GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Multiple Award Schedule (MAS)
03FAC Facilities Maintenance and Management

Contract Number:
47QSHA20D000V

Period Covered by Contract:
December 3, 2019 – December 2, 2024

Hospital Housekeeping Systems, LLC
DBA HHS
12495 SILVER CREEK RD
DRIPPING SPRINGS, TX, 78620-5584
Phone: 800-229-2028
Fax: 512-478-1971
https://www.hhs1.com/
E-Mail: rmercadante@hhs1.com
Business Size: Other Than Small
DUNS Number: 105375799

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is GSAA Advantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
ORDERING INFORMATION

1a. Authorized Special Item Numbers (SINs):

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

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: See attached pricing

1c. Hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services: See attached pricing

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

3. Minimum order: $100

4. Geographic coverage (delivery area): Worldwide

5. Points of production: United States

6. Discount from list prices or statement of net price: Government net prices

7. Quantity discounts: An additional 2% discount for a single task order at $1,000,000 or above

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted below the micropurchase threshold.

9b. Government purchase cards are accepted above the micropurchase threshold.

10. Foreign items (list items by country of origin): Not Applicable

11a. Time of delivery: Determined at Task Order Level

11b. Items available for expedited delivery: The Contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.

11c. Overnight and 2-day delivery: The Contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.

11d. Urgent Requirements: Contact Contractor

12. F.O.B. Point: Not Applicable
13a. Ordering address:

Hospital Housekeeping Systems, LLC
12495 SILVER CREEK RD
DRIPPING SPRINGS, TX, 78620-5584

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

14. Payment address: Same as ordering address

15. Warranty provision: Hospital Housekeeping Systems, LLC will guarantee the services provided shall be free from defects in workmanship and material under normal service and use. Hospital Housekeeping Systems, LLC will provide warranty service for all parts and labor for the warranty period one year after final acceptance by the owner, should any defects in material be found during this time, it shall be replaced by Hospital Housekeeping Systems, LLC at no charge to the owner.

16. Export packing charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation: Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable

25. Data Universal Number System (DUNS) number: 105375799

26. Hospital Housekeeping Systems, LLC is registered in the System for Award Management database.
## AUTHORIZED GSA SCHEDULE CONTRACT PRICING

