

# THE BENADE GROUP, INC.

606 Raleigh Place, S.E., Suite 206, Washington, D.C. 20032  
Tel: 202 885-9055 Fax: (202) 449-8348



U.S. General Services Administration

## General Services Administration Federal Supply Service Authorized Federal Supply 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 are available through GSA Advantage!®, a menu driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

### Multiple Award Schedule (MAS)

SIN: 561110: **Office Administrative Services**  
SIN: 561210FAC: **Facilities Maintenance and Management**  
SIN: 54151S: **Information Technology**  
SIN: 541330ENG: **Engineering Services**  
SIN: OLM: **Order Level Materials**

**Contract Number: 47QSMS24D0094**

For more information on ordering from Federal Supply Schedules click on FSS Schedules at [GSA.gov](http://GSA.gov).

**Contract Period: Begins 6/26/2024 and ends 06/25/2029**

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>

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606 Raleigh Place, S.E., Suite 206, Washington, D.C. 20032  
Tel: (202) 885-9055, Fax:(202) 449-8348  
Website: <http://www.tbginc.us>

**Contract Administrator:** Ebenezer Adewunmi, P.E., Principal

**Cell:** (202) 345-8189, **Email:** [Ebenezer@Tbginc.us](mailto:Ebenezer@Tbginc.us)

**Alternate Contract Administrator:** Patrick Clark, Email: [Patrick@tbginc.us](mailto:Patrick@tbginc.us)

### Business Size

Small, Woman Owned Business, HUBZone Owned Business

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## CUSTOMER INFORMATION

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

SIN	SIN Title
561110	Office Administrative Services
54151S	Information Technology Professional Service
561210FAC	Facilities Maintenance and Management
541330ENG	Engineering Services
OLM	Order-Level Materials (OLM)

- 1b Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Price List
- 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: See Labor Category Description
2. Maximum order for SIN 561110: \$1,000,000  
Maximum order for SIN 54151S: \$500,000
3. Maximum order for SIN 561210FAC: \$1,000,000  
Maximum order for SIN 541330ENG: \$1,000,000  
Maximum order for OLM: \$250,000
4. Minimum order: \$100
5. Geographic coverage (delivery area): Worldwide
6. Point(s) of production: Not Applicable
7. Discount from list prices or statement of net price: Prices listed are net, discounts have been deducted and the industrial funding fee has been added.
8. Quantity discounts: Additional 2% on orders greater than \$250,000
9. Prompt payment terms: Not applicable.
10. Foreign items: Not Applicable
- 10a. Time of delivery: To be negotiated between the contractor and ordering agency.  
10b. Expedited delivery: To be negotiated between the contractor and ordering agency.  
10c. Overnight and 2 day delivery: To be negotiated between the contractor and ordering agency.  
10d. Urgent Requirements: To be negotiated between the contractor and ordering agency.
11. F.O.B point(s): Destination
- 12a. Ordering address(es): 606 Raleigh Place, S.E., Washington, DC 20032  
12b. Ordering procedures: ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

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13. Payment address(es): 606 Raleigh Place, S.E., Washington, DC 20032
  14. Warranty provision: Per task order; per PRS in task order
  15. Export packing charges: Not Applicable
  16. Terms and conditions of rental, maintenance, and repair: Not Applicable
  17. Terms and conditions of installation: Not Applicable
  - 18a. Terms and conditions of repair parts: Not Applicable
  - 18b. Terms and conditions for any other services: Not Applicable
  19. List of service and distribution points: Not Applicable
  20. List of participating dealers: Not Applicable
  21. Preventive maintenance: Not Applicable
  - 22a. Special attributes: Contractor may indicate any environmental benefits such as recycled content, energy efficiency, or reduced pollutants incorporated into performance under the contract: Not Applicable
  - 22b. Section 508 compliance: Indicate that Section 508 compliance information: Not Applicable
  23. Data Universal Number System (DUNS) number: 122627099
  24. Notification regarding registration in System for Award Management (SAM) database:
    - a. Unique Entity Identifier (UEI) Number: KFK3PPJ8PYT3
    - b. Cage Code: 6PSS6
    - c. Registered, and Registration valid to: 06/20/2025

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## Pricing

Information Technology	Year 1	Year 2	Year 3	Year 4	Year 5
SIN 54151S - Information Technology Professional Services	2024	2025	2026	2027	2028
Labor Category	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
Application Engineer, Senior	157.42	161.36	165.39	169.52	173.76
Business Analyst, Mid	83.43	85.52	87.65	89.84	92.09
Cloud Analyst, Mid	101.56	104.10	106.70	109.37	112.10
Cloud Analyst, Senior	127.86	131.06	134.33	137.69	141.13
Customer Service Engineer, Mid	65.74	67.38	69.07	70.79	72.56
Cyber Security Engineer, Mid	120.02	123.02	126.10	129.25	132.48
Data Integration Analyst, Senior	106.10	108.75	111.47	114.26	117.11
Developer, Mid	103.56	106.15	108.80	111.52	114.31
Network Administrator, Mid	84.33	86.44	88.60	90.81	93.08
Network Administrator, Senior	102.02	104.57	107.18	109.86	112.61
Network Engineer, Mid	114.94	117.81	120.76	123.78	126.87
Program Manager	149.62	153.36	157.19	161.12	165.15
Project Analyst	81.61	83.65	85.74	87.89	90.08
Project Manager	116.61	119.53	122.51	125.58	128.72
System Administrator, Mid	81.61	83.65	85.74	87.89	90.08
System Administrator, Senior	99.75	102.24	104.80	107.42	110.11
Systems Engineer, Expert	163.22	167.30	171.48	175.77	180.16
Systems Engineer, Mid	86.15	88.30	90.51	92.77	95.09
Systems Engineer, Senior	104.28	106.89	109.56	112.30	115.11

Office Management	Year 1	Year 2	Year 3	Year 4	Year 5
SIN 561110 - Office Administrative Services	2024	2025	2026	2027	2028
Labor Category	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
Accounting Clerk II	58.94	60.41	61.92	63.47	65.06
Accounting Clerk III	77.08	79.01	80.98	83.01	85.08
Administrative Assistant	68.01	69.71	71.45	73.24	75.07
Data Entry Operator I	68.01	69.71	71.45	73.24	75.07
General Clerk I	49.87	51.12	52.39	53.70	55.05
General Clerk II	63.48	65.07	66.69	68.36	70.07
General Clerk III	77.08	79.01	80.98	83.01	85.08

Professional Services	Year 1	Year 2	Year 3	Year 4	Year 5
SIN: 541330ENG: Engineering Services	2024	2025	2026	2027	2028
Labor Category	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
Program Manager	\$217.63	223.07	228.65	234.36	240.22
Senior Engineer	\$190.43	195.19	200.07	205.07	210.20
Architect	\$176.83	181.25	185.78	190.43	195.19
ENGINEER (Mechanical, Electrical, Structural, Civil, etc.)	\$176.83	181.25	185.78	190.43	195.19
Senior Project Manager	\$217.63	223.07	228.65	234.36	240.22

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Project Manager	\$190.43	195.19	200.07	205.07	210.20
Contract Administrator	\$131.49	134.78	138.15	141.60	145.14
Junior Scientist	\$77.08	79.01	80.98	83.01	85.08
Principal Engineer	\$249.37	255.60	261.99	268.54	275.26
Assistant Project Manager	\$176.83	181.25	185.78	190.43	195.19
Building Chief Engineer	\$131.49	134.78	138.15	141.60	145.14
Entry Level Engineer	\$108.82	111.54	114.33	117.19	120.12
Health and Safety Officer	\$167.76	171.95	176.25	180.66	185.18
Principal Scientist	\$208.56	213.77	219.12	224.60	230.21
Strategic Planner	\$167.76	171.95	176.25	180.66	185.18
Principal Subject Matter Expert	\$208.56	213.77	219.12	224.60	230.21
Subject Matter Expert	\$136.02	139.42	142.91	146.48	150.14
Senior Telecom Analyst	\$208.56	213.77	219.12	224.60	230.21
Data Architect	\$167.76	171.95	176.25	180.66	185.18
Database Management Specialist	\$136.02	139.42	142.91	146.48	150.14
Senior Database Management Specialist	\$167.76	171.95	176.25	180.66	185.18
Information Assurance Analyst	\$136.02	139.42	142.91	146.48	150.14
Senior Information Assurance Analyst	\$167.76	171.95	176.25	180.66	185.18
Computer Specialist/Systems Designer	\$167.76	171.95	176.25	180.66	185.18
Principal Systems Engineer	\$249.37	255.60	261.99	268.54	275.26
Senior Systems Engineer	\$217.63	223.07	228.65	234.36	240.22
Systems Engineer	\$176.83	181.25	185.78	190.43	195.19
Junior Systems Engineer	\$131.49	134.78	138.15	141.60	145.14
Building Analyst/Operator Trainer	\$131.49	134.78	138.15	141.60	145.14
Energy Code Specialist	\$113.35	116.18	119.09	122.07	125.12
Financial Analyst	\$113.35	116.18	119.09	122.07	125.12
Program Analyst	\$136.02	139.42	142.91	146.48	150.14
Designer	\$167.76	171.95	176.25	180.66	185.18
Inspector	\$136.02	139.42	142.91	146.48	150.14
Technician	\$113.35	116.18	119.09	122.07	125.12
Word Processor	\$77.08	79.01	80.98	83.01	85.08
Graphics Specialist	\$115.00	117.88	120.82	123.84	126.94
Senior Technical Writer	\$113.35	116.18	119.09	122.07	125.12
Technical Writer**	\$113.35	116.18	119.09	122.07	125.12
Cost Control Specialist	\$176.83	181.25	185.78	190.43	195.19
Data Entry Clerk 2	\$113.35	116.18	119.09	122.07	125.12
Drafter/ CAD Operator IV	\$136.02	139.42	142.91	146.48	150.14

