

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

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Federal Supply Schedule 03FAC

Facilities Maintenance and Management

FS Schedule 03FAC, Group: H and J, Section: Services Department

AECOM Special Missions Services, Inc.

Contract Number GS-06F-0009R

With Mods through Mod A460 (Refresh 24), dated 06/11/15

Contract period is 26 October 2004 through 25 October 2019

Prices Shown Here Are Net (Discount Deducted)

**For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at fss.gsa.gov.**

AECOM Special Missions Services, Inc.

20501 Seneca Meadows Parkway

Germantown, MD 20876

301-944-3224

301-944-3062 (fax)

www.aecom.com

AECOM Special Missions Services, Inc. is a Large Business

CUSTOMER INFORMATION

Overview: AECOM Special Missions Services, Inc. is part of AECOM, a global provider of professional, technical, and management services.

AECOM Special Missions Services, Inc (SMS) is a full service Facilities Operations, Maintenance, and Management partner committed to the highest standards of individual and Corporate Integrity, Operational Excellence, and Program Success. We specialize in “Best Value” type Comprehensive Facility Maintenance and Facility Management Services with a special emphasis on performance in classified environments.

General Approach: SMS is fully prepared to provide all necessary management, personnel, material, equipment, tools, supplies, and services in order to provide full service solutions for Comprehensive Facility Management Services. SMS will develop specific proposals for services in response to Task Order Proposal Requests.

Key Personnel: SMS focuses its approach around its core team of qualified program level personnel. Key personnel are specifically named and proposed for each major project. Customer representatives are always able to review resumes and/or meet with proposed key personnel.

Note: Items in italics are requirements as stated in Contract Clause I-FSS-600 “Contract Price Lists (JUL 2004)”.

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

Awarded Special Item Numbers (SINs) (Available Services):

SIN 811-002 Complete Facilities Maintenance

SIN 811-003 Complete Facilities Management

SIN 811-004 Electrical and All Utility Services

In addition to the following item descriptions, Task Order specific plans and procedures for each requested element will be developed and submitted after contract award as required by the SOW. Hourly Rates are shown in Exhibits 1A, 1B, 1C, and 1D, and Job Descriptions are provided in Exhibits 2E and 2N.

SIN 811-002 Complete Facilities Maintenance

Services related to the complete operations, maintenance and repair of military and government facilities. These services could include but are not limited to a combination of painting, pest control, grounds maintenance, landscaping, tree trimming, snow removal,

elevator inspection and maintenance service, fire alarm maintenance and protection systems, locksmith services, collection and disposal of refuse, roofing repair, plumbing and pipefitting, electrical; including high/low voltage systems and utility service, Energy Management Control Services (EMCS), paving, telephone maintenance, janitorial/custodial, all mechanical, operations, maintenance and repair of building systems, heating/ventilation/Air Conditioning (HVAC). Also includes maintenance of facilities and systems to include instruments, carpentry, masonry, and refrigeration services; maintenance and repair of exterior electrical distribution system; operation and maintenance of HVAC; operation and maintenance of water distribution system; maintenance of the septic field and maintenance and repair of surface area; support training and consultation services; cemetery maintenance.

SIN 811-003 Complete Facilities Management

Services include management of Facilities in support of SIN 811-002 and associated with Complete Facilities Management services and to assure fully adequate and timely completion of all services. Included this service will be a full range of management duties including, but not limited to, planning, scheduling and quality control, including software support services, computer and/or facilities management systems, and upgrade. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

SIN 811-004 Electrical and All Utility Services

Service includes all labor, materials, tools, equipment and supervision necessary to supply and deliver firm uninterrupted electrical energy, and Utility Services necessary to meet the Government's needs, resulting contracts could be responsible for the operation, maintenance, repair, future upgrades, and future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s) shall manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government or tenant. Including, Electrical, Telephone, Gas and Water Utility Service, Drinking water and Waste Water Services.

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.

Hourly rates for Exempt job classifications are shown in Exhibits 1A and 1B, and rates for Non-Exempt job classifications are shown in Exhibits 1C and 1D. Rates are fully burdened and include the IFF and our "standard" discount for this Contract. Additional discounts can be negotiated on an individual Task Order basis, depending on scope, complexity, and schedule for completion. Exhibits 1A and 1C show rates for Other Than Special Metropolitan Areas (as defined by the U.S. Census Bureau), and Exhibits 1B and 1D show rates for Special Metropolitan Areas. These exhibits incorporate the reduction of the IFF rate from 1.0% to 0.75% effective January 1, 2004.

