



Schedule
Contract GS-00F-285DA

Professional Services Schedule (PSS) GS-00F-285DA

PSS Special Item Numbers (SINs), Price List, and Position Descriptions

Contract Period: September 15, 2016 – September 14, 2021

***MANAGEMENT SERVICES GROUP, INC.
dba GLOBAL TECHNICAL SYSTEMS (GTS)***

784 Lynnhaven Parkway
Virginia Beach, Virginia 23452

(757) 468-8751

(757) 468-8755 (facsimile)

<http://gts.us.com>

Business Size: Woman-Owned Small Business (WOSB)

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!®, a menu-driven database system:

<http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at

<http://www.gsa.gov/schedules-ordering>.

June 1, 2017

GTS Points of Contact	
Primary	Alternate
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Table of Contents

1.0 Introduction..... 1

1.1 ISO 9001:2008 Certified..... 1

2.0 Customer Information..... 2

3.0 Price List 5

4.0 Labor Categories/Descriptions..... 6

1.0 INTRODUCTION

Management Services Group, Inc., doing business as (dba) Global Technical Systems (GTS), is a **Woman-Owned Small Business (WOSB)** possessing extensive experience providing innovative, cost-effective, high-tech engineering products and product-based services encompassing latest generation software and hardware solutions and engineering services for defense, homeland security and other critical Government interests. Our expertise in advanced technologies generates products and services across a spectrum that includes: mission-critical combat systems processing, C4ISR, advanced radar and sensor systems including stealth radar technologies (L-Band to W-Band), biometrics, cyber security, composite warhead and flywheel designs/technologies and depot repair and logistics. Core competencies include: hardware/software system design, development and test, limited and full production. Engineering efforts include evaluation, selection, procurement and integration for new-build and upgrade.

GTS Headquarters (GTSHQ) is a company-owned, cleared, secure, 58,800 square foot facility, located in Virginia Beach, VA, where we conduct Research and Development (R&D), rapid prototyping, system design and development, perform technology refresh development, and provide depot level repair, manufacturing, warehousing, inventory control, and support services. This modern, large capacity facility is outfitted with an extensive inventory of modern test equipment which provides for a high throughput of work. The corporate and engineering offices are located on the second floor while the laboratories, repair, integration, warehousing, and inventory control operations are located on the first floor. The warehouse is climate-controlled and can be easily reconfigured to allow for secure storage of Government assets.

GTS-St. Petersburg – The Information and Sensor Systems Division (ISS) is a company-owned, cleared, secure, 56,000 square foot facility located in St. Petersburg, FL. This facility provides program and technical support and R&D services, including development, analysis, modeling, fabrication, and testing. The GTS ISS facility contains space and equipment for engineering design, prototype development, and testing of systems, including electronic development laboratories, and office space.

GTS provides an expert complement of personnel and resources to effectively support engineering and production efforts. We ensure customer success through adherence to structured engineering practices and tailor our solutions to achieve best value goals for optimal performance and low cost. Our trained staff understands it is critical to maintain schedules and deliver a quality product to the Warfighter. Our team includes personnel with extensive experience in the following disciplines; software, hardware and systems engineers; hardware and software technicians; assembly technicians; test engineers; program/production management and contracts personnel; logisticians, warehouse/material handling personnel; and shipping and receiving personnel.

GTS is an industry leader in developing effective and economical technology solutions to address pressing mission challenges with unmatched innovation, speed, and quality, using leading edge technologies, expert personnel, constant customer input, and clearly defined best practices. We employ many of the tenants of an Agile Integration and Development Process to shorten the time needed to produce new capabilities compliant with customer needs.

1.1 ISO 9001:2008 Certified

The GTS Quality Management System (QMS) is certified to the ISO 9001:2008 Standard encompassing design, manufacture, installation, and repair of electronic components.

2.0 CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):

871-3, 871-3RC System Design, Engineering and Integration:

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting. Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification. PSS does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PSS does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

871-4, 871-4RC Test and Evaluation:

Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting. Example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

871-5, 871-5RC Integrated Logistics Support:

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, training, and consulting. Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

871-6, 871-6RC Acquisition and Life Cycle Management:

Services required under this SIN involve all of the planning, budget, contract and

systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100.00**
- 4. Geographic Coverage (delivery Area): Domestic and Overseas**
- 5. Point(s) of production (city, county, and state or foreign country): N/A**
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).**
- 7. Quantity discounts: None Offered**
- 8. Prompt payment terms: Net 30 days**
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500**
- 10. Foreign items (list items by country of origin): None**
- 11a. Time of Delivery: Specified on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: N/A**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: N/A**

- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: N/A
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** Same as company address
15. **Warranty provision:** N/A
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** It is anticipated that Section 508 will not apply to the Services offered by GTS. EIT standards can be found at www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 006543826
26. **Notification regarding registration in the System for Award Management (SAM) database:** Registered
27. **Final Pricing:** The rates shown in Section 3.0 include the Industrial Funding Fee (IFF) of 0.75%.