<b>SIN: 561210FAC</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Facilities Maintenance and Management</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Labor Category</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>
HVAC Master Mechanic	\$113.35	116.18	119.09	122.07	125.12
Master Plumber	\$113.35	116.18	119.09	122.07	125.12
Commissioning Manager	\$136.02	139.42	142.91	146.48	150.14

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Quality Assurance Specialist	\$113.35	116.18	119.09	122.07	125.12
Quality Control Inspector	\$113.35	116.18	119.09	122.07	125.12
Iron Worker for Reinforcement	\$115.00	117.88	120.82	123.84	126.94
Buyer	\$77.08	79.01	80.98	83.01	85.08
Concrete Finisher	\$77.08	79.01	80.98	83.01	85.08
CAFM Manager	\$167.76	171.95	176.25	180.66	185.18
Stationary Engineer	\$176.83	181.25	185.78	190.43	195.19
Junior Energy Analyst	\$136.02	139.42	142.91	146.48	150.14
Maintenance Supervisor (Gen.Maint Equip Mech)	\$136.02	139.42	142.91	146.48	150.14
Maintenance Mechanic (Ground Support Equip Servicer)	\$113.35	116.18	119.09	122.07	125.12
HVAC Mechanic	\$113.35	116.18	119.09	122.07	125.12
Master Electrician (Electr. Tech. Maintenance)	\$136.02	139.42	142.91	146.48	150.14
Electrical Technician (Electrician, Maintenance)	\$136.02	139.42	142.91	146.48	150.14
Carpenter, Skilled	\$113.35	116.18	119.09	122.07	125.12
Painter	\$113.35	116.18	119.09	122.07	125.12
Plumber, Maintenance	\$113.35	116.18	119.09	122.07	125.12
Sheet Metal Worker, Maintenance	\$113.35	116.18	119.09	122.07	125.12
Pipe Fitter, Maintenance	\$113.35	116.18	119.09	122.07	125.12
Security Manager	\$136.02	139.42	142.91	146.48	150.14
Security Specialist	\$113.35	116.18	119.09	122.07	125.12
Fuel Technician	\$113.35	116.18	119.09	122.07	125.12
Roofer	\$113.35	116.18	119.09	122.07	125.12
Skilled Laborer/ Foreman	\$113.35	116.18	119.09	122.07	125.12
Laborer	\$77.08	79.01	80.98	83.01	85.08
Warehouse Control Technician	\$77.08	79.01	80.98	83.01	85.08
Truck Driver	\$77.08	79.01	80.98	83.01	85.08
Certified Welder	\$113.35	116.18	119.09	122.07	125.12
Service Order Dispatcher	\$77.08	79.01	80.98	83.01	85.08
Administrative Support	\$77.08	79.01	80.98	83.01	85.08
Customer Service Specialist	\$77.08	79.01	80.98	83.01	85.08
Skilled/ Foreman	\$90.68	92.95	95.27	97.65	100.09

"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 price list 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)."

## SCA Labor Category Matix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Principal Engineer	30086	2015-4281
Program Manager	30086	2015-4281
Senior Engineer	30085	2015-4281
Architect	30084	2015-4281
Engineer (Mechanical, Electrical, Structural, Civil)	30084	2015-4281
Senior Project Manager	30086	2015-4281

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Project Manager	30085	2015-4281
Assistant Project Manager	30084	2015-4281
Contract Administrator	30084	2015-4281
Building Chief Engineer	25070	2015-4281
Entry Level Engineer	30082	2015-4281
Health and Safety Officer	30084	2015-4281
Principal Scientist	30086	2015-4281
Junior Scientist	30082	2015-4281
Strategic Planner	30085	2015-4281
Principal Subject Matter Expert	30086	2015-4281
Subject Matter Expert	30085	2015-4281
Senior Telecom Analyst	14103	2015-4281
Data Architect	14101	2015-4281
Database Management Specialist	14102	2015-4281
Senior Database Management Specialist	14103	2015-4281
Information Assurance Analyst	14102	2015-4281
Senior Information Assurance Analyst	14103	2015-4281
Computer Specialist/Systems Designer	14074	2015-4281
Principal Systems Engineer	30086	2015-4281
Senior Systems Engineer	30085	2015-4281
System Engineer	14074	2015-4281
Junior Systems Engineer	14072	2015-4281
Building Analyst/Operator Trainer	14073	2015-4281
Energy Code Specialist	14073	2015-4281
Financial Analyst	99260	2015-4281
Program Analyst	99260	2015-4281
HVAC Master Mechanic	23411	2015-4281
Master Plumber	30084	2015-4281
Commissioning Manager	30086	2015-4281
Quality Assurance Specialist	30084	2015-4281
Quality Control Inspector	30083	2015-4281
Iron Worker for Reinforcement	23890	2015-4281
Buyer	25070	2015-4281
Concrete Finisher	30082	2015-4281
CAFM Manager	30085	2015-4281
Stationary Engineer	25070	2015-4281
Designer	30083	2015-4281
Inspector	30083	2015-4281
Junior Energy Analyst	14102	2015-4281
Entry Level Energy Analyst	14101	2015-4281
Senior Scientist	30085	2015-4281

Scientist	30032	2015-4281
Marketing Manager (Marketing Analyst)	99260	2015-4281
Project Coordinator	30085	2015-4281
Maintenance Supervisor (Gen.Maint Equip Mech)	23380	2015-4281
Maintenance Mechanic (Ground Support Equip Servicer)	23381	2015-4281
HVAC Mechanic	23410	2015-4281
Master Electrician (Electr. Tech. Maintenance)	23183	2015-4281
Electrical Technician (Electrician, Maintenance)	23160	2015-4281
Carpenter, Skilled	23160	2015-4281
Painter	23760	2015-4281
Plumber, Maintenance	23810	2015-4281
Sheet Metal Worker, Maintenance	23790	2015-4281

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Pipe Fitter, Maintenance	23790	2015-4281
Security Manager	27132	2015-4281
Security Specialist	27102	2015-4281
Fuel Technician	23312	2015-4281
Roofer	30083	2015-4281
Technician	30083	2015-4281
Skilled Laborer/ Foreman	30083	2015-4281
Laborer	23470	2015-4281
Warehouse Control Technician	21410	2015-4281
Truck Driver	31362	2015-4281
Certified Welder	23960	2015-4281
Service Order Dispatcher	01320	2015-4281
Administrative Support	01313	2015-4281
Customer Service Specialist	01043	2015-4281
Word Processor	01612	2015-4281
Graphics Specialist	01113	2015-4281
Senior Technical Writer	30463	2015-4281
Technical Writer	30462	2015-4281
Cost Control Specialist	30084	2015-4281
Data Entry Clerk 2	01052	2015-4281
Skilled/ Foreman	30083	2015-4281
Security and Safety Officer	27010	2015-4281
Computer Operator I	14041	2015-4281
Computer Operator II	14042	2015-4281
Computer Operator III	14043	2015-4281
Computer Operator IV	14044	2015-4281
Computer Operator V	14045	2015-4281
Computer Programmer I	14071	2015-4281
Computer Programmer II	14072	2015-4281
Computer Programmer III	14073	2015-4281
Computer Programmer IV	14074	2015-4281
Computer Systems Analyst I	14101	2015-4281
Computer Systems Analyst II	14102	2015-4281
Computer Systems Analyst III	14103	2015-4281
Drafter/ CAD Operator IV	30064	2015-4281



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## Labor Category Descriptions:

Labor Category/Service Title	Labor Category/Service Description	Minimum Education	Identify High School Equivalent and/or Required Certifications or Licenses (State "None" if not required)	Minimum Years of Experience
Application Engineer, Senior	A Senior Application Engineer working as a bridge between customers and engineering teams, Application Engineers use customer input and sales information to design or re-design, develop, test and implement complex software programs and applications.	Bachelor's Degree		4
Business Analyst, Mid	A Business Analyst uses data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns.	Bachelor's Degree		2
Cloud Analyst, Mid	A Cloud Analyst is responsible for planning and engineering of an organization's cloud computing infrastructure and applications. Implements and designs hardware and software. Monitors the performance of systems.	Bachelor's Degree		2
Cloud Analyst, Senior	A Senior Cloud Analyst is responsible for planning and engineering of an organization's cloud computing infrastructure and applications. Implements and designs hardware and software. Monitors the performance of systems.	Bachelor's Degree		4
Customer Service Engineer, Mid	A Customer Service Engineer quickly responds to end user requests for assistance when existing manuals and scripted responses are not sufficient to meet user needs. Interacts with customers and diagnoses problems and leads customers through the necessary steps to correct their issues.	Bachelor's Degree		2
Cyber Security Engineer, Mid	A Cyber Security Engineer performs customized application security and vulnerability assessments, audits of Operating Systems, Web Servers and Databases. Detects comprehensible patterns, insecure features and malicious activities in the infrastructure. Manages application security projects including quality and timely delivery. Centrally track vulnerabilities and coordinate with internal network teams to ensure closure of vulnerabilities. Ensures the project deliverables are reviewed and meet quality standards prior to sharing with the customer. Conducts project closure meetings to clarify customer queries and confirm acceptance of project deliverables.	Bachelor's Degree		2

