Multiple Award Schedule

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

**Contract Number:** 47QSHA20D000Y

**Contractor Name:** Chimes District of Columbia, Inc. dba Chimes DC

**Contract Period:** December 14, 2019 through December 13, 2024

**Federal Supply Groups:** Facilities and Miscellaneous

**Address:** 4815 Seton Drive
Baltimore, MD 21215

**Contract Admin Phone Number:** 410-627-6343

**Contract Admin Fax Number:** 410-358-1747

**Contract Admin E-mail:** Robin.Kandel@chimes.org

**Website:** www.chimes.org

**Contract Administrator:** Robin Kandel

**Business Size:** Other than Small Business

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at gsa.gov

Pricelist effective through modification PA-0012, dated April 15, 2022
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Overview

Chimes District of Columbia, Inc. is a leading Facilities Support Services provider offering Operations and Maintenance and other related services to government and commercial properties. Founded in 1947, Chimes District of Columbia (DC) has more than 1,000 employees supporting 23 Federal and State customers. Our mission is to deliver expert, cost effective services to our customers, while providing meaningful employment opportunities to individuals with significant disabilities.

We base our O&M and other related facilities support services on the principles of “Systems Thinking”. This approach understands a facility as a complex set of interdependent systems, in which actions in one area have measurable impacts on the safe and efficient operation of the whole. We deliver innovative, customized, turn-key program management with customer-focused and performance-based results.

Core Competencies

Chimes DC integrates high standards for compliance, quality assurance, safety, sustainability, and program management. Teamwork, collaboration and communication with customers and site managers empowers us to meet mission critical goals. Our core competencies include:

**Operations and Management:**
- Complete Facilities Maintenance (CFM) and Support Services
- Administrative Support Services
- Operations and Maintenance (O&M) Services
- Building Automation Systems (BAS)
- Information Technology Support- Help Desk, CMMS
- Green Janitorial Services
- Computer Aided Drafting and Design (CADD)
- Warehouse & Logistics Support

**Inspection, Testing and Maintenance:**
- HVAC, Mechanical, Electrical and Plumbing (MEP) Systems
- Fire Alarm Systems
- Sprinkler Systems, Dry Chemical & Wet Chemical Systems
- Architectural and Structural Systems
- Portable Fire Extinguishers
- Smoke Control and Management Systems
Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Special Item Number Description</th>
<th>Description Page</th>
<th>Awarded Price Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC/RC</td>
<td>Complete Facilities Maintenance and Management</td>
<td>7-23</td>
<td>34-36</td>
</tr>
<tr>
<td>ANCRA/RC</td>
<td>Ancillary Repair and Alterations</td>
<td>24-33</td>
<td>34-36</td>
</tr>
<tr>
<td>ANCILLARY/RC</td>
<td>Ancillary Supplies and Services</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>OLM/RC</td>
<td>Order-Level Materials (OLM)</td>
<td>Defined at Order Level</td>
<td>Defined at Order Level</td>
</tr>
</tbody>
</table>

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

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Pages 7-33

2. Maximum order:

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC/RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>ANCRA/RC</td>
<td></td>
</tr>
<tr>
<td>ANCILLARY/RC</td>
<td>$250,000</td>
</tr>
<tr>
<td>OLM/RC</td>
<td></td>
</tr>
</tbody>
</table>

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic and Overseas

5. Point of production: U.S.

6. Discount from list prices or statement of net price: Prices shown herein are net prices

7. Quantity discounts: None

8. Prompt payment terms: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items: N/A

10a. Time of delivery: TBD at Task Order Level

10b. Expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent requirements: Please note the Urgent Requirements clause of this contract and contact contractor

11. F.O.B. Point: Destination

12a. Ordering address: Chimes District of Columbia, Inc. dba Chimes DC
Attn: Sharon Florey
4815 Seton Drive
Baltimore, MD 21215
Sharon.Florey@chimes.org

12b. 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.

13. Payment address: Chimes District of Columbia, Inc. dba Chimes DC
Attn: Sharon Florey
4815 Seton Drive
Baltimore, MD 21215
Sharon.Florey@chimes.org

14. Warranty provision: Standard Commercial Warranty

15. Export packing charges, if applicable: N/A

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

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

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A
20. List of participating dealers (if applicable): N/A

21. Preventative maintenance (if applicable): N/A

22a. Environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www-section508.gov/N/A

23. Unique Entity Identifier (UEI) Number: D U N S is 825830961 and SAM UEI is NUCDUSULPDF7

24. Notification regarding registration in System for Award Management (SAM) database: Chimes District of Columbia, Inc. dba Chimes DC is registered in the System for Award Management (SAM) database.
Labor Category Descriptions
SIN 561210FAC

General Requirement Alternatives for all Categories:

Chimes DC appreciates the value of education and experience in every position. The following general requirement alternatives for experience or education apply to all categories.

a. Where it is critical to understand how to perform specific tasks, the required education can be substituted with knowledge gained through relevant, on-the-job experience where two years of specific work experience or supervisory experience can substitute for 1 year of college.

b. One year of college at the undergraduate, graduate, or specifically focused instruction can substitute for two years of experience.

c. A high school diploma can be substituted with a General Education Diploma (GED).

Exempt Labor Categories (Professional)

Project Manager

Functional Responsibility:
Provides management, technical support and supervision of all contract operations; reviews and evaluates project timelines beginning to completion; scheduling; personnel; procurement; safety; monitors quality control, customer feedback and performance standards; budgeting; subcontractor selection; proposal preparation; management plan development and implementation; deliverable management; identifying and analyzing trends for metrics; develop plans for correction and all other duties required to ensure customer satisfaction. Attends all project meetings and acts as point of contact for customers. Knowledgeable of mechanical and custodial systems and processes. Familiar with Federal, State, and local as well as GSA and OSHA rules and regulations.

Experience:
Minimum 7 years of experience

Education:
Bachelor's degree

Assistant Project Manager

Functional Responsibility:
Assists Project Manager with daily operations; scheduling; subcontractor management and subcontractor project management; quality control, customer service and employee relations; budgeting; establishing and monitoring Preventive Maintenance and Safety Programs; and inventory and deliverables management. Serves as primary contact in the absence of the Project Manager. Knowledgeable of mechanical and custodial systems and processes. Familiar with Federal, State, and local as well as GSA and OSHA rules and regulations.

Experience:
Minimum 5 years of experience

Education:
Bachelor's degree
**Operations Manager**

**Functional Responsibility:**
Serves as Program Manager when the Program Manager is absent; assists in overseeing the designated Preventive Maintenance Program; manages daily operations for building and grounds; evaluates project scopes and status; assists in providing technical support and supervision of all contract operations; oversees project work and timelines; assists in monitoring quality control and monitoring customer satisfaction; helps to identify trends and reports to the proper personnel; may attend project/contract meetings as required. Must be able to understand, speak, read, and write English competently. Must be familiar with Federal, State, local as well as OSHA rules and regulations. Must possess demonstrated knowledge of facility operations, mechanical and utility systems. Certification by a licensed organization preferred.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum Associate Degree

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**Chief Engineer**

**Functional Responsibility:**
Efficiently manages the operations, repairs, and maintenance of building systems to include HVAC, plumbing, electrical, and other mechanical systems. Assists in managing preventive maintenance schedules and tracking completion of work; budgets; subcontractor/vendor service and appointments; ensures efficiency of building’s energy systems; maintains equipment service and warranty documentation; manages inventory/tool control; develops and implements standard operating procedures for subordinates as well as prepare and implement training. May train, evaluate, and supervise lower level technicians. Knowledgeable of mechanical and technical systems. Familiar with Federal, State, and local as well as GSA and OSHA rules and regulations.

