Procurement guidance and recommendations to mid and senior level management.
- ▶ Assists with managing budget and responding to data calls.

REQUIRED SKILLS:

- ▶ Bachelor's degree in business or management discipline or related field or equivalent work experience directly within functional area
- ▶ Must possess four years of experience in managing procurements
- ▶ Must be proficient in MS Office suite
- ▶ Excellent oral and written communication skills, strong customer service skills, keen attention to detail, flexibility in adapting to changing environment, timely follow-through, and a commitment to learning new skills are required.
- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.

Program Manager-Junior

LABOR CATEGORY DESCRIPTION:

Responsible for management of the overall contract and all project support activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Leads multiple project teams in all aspects of project management for project portfolio.
- ▶ Provides oversight and strategic direction in support of government managers and escalates issues when needed.
- ▶ Oversees and monitors progress to ensure projects are delivered on time.
- ▶ Coordinates cross-project activities and manages interdependencies.
- ▶ Manages staff, budget, funding, contract, invoices, personnel, and resource allocation.
- ▶ Develops, implements, and manages processes to support successful and efficient project delivery.
- ▶ Reports on project, program, budget, risks, and contract performance to senior leadership.

REQUIRED SKILLS:

- ▶ Bachelor's degree in business, technology, or management discipline or related field or equivalent work experience directly within functional area
- ▶ Must possess eight years of program management experience
- ▶ A Certified Project Management Professional is required
- ▶ Excellent oral and written communication skills, strong customer service skills, keen attention to detail, flexibility in adapting to changing environment, timely follow-through, and a commitment to learning new skills are required.
- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.

Program Manager-Mid

LABOR CATEGORY DESCRIPTION:

Responsible for management of the overall contract and all project support activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Leads multiple project teams in all aspects of project management for project portfolio.
- ▶ Provides oversight and strategic direction in support of government managers and escalates issues when needed.
- ▶ Oversees and monitors progress to ensure projects are delivered on time.
- ▶ Coordinates cross-project activities and manages interdependencies.
- ▶ Manages staff, budget, funding, contract, invoices, personnel, and resource allocation.
- ▶ Develops, implements, and manages processes to support successful and efficient project delivery.
- ▶ Reports on project, program, budget, risks, and contract performance to senior leadership.

REQUIRED SKILLS:

- ▶ Bachelor's degree in business, technology, or management discipline or related field or equivalent work experience directly within functional area
- ▶ Must possess ten years of program management experience
- ▶ A Certified Project Management Professional is required
- ▶ Excellent oral and written communication skills, strong customer service skills, keen attention to detail, flexibility in adapting to changing environment, timely follow-through, and a commitment to learning new skills are required.
- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.

Program Manager-Senior

LABOR CATEGORY DESCRIPTION:

Responsible for all aspects of the design, development, implementation, and successful delivery of assigned software development projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Plan, develop, manage, and deploy software development activities and projects throughout the entire development lifecycle using agile management methodologies.
- ▶ Work with the users and development team to determine project requirements, scope, timeline, and budget and to monitor and track change requests.
- ▶ Implement, track, monitor, and report on the progress of software development projects.
- ▶ Develop work plans, estimates, and schedules and directs and assigns tasks.
- ▶ Conduct project meetings with development team and customer stakeholders and interfaces with other teams such as the operations and security teams to meet project requirements.
- ▶ Act as a single point of contact for project information and manages customer and management expectations and relationships through timely communications.
- ▶ Provide technical, analytical, and management guidance to development project team.
- ▶ Address, manage, and resolve project issues and escalate to management when necessary.
- ▶ Ensure adherence to agency and quality standards and follow and implement industry best practices.
- ▶ Lead and direct the work of the development team.
- ▶ Prepare formal status reports regarding the status, budget, risks, etc. of projects.
- ▶ Monitor progress, manage resources, and ensure overall quality and completion of projects and applications.
- ▶ Train and mentor development team members on software development and project management processes.

REQUIRED SKILLS:

- ▶ Bachelor's degree in business, technology, or management discipline or related field or equivalent work experience directly within functional area
- ▶ Must possess twelve years of project management experience on software development projects with experience in Agile and traditional software development lifecycles
- ▶ A Certified Project Management Professional is required
- ▶ Excellent oral and written communication skills, strong customer service skills, keen attention to detail, flexibility in adapting to changing environment, timely follow-through, and a commitment to learning new skills are required.
- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.