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Data Integration Analyst, Senior	A Data Integration Analyst, Senior handles data integration tasks for the Government, helping determine their data-related needs and recommending improvements as needed.	Bachelor's Degree		4
Developer, Mid	A Developer analyzes customer needs and develops overall concept and design objectives. The developer creates software in a variety of programming and for a variety of IT software applications. Provides debugging and correcting errors in computer programs.	Bachelor's Degree		2
Network Administrator, Mid	A Network Administrator manages, monitors, and configures the routine operations and maintenance of computer systems in a variety of different networks to include high volume/high availability systems. Responds quickly to resolve problems. Implements agency policy regarding computer access and implement firewalls.	Bachelor's Degree		2
Network Administrator, Senior	A Senior Network Administrator delivers the same functions as the Network Administrator but also works with multiple teams of administrators involving multiple diverse networks at both the enterprise and local level. Creates plans to assure effective management, operations, and maintenance of systems and/or networks. Is cognizant of all agency policies regarding computer access and firewall and network protection technologies and creates the plans to implement.	Bachelor's Degree		4
Network Engineer, Mid	The Network Engineer plans, supports and evaluates complex existing network systems and make recommendations for resources required to maintain and/or expand service levels. This resource will provide highly skilled technical assistance in network planning, engineering and architecture. Also provides and develops technical standards and interface applications; identifies and evaluates new products; provide solutions for network problems. Interfaces with internal/external customers and vendors to determine system needs. Plans and incorporates how new network resources and applications will exist on the network. Provide monthly metrics for network availability and bandwidth usage as well as other metrics as requested. Responsible for network capacity planning. Use network management tools to discover, map and maintain the network. Responsible for network equipment OS and version upgrades. Responsible for conducting research of new technologies and implementation strategies. Monitor and maintain network interfaces to insure its highest level of performance and makes modifications and enhancements as needed. Responsible for documenting procedures and keeping network diagrams and related material up to date. Handle escalated user problems, questions, and request on network issues. Work with other groups within IS to resolve network related issues as needed. Leads and directs work of other Network Engineers.	Bachelor's Degree		2

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Program Manager	A Program Manager utilizes expertise with diverse IT projects both large and small to manage a portfolio of projects, including full systems development life cycle, enterprise wide network engineering, strategic information planning, business process reengineering, structure and management practices. identifies and mitigates risks to the program. Manages to cost, schedule and performance.	Bachelor's Degree		2
Project Analyst	The Project Analyst creates, applies, and maintains tools to track program, project, or task performance data, including cost, schedule, and performance data. Creates routine and ad hoc reports. Provides oral and written discussion of analytical findings using narrative and graphic forms.	Bachelor's Degree		2
Project Manager	A Project Manager manages Information Technology related projects. Utilizes life cycle and project management methodologies. Tracks costs, schedule and performance progress. Identifies and mitigates risks.	Bachelor's Degree		5
System Administrator, Mid	A System Administrator conducts routine system administration tasks and logging data in system admin logs. Systems administrators are responsible for maintaining system efficiency. Troubleshooting a wide variety of systems and networks to include high volume/high availability systems. Utilizes a number of debugging protocols and processes. Troubleshoots problems and issues identified by customers and implement corrective actions quickly.	Bachelor's Degree		2
System Administrator, Senior	A Senior System Administrator utilizes thorough knowledge to create plans to assure effective management, operations, and maintenance of systems and/or networks. Manages teams of system admins prioritizes work and identify high risk critical problems and dedicate appropriate resources. Provides knowledge of a wide variety of systems and networks to include high volume/high availability systems.	Bachelor's Degree		4
Systems Engineer, Expert	An Expert Systems Engineer provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Leads teams in developing application and technical plans. Guide customers in the installation and use of strategic products through education and guidance, first-use and tuning assistance problem solving and critical situation resolution.	Bachelor's Degree		8
Systems Engineer, Mid	A Systems Engineer provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Provides requirements analysis. May prepare and present systems assurance reviews. Identifies requirements and deficiencies in hardware and software products. Advises customer in product selection and use, capacity planning operations and performance management.	Bachelor's Degree		2

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<p>Systems Engineer, Senior</p>	<p>A Senior Systems Engineer provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Leads teams in developing application and technical plans. Guide customers in the installation and use of strategic products through education and guidance, first-use and tuning assistance problem solving and critical situation resolution.</p>	<p>Bachelor's Degree</p>		<p>4</p>
<p>Accounting Clerk II</p>	<p>Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employees follow specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.</p>	<p>High School</p>		<p>2</p>
<p>Accounting Clerk III</p>	<p>Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employees follow specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting processes.</p>	<p>High School</p>		<p>2</p>
<p>Administrative Assistant</p>	<p>In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.</p>	<p>High School</p>		<p>2</p>

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Data Entry Operator I	This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.	High School		1
General Clerk I	Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.	High School		1
General Clerk II	This position requires familiarity with the terminology of the office unit. The General Clerk 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.	High School		3
General Clerk III	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.	Associates		5

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<p>Principal Engineer</p>	<p>Serves as primary contact between the government and the contractor. Draws from applicable knowledge and experience to lead teams in providing support as it relates to regulatory compliance, agency policies, and functional requirements; and performs capabilities such as facilitating and reporting briefings and evaluations, which includes documentation preparation and planning, program planning, and meeting support. Performs and assesses technical energy analysis and or energy modeling on commercial, institutional or industrial facilities. Applies energy use, markets, industries, technologies experience to perform studies of trends, data collection and analysis, building energy use, efficiency studies, energy technology/market studies, analysis of energy resources and markets, technical report development, modeling analysis, statistical analysis, and benefit analysis. Possesses the ability to perform facility mechanical and lighting system evaluations, energy audits to identify energy conservation project opportunities, feasibility studies, construction management and to supervise energy audit teams. The ability to perform detailed studies and feasibility analyses, including renewable energy implementation is also required. Conservation project opportunities, feasibility studies, construction management and to supervise energy audit teams. The ability to perform detailed studies and feasibility analyses, including renewable energy implementation is also required.</p>	<p>Master's degree in engineering related discipline or Bachelor's Degree in Engineering with a Professional Engineering License or Bachelors of Architecture and Registered with AIA. With over 25 years of experience of which over 15 years of management experience</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>25</p>
<p>Program Manager/ Engineer V</p>	<p>Responsible for the technical and financial performance of the program or contract. Through interaction with the respective technical organization units, assesses the requirements of a program or contract in terms of labor and resources, develops an overall program budget with final approval authority, executes all phases of the federal program under his/her control, and ensures that technical and contractual quality standards are met. Develops and maintains a strong client relationship. Keeps the client abreast of new developments and changes in the scope and/or timetable of the program. Responsible for the final quality and delivery of reports such as status reports, technical reports, and other reports required of the program. Ensures adherence to company quality standards in all reports. Contributes to maintaining company's reputation by ensuring professional, technical, and ethical standards are upheld by all program staff in dealing with clients, agencies, and subcontractors. Must interface with multiple internal organization units to ensure the resolution of problems. Develops and writes proposals for presentations to clients with others. Ensures the accuracy of the proposal and develops a pricing structure which is well researched and realistic. Identifies, develops, and closes on new sales opportunities as they arise and follows through as required.</p>	<p>Bachelor's Degree from accredited college or university. With over 20 years of experience of which over 10 years of management experience</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>20</p>