**Experience:**
Minimum 6 years of experience

**Education:**
Bachelor’s degree

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**Mechanical Engineer**

**Functional Responsibility:**
Researches, designs, develops, builds, and tests mechanical and thermal sensors, equipment, systems, components and devices to keep operations efficient. This includes tools, engines, and machines. Duties can include but are not limited to preparing request for proposals; budgeting; enforcing safety plans; analyzing test results; investigating equipment failures; diagnosing faulty operations; offering remedies and implementing corrections using analysis and/or CADD by designing and/or redesigning mechanical and thermal devices; contacting, directing and coordinating personnel in related activities to integrate the technical work of maintaining, operating, and repairing equipment. May train, evaluate and supervise lower level technicians. Familiar with Federal, State, and local as well as GSA and OSHA rules and regulations in addition to computer assisted engineering and design software (CADD).

**Experience:**
Minimum 5 years of experience

**Education:**
Bachelor’s degree
Logistics Manager

Functional Responsibility:
Oversees daily management of all logistics operations, monitors material and equipment movement with direct support from procurement; creates plans and timelines to ensure, and improve when necessary, efficiencies; coordinates with internal staff and external vendors to perform daily tasks; monitors all movement, storage and documentation of internal and government furnished supplies and property/inventory, mail and packages; also responsible for fleet management including vehicle dispatch, and general logistics services; and assists customer with the issuing and turning-in of real property. May use financial management/accounting best practices to provide professional functional support and services such as analysis, input and reconciliation the contract; develop and implement innovative processes and procedures; review, analyze, and interpret documents and reports for trend analysis, metrics data reporting, efficiency and to develop effective corrective measures; review, approve, and maintain procurement activities and requisition documentation; create and update work breakdown structures; maintain data; coordinate project timelines and materials with internal and external stakeholders; provide various internal and customer reports as needed; maintains preventative maintenance schedules. Familiarity with GFEBS and relevant financial management and/or accounting experience is preferred.

Experience:
Minimum 5 years of experience.

Education:
Minimum Bachelor’s Degree

System Support Specialist

Functional Responsibility:
Follows all procedures and policies to maintain and secure Government issued computer equipment; submits trouble tickets using a NEC Remedy account or similar; coordinates IT requirements; ensures authorized personnel have access to approved networks and equipment; maintains and updates SOP’s for usage per customer request; may issue passwords, monitor computer usage, and ensure proper IT security measures are followed. Must have demonstrated knowledge of a wide range of IT standards, principles, concepts, methods, policies, and approaches. Knowledge of security principles and methods.

Experience:
Minimum 5 years of experience.

Education:
Minimum Bachelor’s Degree

Quality Control Specialist

Functional Responsibility:
Ensures all services are performed in a satisfactory manner; schedules and specifies areas to be inspected; develops, implements, and revises protocol on how inspections should be completed; compiles complex reports and graphs identifying trends; suggest plans of improvement and corrective measures; proposes creative and innovative methodologies and equipment to improve efficiencies; and acts on behalf of the contractor in all quality control matters. Must have knowledge of green cleaning principles, and quality and safety standards; familiarity with CIMS preferred. Experience performing quality control inspections is preferred. CIMS certification preferred.

Experience:
Minimum 5 years of experience

Education:
Minimum Associate Degree

**Safety Specialist**

**Functional Responsibility:**
Educates employees on following safety protocols; facilitates trainings; monitors daily activities and irregularities; conducts safety inspections on operations, training and record-keeping; follows-up to ensure the closure of deficiencies found such as unsafe or non-compliant conditions/actions; responds to emergency situations; may develop and implement, and enforce safety training programs and procedures; investigate on-site accidents and prepare reports; assist with procuring resources for corrective action; Must be knowledgeable in Microsoft Office computer applications, including presentation software; have excellent written and verbal communication skills; and able to work independently. OSHA certification preferred.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum Bachelor’s Degree

**Risk Management Specialist**

**Functional Responsibility:**
Designs and implements risk management, health, and safety training and programs; performs risk assessments by analyzing current risks and identifying potential risks; maintains records of all company insurance policies and claims; tracks internal and external claims; reviews new opportunities and contracts for operational risk; prepares detailed reports and materials to relay risk to stakeholders (staff, management, and external); and conducts site inspections and audits to ensure compliance. May prepare insurance budgets based on prior history and anticipated risk factors. Must be proficient in Microsoft Office Applications including PowerPoint to prepare presentations. Must have excellent analytical, planning and organizational skills. Must possess excellent written and verbal communication skills, and working knowledge safety and insurance practices.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum Bachelor’s Degree

**Environmental Compliance Specialist**

**Functional Responsibility:**
Ensures work is in compliance with Federal, State, Local and installation environmental laws, rules and plans; maintains and ensures completion and accuracy of SDS information; manages Hazcom and hazardous waste management program; ensures currency of certifications and licenses; produces detailed plans and reports; acts on behalf of contractor in all environmental related matters. May collect and prepare samples for testing to assist external agencies in the detection of contaminants and pollutants. Must be familiar with OSHA regulations. Hazardous waste management training preferred.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum Bachelor’s Degree
**Hazmat Specialist**

**Functional Responsibility:**
Develops, implements, and facilitates training; develops various plans and standard operating procedures; coordinates external training for staff; provides regulatory oversight by conducting routine inspections to ensure compliance with hazardous materials management rules and regulations; enforces regulations and provides corrective actions; responds to emergency situations; develops and oversees processes for the elimination of hazardous materials and conditions; maintains detailed filing system of applications, permits; certifications, and licenses. May perform tests and interpret results; apply for and track the progress of various permit applications. Must have an understanding of complex environmental laws and regulations, be proficient in Microsoft Office Applications; possess excellent written and verbal communication skills, and be able to prioritize and organize work. The ability to read blueprints and engineering drawings is a plus. May possess, be able to obtain, OSHA Hazardous Waste Certification

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum Bachelor’s Degree

**Supervisor I**

**Functional Responsibility:**
Assigns daily tasks to staff; gives instruction; creates work schedules to ensure coverage and approves any deviations; develops strategies to improve efficiencies and productivity; assists in enforcing safety and environmental laws, rules and regulations; assists in monitoring and enforcing quality control programs; monitors inventory, material, and tool usage; periodically reviews incoming work orders; ensures completion of work orders; conducts inspections on completed work and informs if corrective action is required; evaluates employee performance. Must have excellent written and verbal communication skills, as well as leadership skills; must be computer literate.