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>GSA Price Regular Time</th>
<th>GSA Price Overtime</th>
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<tr>
<td>561210FAC</td>
<td>Program Manager</td>
<td>$98.23</td>
<td>$98.97</td>
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<td>Regional Manager/Operations Manager</td>
<td>$81.52</td>
<td>$82.13</td>
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<td>Project Manager</td>
<td>$78.68</td>
<td>$79.27</td>
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<td>Contract Maintenance Manager I</td>
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<td>$87.89</td>
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<td>Facilities Manager</td>
<td>$66.91</td>
<td>$67.41</td>
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<td>Operations Manager</td>
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<td>RPIE Technician I</td>
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<td>561210FAC</td>
<td>RPIE Technician II</td>
<td>$151.00</td>
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<tr>
<td>561210FAC</td>
<td>Quality Control and/or Safety Manager</td>
<td>$70.70</td>
<td>$71.23</td>
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<td>561210FAC</td>
<td>General Clerk II**</td>
<td>$32.57</td>
<td>$45.46</td>
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<tr>
<td>561210FAC</td>
<td>Service Order Dispatcher**</td>
<td>$32.57</td>
<td>$45.46</td>
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<tr>
<td>561210FAC</td>
<td>Custodial Supervisor</td>
<td>$25.42</td>
<td>$25.61</td>
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<tr>
<td>561210FAC</td>
<td>Facilities Supervisor</td>
<td>$78.68</td>
<td>$79.27</td>
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<tr>
<td>561210FAC</td>
<td>Operations Supervisor</td>
<td>$66.91</td>
<td>$67.41</td>
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<tr>
<td>561210FAC</td>
<td>Trades Supervisor</td>
<td>$43.54</td>
<td>$43.87</td>
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<tr>
<td>561210FAC</td>
<td>Alarm Monitor II**</td>
<td>$43.40</td>
<td>$60.58</td>
</tr>
<tr>
<td>561210FAC</td>
<td>Boiler Tender II**</td>
<td>$43.40</td>
<td>$60.58</td>
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<tr>
<td>561210FAC</td>
<td>Carpenter, Maintenance**</td>
<td>$41.36</td>
<td>$57.72</td>
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<tr>
<td>561210FAC</td>
<td>Carpet Layer II**</td>
<td>$33.66</td>
<td>$46.99</td>
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<td>561210FAC</td>
<td>Electrician II**</td>
<td>$43.40</td>
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<td>Electronics Technician, Maintenance II**</td>
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<td>561210FAC</td>
<td>Engineering Technician II**</td>
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<td>561210FAC</td>
<td>Fire Alarm System Mechanic**</td>
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<td>Fuel Distribution System Operator**</td>
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<td>561210FAC</td>
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<td>Heating, Refrigeration and A/C Mechanic**</td>
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<td>SCA Eligible Contract Labor Category</td>
<td>SCA Equivalent Code Title</td>
<td>WD Number</td>
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<tr>
<td>General Clerk II</td>
<td>01112 – General Clerk II</td>
<td>2015-5216</td>
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<tr>
<td>Service Order Dispatcher</td>
<td>01320 - Service Order Dispatcher</td>
<td>2015-5216</td>
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<tr>
<td>Alarm Monitor</td>
<td>27004 – Alarm Monitor</td>
<td>2015-5216</td>
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<tr>
<td>Boiler Tender</td>
<td>25010 – Boiler Tender</td>
<td>2015-5216</td>
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<td>Carpenter, Maintenance</td>
<td>23130 - Carpenter, Maintenance</td>
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<tr>
<td>Carpet Layer</td>
<td>23140 - Carpet Layer</td>
<td>2015-5216</td>
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<tr>
<td>Electrician</td>
<td>23160 – Electrician, Maintenance</td>
<td>2015-5216</td>
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<tr>
<td>Electronics Technician, Maintenance II</td>
<td>23182 – Electrician Technician Maintenance II</td>
<td>2015-5216</td>
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<tr>
<td>Engineering Technician II</td>
<td>30082 – Engineering Technician II</td>
<td>2015-5216</td>
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<tr>
<td>Fire Alarm System Mechanic</td>
<td>23290 - Fire Alarm System Mechanic</td>
<td>2015-5216</td>
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<tr>
<td>General Maintenance Worker</td>
<td>23370 - General Maintenance Worker</td>
<td>2015-5216</td>
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<tr>
<td>General Maintenance Worker II</td>
<td>23370 - General Maintenance Worker</td>
<td>2015-5216</td>
<td></td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
| Housekeeping Aide I | 11122 – Housekeeping Aide | 2015-5216 |
| Housekeeping Aide II | 11122 – Housekeeping Aide | 2015-5216 |
| Laborer | 23470 - Laborer | 2015-5216 |
| Locksmith | 23510 - Locksmith | 2015-5216 |
| Machinery Maintenance Mechanic | 23530 – Machinery Maintenance Mechanic | 2015-5216 |
| Maintenance Trades Helper | 23580 – Maintenance Trades Helper | 2015-5216 |
| Plumber, Maintenance | 23810 – Plumber, Maintenance | 2015-5216 |
| Sewage Plant Operator | 25040 – Sewage Plant Operator | 2015-5216 |
| Stationary Engineer | 25070 – Stationary Engineer | 2015-5216 |
| Ventilation Equipment Tender | 25190 – Ventilation Equipment Tender | 2015-5216 |
| Warehouse Specialist | 21410 – Warehouse Specialist | 2015-5216 |

The Davis Bacon Act (DBA) is applicable to this contract and it includes DBA eligible labor categories. The prices for the cited DBA labor categories are based on the U.S. Department of Labor General Decision Number(s) identified in the DBA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower DBA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

| DBA Eligible Contract Category | State | Construction Type(s) | Davis-Bacon Act WD # |
| Painter, Maintenance | Texas | Building | TX20190254 |

**DBA Pricing**

| Labor Categories | GSA Price (inclusive of IFF) | Davis-Bacon Act WD # | Modification Number |
| Painter, Maintenance | $41.36 | TX20190254 | 3 |