Program Support Assistant

LABOR CATEGORY DESCRIPTION:

Provide a full range of administrative; and program management support and coordination for the office. Serve in the liaison capacity between the Office

Director and staff and officials within and outside the Department. Responsible for the coordination, planning and controlling of a wide variety of transactions, including briefings, data base management, and document control.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Collect and review incoming correspondence and cables and forwards them to appropriate staff members for action
- ▶ Serve as liaison with other offices within the bureau and the agency on office management issues
- ▶ Track FOIA requests, congressional inquiries, departmental requests and coordinate incoming data
- ▶ Review documents and reports for omissions and inconsistencies; enter data into tracking systems; ensure complete and accurate data entry
- ▶ Prepare and maintain time and attendance records for office
- ▶ Type and edit letters, memos, cables and reports using office automation software and equipment and draft correspondence under supervision

REQUIRED SKILLS:

- ▶ High School diploma and one year minimum experience required
- ▶ Good oral and written English language skills
- ▶ Ability to present information clearly orally on administrative, clerical and technical matters to audiences of all levels
- ▶ Skilled in Microsoft Office Suite and ability to compose, edit and complete correspondence and reports
- ▶ Ability to use standard office equipment for scanning, faxing, photocopying and emailing documents.

Project Manager, Software Development

LABOR CATEGORY DESCRIPTION:

Responsible for all aspects of the design, development, implementation, and successful delivery of assigned software development projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Plans, develops, manages, and deploys software development activities and projects throughout the entire development lifecycle using agile management methodologies.
- ▶ Works with the users and development team to determine project requirements, scope, timeline, and budget and to monitor and track change requests.
- ▶ Implements, tracks, monitors, and reports on the progress of software development projects.
- ▶ Develops work plans, estimates, and schedules and directs and assigns tasks.
- ▶ Conducts project meetings with development team and customer stakeholders and interfaces with other teams such as the operations and security teams to meet project requirements.
- ▶ Acts as a single point of contact for project information and manages customer and management expectations and relationships through timely communications.
- ▶ Provides technical, analytical, and management guidance to development project team. Addresses, manages, and resolves project issues and escalates to management when necessary.
- ▶ Ensures adherence to agency and quality standards and follows and implements industry best practices.
- ▶ Leads and directs the work of the development team.
- ▶ Prepares formal status reports regarding the status, budget, risks, etc. of projects.
- ▶ Monitors progress, manages resources, and ensures overall quality and completion of projects and applications.

REQUIRED SKILLS:

- ▶ Bachelor's degree in business, technology, or management discipline or related field or equivalent work experience directly within functional area
- ▶ Must possess five years of project management experience on software development projects with experience in Agile and traditional software development lifecycles
- ▶ A Certified Project Management Professional is preferred
- ▶ Excellent oral and written communication skills, strong customer service skills, keen attention to detail, flexibility in adapting to changing environment, timely follow-through, and a commitment to learning new skills are required.
- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.

Project Manager, Grounds Maintenance

LABOR CATEGORY DESCRIPTION

Responsible for general grounds maintenance and upkeep of all areas including the exterior of buildings and roadways

- ▶ Develops Grounds Maintenance Plan
- ▶ Responsible for communicating with the Contracting Officer for the management of Grounds Maintenance Plan held and any management discrepancies found within its contract
- ▶ Daily support and oversight of Grounds Maintenance Plan
- ▶ Experienced and trained on all phases of ground maintenance aspects/procedures and will also conduct quality assurance
- ▶ Duties include scheduling daily workload, staffing personnel, coordination of personnel and equipment, overseeing equipment maintenance, ordering all needed supplies, training employees, building inspections, managing employee discipline and termination, subcontractor management,
- ▶ Receives work orders and develops work schedules to ensure on-time completion of all assignments
- ▶ Executes the Quality Control Plan by conducting regular and spot inspections of all work