**Experience:**
Minimum 5 years of experience

**Education:**
Minimum high school diploma

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**Non-Exempt Labor Categories (Non-Professional)**

**Accounting Clerk II **

**Functional Responsibility:**
Under assigned adequate supervision, uses knowledge of bookkeeping to post actions to journals; identify subsidiary accounts affected; and make debit and credit entries and assigning proper codes. Posts to registers and ledgers; balances and reconciles accounts; verifies the internal consistency, completeness, and mathematical accuracy of accounting documents; assigns prescribed accounting distribution codes; and examine and verifies the clerical accuracy of various types of reports, lists, calculations, and postings. This accounting level may review computer printouts against manually maintained journals; detect and correct erroneous postings; prepare documents to adjust accounting classifications and other data; and/or review lists of transactions rejected by an automated system. Completed work may be reviewed for accuracy and compliance with procedures. Must be computer literate.

**Experience:**
Minimum 2 years of experience
Education:
Minimum high school diploma

**Accounting Clerk III**

**Functional Responsibility:**
Under supervision or by means of mechanisms built into the accounting process, maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. May review invoices and statements verifying information to ensure sufficient funds have been obligated, and if questionable resolve with the submitting unit determining accounts involved; analyze and reconcile computer printouts with operating unit reports (contracting units, researching causes of discrepancies, and take action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum high school diploma

**Appliance Mechanic**

**Functional Responsibility:**
Installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances using hand tools, tests equipment and follows wiring diagrams and manufacturer’s specifications; connects appliances to power sources and test meters, such as wattmeter, ammeter, or voltmeter; observes readings on meters and graphic recorders, examines appliances during operating cycles to detect excess vibration, overheating, fluid leaks and loose parts; disassembles appliances and examines mechanical and electrical parts; traces electrical circuits; follows diagrams and locates shorts and grounds using ohmmeter; calibrates timers, thermostats and adjusts contact points; cleans and washes parts using wire brushes, buffers, and solvent to remove carbon, grease and dust; replaces worn and/or defective parts such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring; repairs and adjusts appliance motors; reassembles appliances; adjusts pulleys and lubricates moving parts using hand tools and lubricating equipment.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Carpenter**

**Functional Responsibility:**
Uses hand tools and power tools to perform carpentry duties to install, repair, finish, and maintain the building and fixtures to include woodwork; flooring; doors; windows; drywall; framework; masonry work and other general construction tasks. Uses blueprints and drawings to plan projects. Prepares layouts, designs, cuttings, and measures to complete projects according to specifications and regulations. Working knowledge of tools of the trade, building and experience reading blueprints and other drawings essential to operations.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Electrician**

Functional Responsibility:
Performs a variety of low-voltage electrical trade functions and maintenance such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing, maintaining, and/or repairing wiring, control, and lighting systems as well as any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawing layouts or other specifications; locating and diagnosing trouble in the electrical system or equipment; and using a variety of electrician’s hand tools and measuring and testing instruments in accordance with applicable electrical codes. Professional certification from an accredited program or journeyman apprenticeship program and any certifications required by federal, state and local law preferred.

Experience:
Minimum 3 years of experience

Education:
Minimum high school diploma

**Fire Alarm System Mechanic**

Functional Responsibility:
Inspects, services, installs, programs, and performs preventive maintenance and emergency maintenance on fire protection and suppression systems; installs low voltage systems; ensures compliance with all applicable codes and standards; prepares service reports; may terminate devices and panel wiring; tests initiating and signal circuits, detectors, and system transmitters; checks pressure gauges on suppression system storage containers and recharges or replaces containers; must be computer literate. Knowledgeable in NFPA alarm system requirements.

Experience:
Minimum 3 years of experience

Education:
Minimum high school diploma

**Forklift Operator**

Functional Responsibility:
Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport, stack, palletize, and rearrange goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment. May manually stack and/or rearrange good and materials for transport.

Experience:
Minimum 1 year of experience

Education:
Minimum high school diploma

**General Clerk I**

Functional Responsibility:
Follows clearly detailed specific procedures to complete several repetitive clerical steps performed in a prescribed or slightly varied sequence, including but not limited to coding and filing documents in an extensive alphabetical file; simple posting to individual accounts; opening mail; calculating and posting
charges to departmental accounts; operating basic office equipment such as photocopiers, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required. Knowledgeable of computer software and office equipment.

Experience:
Minimum 1 year of experience

Education:
Minimum high school diploma

General Clerk II **
Functional Responsibility:
Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. Steps often vary in type or sequence, depending on the task. Duties could also include answering phones, taking messages, and redirecting calls; maintaining files and records; faxing, sorting and distributing incoming mail; mass mail campaigns; preparing and tracking (as needed) outgoing mail and packages; and data entry. Familiar with office organization. Knowledgeable of computer software and office equipment.

Experience:
Minimum 2 years of experience

Education:
Minimum high school diploma

General Clerk III **
Functional Responsibility:
Completes assignments consisting of numerous steps varying in nature and sequence; selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures; assists in a variety of administrative matters; maintains a wide variety of financial or other records, both manually and electronically; verifies statistical reports for accuracy and completeness; compiles information; handles and adjusts complaints; may also direct lower level clerks. Knowledgeable of computer software and office equipment.

Experience:
Minimum 3 years of experience

Education:
Minimum high school diploma

General Maintenance Worker **
Functional Responsibility:
Conducts routine site and equipment inspections; performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work in this position 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; assists performing preventative maintenance; and performing general maintenance on equipment and machinery under limited supervision. Highly skilled in the use of various hand and power tools.

Experience:
Minimum 2 years of experience
Education:
Minimum high school diploma.

**Grounds Maintenance Laborer**

Functional Responsibility:
Performs landscaping and maintains grounds of industrial, commercial, and/or government property to include buildings, parks, parking lots, playgrounds, and athletic fields in accordance with a specific scope of work. Work may include: Cutting using walk-behind and/or ride-on mowers; trimming and edging around walks, flowerbeds and walls; pruning; weeding; watering lawns and shrubs manually using hoses or by activating a sprinkler system; mulching; planting; snow removal; deicing; other manual labor and maintenance and repairs to fences, gates, benches, tables, guardrails, outbuildings and other structures. Assists in the repair of roads and walkways, and other duties as assigned. Knowledgeable in using lawn, grounds, and snow removal (where applicable) equipment and hand tools.

Experience:
Minimum 1 year of experience
Education:
Minimum high school diploma

**Heavy Equipment Mechanic**

Functional Responsibility:
Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects; dismantles and reassembles equipment; uses hoists and hand tools; examines parts for damage or excessive wear; uses micrometers and gauges; replaces defective engines and subassemblies such as transmissions; and tests overhauled equipment to insure operating efficiency. Welds broken parts and structural embers; may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment; and may repair, adjust and maintain mining machinery, drilling and cutting machines, and continuous mining machines. Must be familiar with and competent in the use of manual and electronic tools of the trade.

Experience:
Minimum 3 years of experience
Education:
Minimum high school diploma

**Heavy Equipment Operator**

Functional Responsibility:
Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scraper attachments; equipment used to excavate, load, or move dirt, gravel or other materials; may read and interpret grade and slope stakes and simple plans, grease, adjust and make minor repairs to equipment. Must have any/all licenses required by local and state regulations.

