GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized MULTIPLE AWARD SCHEDULE Price List

Online 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: http://www.GSAAdvantage.gov.

NATIONAL CONTRACTING SERVICES, LLC

11501 Plantside Drive, Suite 4
Louisville, KY 40299
Phone: 502-614-8646
Email: miguelmontano@ncssuccess.com
http://www.ncssuccessllc.com

Contract Number: 47QSHA20D003E
Period Covered by Contract: Sep 23, 2020 – Sep 22, 2025

Pricelist effective as of Award

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov
INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

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>561730</td>
<td>Grounds Maintenance</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary Supplies and Services</td>
</tr>
<tr>
<td>ANCRA</td>
<td>Ancillary Repair and Alterations</td>
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<tr>
<td>OLM</td>
<td>Order Level Materials</td>
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</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:  See Price List

1c. SERVICES OFFERED: 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. Please refer to the Labor Category Descriptions.

2. MAXIMUM ORDER PER SIN:

<table>
<thead>
<tr>
<th>SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>561730</td>
<td>$1,000,000</td>
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<tr>
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<tr>
<td>ANCRA</td>
<td>$250,000</td>
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</table>

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Domestic Only

5. POINT OF PRODUCTION: United States

6. BASIC DISCOUNT: Prices listed are net, discounts have been deducted and the Industrial Funding Fee has been added

7. QUANTITY DISCOUNT: 1% at orders greater than $500,000

8. PROMPT PAYMENT TERMS: Net 30 - Information for the ordering offices: prompt payment terms cannot be negotiated out of contractual agreement in exchange for other concessions
9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.

9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: As negotiated with the Ordering Agency

11b. EXPEDITED DELIVERY: Contact Contractor

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

11d. URGENT REQUIREMENTS: Contact Contractor

12. F.O.B. POINT: FOB Destination

13a. ORDERING ADDRESS: National Contracting Services, LLC
     11501 Plantside Drive, Suite 4
     Louisville, KY 40299

13b. ORDERING PROCEDURES: For supplies and service the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. PAYMENT ADDRESS: Same as Ordering Address

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Contact Contractor
18. TERMS AND CONDITIONS OF RENTAL: Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION: Not Applicable

20a. TERMS AND CONDITIONS OF REPAIR PARTS: Not Applicable

20b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS: None

22. LIST OF PARTICIPATING DEALERS: None

23. PREVENTIVE MAINTENANCE: Not Applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY AND/OR REDUCED POLLUTANTS: Not Applicable

24b. SECTION 508 COMPLIANCE INFORMATION: Not Applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 961871733

26. NATIONAL CONTRACTING SERVICES HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.
   CAGE CODE: 65EX1
## Approved GSA Pricing

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>Labor Category</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------</td>
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<tr>
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<td>$42.23</td>
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</tr>
</tbody>
</table>

**Labor Category Descriptions**

**Project Manager**
Duties: Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing logistics or technically related projects. Develops and establishes procedures and guidelines for daily operation of assigned program. Execute and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate experience, certification and licensing.
Minimum Years of Experience: Must have at least 5 years of experience in general project management.

**Chief Engineer**
Duties: Serves as the "designated alternate" of the Project Manager and performs duties in the PM's absence. Reports to, consults with, and assists the Project Manager on all facilities operational issues and concerns. Identifies, develops, and implements plans to manage building health, safety, and environmental issues. Performs the duties of the EML Contractor on-site Safety Administrator. Administers Quality Control Inspection Procedures as determined by the Project Manager. Provides staff supervision and instruction on facility procedures and assist as required. Oversees and assures the satisfactory performance of daily operations, scheduling, staff assignments, and task preparation and performance. Assists with employee reviews and evaluations.

Education: BS/BA degree from an accredited college or university in a major field of study Engineering or Construction preferred or High School/GED diploma with appropriate certification and licensing.
Minimum Years of Experience: Have at least 3 years’ experience in managing all phases of governmental/commercial building maintenance projects including scheduling and supervising construction trades. Experience in administration of OSHA, EPA local codes and hazardous materials and has knowledge of mechanical and utility systems.
Site Safety and Health Officer
Duties: Plans, coordinates, and implements a comprehensive occupational health and safety program, including managing the on-site worker's compensation program. Provides consultation and expertise and exercises functional authority over on-site staff in essential matters of safety and health. Develops, coordinates and supervises the implementation and maintenance of a comprehensive District-wide occupational health and safety program designed to prevent injury, occupational illness and damage to the on-site property. Drafts and recommends site-wide safety and health directives; and maintains on-site safety related manuals, including preparation and distribution of appropriate updates.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.
Minimum Years of Experience: Three years (3) of responsible professional experience in workplace safety, worker’s compensation program administration and employee training work, at least two years of which have involved administration of a comprehensive safety and accident prevention program.