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Knowledge of use of hand tools including shovels, rakes, pruning saws, hedge or brush trimmers, and axes
- ▶ Knowledge of Personal Protective Equipment as well as proper use and requirements for the job task being performed
- ▶ Skill in using power tools commonly used in grounds maintenance
- ▶ Displays mature judgement

REQUIRED SKILLS:

- ▶ High School Diploma and at least 8 years of related experience required.
- ▶ U.S. citizenship required
- ▶ Must be at least 18 years of age
- ▶ Valid state driver's license with acceptable driving record

Project Manager, Assistant, Grounds Maintenance

LABOR CATEGORY DESCRIPTION

- ▶ Assists with Project Management duties in the Project Manager's absence (illness, leave, etc.)
- ▶ Performs laborer work as needed and can fill vacancies in grounds maintenance staff
- ▶ Oversees all Preventive Maintenance, Check and Services practices of vehicles and equipment including repairs.
- ▶ Instructs all personnel in proper procedures for performing and recording daily inspections and servicing procedures
- ▶ Performs regular diagnostics to determine parts or supplies needed
- ▶ Performs periodic spot inspection al all equipment and vehicles to ensure all equipment operators are operating in accordance with manufacturer recommendations
- ▶ Develops Grounds Maintenance Plan
- ▶ Responsible for communicating with the Contracting Officer for the management of Grounds Maintenance Plan held and any management discrepancies found within its contract
- ▶ Daily support and oversight of Grounds Maintenance Plan
- ▶ Experienced and trained on all phases of ground maintenance aspects/procedures and will also conduct quality assurance
- ▶ Duties include scheduling workload, staffing personnel, coordination of personnel and equipment, overseeing equipment maintenance, ordering all needed supplies
- ▶ Receives work orders and develops work schedules to ensure on-time completion of all assignments
- ▶ Executes the Quality Control Plan by conducting regular and spot inspections of all work

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Knowledge of use of hand tools including shovels, rakes, pruning saws, hedge or brush trimmers, and axes
- ▶ Knowledge of Personal Protective Equipment as well as proper use and requirements for the job task being performed
- ▶ Skill in using power tools commonly used in grounds maintenance
- ▶ Displays mature judgement

REQUIRED SKILLS:

- ▶ High School Diploma and at least 4 years of related experience required.
- ▶ U.S. citizenship required
- ▶ Must be at least 18 years of age
- ▶ Valid state driver's license with acceptable driving record

Quality Assurance Specialist

LABOR CATEGORY DESCRIPTION:

Support the full quality assurance (QA) life-cycle by comprehensively testing software applications to ensure they are operating as intended and free from defects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Ensure that all applications and systems meet user requirements and agency standards.
- ▶ Document QA artifacts such as test cases, acceptance, criteria, bugs, issues, test data, etc.
- ▶ Write and execute test plans and cases for software applications to ensure they are free from defects and meet user requirements.
- ▶ Work with the development team to troubleshoot and resolve issues and reports on the progress to the development team and management.
- ▶ Introduce and implement improvements to quality assurance standard operating procedures.

REQUIRED SKILLS:

- ▶ Bachelor's degree in technology discipline or related field or equivalent work experience directly within functional area
- ▶ Must possess six years of quality assurance and application software testing experience
- ▶ Experience in writing and executing test plans, test cases, and acceptance criteria
- ▶ Experience in the agile development process and strong knowledge of QA methodologies, tools, and processes
- ▶ Excellent oral and written communication skills, strong customer service skills, keen attention to detail, flexibility in adapting to changing environment, timely follow-through, and a commitment to learning new skills are required.
- ▶ Strong problem-solving and critical thinking skills and the willingness to be proactive and take initiative are required.
- ▶ The ability to build and use effective working relationships and to work independently as an effective team player are required.