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<p>Senior Engineer/ Engineer IV</p>	<p>Coordinates teams with knowledge of and experience with various agency policies, functional requirements, regulatory compliance support; and capabilities related to briefing and evaluation support, document review and evaluation, program planning and evaluation support, document preparation support, and meeting support. Performs technical energy analysis and or energy modeling on commercial, institutional or industrial facilities. Applies energy use, markets, industries, technologies experience to perform studies of trends, data collection and analysis, building energy use, efficiency studies, energy technology/market studies, analysis of energy resources and markets, technical report development, modeling analysis, statistical analysis, and benefit analysis. Provides analysis in the areas of program management, organizational strategy, policy, strategic communications and task management expertise.</p>	<p>Bachelor's degree in engineering or related discipline. With over 15 years of experience</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>15</p>
<p>Architect/ Engineer III</p>	<p>Discusses with the Customer the objectives, requirements, and budget of a project. Provide various pre-design services: conducting feasibility and environmental impact studies, selecting a site. Develop final construction plans, to include the structural system; HVAC systems; electrical systems; plumbing; site and landscape plans. Also specifies the building materials strict adherence to building codes, zoning laws, fire regulations, and other ordinances. Architect may also assist the customer in obtaining construction bids, selecting a contractor, and negotiating the construction contract. Visit the building site to ensure adherence to schedule, specified materials and quality work standards.</p>	<p>Bachelor of Architecture Degree from accredited college or university</p>	<p>Engineer In Training License and/ or Professional Engineer or Registered Architect License</p>	<p>10</p>
<p>ENGINEER (Mechanical, Electrical, Structural, Civil, etc.) Engineer III</p>	<p>Perform the following duties: 1. Develop and designs facilities and systems. 2. Develop and maintain quality assurance standards for engineering and design. 3. Direct activities to ensure that manufacturing, construction, installation, and operational testing conform to quality assurance standards and customer contract requirements. Review and approve CAD drafted designs, drawings, specifications and other customer deliverables. 4. Direct and coordinate operation, maintenance, and repair of equipment and systems in field installations. 5. Use computer assisted engineering and design (CADD) software and equipment to perform engineering tasks. 6. Develop project plans specifying goals, budgeting, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources. 7. Formulate and define technical scope and objectives of projects</p>	<p>BS Degree - Engineering</p>	<p>Engineer In Training License and/ or Professional Engineer or Registered Architect License</p>	<p>10</p>

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<p>Senior Project Manager/Engineer V</p>	<p>Provides senior-level management of project life-cycle: analysis, project planning, implementation, and project close-out and other project management best practices. Applies specific experience in developing and implementing government and/or private sector multiyear technical assistance projects involving numerous task teams and task assignments dealing with strategic planning for technical programs; analysis of program mission, goals, and objectives, and direction of specific technical studies and analyses.</p>	<p>Bachelor's degree</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>15</p>
<p>Project Manager/Engineer IV</p>	<p>Provides managerial oversight, direction and coordination of all functions and tasks associated with delivery/task orders issued under the contract. Ensures effective, efficient and economical operation of all activities. Provides overall management coordination and day-to-day project supervision. Responsible for project correspondence and project deliverables. Serves as the central point of contact to the customer for all work. Manages and commits resources including materials, equipment and labor force. Responsible for support staff coordination and ensuring required supervision of contractor personnel is carried out. Attends all meetings that involve customers or representatives. Ensures that all employees are properly trained and licensed, if required, prior to appointment to a position or performing work.</p>	<p>Bachelor's Degree from accredited college or university</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>12</p>
<p>Assistant Project Manager/Engineer III</p>	<p>Assists the Project Managers with help to plan, execute, and finalize projects according to strict deadlines and remain within budget. Assists with client communication when the Project Manager is out of the office. Ensures project documents are complete, current, and appropriate. Reviews deliverables prepared by team before passing off to client. Prepares for project milestone reviews with quality assurance of procedures. Resolves and/or escalates issues in a timely fashion. Effectively communicates relevant project information to superiors and clients. Assists the Project Manager to ensure an on-time delivery of completed project. Capable of assisting with several projects at one time. Identifies risks throughout the project and determines appropriate mitigation of any foreseen issues. Addresses client issues immediately.</p>	<p>Bachelor's Degree from accredited college or university</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>10</p>
<p>Contract Administrator/Engineer II</p>	<p>Responsible for contract administration activities related to the performance of this contract including invoice submission, report and deliverable submission, small business plan administration, budget, cost control, payroll, and accounting, etc. Requires a broad knowledge of Federal Contract administration requirements. No supervisory responsibilities are anticipated.</p>	<p>Bachelor's Degree</p>		<p>5</p>



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<p>Building Chief          Engineer/          Engineer II</p>	<p>Operate facilities including physical structures, utilities and surrounding grounds. Operation includes programs and services essential to maintain a safe, healthy and comfortable facility. Maintain, repair or modify facilities by upgrading or replacing; inspecting; planning, overseeing and inspecting work performed by carpenters, electricians, utility systems, mechanics, plumbers, elevator mechanics, janitors, grounds laborer, pest control and/or others; apply full range of principles, concepts and methods of facility operations to evaluate use patterns and maintenance/restoration requirements; apply manufacturer's equipment maintenance and repair requirements; ensure quality and timeliness of work performed by staff and subcontractors; ensure contract compliance; perform diagnostic inspections of structure, electrical and mechanical systems and equipment.</p>	<p>Associate degree from accredited college or university or Trade School Possess Trade Certificate/CFC Universal/Specialized Training</p>		<p>5</p>
<p>Entry Level          Engineer/          Engineer I</p>	<p>Performs data collection, research, analysis and reporting on respective EERE (or similar) program(s)' trends, energy use, production, import/export, employment, renewables and energy efficiency. Experience analyzing technology research needs and developing respective EERE (or similar) program(s)' research engineering strategies, and technical report development. Must be able to conduct on-site assessments, installation verification, and operations and performance validation.</p>	<p>Bachelor's degree in engineering or related discipline</p>		<p>5</p>

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<p>Health and Safety Officer/ Technician IV</p>	<p>Responsibilities: Create and direct the implementation of company Environmental Health and Safety (EHS), Security and Export Control (SEC) and Base Comprehensive Plan (BCP) standards, policies, and procedures. Serve as Program Manager for the National Industrial Security Program (NISP). Plan, direct, or coordinate safety and security activities to safeguard company assets, employees, guests, or others on company property. Supervise subordinate SEC professionals, performing activities such as hiring, training, assigning work, evaluating performance, or disciplining. Collect and analyze BCP data to determine program needs, goals and readiness. Analyze and evaluate safety and security operations corporate wide to identify risks or opportunities for improvement. Communicate safety and security status updates and actual or potential problems, using established protocols or creating new ones. Conduct physical inspections of property to ensure compliance with safety and security policies and regulations. Conduct, support, or assist in governmental reviews, internal corporate evaluations, or other assessments of the overall effectiveness of all plans and processes. Monitor all policies, programs or procedures to ensure compliance with internal policies or applicable government laws, regulations, and directives. Identify, investigate, and resolve violations of the National Industrial Security Program Operating Manual (NISPOM). These job requirements are not exhaustive and other duties may be assigned. TBG reserves the right to modify the job description as needed.</p>	<p>Bachelor's Degree from accredited college or university.</p>	<p>Certified Protection Professional (CPP) or Industrial Security Professional required; Certified Industrial Hygienist (CIH) or Certified Safety Professional preferred.</p>	<p>10</p>
<p>Principal Scientist/ Principal Technician</p>	<p>Serves as primary research science contact between the government and the contractor. Draws from applicable knowledge and experience to lead teams in providing expert support as it relates to the subject field of study. Leads project teams in the performance of evaluations, research, and studies to validate scientific applications. Provides expert interface with the client and assures guidance and leadership for junior scientists and other team members. Leads in the application of knowledge in the in the publication of scientific studies of peer-review quality. Advances knowledge of EERE (or similar) program technologies and equipment, cost and performance evaluations, and energy use to identify opportunities for increased energy efficiency. Leads in the application of simulation and modeling tools developed for scientific analysis.</p>	<p>Master's degree</p>		<p>20</p>
<p>Junior Scientist / Technician I</p>	<p>Performs scientific research in energy efficiency and renewable energy areas of study, and suggests ideas for engineering studies in energy technologies. Applies knowledge of EERE (or similar) program technologies and equipment, cost and performance evaluations, and energy use to identify opportunities for increased energy efficiency.</p>	<p>Bachelor's degree in a field of relevant scientific study</p>		<p>2</p>

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Strategic Planner / Technician IV	Provides expert-level domain and functional consulting, analysis, and support to client on critical technology issues; expert-level consulting regarding highly specialized technologies or methods. Applies ability to plan and conduct extensive research and analysis resulting in products acceptable to the client. Applies computer skills for the use of simulation and modeling tools developed for scientific analysis.	Bachelor's degree		10
Principal Subject Matter Expert/ Principal Tech	Provides expert-level consulting regarding highly specialized technologies or methods; interfaces with client management personnel regarding strategic issues; works effectively under pressure and in the conduct of demanding assignments and expresses ideas well both orally and in writing; applies extensive knowledge in an area of specialization which is necessary for effective implementation of the Specific Subject Matter Area required. Independently plans, conducts, and leads extensive research and analysis resulting in products of significant impact; performs extremely difficult, high visibility tasks requiring application of new or original concepts.	Master's degree		20
Subject Matter Expert/ Technician III	Provides expert-level domain and functional consulting, analysis, and support to client on critical technology issues; expert-level consulting regarding highly specialized technologies or methods; works effectively under pressure and in the conduct of demanding assignments and expresses ideas well both orally and in writing; has extensive knowledge in an area of specialization which is necessary for effective implementation of the Specific Subject Matter Area required. Interfaces with client management personnel regarding strategic issues; performs extremely difficult, high visibility tasks requiring application of new or original concepts. Applies ability to plan and conduct extensive research and analysis resulting in products acceptable to the client.	Master's degree		10