**ANCILLARY SUPPLIES and/or SERVICES**

<p>| SINS | Supplier | Website |
| ANCILLARY | Amsco | <a href="http://www.amscostore.com/">http://www.amscostore.com/</a> |
| ANCILLARY | Apple Valley Glass &amp; Door | <a href="http://www.applevalleymg.com/">http://www.applevalleymg.com/</a> |
| ANCILLARY | Blaydes Lock &amp; Security | <a href="http://www.blaydeslock.com/">http://www.blaydeslock.com/</a> |
| ANCILLARY | Boland | <a href="http://www.boland.com/">http://www.boland.com/</a> |</p>
<table>
<thead>
<tr>
<th>ANCILLARY</th>
<th>Company Name</th>
<th>Website Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANCILLARY</td>
<td>Capital Compressor Inc</td>
<td><a href="http://www.capitalcompressor.com/">http://www.capitalcompressor.com/</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Capitol Building Supply</td>
<td><a href="http://www.cbsi.net/">http://www.cbsi.net/</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>CB Flooring</td>
<td><a href="http://www.cbfloorind.com/">http://www.cbfloorind.com/</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Connectrac</td>
<td><a href="https://connctrac.com/wireways">https://connctrac.com/wireways</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Cosmos Air Purification</td>
<td><a href="http://www.hvacfilter.com/">http://www.hvacfilter.com/</a></td>
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<tr>
<td>ANCILLARY</td>
<td>Distribution International</td>
<td><a href="http://www.distributioninternational.com/">http://www.distributioninternational.com/</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Duron Paints &amp; Wallcoverings</td>
<td><a href="http://www.duronpaintswallcoverings.com/">http://www.duronpaintswallcoverings.com/</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Engineers Outlet</td>
<td><a href="https://engineers-outlet.hub.biz/">https://engineers-outlet.hub.biz/</a></td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ferguson Enterprises</td>
<td><a href="http://www.ferguson.com/">http://www.ferguson.com/</a></td>
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<tr>
<td>ANCILLARY</td>
<td>Filtrex Company</td>
<td><a href="http://www.tfcfiltrex.com/">http://www.tfcfiltrex.com/</a></td>
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<tr>
<td>ANCILLARY</td>
<td>Global Industrial Market Place</td>
<td><a href="http://www.globalindustrial.com/">http://www.globalindustrial.com/</a></td>
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<td>ANCILLARY</td>
<td>Grainger</td>
<td><a href="https://www.grainger.com/">https://www.grainger.com/</a></td>
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<td>ANCILLARY</td>
<td>Home Depot</td>
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<td>ANCILLARY</td>
<td>Humanscale Corporation</td>
<td><a href="http://www.humanscale.com/">http://www.humanscale.com/</a></td>
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<td>ANCILLARY</td>
<td>KELE</td>
<td><a href="http://www.kele.com/">http://www.kele.com/</a></td>
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<td>ANCILLARY</td>
<td>Lowes</td>
<td><a href="http://www.lowes.com/">http://www.lowes.com/</a></td>
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<td>ANCILLARY</td>
<td>McMaster-Carr Supply</td>
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<td>ANCILLARY</td>
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<td>ANCILLARY</td>
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<td>ANCILLARY</td>
<td>Re-Form</td>
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<td>ANCILLARY</td>
<td>RFS Equipment Co LLC</td>
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<td>ANCILLARY</td>
<td>Sherwin Williams</td>
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<td>State Chemical Solutions</td>
<td><a href="https://statechemical.com/">https://statechemical.com/</a></td>
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</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

PROGRAM MANAGER
Minimum/General Experience: 10 years managing and supervising O&M projects in a related environment.

Functional Responsibility: Position is responsible for the overall responsibility for the IDIQ contract’s total O&M program and serves as the single point of contact and liaison between the Contracting Officer and the contractor. The Program Manager will monitor customer satisfaction and feedback from the Project Managers and any monthly reports that have a subpar reporting. If the Project Managers are not able to resolve the customer complaint then the Program Manager will engage and resolve the issue. The Program Manager will be responsible to monitor PM, CM, Technical Instruction (TI) and PBS Task Order completion rates. If at any time the rate of percentage or scheduled completion dates falls below the contract requirements the Program Manager will engage and provide a corrective action until resolved.

Minimum Education: A bachelor’s degree or equivalent related experience.