Job Descriptions are provided in Exhibits 2E (Exempt) and 2N (Non-Exempt) for each job classification in Exhibits 1A through 1D.

2. Maximum order.

Maximum order* is \$1,000,000.00.

*If the "best value" selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum order.

Minimum order is \$100.00.

4. Geographic coverage (delivery area).

Services can be provided worldwide, and will be considered on an individual Task Order basis.

5. Point(s) of production (city, county, and State or foreign country).

N/A

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

Rates in price lists are Net (Discount Deducted). Additional discounts from price list rates can be negotiated on an individual Task Order basis, depending on scope, complexity, and schedule for completion.

7. *Quantity discounts.*

Task Orders >\$500,000.00, 1% Discount.

8. *Prompt payment terms.*

N/A

9a. *Notification whether Government purchase cards are accepted at or below the micro-purchase threshold.*

AECOM Special Missions Services, Inc. does not accept Government credit cards at or below the micro-purchase threshold.

9b. *Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.*

AECOM Special Missions Services, Inc. does not accept Government credit cards above the micro-purchase threshold.

10. *Foreign items (list items by country of origin).*

None

11a. *Time of delivery. (Contractor insert number of days.)*

Normal Delivery: 30-45 days ARO

11b. *Expedited Delivery.*

All services may be available for expedited delivery, depending on specific requirements of Task Order requests. Expedited Delivery requests will be addressed in Task Order Proposals.

11c. *Overnight and 2-Day Delivery.*

Overnight and 2-day Delivery: Not Applicable

11d. *Urgent Requirements.*

Agencies can contact the Contractor's representative to possibly affect a faster delivery.

12. *F.O.B. point(s).*

Destination

13a. Ordering address(es).

Orders may be addressed to: AECOM Special Missions Services, Inc.
20501 Seneca Meadows Parkway
Germantown, MD 20876
Attn: Kyle Renehan
301-944-3224
301-944-3062 - fax
Email: kyle.renehan@aecom.com

13b. Ordering procedures:

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

14. Payment address(es).

Payment shall be made to: AECOM Special Missions Services, Inc.
P.O. Box 116323
Atlanta, GA 30368-6323

15. Warranty provision.

Standard Commercial Warranty

16. Export packing charges, if applicable.

N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

SMS Services, Inc. does not accept Government credit cards.

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. *Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).*

Special attributes are negotiated on an individual Task Order basis.

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. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.*

N/A

25. *Data Universal Number System (DUNS) number.*

SMS's DUNS Number is 608179008.

26. *Notification regarding registration in the System for Award Management (SAM) database.*

SMS is registered in SAM.

Exhibit 1A AECOM Special Mission Services, Inc. GSA MAS Contract Price List - Schedule 03FAC	
Exempt Job Classifications United States - Other Than Special Metropolitan Areas (See Note 1) Effective 14 May 2004, Updated 18 March 2009	
(6% Discount from Commercial Price List; Reflects IFF of 0.75%) Prices Shown Here Are Net (Discount Deducted)	
Labor Classification	MAS Contract Rate
Application Integration Specialist	\$94.84
Application Specialist	\$72.34
Architect	\$121.48
A&E Services Manager	\$106.75
CADD & Eng Svcs Manager	\$108.75
CAFM Manager	\$99.64
CAFM System Operator	\$72.34
CAFM Trainer, CAFM Application Specialist	\$195.52
Contract Administrator	\$104.59
Database Administrator	\$118.77
Database Operator	\$106.93
EKC Manager	\$110.99
Engineer	\$118.58
Engineering Manager	\$130.74
Engineer, Jr.	\$107.80
Engineer, Sr.	\$124.51
Environmental Specialist	\$94.00
Facilities Operation Specialist	\$94.49
Facility Manager	\$100.43
LAN Specialist	\$106.95
Logistician	\$87.74
Maintenance Management Specialist	\$94.49
Maintenance Manager	\$100.43
Network Specialist	\$106.75
Occupational Safety Specialist	\$104.22
Plant Engineer	\$118.58
Program Manager	\$139.69
Programmer	\$73.32
Programmer, Sr.	\$85.54
Project Manager	\$119.26
Purchasing Agent	\$84.36
Quality Assurance Specialist	\$104.59
Quality Control Engineer	\$106.75
Quality Control Manager	\$118.58
Regional Liaison	\$80.88
RF/EMC Engineer	\$118.58
Security Manager	\$108.00
Security Specialist	\$81.34
Software Specialist	\$106.95
Systems Analyst	\$89.86
Telecommunications Specialist	\$118.58
Tower Services Manager	\$90.43
Notes	
1.	As of Dec 1, 2000, "Special Metropolitan Areas" includes: - New York-Northern NJ-Long Island-CT CMSA - Los Angeles-Riverside-Orange Co CMSA - Chicago-Gary-Kenosha CMSA - Washington-Baltimore CMSA - San Francisco-Oakland-San Jose CMSA - Philadelphia-Wilmington-Atlantic City CMSA - Boston-Worcester-Lawrence-Lowell-Brockton NECMA - Detroit-Ann Arbor-Flint CMSA - Dallas-Fort Worth CMSA - Houston-Galveston-Brazoria CMSA as defined by the U.S. Census Bureau. Refer to: http://www.census.gov/population/estimates/metro-city/99mfips.txt for a listing of specific areas included.