Realty Specialist

LABOR CATEGORY DESCRIPTION:

Provide Real Property Management support and direction to posts abroad including overseeing and reviewing all major lease activities including fit-outs, build-to-leases and all related design and construction work by the tenant and/or landlord. Responsible for the management of the DOS real property leasing program, providing oversight to the interagency housing policy as set forth in the FAM for all agencies represented in US diplomatic missions worldwide.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Implements approvals and exceptions lease waiver program for leased properties and high value leases requiring OBO approval
- ▶ Apply OMB financial criteria in structuring lease agreements to meet departmental goal for operating or capital leases
- ▶ Implements Rental Benchmark Program & makes revisions at all posts worldwide, performing quarterly compliance reviews
- ▶ Analyze current lease costs and develop procedures and guidance to posts to ensure cost effective procedures are implemented
- ▶ Draft memos and cable for OBO management and other bureaus and interested parties related to leasing transactions
- ▶ Provide real property leasing support including expert technical guidance and direction on current policies and regulations

REQUIRED SKILLS:

- ▶ Bachelor's degree in one or more areas: Real Estate, Foreign Affairs, Economics, or Law
- ▶ Five years minimum experience required
- ▶ Clear, concise writing ability for detailed technical presentations and summaries to executive readers, and graphic

Records Manager

LABOR CATEGORY DESCRIPTION:

As required, travels to overseas posts on behalf of the Project Director to open or close overseas project field offices, performing such tasks as planning/initiating/ tracking office start-up/closure activities; initiating project files; archiving project documents; tracking project budget actions; and providing guidance and training on OBO office policies and procedures; and

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ As required, travels to overseas posts on behalf of the Project Director to open or close overseas project field offices
- ▶ Perform such tasks as planning/initiating/ tracking office start-up/closure activities
- ▶ initiating project files
- ▶ archiving project documents
- ▶ tracking project budget actions
- ▶ providing guidance and training on OBO office policies and procedures; and

REQUIRED SKILLS:

- ▶ Master of Library and Info Science degree preferred
- ▶ Eight years minimum experience
- ▶ Knowledge of the administrative laws, policies, regulations, and precedents applicable to the administration and management of the Division and its projects, including the Federal Acquisition Regulations (FAR).
- ▶ Knowledge of records management principles and practices applicable to Division operations, and ability to utilize various database management systems for the entry, retrieval, and manipulation of project and program data.
- ▶ Skill in oral and written communications which enable the contractor to express facts, ideas, and instructions in a succinct and organized manner to advise and otherwise interact with other staff members on staff actions, reports, tasks, office correspondence and the use of automated office equipment, and with managers and others external to the Division with whom business is conducted or operational requirements are discussed.

Records Technician

LABOR CATEGORY DESCRIPTION:

As required, travels to overseas posts on behalf of the Project Director to assist with preparing or closing overseas project field offices, performing such tasks as initiating project files; archiving project documents; tracking project budget actions

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ As required, travels to overseas posts on behalf of the Project Director to open or close overseas project field offices
- ▶ initiating project files
- ▶ archiving project documents
- ▶ tracking project budget actions
- ▶ providing guidance and training on OBO office policies and procedures

REQUIRED SKILLS:

- ▶ Bachelor degree from an accredited university and two years minimum experience required
- ▶ NARA certification preferred
- ▶ Knowledge of records management principles and ability to utilize various database management systems for the entry, retrieval, and manipulation of project and program data.
- ▶ Skill in oral and written communications to enable expression of facts, ideas, and instructions in a succinct manner

Review Appraiser

LABOR CATEGORY DESCRIPTION:

Analyze and provide expert technical advice and guidance on both appraisal and financial analyses matters. Review appraisal reports prepared by both outside and internal MPE appraisers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Analyze and provide expert professional advice on complex real estate problems regarding purchases, sales, leases, exchanges and feasibility of various alternatives
- ▶ Recommend the most financially advantageous choice for real estate problems
- ▶ Serve as ad hoc team leader on individual real estate acquisition and disposal projects.
- ▶ Serve as an expert staff asset providing guidance and direction to less experienced staff
- ▶ Conduct studies and analyses of programmatic issues and recommend solutions
- ▶ Develop and implement quality assurance techniques for appraisal actions compliance with real estate procedures, policies, regulations and authorities
- ▶ Conduct market research on overall economic conditions that impact real estate markets and values in the host country economy.
- ▶ Develop supply and demand forecasts for property values, rents and rates of change to be included in financial analyses and strategic planning studies.