Experience:
Minimum 3 years of experience
Education:
Minimum high school diploma
HVAC Mechanic **

Functional Responsibility:
Utilizes knowledge of refrigeration theory, pipefitting, and structural layout in the installation, maintenance, repair, and replacement of large and small HVAC systems and refrigeration equipment; performs scheduled maintenance inspections and processes; mounts compressor and condenser units using hand tools; follows blueprints or engineering specifications; fabricates, assembles and installs ductwork and other equipment; cuts and threads pipes using machine threading or hand threading equipment; joins tubing or pipes to various refrigeration via sleeves, couplings or unions, and solders joints using torch, forming complete circuit for refrigerant. 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; tests compressors and adds Freon gas to build up prescribed operating pressure; observes pressure and vacuum gauges and adjusts controls; 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.

Experience:
Minimum 5 years of experience

Education:
Minimum high school diploma

Janitor **

Functional Responsibility:
Cleans and keeps in an orderly condition working areas and washrooms; offices; barracks; lodging in commercial, industrial, and/or government buildings. Duties may involve a combination of the following: Sweeping, mopping, scrubbing and polishing floors; removing trash, recyclables, debris and other refuse; dusting equipment, furniture, blinds, fixtures and other surfaces; routine carpet vacuuming; cleaning and disinfecting restrooms, showers, kitchens and sensitive areas, such as child care centers; polishing metal fixtures and trimmings; glass and window cleaning; reporting maintenance issues; restocking supplies and other duties as assigned.

Excluded are:
1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

Experience:
Minimum 1 year of experience

Education:
Minimum high school diploma

Laborer **

Functional Responsibility:
Uses physical abilities and effort, with little or no specialized skill or prior work experience to manually move materials from one location to another; load and unload trucks and other conveyances; manage supplies by stacking and arranging for storage or binning, collects refuse and salvageable materials; assists with snow removal and deicing; custodial duties and operates equipment associated with these duties as required; landscaping duties and operates equipment associated with these duties as required;
utility work such as moving and removing furniture, equipment, and parcels as required; fills and tamp
earth excavations; and uses various electronic and hand tools of the trade.

**Experience:**
Minimum 6 months of experience

**Education:**
Minimum high school diploma

**Locksmith**

**Functional Responsibility:**
Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks,
compartment, mobile equipment, safes and vaults; examines locking mechanism and installs new unit
or disassembles unit to replace or repair worn or damaged parts by filing, drilling, chiseling and grinding;
opens door locks by moving lock pick in cylinder; opens safe by listening to lock sounds or drilling; makes
new or duplicate keys; changes combinations, and establishes key systems for buildings.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Machinery Maintenance Mechanic**

**Functional Responsibility:**
Examines machines and mechanical equipment; troubleshoots to diagnose source of malfunctions;
dismantles or partly dismantles machines and equipment; repairs, adjusts and calibrates machinery and
equipment; cleans and lubricates machinery and equipment; replaces broken or defective parts; orders
replacement parts directly, or indirectly through established procedures; coordinates sending
inoperable machines and equipment out for repair when in-house repairs are not feasible; prepares
written specifications for major repairs or for the production of parts ordered from machine shops. May
install machinery and equipment. Must be able to read and understand technical manuals.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Maintenance Trades Helper**

**Functional Responsibility:**
Performs maintenance and repair tasks as required in the appropriate trade; assists one or more
workers in the skilled maintenance trades by performing specific and/or general duties of lesser skill;
may supply workers with materials and tools; clean department work areas, machines, and equipment.
In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning
working areas; and in another the helper is permitted to perform specialized machine operations, or
parts of a trade that are also performed by workers on a full-time basis.

**Experience:**
Minimum 1 year of experience

**Education:**
Minimum high school diploma.
Material Expediter **
Functional Responsibility:
Works with vendors, sales representatives, and internal contacts to coordinate the logistics of parts and materials to expedite processing according to pre-determined schedules and priorities; keeps detailed records on the quantity and type of materials distributed and on-hand; determines types, quantities, and availability of required materials and prioritizes orders; order tracking; may direct other staff to expedite the transfer of materials and examine materials received and check for discrepancies.

Experience:
Minimum 6 months of experience

Education:
High school diploma

Painter **
Functional Responsibility:
Paints, stains, and coats the interior and exterior of buildings, fixtures and other structures using hand brushes, rollers or sprayers; uses specific measurements to determine the amount of paint and supplies needed to complete tasks; and prepares surfaces for painting using appropriate methods including scraping, sanding, and filling in holes. Knowledgeable of surface peculiarities types of paint required for different applications.

Experience:
Minimum 6 months of experience

Education:
High school diploma

Plumber **
Functional Responsibility:
Performs periodic and corrective maintenance; uses experience and knowledge to repair and maintain plumbing by assembling, installing and repairing pipes, drains, valves, pipe fittings, leaky faucets, fittings and fixtures of heating, water and drainage systems, boiler and high pressure piping all according to specifications and plumbing codes; locates and marks the position of pipe, pipe connections and passage holes for pipes in walls and floors using appropriate tools; cuts openings in walls and floors to accommodate pipe and pipe fittings; cuts and threads pipe; bends pipe to required angle; joins pipe using screws, bolts, fittings, solder, and plastic solvent; caulks joints; reads pressure gages to determine whether system is leaking by filling with water or air; installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Must have working knowledge of hand and power tools such as: pipe cutters, cutting torch, pipe-threading machine, etc. Professional certification through an accredited technical school or journeyman plumber and any certifications required by federal, state and local law preferred.

Experience:
Minimum 3 years of experience

Education:
High school diploma

Pneudraulic Systems Mechanic **
Functional Responsibility:
Maintains, modifies, troubleshoots, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids or gases); tests for and
isolates malfunctions in hydraulic and pneumatic systems or components utilizing technical manuals and schematics; isolates causes corrects breaks; and modifies, replaces, repairs or disassembles and overhauls systems or components using hand tools, gauges, and testing equipment. Must be knowledgeable in basic, intermediate, as well as complex electrical and mechanical principles; repair procedures, methods, and trade practices; have the ability to test for and isolate malfunctions in hydraulic and pneumatic systems or components; and possess the skill to disassemble, repair and reassemble related devices. Must be able to read, interpret, and use manufacturer’s maintenance manuals, blueprints, schematic diagrams, and data tables.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum high school diploma

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**Procurement Specialist **

**Functional Responsibility:**
Identifies and procures the required goods, services and external material needed; qualifies and vets vendors/subcontractors to provide goods and services; tracks purchases throughout the buying process and coordinates delivery; analyzes costs for goods and services; negotiates prices as needed; evaluates operational processes for efficiencies; recommends corrective actions and innovative solutions; prioritizes and organizes work according to deadlines and project schedules; maintains databases and files relevant to the buying process; may produce reports for review; must be computer literate and possess strong verbal and written communication skills.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

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**Production Control Clerk **