Exhibit 1B	
AECOM Special Mission Services, Inc.	
GSA MAS Contract Price List - Schedule 03FAC	
Exempt Job Classifications	
United States - Special Metropolitan Areas (See Note 1)	
Effective 14 May 2004, Updated 18 March 2009	
(6% Discount from Commercial Price List; Reflects IFF of 0.75%)	
Prices Shown Here Are Net (Discount Deducted)	
Labor Classification	MAS Contract Rate
Application Integration Specialist	\$123.29
Application Specialist	\$94.05
Architect	\$157.92
A&E Services Manager	\$138.78
CADD & Eng Svcs Manager	\$141.37
CAFM Manager	\$129.53
CAFM System Operator	\$94.05
CAFM Trainer, CAFM Application Specialist	\$254.18
Contract Administrator	\$135.97
Database Administrator	\$154.40
Database Operator	\$139.01
EKC Manager	\$144.29
Engineer	\$154.16
Engineering Manager	\$169.96
Engineer, Jr.	\$140.15
Engineer, Sr.	\$161.86
Environmental Specialist	\$122.20
Facilities Operation Specialist	\$122.83
Facility Manager	\$130.55
LAN Specialist	\$139.04
Logistician	\$114.07
Maintenance Management Specialist	\$122.83
Maintenance Manager	\$130.55
Network Specialist	\$138.78
Occupational Safety Specialist	\$135.49
Plant Engineer	\$154.16
Program Manager	\$181.59
Programmer	\$95.32
Programmer, Sr.	\$111.20
Project Manager	\$155.04
Purchasing Agent	\$109.66
Quality Assurance Specialist	\$135.97
Quality Control Engineer	\$138.78
Quality Control Manager	\$154.16
Regional Liaison	\$105.15
RF/EMC Engineer	\$154.16
Security Manager	\$154.00
Security Specialist	\$105.75
Software Specialist	\$139.04
Systems Analyst	\$116.82
Telecommunications Specialist	\$154.16
Tower Services Manager	\$117.56
Notes	
1.	As of Dec 1, 2000, "Special Metropolitan Areas" includes: - New York-Northern NJ-Long Island-CT CMSA - Los Angeles-Riverside-Orange Co CMSA - Chicago-Gary-Kenosha CMSA - Washington-Baltimore CMSA - San Francisco-Oakland-San Jose CMSA - Philadelphia-Wilmington-Atlantic City CMSA - Boston-Worcester-Lawrence-Lowell-Brockton NECMA - Detroit-Ann Arbor-Flint CMSA - Dallas-Fort Worth CMSA - Houston-Galveston-Brazoria CMSA
	as defined by the U.S. Census Bureau. Refer to: http://www.census.gov/population/estimates/metro-city/99mfips.txt for a listing of specific areas included.