REQUIRED SKILLS:

- ▶ High school diploma and eight years minimum experience required
- ▶ Mastery of a wide range of methods and processes for conducting real property valuations, including appraisal principles, methods, financial analyses and capitalization theory.
- ▶ Demonstrated experience in commercial real estate appraisal of complex multi- million dollar properties.
- ▶ Experience conducting independent real estate market research, communicating conclusions to non-real estate background people.
- ▶ Experience using accepted financial models for analyzing investment alternatives
- ▶ Ability to analyze problems and conceptualize innovative solutions in a concise, accurate and persuasive manner
- ▶ Expertise directly applicable to a multi-billion dollar international realty portfolio
- ▶ Clear, concise writing ability for detailed technical presentations and informal presentations, supported by graphic aids

Security Specialist

LABOR CATEGORY DESCRIPTION:

Responsibility for administering contracts for construction security personnel, management, and implementation of the compound security upgrade program, and management and execution of the FE/BR maintenance, repair, and improvement programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Ensure that all Advanced Modeling related tasks happen in parallel with other technical development to support a project life-cycle approach
- ▶ Report on the BIM status and maintaining the model integrity
- ▶ Define optimal BIM processes, including the appropriate IT environment, develop and modify contracts to enable the BIM approach
- ▶ Develop new and innovative methods based on general guidance received from senior leadership, private industry sources, and academia to fulfill growing needs of projects for efficient and effective CAD/BIM systems utilization.
- ▶ Provide technical assistance solving engineering problems using technology and a wide variety of computer applications used by the engineering profession, such as BIM systems.
- ▶ Support implementation and integration of the various architectures composing the overall knowledge management architecture and recommend changes.
- ▶ Assure architecture development and information systems interface for implementation in order to take advantage of latest state-of-the-art technology opportunities.
- ▶ Maintain awareness of current advances in BIM and facility management systems planning and policies.
- ▶ Incorporate knowledge of geospatial, CAD, BIM, Advanced Modeling, and facility management systems related technical advances and policy changes when reviewing documents. Recommend inclusion of improved procedures, practices, and policy changes.

REQUIRED SKILLS:

- ▶ Bachelor degree from an accredited university and two years minimum experience
- ▶ Extensive knowledge of BIM practices, standards and techniques
- ▶ Exceptional communications skills and ability to foster and lead collaboration sessions
- ▶ Ability to utilize various teaching methods to address different adult-learning styles to explain software and procedures to employees
- ▶ Working knowledge of general construction, mechanical, electrical and plumbing
- ▶ Ability to multi-task and work in a fast-paced environment
- ▶ Strong organizational skills with attention to detail
- ▶ Excellent customer service attitude towards both internal and external customers
- ▶ Critical thinking and problem solving
- ▶ Excellent presentation and selling skills
- ▶ Ability to work independently with minimal supervision and as part of a team

Supply Management Specialist

LABOR CATEGORY DESCRIPTION:

Responsible for providing a full range of logistic and implementation support services for RDF programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Process purchase requests through all approval levels to award.
- ▶ Coordinate supply management activities within a multifunctional team
- ▶ Provide technical advice and guidance to team members
- ▶ Assist with budget planning and preparation of justifications for the management of supply operations
- ▶ Coordinate with other bureau offices to project budget requirements
- ▶ Identify problem areas and recommend solutions consistent with program goals
- ▶ Responsible for inventory management activities to include order tracking and status updates
- ▶ Maintain communications with vendors until orders are received
- ▶ Prepare reports to vendors identifying discrepancies

REQUIRED SKILLS:

- ▶ Bachelor degree from an accredited university and two years minimum experience
- ▶ Knowledge of a broad range of supply program relationships or significant expertise and depth in one of the specialized fields of supply operations to analyze and evaluate the effectiveness and efficiency of supply programs and operations
- ▶ Ability to independently analyze and resolve difficult issues and problems in the assigned area/s of responsibility involving supply processes, work methods, supply data management, or day-to-day operational procedures
- ▶ Thorough knowledge of applicable laws, regulations, policies and procedures governing supply and property management programs of the department.

Technical Security Specialist

LABOR CATEGORY DESCRIPTION:

Provide technical advice, guidance, and assistance to management and staff, as well as to contractors engaged in the technical security work of the office, regarding the structure and administration of the Department's overseas technical security programs in designated geographic regions, or other projects involved in the management and oversight of security program implementation.