REGIONAL MANAGER/OPERATIONS MANAGER
Minimum/General Experience: 6 years managing and supervising O&M projects in a related environment.

Functional Responsibility: Has overall responsibility for managing several O&M project(s) and/or task orders, or has direct responsibility for all O&M efforts for a particular Task Order region. The Regional Manager/Operations Manager will be the main focal point for overall Regional Project Quality Control. He will also be the primary point of contact for Project Managers to address any onsite operations, maintenance, personnel or other resource related inquiries. The Regional Manager/Operations Manager provides guidance and updates to the Project Managers/CMMs on any standards, code changes and policies that may affect the day to day operations of the Task Order. The Regional Manager/Operations Manager will attend meetings with FM/COR upon request and continuously monitor customer satisfaction at each assigned Task Order site by reviewing DMLSS reports, monthly reports and customer complaints of any form. The Regional Manager/Operations Manager will report the occurrences to the Program Manager.

Minimum Education: A bachelor's degree or equivalent experience.

PROJECT MANAGER
Minimum/General Experience: 6 years of related experience in a related environment.

Functional Responsibility: Position is responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures and guidelines. Is responsible for acquiring follow-on business associated with assignment. May be designated Corporate Monitor.

Integrates technical solutions into business process requirements. Manages program/technical support operations involving multiple projects/task orders and personnel at single locations. Organizes, directs, and coordinates the planning and execution of all project/technical support activities. Recommends (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific project/technical activities as well as problems, issues, or...
conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers.

Minimum Education: A bachelor's degree or equivalent related experience.

**CONTRACT MAINTENANCE MANAGER I (CMM I)**

Minimum/General Experience: 5 years’ experience in a Health Care business occupancy medical facility O&M or a minimum five (5) years’ verifiable experience servicing and/or renovating commercial buildings, including management of a diversified work force responsible for operations, maintenance and repair of commercial building infrastructure systems.

Functional Responsibility: Position is responsible for the overall responsibility for the Task Order’s on‐site O&M program at outpatient facilities. The CMM I serves as the single point of contact and liaison between the Contracting Officers Representative (COR) and/or Facility Manager and the contractor and has the authority to act on behalf of the contractor. Manages program/technical support operations involving multiple projects/task orders and personnel at single locations. Organizes, directs, and coordinates the planning and execution of all project/technical support activities. Recommends (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific project/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers.

Be knowledgeable with the various codes and standards applicable to the O&M tasks covered by the PWS, TJC, NFPA, EPA, and OSHA codes and standards. The CMM shall be able to read, write, speak, and understand English fluently and have Microsoft Office Suites basic computer skills.

Minimum Education: A bachelor's degree or equivalent related experience.

**CONTRACT MAINTENANCE MANAGER II (CMM II)**

Minimum/General Experience: Technically qualified in the field of Healthcare Occupancy Facilities Management and shall have minimum, five (5) years’ verifiable experience in a bedded medical facility managing operations and maintenance, including the management of a large diversified work force to include trade, technical and professional.

Functional Responsibility: Position is responsible for the overall responsibility for the Task Order’s on-site O&M program at inpatient/ambulatory facilities. The CMM II serves as the single point of contact and liaison between the Contracting Officers Representative (COR) and/or Facility Manager and the contractor and has the authority to act on behalf of the contractor. Manages program/technical support operations involving multiple projects/task orders and personnel at single locations. Organizes, directs, and coordinates the planning and execution of all project/technical support activities. Recommends (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific project/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers. Be knowledgeable with the various codes and standards applicable to the O&M tasks covered by the PWS, TJC, NFPA, EPA, and OSHA codes and standards. The CMM shall be able to read, write, speak, and understand English fluently and have Microsoft Office Suites basic computer skills.
Minimum Education: A bachelor's degree or equivalent related experience. A current Certified Health Care Facility Manager (CHFM) certificate is preferred.

**FACILITIES MANAGER**

Minimum/General Experience: 4 or more years of related facilities management experience.

Functional Responsibility: Manages the activities affecting the installation, operation, and maintenance of buildings, equipment, and utilities. This manager monitors building structural and aesthetics integrity and the maintenance of electrical, water, and mechanical systems and is responsible for maintenance activities for facility, grounds, and landscaping. May supervise related subcontractors and services.