**Functional Responsibility:**
Reviews, complies, and records volume of consumption of material, labor and variances; performs work order evaluation and close out; assists, or can be fully responsible for, adjusting, submitting, and distributing individual work schedules/orders; maintain reports of work order planning and scheduling, frequency of defects, and any other required documentation; computes labor hours to generate work order productivity reports; compiles detailed production sheets or work tickets for use by skilled workers as guides in assembly or manufacture of products; may assist with logistics reporting of parts, equipment, tools, materials, and HAZMAT consumables ordered and received, warranty tracking, and purchasing and inventory functions. Must be computer literate; and read, write, understand and speak English competently.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum high school diploma

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**Secretary I **

**Functional Responsibility:**
Performs routine, recurring office procedures under direct supervision. Duties to provide administrative support may include but are not limited to answering phones and responding to routine telephone
requests; prioritizing calls and requests; screening and referring calls and visitors; controlling incoming and outgoing mail, sending form letters; maintaining staff calendars; making appointments; arranging meetings and securing meeting space; preparing materials for supervisor’s approval; proofreading; maintaining internal reports, office equipment records, files, and training plans; requisitioning supplies and equipment maintenance and services; maintaining and establishing office files; typing and transcribing. Familiarity with office organization. Knowledgeable in Microsoft Office applications and possess excellent written and verbal communication skills. Multi-tasking and time management capability is preferred.

Experience:
Minimum 1 year of experience.

Education:
Minimum high school diploma

Secretary II **

Functional Responsibility:
Provides a higher level of administrative support by handling differing situations, problems and deviations from regular work of the office according to the supervisor’s general instructions, priorities, duties, policies, and mission and vision of the program; screens telephone calls, visitors, and incoming correspondence; independently responds to requests for information concerning office procedures and assigns those requests to the appropriate supervisor and/or staff based on need; prepares and signs routine non-technical correspondence in own or supervisor’s name; schedules tentative appointments without prior clearance; arranges meetings and conferences as well as prepares established background materials as directed; may attend meetings and record and report on the proceedings; reviews outgoing correspondence for internal consistency and conformance with established guidelines; provides support to subordinate secretaries regarding the supervisor’s requirements concerning office procedures; coordinate personnel and administrative forms for the office and forwards for processing. Familiarity with office organization. Knowledgeable in Microsoft Office applications and possess excellent written and verbal communication skills. Multi-tasking and time management capability is preferred.

Experience:
Minimum 2 years of experience

Education:
Minimum high school diploma

Secretary III **

Functional Responsibility:
Uses greater judgement and initiative to determine the approach or action to take in non-routine situations; interprets and adapts guidelines when needed; composes correspondence on own initiative about administrative matters and general office policies for supervisor’s approval based on knowledge of supervisor’s views; anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls etc.; informs supervisor on matters to be considered; reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff; prepares and creates one-time, sometimes complex, reports and graphs using various methods of research as needed; advises subordinates on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, and/or inquiries; shifts clerical staff to accommodate workload needs; may represent supervisors in approved matters. Familiarity with office organization. Knowledgeable in Microsoft Office applications and possesses excellent written and verbal communication skills. Multi-tasking and time management capability is preferred.
Experience:
Minimum 4 years of experience
Education:
Minimum high school diploma

**Service Order Dispatcher**
Functional Responsibility:
Follows all procedures to receive, record (manually or electronically), and distribute DMO's and other work orders as requested by the customer; keeps record of all service calls; records pertinent information; prepares work orders and distributes to technicians. Dispatcher may call or write customers to ensure satisfactory service; dispatch orders and relay messages and/or special instructions to mobile crews and other departments. Must be computer literate and demonstrate keyboarding and Microsoft Office applications proficiency. Familiarity with dispatching multiple technicians also preferred. Must be able to multi-task.
Experience:
Minimum 1 year of experience.
Education:
Minimum high school diploma

**Sheet Metal Worker**
Functional Responsibility:
Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, and metal roofing; plans and lays-out all types of sheet-metal maintenance work from blueprints, models or other specifications; responsible for the set-up and operation of all available types of sheet-metal working machines; uses a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles.
Experience:
Minimum 1 year of experience
Education:
Minimum high school diploma

**Stationary Engineer**
Functional Responsibility:
Uses a variety of tools and testing instruments to operate, maintains install and repair one or more systems that 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; performs diagnostics on building equipment and interprets those readings to adjust controls to insure safe and efficient operation of the system and to meet demands for the service provided; and maintains accurate records regarding various aspects of the system's operation. May direct and coordinate activities of other workers, with the exception of stationary engineers, in performing tasks directly related to operating and maintaining systems. HVAC certification or equivalent Apprenticeship and EPA Universal CFC Certification along with any certifications required by federal, state and local law preferred.
Experience:
Minimum 3 years of experience
Education:
Minimum high school diploma

Stock Clerk **
Functional Responsibility:
Responsible for receiving, storing, issuing, counting, verifying the receipt of and preparing inventory reports for equipment, materials, supplies, merchandise, foodstuffs, and/or tools against specifications, requisition or invoice; examines stock to verify conformance to specifications; stores articles in bins, on floor, or on shelves according to identifying information; fills orders; prepares requisitions articles to fill incoming orders; makes adjustments of inventory counts and stock records due to damage to stock, location changes, and refusal of shipments; may mark inventory with identifying qualifiers, make adjustments or repairs to articles carried in stock, direct the work of other clerks, and cut stock to site to fill order.
Experience:
Minimum 1 year of experience
Education:
Minimum high school diploma

Truck Driver Medium **
Functional Responsibility:
Drives, inspects and makes minor repairs to trucks; loads and unloads cargo; maintains detailed receiving and delivery records for inventory; refuels vehicle as needed. Experience operating a 1.5 – 4 ton truck with 4 to 10 wheels preferred. Clean driving record and medical clearance is preferred. Holds a valid, locally issued, driver’s license. Heavier trucks may require a valid commercial driver’s license (CDL).
Experience:
Minimum 2 years of experience
Education:
Minimum high school diploma

Warehouse Specialist **
Functional Responsibility:
Verifies materials, merchandise and/or foodstuffs against receiving documents; notes and reports discrepancies, deterioration and obvious damages after examining stored materials according to contract requirements and storage plans; routes materials to prescribed storage locations; stores, stacks, or palletizes materials; rearranges and takes inventory of stored materials; preparing materials for shipment or distribution; at times may operate warehouse equipment, hand and power trucks in performing warehouse duties.
Experience:
Minimum 1 year of experience.
Education:
Minimum high school diploma

Water Systems Specialist **
Functional Responsibility:
Installs, repairs, and maintains control of communications systems for water and sewer systems; coordinates all water quality monitoring requirements and programs; monitors water system pressure, tank levels and alarms; makes adjustments to system levels as needed; troubleshoots and resolves hardware and software issues, repairs control devices; schedules water sampling; compiles complex and
detailed reports and summaries of test results to ensure regulatory and contract compliance (monthly, quarterly, and/or annual deliverables); maintains database of results to track trends and for external reporting as required; May supervise and assist in work within the department and represent management in all matters regarding water issues. Some related coursework preferred.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum high school diploma.