3.0 PRICE LIST**Contract Period September 15, 2016 to September 14, 2021 (Base)**

Note: Rates are the same for both Customer Site and Contractor Site.

LABOR CATEGORY	9/15/2016 – 9/14/2017	9/15/2017 – 9/14/2018	9/15/2018 – 9/14/2019	9/15/2019 – 9/14/2020	9/15/2020 – 9/14/2021
PROGRAM MANAGEMENT					
Program Manager	\$172.48	\$175.93	\$179.45	\$183.04	\$186.70
SCIENCE & ENGINEERING					
Chief Scientist	\$249.08	\$254.06	\$259.14	\$264.33	\$269.61
Engineer 3	\$171.62	\$175.05	\$178.55	\$182.12	\$185.77
Engineer 2	\$100.61	\$102.62	\$104.67	\$106.77	\$108.90
Engineer 1	\$78.96	\$80.54	\$82.15	\$83.79	\$85.47
Systems Engineer	\$125.80	\$128.32	\$130.88	\$133.50	\$136.17
CAD Designer	\$70.72	\$72.13	\$73.58	\$75.05	\$76.55
INFORMATION SYSTEMS					
Chief Information Security Officer	\$134.52	\$137.21	\$139.95	\$142.75	\$145.61
Configuration Management Specialist	\$100.58	\$102.59	\$104.64	\$106.74	\$108.87
Applications Developer	\$88.08	\$89.84	\$91.64	\$93.47	\$95.34
Database Management Specialist	\$127.11	\$129.65	\$132.25	\$134.89	\$137.59
Information Technology Administrator	\$100.58	\$102.59	\$104.64	\$106.74	\$108.87
INTEGRATION & MAINTENANCE					
Production Supervisor	\$117.98	\$120.34	\$122.75	\$125.20	\$127.71
Integrated Logistics Support Manager	\$108.16	\$110.32	\$112.53	\$114.78	\$117.08
Quality Assurance Manager	\$121.21	\$123.63	\$126.11	\$128.63	\$131.20
Receiver, Material Handler	\$54.88	\$55.98	\$57.10	\$58.24	\$59.40
Assembler	\$50.24	\$51.24	\$52.27	\$53.32	\$54.38
Engineering Technician	\$34.67	\$35.36	\$36.07	\$36.79	\$37.53
SUPPORT PERSONNEL					
Program Administrator	\$48.01	\$48.97	\$49.95	\$50.95	\$51.97
Administrative Assistant	\$45.13	\$46.03	\$46.95	\$47.89	\$48.85

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Receiver, Material Handler	21130 - Shipping/Receiving Clerk	2005-2543
Program Administrator	01012 - Accounting Clerk II	2005-2543
Assembler	21050 - Material Handling Laborer	2005-2543
Administrative Assistant	01020 - Administrative Assistant	2005-2543
Engineering Technician	30081 - Engineering Technician I	2005-2543
CAD Designer	30061 - Drafter/CAD Operator I	2005-2543

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

4.0 LABOR CATEGORIES/DESCRIPTIONS

CATEGORY – PROGRAM MANAGEMENT SUPPORT

PROGRAM MANAGER

Minimum/General Experience: Fifteen years' project management experience, including five years of recent experience in direct management or supervision of projects.

Demonstrates the ability to plan, organize, staff, and implement projects of a complex nature.

Functional Responsibilities: Responsible for organizing highly complex activities associated with developing, implementing, and management of a project. May direct multiple tasks on a single project or multiple projects within a program or organization. Provides overall technical guidance and personnel management, ensuring the timely and cost effective accomplishment of contractual requirements. Completes required reports and submissions as required and provides project supervision and will be responsible for meeting project schedule and cost goals.

Minimum Educational Requirements: Bachelor's degree in an engineering or science discipline.

CATEGORY – SCIENCE & ENGINEERING

CHIEF SCIENTIST

Minimum/General Experience: Twenty years' related experience in Performs research, design & development of processes. This position is responsible for the implementation of the proof-of-concept of the innovation ideas. Provide technical and strategic direction to the development team for the actual implementation of ideas and concepts generated, as well as interface with internal users, development personnel and other technical staff. Provide direction in complex problem solving situations and participate in direct interaction with programmers as required. Provide leadership in developing and demonstrating new state of the art products.

Functional Responsibilities: This individual will lead a research effort attempting to develop and validate a variety of radar frameworks/models. Drawing from past and on-going research efforts, the chief scientist will oversee a survey of literature and research related to the effort, lead development of a quantitative model/methodology, build a factor-taxonomy to support the process and models, and assist in validating the methodology/model through a proof-of-concept. Will also be required to work closely with operational subject matter experts, operations research personnel, statisticians, and the software engineers charged with transforming the team's research into an initial operating capability.