Quality Control (QC) Manager
Duties: The Quality Control Manager develops and implements the quality and safety program and procedures; manages and directs company Quality Control, Quality Assurance, Safety, Accident prevention, and Industrial Hygiene programs at contract site; utilizes knowledge, procedures, regulations, and technical publications to verify compliance with contractual requirements and assures that technical expertise is exercised to maintain a high degree of quality workmanship; ensures contract data requirements list compliance from each applicable PWS; executes quality control and safety inspections of operations and ensures the initiation of corrective action for deficiency findings; ensures that all site employee and subcontractor operations are performed in accordance with the requirements of OSHA, company safety program and occupational health program; ensures compliance with all related contract data items and company reporting requirements; responds to off-duty call backs to meet priority or emergency work requirements; assures the protection of surrounding work areas and overall operation within guidelines of requirement safety rules and regulations.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.
Minimum Years of Experience: Minimum of 3 years of experience.

Janitorial/Custodial Manager
Duties: Functions as a first-line supervisor, providing direction to a variety of subordinate staff. The employee works under general supervision and uses independent judgment to apply the guidelines to specific situations. Duties include:
• Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
• Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
• Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
• Identifies staff development and training needs and ensures that training is obtained.
• Ensures proper labor relations and conditions of employment are maintained.
• Maintains records, prepares reports, and composes correspondence relative to the work.
• Makes rounds to check for crew coverage of designated work areas, assigns needed coverage, gives special cleaning instructions and/or assignments, and ascertains compliance with directives.
• Conducts inspections and investigates tenant complaints of the building to check for cleanliness, and advises subordinates of found conditions and methods of correction.
• Determines materials, supplies, and equipment needs; requisitions cleaning supplies and materials.
• Inspects equipment for cleanliness and repair and personally makes minor repairs.
• Trains subordinate supervisors in job skills, proper cleaning methods, and use of equipment, safety practices, firefighting and prevention, and in work regulations.
• Administers regulations governing the use of office facilities in off-work hours.
• Performs related work as assigned.

Education: High School/GED diploma with appropriate certification and licensing.
Minimum Years of Experience: Minimum of two (2) years prior experience in custodial services in a supervisory capacity. Familiarity with the safe operation and use of industrial cleaning products and equipment. Must possess strong communication skills. Ability to interact, train and resolve the personnel issues of maintenance staff.

Environmental Manager
Duties: Environmental managers are responsible for making sure an organization is compliant with environmental regulations in areas such as air quality, waste, clean water, and pollution. Environmental managers play a scientific and administrative role in an organization. To accomplish their goals, environmental managers handle a number of tasks. They create, implement and maintain programs and procedures to facilitate a safer environment. They may train or direct employees to follow those procedures. They survey their employer's holdings to make sure everything's operating normally and file reports on what they find. They also prepare other types of paperwork, such as accident reports. Environmental managers perform administrative tasks as necessary. Besides the above-mentioned training and coordination of employees, they may act as liaisons between their immediate employer and other branches of their company, like senior management. They might also be intermediaries to government agencies.

Education: BS/BA degree from an accredited college or university in environmental science or equivalent study or High School/GED diploma with appropriate certification and licensing.
Minimum Years of Experience: Minimum of 2-5 years of experience.

Supply Manager
Duties: The Supply Manager plans and coordinates the ordering and distribution of products, parts and accessories. Typical duties include:
1) Ensure adequate and timely distribution to attain maximum sales potential consistent with good inventory control.
2) Develop and implement customer service functions, physical distribution warehousing, production and traffic strategies.
3) Establish and execute policies, programs and procedures to support market delivery requirements.
4) Manage the ongoing distribution functions and appropriate interfaces.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.
Minimum Years of Experience: Minimum of 2 years of experience.
**Work Control Manager**

**Duties:** The Work Control Manager is responsible for the supervision of a work control section which receives, records, and distributes work orders to service crews. The individual must understand work control management in order to leverage people and resources to meet the customer’s expectations.

**Primary Duties:**

- Analyze, combine and group recurring work, scheduled work, and unscheduled work in a logical, cost effective manner, and generate schedules of work that minimize or eliminate wasted personnel time.
- Plans, schedules and controls the maintenance and repair for all facilities on the contract which include: Heating, Ventilation and Air Condition (HVAC); Electrical distribution systems; Building and Structures; and Pest Control services. Implement maintenance plans and monitors progress of accomplishments, provide status of equipment and maintenance actions in progress.
- Gather data regarding work order information, status of changes and supply updates. Make on-the-spot adjustment to repair priorities on a routine or reoccurring process necessitated by unscheduled maintenance requirements.
- Conduct initial and long-range planning pertaining to routine maintenance processes, mechanical skills, availability of test and diagnostic equipment, repair parts and other factors influencing the repair, modification and maintenance of equipment, building and structures.
- Resolve problems encountered between scheduled or unscheduled maintenance due to priority requirement.
- Work with other sections within the organization to ensure maintenance readiness reports are correct and submitted in time. Ensure the necessary maintenance records are maintained and required reports are submitted to higher headquarters in a timely manner.
- Compose briefs with all data collected and present to higher management (Corporate and Government).
- Perform related duties and responsibilities as required.