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<p>Senior Telecom Analyst / Principal Technician</p>	<p>Reviews communication networks as to their ability to support data processing requirements. Recommends changes to transmission networks, both in terms of hardware devices and switching points required to improve network performance. Applies knowledge of FTS2000; packet switching; IBM3745; Value Added Networks, multiple protocol routers; high speed communications, including Asynchronous Transfer Methods (ATM) and Synchronous Optical Network (SONET); GOSIP; the Internet; EPA's standard LAN and LAN-WAN protocols including SNA, IPX, IP, and X.25; and network management systems including NetView, SNMP, GNMP, or other applicable systems. Applies knowledge of local area networks, wide area networks, bridges, gateways, and routers. Applies working knowledge of coding and error detection methodologies. Designs or participates in the design or review of communications networks for computer systems which are comparable to the federal environment. Applies excellent communications skills, both written and oral. Directs the safe and productive work of field technicians.</p>	<p>Bachelor's degree</p>		<p>20</p>
<p>Data Architect/ Technician IV</p>	<p>Develops information systems, conducts functional and data requirements analysis, systems analysis and design, programming, program design and prepares documentation. Primarily responsible for the development of strategies for data acquisitions, archive recovery and database implementation; translating business needs into long-term architecture solutions; evaluation of reusability of current data for additional analyses, review object and data models and the metadata repository to structure the data for better management and quicker access. Consults and supports the efforts of other team members with application and/or infrastructure development projects to fit systems and technology within the architecture, and identifies when it is necessary to modify the technical architecture to accommodate project needs. Leads efforts to meet all reporting requirements.</p>	<p>Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline</p>		<p>12</p>
<p>Database Management Specialist/ Technician III</p>	<p>Serves as DBMS specialist and supports senior DBMS on complex applications projects in the DBMS design, implantation and administration area. Evaluates database design tradeoffs, impacts, user expectations, performance levels, and space allocation requirements, balancing ease of use with performance. Identifies areas where standards are appropriate and proposes standards, guidelines, controls and procedure. Applies technical writing and presentation capabilities and skills.</p>	<p>Bachelor's degree</p>		<p>10</p>

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<p>Senior Database Management Specialist/ Technician IV</p>	<p>Serves as senior DBMS specialist on complex applications projects in the DBMS design, implantation, and administration area. Supervises other DBMS specialists on project teams. Serves as consultant and advisor to system designers to develop DBMS options for system implementation proposals. Evaluates database design tradeoffs, impacts, user expectations, performance levels, and space allocation requirements, balancing ease of use with performance. Identifies areas where standards are appropriate and proposes standards, guidelines, controls and procedure. Applies technical writing and presentation capabilities and skills.</p>	<p>Bachelor's degree</p>		<p>12</p>
<p>Information Assurance Analyst/ Technician III</p>	<p>Works on application problems involving all phases of systems analysis to provide IA solutions. Provides technical support for secure software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Based on a review of current IA policy, doctrine and regulations; provide recommendations for consolidating or developing IA policy and procedures at the agency level. Applies knowledge of current IA policy at the national IA structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends IA solutions to customer problems based on an understanding of how products and services interrelate and support the IA mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA.</p>	<p>Bachelor's degree in computer science, information systems, engineering, business, or another related scientific or technical discipline</p>		<p>10</p>
<p>Senior Information Assurance Analyst/ Technician IV</p>	<p>Performs network vulnerability analysis and reporting. Performs network security monitoring and analysis, identifies suspicious and malicious activities, identifies and tracks malicious code (including worms, viruses, Trojan horses, etc.), enters and tracks event and incidents. Supports incident escalation and assesses probable impact and damages, identifies damage control, assists in developing course of action and recovery procedures. Applies knowledge of LANs, VPNs, routers, firewalls. Applies knowledge of current IA policy at the national IA structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends IA solutions to customer problems based on an understanding of how products and services interrelate and support the IA mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA.</p>	<p>Bachelor's degree in computer science, information systems, engineering, business, or another related scientific or technical discipline</p>		<p>12</p>

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<p>Computer Specialist/Systems Designer/Technician IV</p>	<p>Serves as a System Designer during the design and development phases of the system life cycle for large complex projects and as a System Designer for less complex projects, providing expert skills in all aspects of these two phases. Prepares and delivers design specifications and other appropriate products to colleagues, team members, and clients, reviews work products for correctness and provides consultation and advice to team members in design and development matters. Coordinates closely with systems engineering experts in using and evaluating systems engineering guidance, standard operating procedures and practices related to design and development.</p>	<p>Bachelor's degree</p>		<p>12</p>
<p>Principal Systems Engineer/Principal; Engineer</p>	<p>Advanced-level systems position, directs projects and has responsibility for tasks/subtasks and work delivery. Responsible for advising client management and staff on all aspects of systems engineering. Reviews computer hardware/software systems, data, and communications requirements and develop computer hardware/software configurations to support them. Evaluates computer systems relative to their ability to support specified energy management and analysis function requirements. Assesses system efficiencies and improve existing systems based upon recommendations. Actively participates in selected system engineering projects and stays abreast of new systems engineering developments, industry and government experiences with major systems engineering efforts and pertinent technological advancements in order to provide accurate evaluation methods, techniques, tools and lessons learned for application. Applies excellent interpersonal and communication (oral and written) skills and leadership in areas of team, task, or project lead responsibilities. Applies knowledge of energy management software and SCADA systems.</p>	<p>Master's degree</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>20</p>
<p>Senior Systems Engineer /Engineer V</p>	<p>Responsible for advising client management and staff on all aspects of systems engineering. Provides expert advice, consultation and assistance in the pursuit of planning, management, and evaluation of systems engineering projects. Formulates guidance, standard operating procedures and practices appropriate for GSA ordering agencies. Incorporates applicable FIPS standards and NIST guidance into plans and proposals for informing and training various agencies in systems engineering methods, practices, techniques and tools. Actively participates in selected system engineering projects and stays abreast of new systems engineering developments, industry and government experiences with major systems engineering efforts and pertinent technological advancements in order to provide accurate evaluation methods, techniques, tools and lessons learned for application.</p>	<p>Bachelor's degree</p>	<p>Professional Engineering License or Registered Architect with a state</p>	<p>15</p>

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Systems Engineer/ Engineer III	Advises client management and staff on all aspects of systems engineering. Provides research assistance in the pursuit of planning, management, and evaluation of systems engineering projects. Demonstrates knowledge of standard operating procedures and practices appropriate for GSA ordering agencies. Incorporates applicable FIPS standards and NIST guidance into plans and proposals for informing and training various agencies in systems engineering methods, practices, techniques and tools.	Bachelor's degree		10
Junior Systems Engineer/ Engineer II	Supports client management and staff on all aspects of systems engineering. Provides input on, consultation, and assistance in the pursuit of planning, management, and evaluation of systems engineering projects. Implements standard operating procedures and practices appropriate for GSA ordering agencies.	Bachelor's degree		5
Building Analyst/Operator Trainer/ Engineer II	Energy efficiency building analyst/trainer. Applies experience with codes and construction techniques. Directs the safe and productive work of field technicians. Provide expert review and recommendations for energy retrofits in existing buildings or construction strategies in new buildings.	Bachelor's degree in engineering, science, or related field		5
Energy Code Specialist / Technician II	Applies experience in interpreting the current codes, training planning and code officials in the use and application of the code. Applies knowledge of overall codes processes at the federal and state level, current trends in code development, advanced energy code strategies, energy efficiency building practices. Applies interpersonal and communication (oral and written) skills.	Bachelor's degree in engineering, science, or related field; certified in current codes through applicable ICC code and trainings		5
Financial Analyst/ Technician II	Applies experience in providing guidance to businesses making investment decisions, rate of return evaluations, and life cycle cost analysis. Applies experience with financial formulas including market risk factors, discounts rates, and inflation calculators. Applies knowledge of financial assistance laws, regulations, instructions and procedures, and ability to analyze program planning, execution and budgets is required, as is excellent communication skills both oral and in writing. Uses statistical software and spreadsheets to analyze financial information.	Bachelor's degree in a business management or financial field		5

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<p>Program Analyst / Technician III</p>	<p>Performs basic computer hardware operation and use of common software, technical writing and presentations. Reports to senior staff for work delivery and performance. Provides management analysis and policy analysis support; fundamental knowledge of energy policy, market and/or technology analysis practices, procedures, and concepts, experience analyzing program funding and activity data for the development of performance metrics and tracking, federal budget review and justification experience and demonstrated understanding of the relevant field. Assists in the performance of analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Basic abilities in practices, techniques, and problem solving methodologies in policy, market, and/or technology analysis.</p>	<p>Bachelor's degree in energy policy, economics, science, engineering, or other relevant field</p>		<p>10</p>
<p>HVAC Master Mechanic/ Technician II</p>	<p>Responsible for the safe and efficient operation and maintenance of boilers, chillers, pumps, cooling towers, heat generating equipment, and building automation control systems. Investigate and resolve complex problems related to cooling, heating, and building controls. Direct work of personnel assigned. Analyze results from testing and treatment of all process water and steam for boilers, chillers, cooling towers, and other mechanical and heat generating equipment. Consult with chemical supply technicians to correct deficiencies in water treatment.</p>	<p>High School Diploma or GED Equivalent (completed apprenticeship of the United Association of Plumbers, Fitters, Welders, and HVAC Technicians OR certified Journeyman holding the appropriate licenses</p>		<p>5</p>
<p>Master Plumber/ Technician II</p>	<p>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.</p>	<p>High School Diploma or GED Equivalent; Licensed Master Plumber by U.S. state or territory or equivalent qualifications/certifications</p>		<p>5</p>
<p>Commissioning Manager / Technician III</p>	<p>Perform and oversee the performance of the commissioning process on all new major work, ensuring that projects fulfill the customer's expectations and design intent, meet corporate quality standards, gain acceptance on schedule, and perform reliably and efficiently through the warranty period and thereafter.</p>	<p>high school diploma or GED</p>		<p>10</p>