Minimum Educational Requirements: PhD along with demonstrated leadership skills in multi-disciplinary, high tech R&D environment.

ENGINEER 3

Minimum/General Experience: Ten years' experience providing technical guidance for the development, design and verification of complex systems. Applies system, hardware and software knowledge, as applicable, to both development of new products from concept through full production, and the redesign/modification of existing systems. Performs analyses and trade studies, and develops specifications to support system and module design and enhancements. Evaluates and recommends options and alternatives for system and module level components.

Functional Responsibilities: Leads and/or contributes to both system level and module definition. Prepares requirements documents and detailed specifications, as required, to define and allocate requirements to systems and system components. Leads, or is a major contributor to, a team of highly skilled professionals to research, design and develop new and complex systems and architectures. Considers approaches and techniques for rapid prototyping, full scale (production), development and test. Leads or participates in technical discussions to develop product ideas and resolve problems. Conducts technical research to understand alternate approaches to a problem and/or technical issues. Provides justification and support of the merits of a proposed solution. Originates design documents and concept papers consistent with project efforts for review by senior members of the technical staff.

Minimum Educational Requirements: Bachelor's degree in an engineering or science discipline.

ENGINEER 2

Minimum/General Experience: Five years' relevant engineering experience in a Systems Engineering discipline.

Functional Responsibilities: Provides contributions to both system level and module definition. Prepares requirements documents and detailed specifications, as required, to define and allocate requirements to systems and system components. Works with teams of highly skilled professionals to research, design and develop new and complex systems and architectures. Considers approaches and techniques for rapid prototyping, full scale (production), development and test. Participates in technical discussions to develop product ideas and resolve problems. Conducts technical research to understand alternate approaches to a problem and/or technical issue. Provides justification and support of the merits of a proposed solution to senior staff members. Originates design documents and concept papers consistent with project efforts for review by senior members of the technical staff.

Minimum Educational Requirements: Bachelor's degree in an engineering or science discipline.

ENGINEER 1

Minimum/General Experience: One or more years in related field. Designs, develops, implements and analyzes technical products and systems. Familiar with standard concepts, practices and procedures within engineering field.

Functional Responsibilities: Provides original design inputs to the development of system engineering projects. Supports investigations and engineering evaluations of highly complex projects and products. Participates in the evaluation of vendor capabilities for providing the required level of performance of products and/or services. Works with team members, including other engineering disciplines and program management, to transfer ideas into core product processes, facilitate/implement design ideas, and improve existing products. Interacts with customers, vendors, engineers, production personnel and program management to successfully complete projects.

Minimum Educational Requirements: BS in an engineering or science discipline.

SYSTEMS ENGINEER

Minimum/General Experience: Ten or more years in related field. Oversee installation and integration of systems. Work closely with all engineering disciplines.

Functional Responsibilities: Review customer specifications, derive and allocate

subsystem requirements. Perform system and subsystem analyses. Generate and review specifications and test plans.

Minimum Educational Requirements: BS in an engineering or science discipline.

CAD DESIGNER

Minimum/General Experience: Seven years' progressive experience in CAD equipment and mechanical design.

Functional Responsibilities: Operates CAD computer, scanners, and printers. Works with engineers, scientists and other technical personnel to create their renderings into acceptable drawings.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

CATEGORY - INFORMATION SYSTEMS

CHIEF INFORMATION SECURITY OFFICER

Minimum/General Experience: Ten years' experience at the project level in Information Systems development, integration and management.

Functional Responsibilities: Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Provides tactical information security advice and examining the ramifications of new technologies. Ensures that all information systems are functional and secure.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

CONFIGURATION MANAGEMENT SPECIALIST

Minimum/General Experience: Seven years' experience at the project level in Information Systems development, integration and management.

Functional Responsibilities: Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software. Develops, monitors and analyzes project life cycle costs, including concept development, requirements determination, requirements analysis, system development, system implementation, and operational support. Analyzes output of automated models for integration of site data and out-year impacts on project technical performance, costs, and schedules.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

APPLICATIONS DEVELOPER

Minimum/General Experience: Six years' hands-on system level maintenance experience.

Functional Responsibilities: Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to

identify application requirements. Performs feasibility analysis on potential future projects. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals. Requires minimal supervision and general guidance.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

DATABASE MANAGEMENT SPECIALIST

Minimum/General Experience: Six years of hands-on system level maintenance experience.

Functional Responsibilities: Implement and administer enterprise-wide or project based document management systems and related procedures that allow projects to capture, store, retrieve, share, and destroy electronic records and documents.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

INFORMATION TECHNOLOGY ADMINISTRATOR

Minimum/General Experience: At least 5 years' experience in IT administration.