**Welder**

**Functional Responsibility:**
Welds metal components together to fabricate or repair products such as machine parts, plant equipment, motors and generators according to layouts blueprints or work order; analyzes work orders to determine the appropriate equipment and processes; uses brazing and a variety of arc and gas welding equipment and any combination of arc welding processes; operates angle grinders; aligns components; makes minor repairs to equipment; performs related tasks such as thermal cutting and grinding; repairs broken or cracked parts; fills holes and increases size of metal parts; positions and clamps together components of fabricated metal products preparatory to welding; tests and inspects completed project work; may locate and repair cracks in industrial engine cylinder heads using inspection equipment and gas torch. Must possess basic computer skills and be able to read and interpret technical documents and drawings; read, write, understand and speak English competently.

**Experience:**
Minimum 3 years of experience.

**Education:**
Minimum high school diploma
Labor Category Descriptions  
SIN ANCRA

General Requirement Alternatives for all Categories:

Chimes DC appreciates the value of education and experience in every position. The following general requirement alternatives for experience or education apply to all categories.

d. Where it is critical to understand how to perform specific tasks, the required education can be substituted with knowledge gained through relevant, on-the-job experience where two years of specific work experience or supervisory experience can substitute for 1 year of college.
e. One year of college at the undergraduate, graduate, or specifically focused instruction can substitute for two years of experience.
f. A high school diploma can be substituted with a General Education Diploma (GED).

Exempt Labor Categories (Professional)

Chief Engineer
Functional Responsibility:
Efficiently manages the operations, repairs, and maintenance of building systems to include HVAC, plumbing, electrical, and other mechanical systems. Assists in managing preventive maintenance schedules and tracking completion of work; budgets; subcontractor/vendor service and appointments; ensures efficiency of building’s energy systems; maintains equipment service and warranty documentation; manages inventory/tool control; develops and implements standard operating procedures for subordinates as well as prepare and implement training. May train, evaluate, and supervise lower level technicians. Knowledgeable of mechanical and technical systems. Familiar with Federal, State, and local as well as GSA and OSHA rules and regulations.

Experience:
Minimum 6 years of experience

Education:
Bachelor’s degree

Mechanical Engineer
Functional Responsibility:
Researches, designs, develops, builds, and tests mechanical and thermal sensors, equipment, systems, components and devices to keep operations efficient. This includes tools, engines, and machines. Duties can include but are not limited to preparing request for proposals; budgeting; enforcing safety plans; analyzing test results; investigating equipment failures; diagnosing faulty operations; offering remedies and implementing corrections using analysis and/or CADD by designing and/or redesigning mechanical and thermal devices; contacting, directing and coordinating personnel in related activities to integrate the technical work of maintaining, operating, and repairing equipment. May train, evaluate and supervise lower level technicians. Familiar with Federal, State, and local as well as GSA and OSHA rules and regulations in addition to computer assisted engineering and design software (CADD).

Experience:
Minimum 5 years of experience
Education:
Bachelor's degree

**Supervisor I**

**Functional Responsibility:**
Assigns daily tasks to staff; gives instruction; creates work schedules to ensure coverage and approves any deviations; develops strategies to improve efficiencies and productivity; assists in enforcing safety and environmental laws, rules and regulations; assists in monitoring and enforcing quality control programs; monitors inventory, material, and tool usage; periodically reviews incoming work orders; ensures completion of work orders; conducts inspections on completed work and informs if corrective action is required; evaluates employee performance. Must have excellent written and verbal communication skills, as well as leadership skills; must be computer literate.

**Experience:**
Minimum 5 years of experience

**Education:**
Minimum high school diploma

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**Non-Exempt Labor Categories (Non-Professional)**

**Carpenter **

**Functional Responsibility:**
Uses hand tools and power tools to perform carpentry duties to install, repair, finish, and maintain the building and fixtures to include woodwork; flooring; doors; windows; drywall; framework; masonry work and other general construction tasks. Uses blueprints and drawings to plan projects. Prepares layouts, designs, cuttings, and measures to complete projects according to specifications and regulations. Working knowledge of tools of the trade, building and experience reading blueprints and other drawings essential to operations.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Electrician **

**Functional Responsibility:**
Performs a variety of low-voltage electrical trade functions and maintenance such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing, maintaining, and/or repairing wiring, control, and lighting systems as well as any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawing layouts or other specifications; locating and diagnosing trouble in the electrical system or equipment; and using a variety of electrician's hand tools and measuring and testing instruments in accordance with applicable electrical codes. Professional certification from an accredited program or journeyman apprenticeship program and any certifications required by federal, state and local law preferred.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum high school diploma

**Fire Alarm System Mechanic**

**Functional Responsibility:**
Inspects, services, installs, programs, and performs preventive maintenance and emergency maintenance on fire protection and suppression systems; installs low voltage systems; ensures compliance with all applicable codes and standards; prepares service reports; may terminate devices and panel wiring; tests initiating and signal circuits, detectors, and system transmitters; checks pressure gauges on suppression system storage containers and recharges or replaces containers; must be computer literate. Knowledgeable in NFPA alarm system requirements.

**Experience:**
Minimum 3 years of experience

**Education:**
Minimum high school diploma

**Forklift Operator**

**Functional Responsibility:**
Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport, stack, palletize, and rearrange goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment. May manually stack and/or rearrange good and materials for transport.

**Experience:**
Minimum 1 year of experience

**Education:**
Minimum high school diploma

**General Maintenance Worker**

**Functional Responsibility:**
Conducts routine site and equipment inspections; performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work in this position 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; assists performing preventative maintenance; and performing general maintenance on equipment and machinery under limited supervision. Highly skilled in the use of various hand and power tools.

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Grounds Maintenance Laborer**

**Functional Responsibility:**
Performs landscaping and maintains grounds of industrial, commercial, and/or government property to include buildings, parks, parking lots, playgrounds, and athletic fields in accordance with a specific scope of work. Work may include: Cutting using walk-behind and/or ride-on mowers; trimming and edging...
around walks, flowerbeds and walls; pruning; weeding; watering lawns and shrubs manually using hoses or by activating a sprinkler system; mulching; planting; snow removal; deicing; other manual labor and maintenance and repairs to fences, gates, benches, tables, guardrails, outbuildings and other structures. Assists in the repair of roads and walkways, and other duties as assigned. Knowledgeable in using lawn, grounds, and snow removal (where applicable) equipment and hand tools.

**Experience:**  
Minimum 1 year of experience  
**Education:**  
Minimum high school diploma

**Heavy Equipment Mechanic **

- **Functional Responsibility:**  
  Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects; dismantles and reassembles equipment; uses hoists and hand tools; examines parts for damage or excessive wear; uses micrometers and gauges; replaces defective engines and subassemblies such as transmissions; and tests overhauled equipment to insure operating efficiency. Welds broken parts and structural embers; may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment; and may repair, adjust and maintain mining machinery, drilling and cutting machines, and continuous mining machines. Must be familiar with and competent in the use of manual and electronic tools of the trade.

- **Experience:**  
  Minimum 3 years of experience  
- **Education:**  
  Minimum high school diploma

**Heavy Equipment Operator **

- **Functional Responsibility:**  
  Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scraper attachments; equipment used to excavate, load, or move dirt, gravel or other materials; may read and interpret grade and slope stakes and simple plans, grease, adjust and make minor repairs to equipment. Must have any/all licenses required by local and state regulations.