Minimum Education: A bachelor's degree or equivalent experience.

**OPERATIONS MANAGER**

Minimum/General Experience: 5 years’ experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility: Responsible for operation of a site, base or plant. Activities include start-up, control and shutdown of equipment in accordance with environmental standards. Position manages the maintenance, repair, construction and operation of all assigned systems and supporting responsibility for work control, planning, infrastructure, facility support and/or plant operations. Individual is responsible for maintenance and operation of facilities to ensure cost-effective and reliable support.

Identifies all infrastructure work required to include: pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, lighting, etc.

Minimum Education: A bachelor's degree or equivalent in civil, mechanical or electrical engineering.

**REAL PROPERTY INSTALLED EQUIPMENT (RPIE) TECHNICIAN I**

Minimum/General Experience: 15 years’ experience in medical facility operations and maintenance facility.

Functional Responsibility: Has overall responsibility for conducting the Real Property Installed Equipment Inventory and validating real property at business and clinical occupancy medical treatment facilities. Has extensive knowledge of critical building systems and equipment, including all sub-system components and equipment nomenclature. Responsibilities include managing and supervising Technicians performing equipment Inventory and validating real property at business and clinical occupancy medical treatment facilities. Prepares initial RPIE QC Plan, develops RPIE Inventory Plan, and prepares progress reports. Performs physical inventorying to validate existing inventory, takes photographic evidence, records data, prepares and attaches equipment labels, trouble shoots conflicting data and identifies equipment abandoned in place. The RPIE Technician I shall have up-to-date knowledge of codes, standards, directives, and criteria governing the operation, maintenance and repair of medical treatment facilities, including, applicable Department of Defense (DoD) agency guidance, Unified Facilities Criteria (UFC), National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA). Has in-depth experience using the Defense Medical Logistics Standard Support (DMLSS) system, including entering equipment, modifying system data and running reports...
such as, RPSS Nomenclatures Report, RPSS Procedures Report and Facility Systems Inventory (FSI) report.

Minimum Education: A bachelor's degree in Mechanical Engineering or equivalent experience.

REAL PROPERTY INSTALLED EQUIPMENT (RPIE) TECHNICIAN II

Minimum/General Experience: 10 years’ experience in medical facility operations and maintenance facility.

Functional Responsibility: Has responsibility for conducting the Real Property Installed Equipment Inventory and validating real property at business and clinical occupancy medical treatment facilities. Has knowledge of critical building systems and equipment, including all sub-system components and equipment nomenclature. Performs physical inventorying to validate existing inventory, takes photographic evidence, records data, prepares and attaches equipment labels, trouble shoots conflicting data and identifies equipment abandoned in place. The RPIE Technician II shall have adequate knowledge of codes, standards, directives, and criteria governing the operation, maintenance and repair of medical treatment facilities, including, applicable Department of Defense (DoD) agency guidance, Unified Facilities Criteria (UFC), National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA). Has in-depth experience using the Defense Medical Logistics Standard Support (DMLSS) system, including entering equipment, modifying system data and running reports such as, RPSS Nomenclatures Report, RPSS Procedures Report and Facility Systems Inventory (FSI) report.

Minimum Education: A bachelor's degree or equivalent experience.

QUALITY CONTROL AND/OR SAFETY MANAGER

Minimum/General Experience: 3 years’ of progressively responsible quality management/quality control experience.

Functional Responsibility: Responsible for organizing highly complex activities for the development, implementation, and maintenance of quality control projects and plans. Develops and defines major and minor characteristics of quality, including metrics and scoring parameters, and determines requisite quality control resources for specific task orders. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle. Develops and implements quality control methodologies to ensure compliance with quality assurance concepts, standards, guidelines, practices, and procedures.

Minimum Education: Bachelor's degree in Management, Computer Science, Business Administration or other appropriate area.

GENERAL CLERK II

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the
proper procedure for each task.
Minimum Education: High school diploma or equivalent; associate's or bachelor's degree preferred.

**SERVICE ORDER DISPATCHER**

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

Minimum Education: High school diploma or equivalent.

**CUSTODIAL SUPERVISOR**

Minimum/General Experience: Minimum of 5 years experience including two years experience in a responsible supervisory role directing staff of service employees.