Exhibit 1C	
AECOM Special Mission Services, Inc.	
Non-Exempt Job Classifications	
United States - Other Than Special Metropolitan Areas (See Note 1)	
Effective 14 May 2004	
(6% Discount from Commercial Price List; Reflects IFF of 0.75%)	
Prices Shown Here Are Net (Discount Deducted)	
Labor Classification	MAS Contract Rate
Admin Assistant	\$34.81
Asset Mgmt Team Leader	\$84.42
AutoCAD Specialist, CAFM Specialist	\$47.58
Buyer	\$53.58
CAD Drafter	\$55.10
CAD Operator, Jr.	\$35.80
CAD Operator, Sr.	\$49.62
CAD Supervisor	\$62.22
Carpenter, Maintenance	\$56.50
Clerk	\$42.14
Designer	\$67.96
Electrical Designer	\$104.98
Electrician, Maintenance	\$61.55
Electronics Technician	\$72.50
Energy Control and Mgmt System Operator	\$52.51
Estimator	\$55.10
Field Auditor	\$55.10
Financial Analyst	\$82.93
Fire Alarm Mechanic	\$66.05
General Maintenance Mechanic	\$56.50
Help Desk Operator	\$80.79
Human Resources	\$88.71
HVAC Mechanic, Maintenance	\$70.55
Inspector	\$72.50
Laborer	\$56.50
Material Handler	\$48.94
Plumber, Maintenance	\$56.50
Programmer, Jr.	\$66.66
Quality Control Inspector	\$72.50
Scheduler	\$55.10
Secretary	\$46.21
Space Planner	\$73.64
Stock Analyst	\$54.37
Technician (CAD)	\$74.05
Telecommunications Mechanic	\$66.05
Warehouseman	\$48.94
Work Order Clerk	\$41.16
Notes	
1.	As of Dec 1, 2000, "Special Metropolitan Areas" includes: <ul style="list-style-type: none"> - New York-Northern NJ-Long Island-CT CMSA - Los Angeles-Riverside-Orange Co CMSA - Chicago-Gary-Kenosha CMSA - Washington-Baltimore CMSA - San Francisco-Oakland-San Jose CMSA - Philadelphia-Wilmington-Atlantic City CMSA - Boston-Worcester-Lawrence-Lowell-Brockton NECMA - Detroit-Ann Arbor-Flint CMSA - Dallas-Fort Worth CMSA - Houston-Galveston-Brazoria CMSA as defined by the U.S. Census Bureau. Refer to: http://www.census.gov/population/estimates/metro-city/99mfips.txt for a listing of specific areas included.

Exhibit 1D	
AECOM Special Mission Services, Inc.	
Non-Exempt Job Classifications	
United States - Special Metropolitan Areas (See Note 1)	
Effective 14 May 2004	
(6% Discount from Commercial Price List; Reflects IFF of 0.75%)	
Prices Shown Here Are Net (Discount Deducted)	
Labor Classification	MAS Contract Rate
Admin Assistant	\$45.25
Asset Mgmt Team Leader	\$109.75
AutoCAD Specialist, CAFM Specialist	\$61.85
Buyer	\$69.65
CAD Drafter	\$71.63
CAD Operator, Jr.	\$46.53
CAD Operator, Sr.	\$64.51
CAD Supervisor	\$80.89
Carpenter, Maintenance	\$73.45
Clerk	\$54.78
Designer	\$88.35
Electrical Designer	\$136.47
Electrician, Maintenance	\$80.01
Electronics Technician	\$94.25
Energy Control and Mgmt System Operator	\$68.26
Estimator	\$71.63
Field Auditor	\$71.63
Financial Analyst	\$107.81
Fire Alarm Mechanic	\$85.87
General Maintenance Mechanic	\$73.45
Help Desk Operator	\$105.03
Human Resources	\$115.32
HVAC Mechanic, Maintenance	\$91.72
Inspector	\$94.25
Laborer	\$73.45
Material Handler	\$63.62
Plumber, Maintenance	\$73.45
Programmer, Jr.	\$86.66
Quality Control Inspector	\$94.25
Scheduler	\$71.63
Secretary	\$60.07
Space Planner	\$95.73
Stock Analyst	\$70.68
Technician (CAD)	\$96.27
Telecommunications Mechanic	\$85.87
Warehouseman	\$63.62
Work Order Clerk	\$53.51
Notes	
1.	As of Dec 1, 2000, "Special Metropolitan Areas" includes: - New York-Northern NJ-Long Island-CT CMSA - Los Angeles-Riverside-Orange Co CMSA - Chicago-Gary-Kenosha CMSA - Washington-Baltimore CMSA - San Francisco-Oakland-San Jose CMSA - Philadelphia-Wilmington-Altantic City CMSA - Boston-Worcester-Lawrence-Lowell-Brockton NECMA - Detroit-Ann Arbor-Flint CMSA - Dallas-Fort Worth CMSA - Houston-Galveston-Brazoria CMSA as defined by the U.S. Census Bureau. Refer to: http://www.census.gov/population/estimates/metro-city/99mfips.txt for a listing of specific areas included.