- **Experience:**  
  Minimum 3 years of experience  
- **Education:**  
  Minimum high school diploma

**HVAC Mechanic **

- **Functional Responsibility:**  
  Utilizes knowledge of refrigeration theory, pipefitting, and structural layout in the installation, maintenance, repair, and replacement of large and small HVAC systems and refrigeration equipment; performs scheduled maintenance inspections and processes; mounts compressor and condenser units using hand tools; follows blueprints or engineering specifications; fabricates, assembles and installs ductwork and other equipment; cuts and threads pipes using machine threading or hand threading equipment; joins tubing or pipes to various refrigeration via sleeves, couplings or unions, and solders
joints using torch, forming complete circuit for refrigerant. 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; tests compressors and adds Freon gas to build up prescribed operating pressure; observes pressure and vacuum gauges and adjusts controls; 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.

**Experience:**
Minimum 5 years of experience

**Education:**
Minimum high school diploma

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**Janitor **

**Functional Responsibility:**
Cleans and keeps in an orderly condition working areas and washrooms; offices; barracks; lodging in commercial, industrial, and/or government buildings. Duties may involve a combination of the following: Sweeping, mopping, scrubbing and polishing floors; removing trash, recyclables, debris and other refuse; dusting equipment, furniture, blinds, fixtures and other surfaces; routine carpet vacuuming; cleaning and disinfecting restrooms, showers, kitchens and sensitive areas, such as child care centers; polishing metal fixtures and trimmings; glass and window cleaning; reporting maintenance issues; restocking supplies and other duties as assigned.

**Excluded are:**
5. Workers who specialize in window washing.
6. Housekeeping staff who make beds and change linens as a primary responsibility.
7. Workers required to disassemble and assemble equipment in order to clean machinery.
8. Workers who receive additional compensation to maintain sterile facilities or equipment.

**Experience:**
Minimum 1 year of experience

**Education:**
Minimum high school diploma

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**Laborer **

**Functional Responsibility:**
Uses physical abilities and effort, with little or no specialized skill or prior work experience to manually move materials from one location to another; load and unload trucks and other conveyances; manage supplies by stacking and arranging for storage or binning, collects refuse and salvageable materials; assists with snow removal and deicing; custodial duties and operates equipment associated with these duties as required; landscaping duties and operates equipment associated with these duties as required; utility work such as moving and removing furniture, equipment, and parcels as required; fills and tamps earth excavations; and uses various electronic and hand tools of the trade.

**Experience:**
Minimum 6 months of experience

**Education:**
Minimum high school diploma
Locksmith **
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 to replace or repair worn or damaged parts by filing, drilling, chiseling and grinding; opens door locks by moving lock pick in cylinder; opens safe by listening to lock sounds or drilling; makes new or duplicate keys; changes combinations, and establishes key systems for buildings.
Experience:
Minimum 2 years of experience
Education:
Minimum high school diploma

Machinery Maintenance Mechanic **
Functional Responsibility:
Examines machines and mechanical equipment; troubleshoots to diagnose source of malfunctions; dismantles or partly dismantles machines and equipment; repairs, adjusts and calibrates machinery and equipment; cleans and lubricates machinery and equipment; replaces broken or defective parts; orders replacement parts directly, or indirectly through established procedures; coordinates sending inoperable machines and equipment out for repair when in-house repairs are not feasible; prepares written specifications for major repairs or for the production of parts ordered from machine shops. May install machinery and equipment. Must be able to read and understand technical manuals.
Experience:
Minimum 2 years of experience
Education:
Minimum high school diploma

Maintenance Trades Helper **
Functional Responsibility:
Performs maintenance and repair tasks as required in the appropriate trade; assists one or more workers in the skilled maintenance trades by performing specific and/or general duties of lesser skill; may supply workers with materials and tools; clean department work areas, machines, and equipment. In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in another the helper is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
Experience:
Minimum 1 year of experience
Education:
Minimum high school diploma

Material Expediter **
Functional Responsibility:
Works with vendors, sales representatives, and internal contacts to coordinate the logistics of parts and materials to expedite processing according to pre-determined schedules and priorities; keeps detailed records on the quantity and type of materials distributed and on-hand; determines types, quantities, and availability of required materials and prioritizes orders; order tracking; may direct other staff to expedite the transfer of materials and examine materials received and check for discrepancies.
Experience:
Minimum 6 months of experience
Education:
High school diploma

**Painter**

Functional Responsibility:
Paints, stains, and coats the interior and exterior of buildings, fixtures and other structures using hand brushes, rollers or sprayers; uses specific measurements to determine the amount of paint and supplies needed to complete tasks; and prepares surfaces for painting using appropriate methods including scraping, sanding, and filling in holes. Knowledgeable of surface peculiarities types of paint required for different applications.

Experience:
Minimum 6 months of experience
Education:
High school diploma

**Plumber**

Functional Responsibility:
Performs periodic and corrective maintenance; uses experience and knowledge to repair and maintain plumbing by assembling, installing and repairing pipes, drains, valves, pipe fittings, leaky faucets, fittings and fixtures of heating, water and drainage systems, boiler and high pressure piping all according to specifications and plumbing codes; locates and marks the position of pipe, pipe connections and passage holes for pipes in walls and floors using appropriate tools; cuts openings in walls and floors to accommodate pipe and pipe fittings; cuts and threads pipe; bends pipe to required angle; joins pipe using screws, bolts, fittings, solder, and plastic solvent; caulks joints; reads pressure gages to determine whether system is leaking by filling with water or air; installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Must have working knowledge of hand and power tools such as: pipe cutters, cutting torch, pipe-threading machine, etc. Professional certification through an accredited technical school or journeyman plumber and any certifications required by federal, state and local law preferred.

Experience:
Minimum 3 years of experience
Education:
High school diploma

**Pneudraulic Systems Mechanic**

Functional Responsibility:
Maintains, modifies, troubleshoots, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids or gases); tests for and isolates malfunctions in hydraulic and pneumatic systems or components utilizing technical manuals and schematics; isolates causes corrects breaks; and modifies, replaces, repairs or disassembles and overhauls systems or components using hand tools, gauges, and testing equipment. Must be knowledgeable in basic, intermediate, as well as complex electrical and mechanical principles; repair procedures, methods, and trade practices; have the ability to test for and isolate malfunctions in hydraulic and pneumatic systems or components; and possess the skill to disassemble, repair and reassemble related devices. Must be able to read, interpret, and use manufacturer’s maintenance manuals, blueprints, schematic diagrams, and data tables.
Experience:
Minimum 3 years of experience
Education:
Minimum high school diploma

**Procurement Specialist**

Functional Responsibility:
Identifies and procures the required goods, services and external material needed; qualifies and vets vendors/subcontractors to provide goods and services; tracks purchases throughout the buying process and coordinates delivery; analyzes costs for goods and services; negotiates prices as needed; evaluates operational processes for efficiencies; recommends corrective actions and innovative solutions; prioritizes and organizes work according to deadlines and project schedules; maintains databases and files relevant to the buying process; may produce reports for review; must be computer literate and possess strong verbal and written communication skills.