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<p>Quality Assurance Specialist/ Technician II</p>	<p>Responsible for all of the work developing, implementing and monitoring quality assurance standards. 1. Plans, directs, and administers data quality assurance activities in accordance with applicable laws, rules, regulations, policies and procedures; 2. Develops, implements and manages training programs for quality assurance; 3. Identifies and implements quality assurance tools and techniques and computerizes those that can be effectively automated; 4. Determines areas where all personnel require training to achieve quality assurance standards and recommends training activities; 5. Acts as liaison with internal and external auditors of data processing systems and services to assist in the resolution of quality assurance issues; 6. Prepares statistical and narrative reports of quality assurance activities and special projects; 7. Participates in the testing of new data systems and services and recommends quality assurance standards</p>	<p>BS Degree - Engineering, Quality or Related Field</p>		<p>5</p>
<p>Quality Control Inspector / Technician II</p>	<p>Inspector Responsibilities include: 1. Assist the QC Manager in administering the Company's QC, Accident Prevention, Safety and Health, and Fire Prevention Plans. 2. Will inspect facilities, equipment, and maintenance operations to ensure that established procedures and standards are being met. 3. Will analyze performance by records, reports, and observations and will recommend improvements and/or corrections 4. Will prepare the appropriate records and reports. 5. Will apply random sampling techniques</p>	<p>High School Diploma or GED</p>		<p>5</p>
<p>Iron Worker for Reinforcement / Technician II</p>	<p>Determine quantities, size, shapes, and locations of reinforcing rods from blueprints, sketches, or oral instructions. Space and fasten together rods in forms according to blueprints, using wire and pliers. Position and secure steel bars, rods, cables, or mesh in concrete forms, using fasteners, rod-bending machines, blowtorches, and hand tools. Cut rods to required length, using metal shears, hacksaws, bar cutters, or acetylene torches. Place blocks under rebar to hold the bars off the deck when reinforcing floors.</p>	<p>High School Diploma</p>		<p>5</p>

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<p>Buyer/ Technician I</p>	<p>Performs all functions related to the purchase of a variety of materials, supplies, equipment and services to include: 1. Analyzes Purchase Requests for adequate buying information and recommends changes and corrections as applicable 2. Serves as Purchasing Agent with signatory authority as delegated by the PM 3. Establishes and maintains an adequate vendor source base 4. Evaluates all bids and determines responsive, responsible bids 5. Monitors on-time vendor delivery performance monthly and discusses performance with vendors 6. Resolves invoice discrepancies 7. Performs price analysis on all purchases 8. Reviews sole-source justifications and recommends approval to the PM 9. Performs purchase order closeout in accordance with established procedures 10. Monitors vendor adherence to specifications, schedule, and other performance requirements to ensure compliance 11. Prepares and performs complex negotiations to ensure price reasonableness 12. Complies with established policies and procedures 13. Performs buying activities in highest ethical manner having full knowledge of established policies and procedures on ethics, conflicts of interest, and improper business practices; reports any improprieties to management 14. Utilizes individual productivity indicators to improve performance 15. Small Disadvantaged Business Subcontracting Plan Implementation 16. Interface with contract administration</p>	<p>High School Diploma or General Education Degree (GED)</p>		<p>2</p>
<p>Concrete Finisher/ Technician I</p>	<p>Performs work required for the installation of forms that hold the concrete to see that they are properly constructed. Set the forms that hold concrete to the desired pitch and depth, and align them. Spread, level, and smooth concrete, using rake, shovel, hand or power trowel, hand or power screed, and float. Mold expansion joints and edges, using edging tools, jointers, and straightedge. Monitor how the wind, heat, or cold affect the curing of the concrete throughout the entire process. Signal truck driver to position truck to facilitate pouring concrete, and move chute to direct concrete on forms Assures timely completion of tasks to assure efficient overall work flow of assignment.</p>	<p>High School Diploma or equivalent or technical trade-school training</p>		<p>2</p>
<p>CAFM Manager / Technician IV</p>	<p>Responsible for the installation, implementation and on-going operation of a CAFM (Computer Aided Facilities Management) System including Building Operations, Space Management, Furniture &amp; Equipment, and Custom Modules as required. Primary responsibility is to setup, operate, and maintain the CAFM system including training, data mining, data input and verification, MMS development, system customization, and system management. This individual may be required to act on behalf of the Project Manager in his or her absence.</p>	<p>Associate's or Bachelor's Degree in a technical field (i.e., engineering, computers, etc.)</p>		<p>12</p>

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<p>Stationary Engineer/ Engineer III</p>	<p>Responsible for improving customer satisfaction with building services maintaining and preserving the real property assets, maintaining or lowering operational costs and ensuring the provision of quality facility related services. Coordinates all on-site building operations, maintenance, alterations, cleaning, recycling, concessions, safety, environmental, and security activities. Receives written or oral customer requests for service, complaints, and other issues and coordinates appropriate action or resolution. Prepares specifications for, estimates and monitors repairs by contractors to all items of operating equipment and utilities including electrical systems, water supply and sewage systems in addition to repairs necessitated by damage to buildings due to fire, storms, vandalism, etc.</p>	<p>High school diploma or Equivalent Technical Certification or as required per task order</p>		<p>10</p>
<p>Designer / Technician IV</p>	<p>Design and provide technical support for the installation repair of electrical/mechanical equipment. Some of this equipment includes power generating, controlling, and transmission devices used by electric utilities; electric motors, machinery controls, lighting, and wiring in buildings, automobiles, and aircraft; and in radar and navigation systems, computer and office equipment, and broadcast and communications systems.</p>	<p>Associate Degree from accredited college or university or Trade School Possess Trade Certificate/ CFC Universal/ Specialized Training</p>		<p>12</p>
<p>Inspector / Technician III</p>	<p>Provide physical quality checks, surveillance and random visual inspections of incoming and outgoing inventory, services' quality, recordkeeping, safety codes, storage conditions, installation activities, operation and maintenance. Prepare necessary reports and perform follow-up checks on quality problems. Follows all company safety and health procedures for protection of self and other personnel.</p>	<p>High school diploma or Equivalent Technical Certification or as required per task order or Bachelors degree</p>		<p>10</p>
<p>Junior Energy Analyst / Technician III</p>	<p>Assists senior personnel with data research and analysis. Applies skills in the use of applicable research technologies and computer programs to support the development of sound analytical products. Supports analysis activities and provides input and support for projects based upon sound science, energy policy, market, and/or technology analysis principles, procedures, and concepts.</p>	<p>Bachelor's degree</p>		<p>10</p>
<p>Entry Level Energy Analyst / Technician II</p>	<p>Conducts research and data interpretation activities. Applies skills in the use of applicable research technologies and computer programs to support the development of sound analytical products. Supports analysis activities and provides input and support for projects based upon sound science, energy policy, market, and/or technology analysis principles, procedures, and concepts.</p>	<p>Bachelor's degree</p>		<p>5</p>

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Senior Scientist/ Technician IV	Performs evaluations of research and studies for applicability to task requirements. Applies interpersonal and communications skills to provide guidance and leadership for junior scientists and other team members. Applies ability to publish scientific studies of peer-review quality. Applies knowledge of EERE (or similar) program technologies and equipment, cost and performance evaluations, and energy use to identify opportunities for increased energy efficiency. Applies computer skills for the use of simulation and modeling tools developed for scientific analysis.	Master's degree		12
Scientist / Technician III	Provides scientific validation of engineering studies and other energy projects. Applies interpersonal and communications skills to provide guidance and leadership for junior scientists and for other project team members. Applies knowledge of EERE (or similar) program technologies and equipment, cost and performance evaluations, and energy use to identify opportunities for increased energy efficiency. Applies computer skills for the use of simulation and modeling	Master's degree		10
Marketing Manager (Marketing Analyst) Technician III	Directs and/or has responsibility for marketing work delivery and performance. Leads in programmatic market development. Applies intermediate knowledge of energy efficiency practices, techniques, and messaging and relevant experience in marketing, communications, advertising, and/or education. Applies excellent interpersonal and communication (oral and written) skills. Performs computer hardware operation and required software development and/or utilization.	Bachelor's degree in marketing, or other relevant field		10
Project Coordinator Technician IV	Collects technical information, records project milestones, conducts deliverables tracking, assists in program presentations, and writes reports for senior management. Coordinates workshops, meetings and training. Applies knowledge of computer software programs including word processing, PowerPoint, Microsoft Excel and databases, and both oral and written communication skills.	Bachelor's degree in an appropriate discipline		12
Maintenance Supervisor (Gen.Maint Equip Mech) Technician III	Provides work direction and supervision for labor categories involved in maintenance and repair work of facility equipment. Reviews over work requests to decide problem and resolution, and delegates assignments. Monitors work completed by outside contractors.	Associates degree in relating field		10
Maintenance Mechanic (Ground Support Equip Servicer) / Technician II	Responsible for performing mechanical related services that encompass tasks associated with heating, ventilation, air conditioning, boilers, coolers, pumps, dehumidifiers, piping (including pressurized piping, sewer systems (including sewage lift stations), duct work, metering, refrigeration equipment, fans/air moving equipment, control devices, and other mechanical related systems, equipment, apparatuses, and plumbing devices and fixtures. Performing planned and unplanned maintenance, testing, troubleshooting, repair, replacement, installation, alteration and overhaul.	High School Diploma and/or Trade School Certification		10