Functional Responsibility: Oversees and supervises the custodial care of facility. Plans, schedules and inspects the work of all custodial staff and ensures the quality and cost effectiveness of all work performed, including preparations for special events. Develops procedures and standards for custodial services and ensures that established procedures are followed. Establishes and implements training programs in areas such as cleaning methods and techniques, proper use and care of equipment, and safety. Researches cleaning products, maintains inventories, and prepares requisitions for all supplies, parts, and materials used by the custodial unit. Maintains files of custodial purchases vendors and inspections, service work, and overtime schedules, maintenance and service manuals, employee records, work order completions summer conferences, linen needs, etc. Orders and supplies uniforms to subordinate employees. Must be familiar with job safety equipment and the tools required to perform the jobs. Conducts cost versus effectiveness tests for new products ordered. Ensures all equipment is in proper working condition including carts, steam cleaners, etc. Tracks equipment repair budget, orders replacement items and works with vendors regarding repairs to existing equipment. Demonstrate willingness and ability to work independently and under unpleasant conditions such as in dusty and dirty areas, or in extreme heat or cold, to adhere to standards and plans and to maintain confidentiality.

Bilingual in Spanish and English may be required.

Minimum Education: High school diploma or equivalent preferred.

**FACILITIES SUPERVISOR**

Minimum/General Experience: Three to five years of experience in related field is required.

Functional Responsibility: Functions as point of contact for communications and services at a specific facility. Maintains files on repair and service contracts and plays major role in facility equipment purchase decisions. Manages facility relocation, maintenance and construction interfaces, when appropriate.
Minimum Education: A bachelor's degree in business administration, or related field of study. An additional four years’ experience can be substituted for the degree.

**OPERATIONS SUPERVISOR**

Minimum/General Experience: Five years’ experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility: Responsible for supervising operation of a site, base or plant. Activities include start-up, control and shutdown of equipment in accordance with environmental standards. Position supervises the maintenance, repair, construction and operation of all assigned systems. Individual is responsible for supervision of maintenance and operation of facilities to ensure cost-effective and reliable support. Supervises all infrastructure work required to include: pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, lighting, etc.

Minimum Education: A high school diploma or equivalent experience.

**TRADES SUPERVISOR**

Minimum/General Experience: Five years’ experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility: Working Supervisor of Carpenters, Painters, Roofers, and other tradesmen including but not limited to evaluation, discipline, assigning and inspecting work, and reviewing time sheets/job sheets/work orders. Responsible for the upkeep and maintenance of building envelope, architectural features such as doors, windows, walls, glazing, and associated equipment and finishes to ensure the highest level of building integrity and aesthetic appeal. Promotes a safe working environment, schedules service orders and projects to ensure the timely completion of work requests. Interfaces with subcontractors to ensure accomplishment of subcontracted work in accordance with specifications and other relevant contract terms. Maintains written records including but not limited to time sheets, work orders and inventory control.

Minimum Education: A high school diploma or equivalent experience.

**ALARM MONITOR**

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

Minimum Education: High school diploma or equivalent.
BOILER TENDER

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

Minimum Education: High school, trades diploma or equivalent.

CARPENTER, MAINTENANCE

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High school, trades diploma or equivalent.

CARPET LAYER

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor. Measures and cuts carpeting to size, using carpet knife. Lays padding and places carpeting on top of padding. Cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections. Installs metal edging and metal door strips. May lay carpet tiles, applying adhesive to floor. May transport carpeting to installation site.

Minimum Education: High school, trades diploma or equivalent.

ELECTRICIAN

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Repairs, tests, and maintains electrical equipment, machinery, and systems such as generators, alternators, motors, and intercommunication systems. Makes inspection rounds of electrical equipment and maintains records and schedules of tasks and inspections.

Minimum Education: High school, trades diploma or equivalent.
ELECTRONICS TECHNICIAN, MAINTENANCE II

Minimum/General Experience: 5 years of experience within field.

Functional Responsibility: Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

Minimum Education: High school, trades diploma or equivalent.

ENGINEERING TECHNICIAN II

Minimum/General Experience: 5 years of experience within field.

Functional Responsibility: Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as: Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Minimum Education: High school, trades diploma or equivalent.

FIRE ALARM SYSTEM MECHANIC

Minimum/General Experience: 3 years of experience within field.