Experience:
Minimum 2 years of experience
Education:
Minimum high school diploma

**Production Control Clerk**

Functional Responsibility:
Reviews, complies, and records volume of consumption of material, labor and variances; performs work order evaluation and close out; assists, or can be fully responsible for, adjusting, submitting, and distributing individual work schedules/orders; maintain reports of work order planning and scheduling, frequency of defects, and any other required documentation; computes labor hours to generate work order productivity reports; compiles detailed production sheets or work tickets for use by skilled workers as guides in assembly or manufacture of products; may assist with logistics reporting of parts, equipment, tools, materials, and HAZMAT consumables ordered and received, warranty tracking, and purchasing and inventory functions. Must be computer literate; and read, write, understand and speak English competently.

Experience:
Minimum 3 years of experience
Education:
Minimum high school diploma

**Service Order Dispatcher**

Functional Responsibility:
Follows all procedures to receive, record (manually or electronically), and distribute DMO's and other work orders as requested by the customer; keeps record of all service calls; records pertinent information; prepares work orders and distributes to technicians. Dispatcher may call or write customers to ensure satisfactory service; dispatch orders and relay messages and/or special instructions to mobile crews and other departments. Must be computer literate and demonstrate keyboarding and Microsoft Office applications proficiency. Familiarity with dispatching multiple technicians also preferred. Must be able to multi-task.

Experience:
Minimum 1 year of experience.
Education:
Sheet Metal Worker **

Functional Responsibility:
Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, and metal roofing; plans and lays-out all types of sheet-metal maintenance work from blueprints, models or other specifications; responsible for the set-up and operation of all available types of sheet-metal working machines; uses a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles.

Experience:
Minimum 1 year of experience

Education:
Minimum high school diploma

Stationary Engineer **

Functional Responsibility:
Uses a variety of tools and testing instruments to operate, maintains install and repair one or more systems that 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; performs diagnostics on building equipment and interprets those readings to adjust controls to insure safe and efficient operation of the system and to meet demands for the service provided; and maintains accurate records regarding various aspects of the system’s operation. May direct and coordinate activities of other workers, with the exception of stationary engineers, in performing tasks directly related to operating and maintaining systems. HVAC certification or equivalent Apprenticeship and EPA Universal CFC Certification along with any certifications required by federal, state and local law preferred.

Experience:
Minimum 3 years of experience

Education:
Minimum high school diploma

Stock Clerk **

Functional Responsibility:
Responsible for receiving, storing, issuing, counting, verifying the receipt of and preparing inventory reports for equipment, materials, supplies, merchandise, foodstuffs, and/or tools against specifications, requisition or invoice; examines stock to verify conformance to specifications; stores articles in bins, on floor, or on shelves according to identifying information; fills orders; prepares requisitions articles to fill incoming orders; makes adjustments of inventory counts and stock records due to damage to stock, location changes, and refusal of shipments; may mark inventory with identifying qualifiers, make adjustments or repairs to articles carried in stock, direct the work of other clerks, and cut stock to site to fill order.

Experience:
Minimum 1 year of experience

Education:
Minimum high school diploma
**Truck Driver Medium**

**Functional Responsibility:**
Drives, inspects and makes minor repairs to trucks; loads and unloads cargo; maintains detailed receiving and delivery records for inventory; refuels vehicle as needed. Experience operating a 1.5 – 4 ton truck with 4 to 10 wheels preferred. Clean driving record and medical clearance is preferred. Holds a valid, locally issued, driver’s license. Heavier trucks may require a valid commercial driver’s license (CDL).

**Experience:**
Minimum 2 years of experience

**Education:**
Minimum high school diploma

**Warehouse Specialist**

**Functional Responsibility:**
Verifies materials, merchandise and/or foodstuffs against receiving documents; notes and reports discrepancies, deterioration and obvious damages after examining stored materials according to contract requirements and storage plans; routes materials to prescribed storage locations; stores, stacks, or palletizes materials; rearranges and takes inventory of stored materials; preparing materials for shipment or distribution; at times may operate warehouse equipment, hand and power trucks in performing warehouse duties.

**Experience:**
Minimum 1 year of experience.

**Education:**
Minimum high school diploma

**Welder**

**Functional Responsibility:**
Welds metal components together to fabricate or repair products such as machine parts, plant equipment, motors and generators according to layouts blueprints or work order; analyzes work orders to determine the appropriate equipment and processes; uses brazing and a variety of arc and gas welding equipment and any combination of arc welding processes; operates angle grinders; aligns components; makes minor repairs to equipment; performs related tasks such as thermal cutting and grinding; repairs broken or cracked parts; fills holes and increases size of metal parts; positions and clamps together components of fabricated metal products preparatory to welding; tests and inspects completed project work; may locate and repair cracks in industrial engine cylinder heads using inspection equipment and gas torch. Must possess basic computer skills and be able to read and interpret technical documents and drawings; read, write, understand and speak English competently.

**Experience:**
Minimum 3 years of experience.

**Education:**
Minimum high school diploma
# GSA Approved Labor Rates

## Exempt Labor Categories (Professional)

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>12/14/19 – 12/13/20</th>
<th>12/14/20 – 12/13/21</th>
<th>12/14/21 – 12/13/22</th>
<th>12/14/22 – 12/13/23</th>
<th>12/14/23 – 12/13/24</th>
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## GSA Approved Labor Rates

### Non-Exempt Labor Categories (Non-Professional)

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Awarded Suppliers
SIN ANCILLARY

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<th>Price</th>
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IFF = Industrial Funding Fee
## Service Contract Labor Standards Matrix

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<tr>
<td>Accounting Clerk III **</td>
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<td>Appliance Mechanic **</td>
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<td>Carpenter **</td>
<td>23130 - Carpenter, Maintenance</td>
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<td>Forklift Operator **</td>
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<td>General Maintenance Worker **</td>
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<tr>
<td>Pneudraulic Systems Mechanic **</td>
<td>23820 - Pneudraulic Systems Mechanic</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Procurement Specialist **</td>
<td>21030 - Material Coordinator</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Production Control Clerk **</td>
<td>01270 - Production Control Clerk</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Secretary I **</td>
<td>01311 - Secretary I</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Secretary II **</td>
<td>01312 - Secretary II</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Secretary III **</td>
<td>01313 - Secretary III</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Service Order Dispatcher **</td>
<td>01320 - Service Order Dispatcher</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Sheet Metal Worker **</td>
<td>23890 - Sheet-Metal Worker, Maintenance</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Stationary Engineer **</td>
<td>25070 - Stationary Engineer</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Stock Clerk **</td>
<td>21150 - Stock Clerk</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Truck Driver Medium **</td>
<td>31362 – Truck driver, Medium</td>
<td>2015-5681</td>
</tr>
<tr>
<td>Warehouse Specialist **</td>
<td>21410 - Warehouse Specialist</td>
<td>2015-5681</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code - Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Systems Specialist **</td>
<td>25210 - Water Treatment Plant Operator</td>
<td>2015-5681</td>
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<tr>
<td>Welder **</td>
<td>23960 – Welder Combination Maintenance</td>
<td>2015-5681</td>
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</tbody>
</table>