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<p>HVAC Mechanic/ Technician II</p>	<p>:Services and repairs environmental –control systems utilizing knowledge of refrigeration, heating, ventilation in office buildings, apartments or other commercial establishments; may install, repair, and service air conditioners, furnaces, convection units, heat exchangers, air handlers, and electrical and pneumatic controls; mounts compressor and condenser units; observes pressure and vacuum gauges and adjusts controls for proper operation; may inject refrigerant into compressor to test systems or add Freon gas for proper pressure; replaces breaker controls, fuses, thermostats; installs air and water filters and performs minor repairs and replaces minor components; performs other general maintenance and repair of equipment.</p>	<p>High school diploma, or GED; technical college courses preferred, Technical coursework and/or professional certification</p>		<p>10</p>
<p>Master Electrician (Electr. Tech. Maintenance) / Technician III</p>	<p>The functional responsibilities of this position encompasses performance in areas of electrical engineering design, develop, install, test, inspect, monitor, repair and maintenance of electrical equipment, wiring, cabling, lighting, fixtures, utility metering, and other requirements. Design and development activities are typically limited to performance under the guidance and support of a qualified engineer/professional engineer. This position may work on high, medium, and low voltage systems. Low voltage equipment including specialized electrical/electronic systems and control circuits, sub-systems assemblies, sub-assemblies, PC cards, chassis, relays, protective devices, instrumentation components, PLC's, Bridges, Hoists, doors, motors, shop machinery, cables, lighting, appliances, clocks, gauges, meters, test equipment, gas and diesel generators, portable electrical equipment and components, etc. May start/stop mobile power generators.</p>	<p>High School Diploma and/or Trade School Certification</p>		<p>10</p>
<p>Electrical Technician (Electrician, Maintenance)/ Technician III</p>	<p>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 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; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge.</p>	<p>High School Diploma or GED; technical college courses preferred, Technical coursework and/or professional certification</p>		<p>10</p>
<p>Carpenter, Skilled/ Technician II</p>	<p>Performs carpentry duties necessary to maintain in good repair, building walls, structures, woodwork and envelopes utilizing a variety of carpenter's hand tools, portable power tools and standard measuring instruments; may perform general maintenance tasks as required.</p>	<p>High School Diploma or GED; ability to read, write and speak English.</p>		<p>5</p>

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<p>Painter/ Technician II</p>	<p>Mix, match, and apply paint, varnish, shellac, enamel, and other finishes. Scrape, sandpaper, prime, or seal surfaces prior to painting. Clean walls to ensure proper adherence. Cover surfaces with cloth or plastic to ensure protection. Calculate amounts of required materials and estimate costs. Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives. Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.</p>	<p>High School Diploma or GED Equivalent</p>		<p>5</p>
<p>Plumber, Maintenance/ Technician II</p>	<p>Under general supervision, perform maintenance, repairs and alteration on piping systems, plumbing fixtures and associated components. Piping systems include: hot and cold water, sewage and industrial waste, air fuels (gases and liquefied). Plumbing systems include: kitchen equipment, hot water heaters (gas and electric), manual and automatic valves, fire sprinkler systems, pumps and associated equipment. Locates and diagnoses trouble in plumbing systems or equipment and provides repair to restore services quickly. Assembles and installs valves, pipe fittings, and pipes composed of metals (iron, steel, brass, lead, etc.) and nonmetals (vitrified clay, plastic, etc.); joins pipe by use of screws, bolts, fittings, solder, plastic solvent; caulks joints; fills pipe systems with water or air and reads pressure gauges to determine leaks; opens clogged drains; installs sinks, commodes, water tanks, etc.; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge.</p>	<p>High School diploma, or GED; technical college courses preferred, technical coursework and/or professional certification required by State and local jurisdictions; ability to read, write and speak in English</p>		<p>5</p>
<p>Sheet Metal Worker, Maintenance/ Technician II</p>	<p>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, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>	<p>High School or Technical Education and Apprenticeship program</p>		<p>5</p>

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<p>Pipe Fitter, Maintenance/ Technician II</p>	<p>The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipes 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.</p>	<p>High School Diploma</p>		<p>5</p>
<p>Security Manager/ Technician II</p>	<p>Responsible for implementation of a Security program in a customer or company facility. This includes, but is not limited to, personnel security, physical security, and communications security. Requires a strong knowledge of all Customer Security policies and procedures. Interprets and enforces Customer and company security policies and regulations, provides direction and guidance with regard to all aspects of Security program. Generally, reports to Project Manager or Deputy PM. Manages visitor control, badge issue, and access control functions. Conducts security pre-screens and briefings. Maintains an active Security Awareness and Education Program. Makes experienced judgment calls regarding clearance applicant viability.</p>	<p>Bachelor's Degree (Business, or related field)</p>		<p>10</p>
<p>Security Specialist / Technician II</p>	<p>Reports directly to the Security Manager. Required to work within established procedures and standards for the Security organization. Confidentiality is a top responsibility. Performs pre-hire screening of applicants and makes recommendations on clearance eligibility basis. Performs security briefings for new employees. Processes and reviews security clearance paperwork for initial investigations and periodic reinvestigations. Maintains personnel security files and databases that assist in report preparation. Administers Security Program in accordance with NISPOM procedures. Creates company and Customer ID and access badges and administers access control system. Investigates potential Security violations and infractions. Familiar with packaging, handling, and protection of classified information in a sensitive working environment</p>	<p>High school diploma, plus completion of a two-year accredited program in Business or Law Enforcement or equivalent education.</p>		<p>5</p>

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<p>Fuel Technician/ Technician II</p>	<p>The Fuels Technician performs various onsite duties to ensure tanks are properly maintained and functioning. The Fuels Technician repairs and cleans tanks, and performs other related labor assigned by the Site Superintendent. Repair and maintain fuel tanks per API653 specification. Perform technical work in accordance with standards and specifications including welding; cable and conduit work; flat/concrete work; and small mechanical tool operation. Clean and perform preventative maintenance of equipment. Perform related labor. Experience maintaining welding machines, generators and compressors. Able to meet time sensitive deadlines and carry out multiple priorities simultaneously.</p>	<p>High School Diploma API653 Certification</p>		<p>5</p>
<p>Roofer/ Technician II</p>	<p>Possesses the requisite experience enabling the performance of roofing and reproofing of the two basic types of roofs, i.e., low- and steep-sloped. Experience may include one or more of the following: preparation, waterproofing, installation, repair, and replacement using various types of roofing materials such as tar or asphalt and gravel; rubber or thermoplastic; metal; or shingles made of asphalt, slate, fiberglass, wood, tile, or other material. Must be able to detect leaks, determine appropriate measures for counteracting leak problems and make repairs to roof, ceiling, walls, etc. For installations and repairs, must be familiar with and capable of application of such items as felt, tar paper, plywood, etc. Personnel assigned this position are qualified to install and/or replace drainage hog-trough, flashing, gutters and/or downspouts.</p>	<p>high school diploma or GED. GAF Factory Certification</p>		<p>5</p>
<p>Technician/ Technician II</p>	<p>Develops and writes field records and follows work direction efficiently, including all applicable health and safety requirements.</p>	<p>High school diploma or GED</p>		<p>5</p>
<p>Skilled Laborer/ Foreman/ Technician II</p>	<p>Perform a variety of warehouse functions. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function. 1. Verify materials (or merchandise) against receiving documents, noting, and reporting discrepancies and obvious damages. 2. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment. 3. May operate hand or power trucks in performing warehousing duties. 4. Perform miscellaneous quality assurance duties, including inventory process checks, inspection of materials and articles, etc. 5. Perform all other position-related duties as assigned or requested. Coordinate and supervise all Project Site Field activities.</p>	<p>High School Diploma or GED with other Certifications or a bachelor's degree</p>		<p>5</p>