KNOWLEDGE, SKILLS, AND ABILITIES

- ▶ The incumbent develops designs and detailed design drawings for the development and installation of technical security systems at U.S. diplomatic and consular posts, primarily through use of a three dimensional Computer Aided Design and Drafting (CADD) system.
- ▶ Based on design information provided by technical security specialists of the Branch, develops detailed drawings and schematics for the construction and installation of technical security systems.
- ▶ Prepares temporary installation (TI) designs based on site requirements by CSM Security Specialists, Engineers and OPS officers.
- ▶ Develops detailed drawings and plans for the placement of technical security equipment and the installation and placement of associated cables, controls and electrical power sources and connections using knowledge of equipment dimensions, ventilation needs, maintenance access requirements, and other equipment driven concerns.
- ▶ Using the CADD equipment prepares detailed depictions of plans for the construction of FE/BR walls. Based on engineering data and instructions provided by
- ▶ Branch engineers, and on specifications derived from original building design drawings, prepares detailed plans and specifications for use by contractors in the construction of FE/BR walls.
- ▶ Provides engineers with information on dimensions, power requirements, and other details of technical and physical security equipment planned for use in new construction and major building renovations so that these considerations can be incorporated into overall building designs.
- ▶ Utilizes knowledge and experience to prepare drawings and designs for the installation of security systems, works with Branch engineers in the development and refinement of equipment and installation methodologies for such equipment.
- ▶ Evaluates newly developed CADD software to determine whether it might be beneficial to PE/CSM and prepares recommendations on whether it should be procured.
- ▶ Assists and instructs Branch engineers in applying CADD tools to their engineering and design work, especially to the more intricate applications such as three dimensional depictions.
- ▶ Maintains "As Built" computer generated and hard copy records of all technical and physical security systems engineered and built under the auspices of the Construction Security Management Division.

- ▶ Reviews documents and plans for completed projects to determine whether all approved additions and deviations to original plans have been incorporated into the "As Built" drawings. Alerts the appropriate engineers when deviations or uncertainties are detected so that the veracity of such documents can be confirmed before they are archived.
- ▶ Monitors and controls access to the classified vaults and computer files containing plans and schematics for technical and physical security systems.
- ▶ Works with RMO/I in developing and monitoring the Classified Local Area Network (C LAN) and the security systems controlling access to computer files relating to these documents and files.
- ▶ Additional assignments, studies and special projects at the direction of the supervisor.

REQUIRED SKILLS:

- ▶ Bachelor degree from accredited university and 8 years minimum experience.
- ▶ Expert knowledge of complex CADD systems including those with three dimensional capabilities to prepare detailed depictions of engineering plans for the construction and installations of complex technical and physical security systems for buildings and other facilities at U.S. overseas diplomatic and consular posts.
- ▶ Expert knowledge of CADD equipment and software to enable the provision of authoritative suggestions and advice on whether to procure additional or new CADD systems capabilities coupled with the ability to analyze CADD files and documents received from A/E firms to assure they are prepared in the prescribed formats and that the CADD files conform to American Institute of Architects (AIA) standards
- ▶ Expert knowledge of DOS security methods and standards to adequately safeguard highly classified documents and engineering drawings, and to properly prepare them when transmitted to overseas posts.
- ▶ Comprehensive and practical knowledge of, and skill in applying, technical engineering principles related to security systems and building structures at overseas locations in order to provide design and construction support to the OBO worldwide construction program; resolve design related problems occurring prior to or during construction using innovative methods, approaches, or procedures; provide technical advice and assistance to project engineers; and investigate and resolve problems and conditions impacting costs, efficiency, safety, and performance.
- ▶ Knowledge of the design engineering of security systems and building structures to develop and prepare CADD depictions for the construction and installation of technical security systems. This knowledge must be sufficient to make constructive observations and assessments on the practicality of the design from the standpoint of constructability and maintainability, and capability to provide the degree of security intended.
- ▶ Detailed knowledge of the various types of security and security monitoring equipment approved for use in embassy security systems including equipment configuration, power requirements, installation methods, types and nature of equipment interfaces, and prescribed or recommended space allowances for maintenance and servicing.

- ▶ Ability to present technical information to non-technical personnel in a clear, articulate manner.