AECOM Special Missions Services, Inc.
Contract Number GS-06F-0009R

SCA Matrix		SIN 811-002 Complete Facilities Maintenance SIN 811-003 Complete Facilities Management SIN 811-004 Electrical and All Utility Services	
SCA Code - Title (See Note 1)		AECOM Special Missions Services, Inc. Site SCA Labor Categories	WD 05-2059 San Francisco, CA
01020	Admin Assistant	Admin Assistant	WD 05-2059
30061	Drafter/CAD Operator I	CAD Operator, Jr.	WD 05-2059
30062	Drafter/CAD Operator II	CAD Operator, Sr.	WD 05-2059
30063	Drafter/CAD Operator III	CAD Supervisor	WD 05-2059
23130	Carpenter, Maintenance	Carpenter, Maintenance	WD 05-2059
01111	General Clerk I	Clerk	WD 05-2059
23160	Electrician, Maintenance	Electrician, Maintenance	WD 05-2059
23181	Electronics Technician Maintenance I	Electronics Technician	WD 05-2059
23290	Fire Alarm System Mechanic	Fire Alarm Mechanic	WD 05-2059
23530	Machinery Maintenance Mechanic	General Maintenance Mechanic	WD 05-2059
23411	HVAC Mechanic	HVAC Mechanic, Maintenance	WD 05-2059
23470	Laborer	Laborer	WD 05-2059
21050	Material Handling Laborer	Material Handler	WD 05-2059
23810	Plumber, Maintenance	Plumber, Maintenance	WD 05-2059
14071	Computer Programmer I	Programmer, Jr.	WD 05-2059
01300	Scheduler, Maintenance	Scheduler	WD 05-2059
01311	Secretary I	Secretary	WD 05-2059
23931	Telecommunications Mechanic	Telecommunications Mechanic	WD 05-2059
21410	Warehouse Specialist	Warehouseman	WD 05-2059
01191	Order Clerk I	Work Order Clerk	WD 05-2059