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<p>Laborer/ Technician I</p>	<p>Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or hand tools. May deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall.</p>	<p>High School diploma, or GED</p>		<p>2</p>
<p>Warehouse Control Technician I</p>	<p>Orders products and necessary material for the defined supply policy respective to assigned contract/project. Assures the interface between suppliers, manufacturing and logistic warehouses, and commercial department. Organizes receiving branch and is responsible for off-load of items from vehicles, and processing invoices and receipts. Inspects items for correct quantities and damage in shipment. May handle classified deliveries. Solves shortages and allocation situations. Conducts physical counting/reconciliation of inventory items.</p>	<p>High School Diploma</p>		<p>2</p>
<p>Truck Driver/ Technician I</p>	<p>Must have previous experience in operating medium trucks and performing operator level maintenance to vehicles. Must hold a valid driver's operating license issued by local jurisdiction</p>	<p>Must have previous experience in operating medium trucks and performing operator level maintenance to vehicles.</p>		<p>2</p>
<p>Certified Welder/ Technician II</p>	<p>Responsibilities: Fabricate and assemble metal structures and equipment through the use of welders, cutters, shapers and measuring tools. Produce metal products according to customer or employer specifications. Utilize multiple welding machines to repair and maintain metal equipment and structures of various sizes. Read and interpret diagrams, sketches and blueprints to determine operations, required materials and timeframes for projects. Set up, operate and maintain welding equipment. They understand and implement personal and company safety measures by wearing specialized goggles, helmets and gloves.</p>	<p>High School Diploma, Certification as required by trade to perform duties.</p>		<p>5</p>
<p>Service Order Dispatcher/ Technician I</p>	<p>Receives, records, and distributes work orders to maintenance staff upon customers' requests for service on building / facility systems, equipment or furnishings. Records information, such as name, location, article to be repaired, or service to be rendered. Prepares work order and distributes it to service crew. Schedules service call and dispatches maintenance staff as directed by Supervisor. Calls or writes to customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio / telephone equipment.</p>	<p>High School Diploma or equivalent</p>		<p>2</p>

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Administrative Support	Administrative position executes assignments under general direction and supervision. Performs basic business and computer operation, including the use of software programs related to position, word processing, and proofreading.	High school diploma or GED		2
Customer Service Specialist	Handles a wide range of customer issues. Performs general administrative activities. Performs basic business and computer operation, including the use of software programs related to position.	High school diploma or GED		2
Word Processor	Performs word processing functions (letters, reports, forms, or other material) from rough draft, corrected copy, or voice recording) using applicable PC software programs for creating documents, presentation slides, and spreadsheets. Performs proofreading and corrects syntactical and grammatical errors. May perform other clerical duties as assigned.	Associate's degree		2
Graphics Specialist	Performs general project/program support by using desktop publishing, graphics, video and presentation software to create visuals to support content in reports, presentations, briefings, and other documentation related to a project/program. Performs all phases of graphic work including the production of charts, graphs, forms, and other illustrative material suitable for reproduction in scientific or other journals or printed material; the production of transparent slides; and the layout and production of printed material. Maintains records and files of work performed; assures the timely completion of all work presented.	Associate's degree		5
Senior Technical Writer	Performs technical writing and energy technology/engineering information management including writing, editing, and graphically representing and presenting information for technical and nontechnical personnel. Assesses project documentation needs and applies appropriate standards as required. Responsible for project and program communications, documentation, and information dissemination. Performs with minimal supervision.	Bachelor's degree		5
Technical Writer**	Performs technical writing and energy technology/engineering information management including writing, editing, and graphically representing and presenting information for technical and nontechnical personnel. Assesses project documentation needs and applies appropriate standards as required. Responsible for project and program communications, documentation, and information dissemination.	Bachelor's degree		5

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<p>Cost Control Specialist</p>	<p>Perform cost estimating, analysis, and control activities, and/or schedule development, maintenance, and monitoring activities. Support project organizational and administrative activities as directed. Supervise cost engineering and/or planning activities as directed. 1. Perform cost-estimating, analysis and control activities. 2. Perform scheduling/cost-engineering functions, which include schedule development, schedule control, and analysis. 3. Perform schedule maintenance and monitoring activities. 4. Support project organizational and administrative activities as requested. 5. Supervise cost-engineering and/or planning activities as requested. 6. Ensure work is completed as scheduled. 7. Identify cost trends for management review. 8. Review invoices for collection of revenue. 9. Perform all other position-related duties as assigned or requested.</p>	<p>Bachelor's degree in business and at least 10 years job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.</p>		<p>10</p>
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<p>Data Entry Clerk 2</p>	<p>Position performs data transcribing duties by entering information from paper documents used by the Department of Defense activities into the Stock Control and Distribution System. This includes the requirement to properly match input documentation to resulting data system output to ensure the correct entry of the data. 1. Input data into the AWES and DO. 2. Use automated systems to suspend, control, and process a wide variety of receipt actions containing discrepancies or documentation changes. 3. Perform research to resolve receipt documentation discrepancies. 4. Maintain suspense files, route disposition instructions, coordinate with Item Managers, use and prepare a wide variety of data input to update and correct computer records. 5. Use local files and computer controlled entry devices, automated microfiche, or laser retrieval systems to perform research on discrepancies. 6. monitor the control of non-government owned items. 7. May provide instruction to coworkers. 8. Perform all other position-related duties as assigned or requested. Demonstrated in-depth knowledge of receipt transaction processing and discrepancy procedures. Demonstrated knowledge of computer codes and terminology used in order to properly process actions. Demonstrated in-depth knowledge of formats, source documents, coding, and program controls in order to accurately input, correct, and/or retrieve from the various automated systems.</p>	<p>Associate's degree (A.A.) or equivalent from two-year college or technical school; with a minimum of 4 years of related experience and/or training, including a demonstrated knowledge of the supply documentation systems (AWES/D035 or SASS); or equivalent combination of education and experience.</p>		<p>4</p>
<p>Skilled/ Foreman</p>	<p>Perform a variety of warehouse functions. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function. 1. As directed, perform a variety of warehousing duties, which require an understanding of the establishment's storage plan. 2. Verify materials (or merchandise) against receiving documents, noting, and reporting discrepancies and obvious damages. 3. Route materials to prescribed storage locations. 4. Store, stack, or palletize materials in accordance with prescribed storage methods. 5. Rearrange and take inventory of stored materials. 6. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment. 7. May operate hand or power trucks in performing warehousing duties. 8. Perform miscellaneous quality assurance duties, including inventory process checks, inspection of materials and articles, etc. 9. Perform all other position-related duties as assigned or requested.</p>	<p>High school diploma or equivalent training/experience and a valid driver's license. Individuals must also pass and maintain a Background Investigation and have access to required information systems. Position may require the ability to pass and maintain a security clearance.</p>		<p>5</p>

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<p>Security and Safety Officer</p>	<p>Develop and implement policies and programs to ensure that the Company is in compliance with all Federal, State and local laws, as well as Government regulations concerning industrial security, safety and the environment. 1. Develop and administer the Company's industrial security, environmental and occupational safety programs, and coordinate compliance at all business locations. 2. Advise senior management and security, safety and environmental personnel on the impact of applicable laws and regulations on Division operations. 3. Coordinate Government interactions and compliance activities within the organization during and after audits initiated by Government agencies. Conduct internal audits of security, safety and environmental programs at all facilities. 4. Oversee the Worker's Compensation Program. Compile and analyze program data in order to implement procedures to improve processes and reduce waste throughout the Division. 5. Develop and coordinate training programs in security education and employee safety procedures; recommend and procure training materials and monitor the effectiveness of related training programs. 6. Compile and submit required OSHA reports and annual safety and environmental plans as required by BENADE Management Services corporate policies</p>	<p>Associate's degree and at least 7 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.</p>		<p>7</p>
<p>Computer Operator I</p>	<p>The Computer Operator I work under close personal supervision and provides detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.</p>	<p>Bachelors</p>		<p>2</p>
<p>Computer Operator II</p>	<p>The Computer Operator II processes scheduled routines that present a few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.</p>	<p>Bachelors</p>		<p>5</p>
<p>Computer Operator III</p>	<p>The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.</p>	<p>Masters</p>		<p>10</p>

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<p>Computer Operator IV</p>	<p>The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.</p>	<p>Masters</p>		<p>15</p>
<p>Computer Operator V</p>	<p>The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower-level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.</p>	<p>PhD</p>		<p>20</p>
<p>Computer Programmer I</p>	<p>The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization; e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision.</p>	<p>Bachelors</p>		<p>5</p>
<p>Computer Programmer II</p>	<p>The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may valueate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff</p>	<p>Bachelors</p>		<p>10</p>

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<p>Computer Programmer III</p>	<p>This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.) The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff.</p>	<p>Masters</p>		<p>15</p>
<p>Computer Programmer IV</p>	<p>The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc.</p>	<p>Masters</p>		<p>20</p>
<p>Computer Systems Analyst I</p>	<p>This Analyst provides several phases of the required systems analysis where the nature of the system is redetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents.</p>	<p>Bachelors</p>		<p>8</p>

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Computer Systems Analyst II	<p>This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system. The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs.</p>	Masters		12
Computer Systems Analyst III	<p>This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources and produces innovative solutions for a variety of complex problems.</p>	PhD		15
Drafter/ CAD Operator IV	<p>This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise.</p>	Bachelors		10