Tractor/Bushhog Operator

LABOR CATEGORY DESCRIPTION

The incumbent is responsible for driving gasoline or diesel-powered tractors to move material, draw farm implements and mowing equipment, tow trailers, remove objects that have been imbedded in the ground, or pull cable winch to raise, lower, or load heavy material or equipment. The employee is regularly required to talk and hear to understand instructions, provide information and respond to safety warnings. Work conditions require the employee to stand; climb, balance, stoop, kneel, crouch or crawl; taste or smell; and work on scaffolding and ladders. The employee may frequently lift and/or move objects weighing up to 35 pounds without assistance and lift and/or move heavier objects with assistance. Work is performed mostly outdoors and is subject to hazards that may cause personal bodily harm such as diseases, cuts, bruises, burns, common colds, influenza, dust odors and elevated noise levels. Outdoor work is subject to temperature extremes and inclement weather conditions. Work hours are subject to change, with overtime work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ▶ Moves materials from one place to another.
- ▶ Fastens attachments, such as graders, plows, rollers, and mowers, to a tractor with hitch pins.
- ▶ Operates tractors and mowing equipment of various designs safely and efficiently to perform various grounds and landscape related duties.
- ▶ Performs limited routine maintenance and repairs such as checking fluids, sharpening blades, and cleaning assigned equipment.
- ▶ Adjusts equipment for proper operation.
- ▶ Reports all equipment abnormality (i.e. noises, vibrations, damage) in a timely manner.
- ▶ Adheres to all safety performance standards and regulations associated with operating a tractor and other grounds-maintenance equipment.
- ▶ Reports all accidents, injuries, “near misses” and hazardous situations in a timely manner.
- ▶ Lubricates and makes minor repairs to the tractors and attachments such as tightening bolts, and replacing washers, cotter pins and screws.
- ▶ Performs related work as assigned.
- ▶ Knowledge of how to safely and efficiently operate commercial grounds maintenance equipment including zero turn mowers, tri-deck mowers, tractors and bush hogs, weed eaters, edger’s, blowers, and other hand held power equipment.
- ▶ Knowledge of Personal Protective Equipment as well as the proper use and requirements for the job task being performed.
- ▶ Skill in the use of hand and power tools commonly used in grounds maintenance.
- ▶ Ability to operate a 90-horsepower tractor with a 15 ft. batwing bush hog as well as a tri-deck 11ft. area mower safely and efficiently.
- ▶ Ability to work with little supervision and display mature judgment.
- ▶ Ability to understand and follow directions.
- ▶ Ability to work cooperatively and safely with others on common projects.

- ▶ Ability to successfully complete a background check.

REQUIRED SKILLS:

- ▶ Must be at least 18 years old.
- ▶ One (1) year of Tractor Operator experience specifically related to grounds maintenance.
- ▶ Valid State Driver's license with acceptable driving record.
- ▶ *Preferred:* One year of previous grounds maintenance experience.

HCI MANAGEMENT SERVICES COMPANY HOURLY LABOR RATES

SIN	LABOR CATEGORY	GSA PRICE (INCLUDING IFF)				
		BASE 1	BASE 2	BASE 3	BASE 4	BASE 5
325320	Admin Specialist 1 **	\$ 59.47	\$ 61.84	\$ 64.32	\$ 66.89	\$ 69.57
561210FAC	Architect/Engineering Specialist	\$ 137.11	\$ 142.59	\$ 148.30	\$ 154.23	\$ 160.40
561210FAC	Architect/Planner Senior	\$ 135.38	\$ 140.79	\$ 146.42	\$ 152.28	\$ 158.37
561210FAC	AV Specialist **	\$ 61.73	\$ 64.20	\$ 66.77	\$ 69.44	\$ 72.22
561210FAC	Building Information Modeling Professional (BIM)	\$ 102.27	\$ 106.36	\$ 110.61	\$ 115.04	\$ 119.64
561730 325320 561210FAC	Crew Leader Medium Truck**	\$ 42.80	\$ 44.51	\$ 46.29	\$ 48.15	\$ 50.07
561730 325320 561210FAC	Custodial Supervisor	\$ 36.54	\$ 38.01	\$ 39.53	\$ 41.11	\$ 42.75
561730 325320 561210FAC	Facility/Construction Manager	\$ 90.16	\$ 93.76	\$ 97.51	\$ 101.41	\$ 105.47
561730 561210FAC	Facilities Manager I	\$ 75.66	\$ 78.68	\$ 81.83	\$ 85.10	\$ 88.51
561730 561210FAC	Facilities Manager II	\$ 88.06	\$ 91.58	\$ 95.25	\$ 99.06	\$ 103.02
561730 561210FAC	Facilities Manager III	\$ 101.06	\$ 105.10	\$ 109.30	\$ 113.68	\$ 118.22
561210FAC	Interior Designer	\$ 84.73	\$ 88.11	\$ 91.64	\$ 95.30	\$ 99.12
561730 561210FAC	Inventory Management Specialist	\$ 54.10	\$ 56.26	\$ 58.51	\$ 60.85	\$ 63.28
561730 325320 561210FAC	Janitor**	\$ 27.05	\$ 28.14	\$ 29.26	\$ 30.43	\$ 31.65
561730 325320 561210FAC	Laborer - Grounds Maintenance**	\$ 28.65	\$ 29.80	\$ 30.99	\$ 32.23	\$ 33.52