The Service Contract Act (SCA) is applicable to this contract and 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 matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
Application Integration Specialist	
	<p>Individual is responsible for the evaluation, review, and analysis of automated related tools and applications and their application to the customer. Requires a broad knowledge of software programming, database administration, database design, application design, and new product development. Requires specific detailed knowledge regarding applications related to CAFM. Requires advanced knowledge regarding software and database integration, and interrelationships among applications (new and existing). Available to serve as a working group leader or member. Supervisory responsibilities are limited to other programmers and developers.</p>
	<p>BS Degree - Computer Science, Engineering or Related Field Experience in: Software Programming CAFM or CAFM related software development Developing new software applications CAFM software application integration and interface development</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
Application Specialist	
	<p>Provides work direction, develops system specifications, and programs technical solutions for complex business problems defined by systems analysts in order to promote operational efficiency and facilitate management decision making.</p> <p>Essential functions include:</p> <ol style="list-style-type: none"> 1. Develops detailed system design specifications to serve as a guide for system/program development. 2. Codes, tests, debugs, and documents more-complex programs, and enhances existing programs to ensure that data processing production systems continue to meet user needs. 3. Identifies and resolves system operating problems in order to provide continuous business operations. 4. Interfaces with user management regarding project status and user needs to promote an environment of user cooperation and satisfaction. 5. Provides guidance and training to less-experienced programmers in order to improve productivity. 6. Assists in scheduling, determining manpower requirements, and estimating costs to project completion in order to meet user requirements.
	<p>BS Degree - Computer Science, or comparable work experience in a computer environment Experience in: 3+ years with related database or programming Proficient in related programming and have a broad background in company business functions, as well as a good understanding of systems and operations</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
Architect	
	<p>This individual will discuss with the Customer the objectives, requirements, and budget of a project.</p> <p>Also may provide various pre-design services: conducting feasibility and environmental impact studies, selecting a site, or specifying the requirements the design must meet. For example, may determine space requirements by researching the number and type of potential users of a building, then prepare drawings and a report presenting ideas for the customer to review.</p> <p>After the initial proposals are discussed and accepted, the architect will develop final construction plans, to include the structural system; air-conditioning, heating, and ventilating systems; electrical systems; plumbing; and possibly site and landscape plans. Also specifies the building materials and, in some cases, the interior furnishings. Strict adherence is a must to building codes, zoning laws, fire regulations, and other ordinances, such as those requiring easy access by disabled persons.</p> <p>Architect may also assist the customer in obtaining construction bids, selecting a contractor, and negotiating the construction contract. As construction proceeds, may visit the building site to ensure the contractor is following the design, adhering to the schedule, using the specified materials, and meeting quality work standards. Architect may also provide post-construction services, such as facilities management. Will advise on energy efficiency measures, evaluate how well the building design adapts to the needs of occupants, and make necessary improvements.</p>
	<p>BS Degree - Architecture 10 years experience as an Architect Registration in appropriate jurisdictions</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
A&E Services Manager	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Place Task Orders for Professional Services against Master Standing Orders 2. Track Delivery of Professional Services 3. Expedite Delivery of Professional Services 4. Coordinate review and approval of Professional Services 5. Coordinate Approval of Invoices within SMS 6. Coordinate Approval of Invoices with the customer 7. Coordinate submittal of Invoices to the customer 8. Budget; cost control; customer interface; briefings to customer
	<p>Associate's Degree in Business/Accounting (Bachelor's Degree preferred) 3+ years experience in Purchasing, Expediting, Construction Administration</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
CADD & Eng Svcs Manager	<p>This individual applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields, makes decisions independently on engineering problems and methods, and represents the organization in meetings to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modifications and extension of theories, precepts and practices of the field and related sciences and disciplines.</p> <p>Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major organization programs. This involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches. Maintains Liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience.</p> <p>Plans, organizes, supervises, coordinates, and reviews the work of a staff of engineers and technicians, estimates personnel needs and schedules and assigns work to meet completion date; or is responsible for the entire engineering program of an organization when the program is of limited complexity and scope. Evaluates progress of the staff and results obtained and recommends major changes to achieve overall objectives. The extent of his or her responsibilities generally requires a few (3 to 5) subordinate supervisors or team leaders. Plans, develops, coordinates, and directs large and important engineering project(s) or a number of a small projects with many complex features.</p>
	<p>BS Degree - Engineering Licensed Professional Engineer</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
CAFM Manager	<p>Responsible for the installation, implementation and on-going operation of a CAFM (Computer Aided Facilities Management) System including Building Operations, Space Management, Furniture & Equipment, and Custom Modules as required. The primary job 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>This individual would report to the Project Manager.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Associate's or Bachelor's Degree in a technical field (i.e., engineering, computers, etc.) Experience in: CAFM, CIFM or CMMS (User or Technical) General Plant, Building or Facilities Operations & Maintenance Developing automated maintenance systems installation and implementation. ISO9000 or QS9000 Certification (desired) General Computer Systems Management</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
CAFM System Operator	
	<p>Responsible for the implementation and ongoing operation of a Computer Aided Facilities Management (CAFM) System. The primary job responsibility is to operate and maintain the CAFM system including data input, report generation, data standards development, etc. Available to serve as a working group member. No supervisory responsibilities are normally associated with this position.</p>
	<p>Experience in: CAFM Operations General Plant, Building or Facilities Operations & Maintenance General Computer Systems</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
CAFM Trainer, CAFM Application Specialist	
	<p>Responsible for all training required for the practical use and application of the CAFM system including course preparation, materials development, applied training and post-training support. The individual is responsible to the Project Manager for work related to this project. Supervisory responsibilities would normally be limited.</p> <p>Responsible for the evaluation, review and analysis of CAFM applications as they related to their functional fit with the customer's organization. Requires a broad knowledge of facilities operations and detailed knowledge of a variety of leading CAFM applications including ARCHIBUS/FM, SPAN/FM and other Relational Database Software. No supervisory responsibilities are anticipated.</p>
	<p>BS Degree - Computer Science, Engineering, Architecture or Related Field Experience in: Comprehensive CAFM Implementation Software Configuration and Support Document Technical Training Multiple CAFM Systems Certified or Authorized Trainer for the Application</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
Contract Administrator	
	<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 Experience in: 10+ Years Contract Administration 5+ Years Federal Contract Administration</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
Database Administrator	
	<p>Responsible for creation and maintenance of the engineering database to identify and organize specified information, restrictions, and contractual obligations on assets owned or managed by the customer.</p>
	<p>Bachelor's degree - related discipline or equivalent (preferably Computer Sciences) 3-5 years experience in database creation and maintenance Database-specific certification</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
Database Operator	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Data entry 2. Database backup/restore 3. Controls access to database 4. Implements database upgrades and resolves database problems
	<p>Associate's Degree - Related Field 2+ years experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
EKC Manager	<p>Responsible for the installation, implementation, and on-going operation of a CAFM System including Building Operations, Space Management, Furniture & Equipment, EIS Information Modules and custom modules. Will report to the Project Manager.</p> <p>The primary job responsibility is to operate and maintain the CAFM System including data mining, data input, MMS development, system customization, and system management. No supervisory responsibilities are normally associated with this position.</p> <p>Supervises Knowledge Center Operations and Development</p> <p>Bachelor's Degree in a technical field (i.e., engineering, computers, etc.) Experience in: 3+ years CAFM, CIFM, or CMMS (user or technical) 2+ years general plant, building, or facilities O&M, developing automated maintenance systems installation and implementation. ISO 9000, QS 9000 or other Quality Program General computer systems management</p> <p>Possess or Ability to Obtain Security Clearance as Required by Task Order.</p>
Electrical Engineer	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Research, develop, design, test, maintain, and repair electrical components, equipment, and systems. Manage electrical engineering and design group.</p> <p>BS Degree - Electrical Engineering Licensed Professional Engineer 7+ years related experience in electrical engineering and design Or equivalent combination of education and experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