Functional Responsibility: Inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards. Inspects fire alarm equipment visually and replaces defective components. Tests initiating and signal circuits, detectors, and system transmitter and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.

Minimum Education: High school, trades diploma or equivalent.

FUEL DISTRIBUTION SYSTEM OPERATOR

Minimum/General Experience: 3 years of experience within field.

Functional Responsibility: Receives, stores, transfers, and issues fuel through pipelines at main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge.
Prepares and checks receiving or ship’s documents. Connects lines, grounding wires, and loading and offloading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Minimum Education: High school, trades diploma or equivalent.

**GENERAL MAINTENANCE WORKER**

Minimum/General Experience: 1 year of experience within field.

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

Excluded are:
1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;

Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Minimum Education: High school, trades diploma or equivalent.

**GENERAL MAINTENANCE WORKER II**

Minimum/General Experience: 2 years of experience within field.

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

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter’s hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
HEATING, REFRIGERATION AND AIR-CONDITIONING MECHANIC

Minimum/General Experience: 3 years of experience within field.

Functional Responsibility: Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation.

Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: High school, trades diploma or equivalent.

HOUSEKEEPING AIDE I

Minimum/General Experience: 1 year of experience within field.

Functional Responsibility: Cleans and supplies patient rooms, wards, nursing stations, lounges, lavatories, bathrooms, offices, and any other areas, as assigned, in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning devices such as light mops, small wringers, dusters, household-type vacuum cleaners, and other necessary tools, chemicals, and supplies. Performs specific cleaning tasks, including dusting horizontal surfaces; emptying waste baskets and removing trash; damp-wiping furniture; cleaning and polishing metal and porcelain bathroom fixtures; dry-mopping and sanitizing floors of rooms and offices; spot-cleaning walls and windows; replenishing room supplies; making beds; and sorting and distributing linen. Assists in cleaning emergency spills observed or on request. Maintains assigned equipment for cleanliness and has repairs made when needed. Reports needed repairs to equipment, furniture, building, and fixtures. In case of fire or other internal emergency assists in escorting ambulatory patients to exits. In case of a community disaster assists nurses in making extra beds, and performs other duties as assigned.

Minimum Education: High school, trades diploma or equivalent.
HOUSEKEEPING AIDE II

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dry- and wet-mops floors.

Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside. Moves furniture and sets up meeting rooms. Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed. Reports need for repairs to hospital equipment, furniture, building and fixtures.

Assists in moving patients in case of fire, disaster or emergency evacuation. Assists security personnel in restraining disturbed patients in psychiatric wards.

Minimum Education: High school, trades diploma or equivalent.

LABORER

Minimum/General Experience: 1 year of experience within field.

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

Minimum Education: High school, trades diploma or equivalent.

LOCKSMITH

Minimum/General Experience: 3 years of experience within field.

Functional Responsibility: Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Minimum Education: High school, trades diploma or equivalent.
MACHINERY MAINTENANCE MECHANIC

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Education: High school, trades diploma or equivalent.

MAINTENANCE TRADES HELPER

Minimum/General Experience: 1 year of experience within field.

Functional Responsibility: Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Minimum Education: High school, trades diploma or equivalent.

PAINTER, MAINTENANCE

Minimum/General Experience: 1 year of experience within field.

Functional Responsibility: Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High school, trades diploma or equivalent.

PLUMBER, MAINTENANCE

Minimum/General Experience: 2 years of experience within field.

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

Minimum Education: High school, trades diploma or equivalent.

SEWAGE PLANT OPERATOR

Minimum/General Experience: 2 years of experience within field.

Functional Responsibility: Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage: Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Maintains log of operations and records meter and gas readings. Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance. May collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. May operate and maintain power generating equipment to provide steam and electricity for plant.

Minimum Education: High school, trades diploma or equivalent.

STATIONARY ENGINEER

Minimum/General Experience: 3 years of experience within field.

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

Minimum Education: High school, trades diploma or equivalent.

VENTILATION EQUIPMENT TENDER

Minimum/General Experience: 2 years of experience within field.

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

Cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

Minimum Education: High school, trades diploma or equivalent.

WAREHOUSE SPECIALIST

Minimum/General Experience: 1 year of experience within field.

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

Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Minimum Education: High school, trades diploma or equivalent.