GSA MAS Schedule
Price-List

561730 325320 561210FAC	Mechanic - Motor Vehicles**	\$ 57.48	\$ 59.78	\$ 62.17	\$ 64.66	\$ 67.24
561210FAC	Physical Security Specialist	\$ 97.40	\$ 101.30	\$ 105.35	\$ 109.56	\$ 113.94
561730 325320 561210FAC	Procurement Specialist	\$ 85.70	\$ 89.13	\$ 92.70	\$ 96.40	\$ 100.26
561730 325320 561210FAC	Program Manager - Junior	\$ 126.60	\$ 131.66	\$ 136.93	\$ 142.41	\$ 148.10
561730 325320 561210FAC	Program Manager - Mid	\$ 136.35	\$ 141.81	\$ 147.48	\$ 153.38	\$ 159.51
561730 325320 561210FAC	Program Manager - Senior	\$ 146.76	\$ 152.63	\$ 158.74	\$ 165.09	\$ 171.69
561730 325320 561210FAC	Program Support Assistant **	\$ 59.47	\$ 61.84	\$ 64.32	\$ 66.89	\$ 69.57
561730 325320 561210FAC	Project Manager, SW Development	\$ 130.51	\$ 135.73	\$ 141.16	\$ 146.80	\$ 152.68
561730 325320 561210FAC	Project Manager, Assistant, Grounds Maintenance	\$ 53.34	\$ 55.47	\$ 57.69	\$ 60.00	\$ 62.40
561730 325320 561210FAC	Project Manager, Grounds Maintenance	\$ 60.84	\$ 63.27	\$ 65.80	\$ 68.43	\$ 71.17
561730 325320 561210FAC	Quality Assurance Specialist	\$ 87.64	\$ 91.14	\$ 94.79	\$ 98.58	\$ 102.52
561210FAC	Realty Specialist	\$ 98.36	\$ 102.29	\$ 106.38	\$ 110.64	\$ 115.06
561210FAC	Records Manager	\$ 91.65	\$ 95.31	\$ 99.13	\$ 103.09	\$ 107.21
561210FAC	Records Technician	\$ 50.64	\$ 52.67	\$ 54.77	\$ 56.96	\$ 59.24
561210FAC	Review Appraiser	\$ 103.18	\$ 107.31	\$ 111.60	\$ 116.07	\$ 120.71
561210FAC	Security Specialist	\$ 121.72	\$ 126.59	\$ 131.66	\$ 136.92	\$ 142.40

GSA MAS Schedule
Price-List

561730 325320 561210FAC	Supply Management Specialist	\$ 73.04	\$ 75.96	\$ 79.00	\$ 82.16	\$ 85.44
561210FAC	Technical Security Specialist	\$ 117.83	\$ 122.55	\$ 127.45	\$ 132.55	\$ 137.85
561730 325320 561210FAC	Tractor/Bushhog Operator**	\$ 34.57	\$ 35.95	\$ 37.39	\$ 38.89	\$ 40.44

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity	Date	Contractor	Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL
BPA DISCOUNT/PRICE	

(2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers’ needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.