ENGINEER (Mechanical, Electrical, Structural, Civil, etc.)	<p>Research, develop, design, and test components, equipment, and systems; and manage engineering and design group by performing the following duties:</p> <ol style="list-style-type: none"> 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. 8. Schedule and assign duties to staff members based on their experience. 9. Write proposals, coordinate project activities, and establish reporting procedures. <p>Supervisory Responsibilities: Directly supervises Designers and CAD Drafters doing CAD drafting. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.</p> <p>BS Degree - Engineering Licensed Professional Engineer 7+ years related experience in engineering and design Experience in: Directing the work of others Managing resources Or equivalent combination of education and experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Engineering Manager	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Manages and coordinates the work of highly skilled engineering staff placing particular emphasis on research and development with the objective of developing, improving, expanding services for the related industry. Supervises day-to-day engineering functions.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Research, development and/or expansion of services 2. Supervises and coordinates the activities of the engineering department 3. Directs drafting department in preparation of drawings, procedures, sketches, etc., necessary for the development of new or improved services 4. Conducts a continuous search of new materials, processes and procedures to enhance and improve the services 5. Prepares research and development requests and justifications 6. Prepares budget and schedules for the development of new or improved services. <p>Maintains system of budget and schedule control</p>
	<p>BS Degree - Engineering Licensed Professional Engineer 10 years of work experience 4 years in a related field and work experience directing projects and supervising individuals Very good management skills and the ability to get the job done.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Engineer, Jr.	
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Knows fundamental concepts, practices, and procedures of particular field of specialization.</p> <p>Using established procedures and working under immediate supervision, performs assigned tasks. Work is routine and instructions are usually detailed. Little evaluation, originality, or ingenuity are required.</p>
	<p>Bachelor's Degree - Engineering</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Engineer, Sr.	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Plans and conducts assignments, generally involving the larger and more important projects or more than one project. Reviews progress and evaluates results.</p> <p>May lead or direct projects. May act in liaison capacity with other departments, divisions, and organizations. Operates with considerable latitude for un-reviewed action or decision.</p>
	<p>BS Degree - Engineering Licensed Professional Engineer 10 years of work experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Environmental Specialist	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil 2. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances 3. Performs site/incident assessment to include field data collection and multimedia sampling (air, water, soil, other) 4. Review and interpret laboratory analytical data. 5. Monitor contractors during any cleanup/removal operations. 6. Installs, operates, and performs routine maintenance on test instrumentation. 7. May operate fixed or mobile monitoring or data collection station. 8. May conduct bacteriological or other tests related to research in environmental or pollution control activity. 9. May collect and analyze engine exhaust emissions to determine type and amount of pollutants.
	<p>BS Degree - Environmental Engineering or related field 5+ years of related experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Facilities Engineer	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Responsible for the evaluation, review and analysis of customer Business Practices as they relate Facility Engineering and their application to the Customer's organization. Requires a broad knowledge of facilities engineering and facilities automation technologies including CAFM, CMMS, EMCS and others. Available to serve as a working group leader or member.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Full technical responsibility for interpreting, organizing, executing, and coordinating assignments 2. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major organization programs. (This involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches.) 3. Maintaining liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience. 4. a) Plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance; or b) Is responsible for the entire engineering program of an organization when the program is of limited complexity and scope. The extent of his or her responsibilities generally requires a few (3 to 5) subordinate supervisors or team leaders. 5. Serves as the technical specialist for the customer/company in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e. subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. <hr/> <p>Bachelor's Degree - Engineering or Related Field Licensed Professional Engineer Experience in:</p> <ul style="list-style-type: none"> Supervisory Facility Operations and Maintenance (preferably 5+ years) General Plant, Building or Facilities Operations, Maintenance or Engineering (preferably 10+ years) Managing process change for facilities or mission support operations <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Facilities Operation Specialist	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>This individual makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive engineering and related activities of the company. Negotiates critical and controversial issues with top level engineers and officers of other organizations and companies. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in planning, organizing and guiding extensive engineering programs and activities of outstanding novelty and importance. Requires a broad knowledge of facilities operations and facilities automation technologies including CAFM, CMMS, EMCS and others.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. a) Is responsible for an important segment of a very extensive and highly diversified engineering program, or b) the entire engineering program when the program is of moderate scope. The programs are of such complexity that they are of critical importance to overall objectives, include problems of extraordinary difficulty that often have resisted solution, and consist of several segments requiring subordinate supervisors. 2. Deciding the kind and extent of engineering and related programs needed for accomplishing the objectives of the organization, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results. 3. Supervises several subordinate supervisors or team leaders. <hr/> <p>Bachelor's Degree - Engineering or Related Field Experience in: Supervisory Facility Operations and Maintenance Experience (preferably 5+ years) General Plant, Building or Facilities Operations, Maintenance or Engineering (preferably 10+ years) Managing process change for facilities or mission support operations Computer Aided Facilities Management Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Facility and Professional Engineer	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Requires full working knowledge of mechanical and building systems, performance of energy audits, and proficiency in mechanical design.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. 2. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major organization programs. This involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches. 3. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience. 4. a) Plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance; or b) is responsible for the entire engineering program of an organization when the program is of limited complexity and scope. The extent of his or her responsibilities generally requires a few (3 to 5) subordinate supervisors or team leaders. 5. Serves as the technical specialist for the customer/company in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e. subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. 6. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained and recommend major changes to achieve overall objectives. As individual research or staff specialist, may be assisted on individual projects by other engineers or technicians.
	<p>Bachelor's Degree - Mechanical Engineering or Related Field Licensed Professional Engineer Experience in: Mechanical Engineering (preferably 10+ years) Supervisory Facility Operations and Maintenance Experience (preferably 5+ years) General Plant, Building or Facilities Operations, Maintenance or Engineering (preferably 10+ years) Managing process change for facilities or mission support operations Computer Aided Facilities Management Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Facility Manager	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. All aspects of O&M for a campus of buildings or single large building. 2. Develops and implement PM program. 3. Develops and implements Facility Long Range Plan. 4. Directs and approves all requisitions for maintenance, repairs, equipment, machine parts, and service supplies. Recommends and/or makes improvements in service methods. 5. Controls allocation and use of personnel to ensure fulfillment of service schedules in all departments at the lowest possible cost. 6. Directs operation of all departments and guides supervisors in the performance of their duties.
	<p>Bachelor's degree in Facility Operations and Maintenance, or related field Experience in a related environment (preferably 10+ years)</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
LAN Specialist	
	<p>Oversees network design, implementation, organization and troubleshooting; oversees technical support staff in managing network hubs, routers, and servers; monitors underlying communications protocols and supporting network hardware. Essential Functions:</p> <ol style="list-style-type: none"> 1. Surveys performance needs and goals of LAN users 2. Interfaces with users, consultants, technical teams, and vendors for maximum guidance in determining the most appropriate type of hardware installation. 3. Designs, specifies, and documents LAN configurations according to user needs, utilizing outside support resources as appropriate. 4. Helps install and customize LAN instruments to allow personal computers to retrieve information from the mainframe and allow data to be entered from the PCs. 5. Prepares charts and diagrams to explain network operation and to train managers and others in proper use. 6. Prepares checklists and processes for LAN help desk. 7. Analyzes work load, including traffic and utilization trends. 8. Supervises network technical support team and organizes software training programs. 9. Develops and monitors appropriate security procedures to safeguard system from physical harm and viruses, unauthorized users, and damage to data.