Functional Responsibilities: Installs, configures and maintains organization's network and attached devices. Builds and administers the networks and all other peripheral devices relating to the network and telephone systems. Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN and WAN. Installs, configures and trouble shoots workstations, both hardware and software. Maintains and updates users on both the server and telephone system. Provides recommendations of new technology to Management. Maintains inventory of all hardware and software assets.

Minimum Educational Requirements: Associates degree in Computer Science, Mathematics, or Business.

CATEGORY - INTEGRATION & MAINTENANCE SUPPORT

PRODUCTION SUPERVISOR

Minimum/General Experience: Ten years' management experience in related field.

Functional Responsibilities: Production planning-plan, assign and track work given to technicians. Modify work procedures or processes to meet deadlines. Determines employee needs, conducts/plans training as required. Diagnoses mechanical problems in test equipment and repairable items. Evaluates performance of employees. Assists workers to resolve work problems. Maintains staffing plan, hires and discharges, and promotes, as required. Prepares production reports. Performs safety inspections to ensure a safe work environment. Assists QA Manager in ISO9001:2008 documentation and training.

Minimum Educational Requirements: High School diploma.

INTEGRATED LOGISTICS SUPPORT MANAGER

Minimum/General Experience: Minimum 10 years' related experience

Functional Responsibilities: Responsible for managing all logistics efforts and facilitate the development and integration of the individual ILS support elements: maintenance

planning; supply support; support and test equipment; manpower and personnel; training and training support; technical data; computer resources support; facilities packaging, handling, storage and transportation; and design interface to specify, develop, and acquire field and support systems. Coordinates with systems engineering, technical and training personnel to provide not only a comprehensive design and development phase, but a successful Life Cycle.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

QUALITY ASSURANCE MANAGER

Minimum/General Experience: Minimum 10 years' work related experience.

Functional Responsibilities: Manage and maintain a Quality Management System (QMS) compliant with the ISO9001-2000 Standard which ensures that all products/services manufactured by GTS meet customer specifications and achieve superior quality and reliability levels.

Minimum Educational Requirements: Bachelor's degree in Engineering, Computer Science, Mathematics, or Business.

RECEIVER, MATERIAL HANDLER

Minimum/General Experience: Minimum 3 years' related work experience.

Functional Responsibilities: Packaging of outbound shipments including construction of shipping crates, boxes and containers to applicable specification. Prepare Receiving Reports for all inbound parts and equipment. Assists with issuing parts. Responsible for the cleanliness of the warehouse and receiving areas. Maintain inventory of packing materials. Assist QA in the processing of MOI, Mis-ID, and PQDR units. Assist with other Logistics functions as required.

Minimum Educational Requirements: High School Diploma.

ASSEMBLER

Minimum/General Experience: Minimum 2 years' experience in assembly operations. Ability to comprehend schematics and drawings, specifications, technical terms and documents. Performs assembly of electronic or electro-mechanical components, assemblies and cables using a variety of tools and processes. Performs moderately complex and critical repair and rework.

Functional Responsibilities: Performs soldering/de-soldering using both through-hole and surface mount technology, spray painting and application on conformal coating, and using hand tools to install components. Proficient in building complex assemblies, working with interface devices, wire wrapping, splices and troubleshooting. Complete knowledge of a variety of tools, hardware, software & processes and a thorough understanding of applicable specifications, standards & terminology.

Minimum Educational Requirements: High School Diploma.

ENGINEERING TECHNICIAN

Minimum/General Experience: Five years' practical experience with electronics troubleshooting of electronic equipment and systems. Constructs, maintains, and tests electronic systems and components and is familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals and performs a variety of complicated tasks.

Functional Responsibilities: Responsible for developing and installing engineering

changes and the installing and testing of new equipment. Conducts engineering research, equipment assessments and personnel proficiency evaluations. Provides technical support services for the customer.

Minimum Educational Requirements: High School Diploma.

CATEGORY – SUPPORT PERSONNEL

PROGRAM ADMINISTRATOR

Minimum/General Experience: Four years' office experience. Performs financial analysis, data collection, report processing, word processing, spreadsheet and database utilization.

Functional Responsibilities: Provides administrative support to manager, supervisor, colleagues and other team members. Assists in administrative functions/responsibilities. Assists with telephone inquiries, processing correspondence, maintaining office records, and other office related tasks.

Minimum Educational Requirements: Associates Degree in business or related field.

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: Three years' experience working in an industrial/technical environment.

Functional Responsibilities: Formats and generates documentation using word processing software packages. Maintains workflow by studying methods, implementing cost reductions, and developing reporting procedures. Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes. Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities. Assists in the preparation of project documentation under the supervision of technical lead personnel.

Minimum Educational Requirements: High school diploma.