**Education:** BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.

**Minimum Years of Experience:** Minimum of 2 years of experience.

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**General Clerk I**

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

**Education:** High School Graduate or GED equivalent

**Minimum Years of Experience:** One-year relevant experience

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**General Clerk II**

Duties: 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.
General Clerk III
Duties: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Production Control Clerk
Duties: Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Groundskeeper (Gardener)
Duties: Plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties. Works with assistant in preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location. Locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner. Mows and trims lawns, using hand or power mower. Trims shrubs and cultivates gardens. Sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs. Cleans ground, using rakes, brooms, and hose. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

Education: High School Graduate or GED equivalent
Minimum Years of Experience: One-year relevant experience
## Laborer, Grounds Maintenance

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

**Education:** High School Graduate or GED equivalent

**Minimum Years of Experience:** One-year relevant experience

## Tractor Operator

**Duties:** Drives gasoline or diesel powered tractor to move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. Fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

**Education:** High School Graduate or GED equivalent

**Minimum Years of Experience:** One-year relevant experience

## Shipping/Receiving Clerk

**Duties:** Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

**Education:** High School Graduate or GED equivalent

**Minimum Years of Experience:** One-year relevant experience
**Electrician, Maintenance**

Duties: Performs a variety of electrical trade functions 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 or repairing 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, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

**General Maintenance Worker**

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

Education: High School Graduate or GED equivalent
Minimum Years of Experience: One-year relevant experience
HVAC Mechanic
Duties: 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.

Education: High School Graduate or GED equivalent, licensed in state where work is to be performed.
Minimum Years of Experience: One-year relevant experience

HVAC Mechanic (Research Facility)
Duties: The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and
repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons;
air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice
machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and
building control systems equipment. This person performs difficult installation tasks involving assembly,
testing, calibrating, and adjusting of temperature control and environmental control systems such as air
conditioning plants, air environmental control systems, air distribution systems and complex dual equipment
cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical
ventilation, and dehumidification systems. The Heating, Ventilation, and Air Conditioning Mechanic
(Research Facility) installs new or repaired component and performs complex modifications of systems and
components in accordance with applicable electrical publications and directives, and will maintain and repair
specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum
systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of
systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines
valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and
controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic,
hydraulic heating and cooling and economizer systems.

Education: High School Graduate or GED equivalent, licensed in state where work is to be performed.
Minimum Years of Experience: One-year relevant experience
**Maintenance Mechanic**
Duties: 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; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; 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.

Education: High School Graduate or GED equivalent
Minimum Years of Experience: One-year relevant experience

**Maintenance Trades Helper**
Duties: 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.

Education: High School Graduate or GED equivalent
Minimum Years of Experience: One-year relevant experience

**Painter, Maintenance**
Duties: 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.

Education: High School Graduate or GED equivalent
Minimum Years of Experience: One-year relevant experience
Plumber, Maintenance
Duties: 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 calsks 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.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Stationary Engineer
Duties: 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.

Education: High School Graduate or GED equivalent
Minimum Years of Experience: One-year relevant experience

Service Order Dispatcher
Duties: This position 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 calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to ensure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.
Supply Technician
Duties: This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

Motor Vehicle Mechanic
Duties: The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.

Motor Vehicle Mechanic Helper
Duties: The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience
Warehouse Specialist
Duties: As directed, the Warehouse Specialist performs a variety of warehousing duties that 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. This worker may operate hand or power trucks in performing warehousing duties.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Carpenter, Maintenance
Duties: The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. 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, and 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.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Electronics Technician Maintenance III
Duties: The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering; changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Heavy Equipment Operator
Duties: The Heavy Equipment Operator 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 is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.
Education: High School Graduate or GED equivalent, licensed in state where work will be performed.  
Minimum Years of Experience: One-year relevant experience

**Laborer**

**Duties:** The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer 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 appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.  
Minimum Years of Experience: One-year relevant experience

**Locksmith**

**Duties:** The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.  
Minimum Years of Experience: One-year relevant experience

**Boiler Tender**

**Duties:** The Boiler Tender 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. This incumbent 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.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.  
Minimum Years of Experience: One-year relevant experience
Water Treatment Plant Operator
Duties: This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Swimming Pool Operator
Duties: The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Driver, Bus
Duties: The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience
Truckdriver, Light
Duties: The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 ½ tons, usually 4 wheels.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed. Minimum Years of Experience: One-year relevant experience

Driver, Medium Truck
Duties: The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed. Minimum Years of Experience: One-year relevant experience

Truckdriver, Heavy
Duties: The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, over 4 tons, usually 10 wheels.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed. Minimum Years of Experience: One-year relevant experience
Driver, Tractor-Trailer
Duties: The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: A trailer has a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Automotive Worker
Duties: The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Fire Alarm System Mechanic
Duties: The Fire Alarm System Mechanic 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, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience
Forklift Operator
Duties: The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Pipefitter, Maintenance
Duties: The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Welder, Combination Maintenance
Duties: This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, 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. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience
Small Engine Mechanic
Duties: The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience

Motor Vehicle Wrecker
Duties: The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.
Minimum Years of Experience: One-year relevant experience