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>BS degree - Computer Science, MIS or equivalent Experience in: 3+ years LAN technologies, including:</p> <ul style="list-style-type: none"> - multiple network operating systems (NT, LAN Server), - topologies (Token Ring, Ethernet), - protocols (TCP/IP, IPX/SPX, Netbios/Netbeui), - Wide Area Networking. <p>Strong knowledge and experience with PC hardware and software technology as well as UNIX system administration, file interchange, shared network resources, Internet access, and electronic mail.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Logistician	
	<p>Responsible for the day-to-day management of the Customer’s logistics requirements including inventory management and inventory control for both production and non-production requirements. The individual reports to a manager. The primary job responsibility is to pursue the complete satisfaction of materials management requirements by the Customer.</p> <p>Individual is also responsible for the evaluation, review and analysis of Customer Business Practices as they relate to Logistics and their application to the Customer’s organization. Requires a broad knowledge of Operation and Maintenance functions and a detailed knowledge of a variety of logistics management and material management processes. Available to serve as a working group leader or member. No supervisory responsibilities are anticipated.</p>
	<p>BS Degree - Engineering, Logistics or Related Field Experience in: Plant, Manufacturing, Federal or Commercial Logistics (preferably 10+ years) Materials Management (preferably 2+ years) Materials Handling or Inventory Management (preferably 5+ years) Developing Inventory Control Systems ISO9000 or QS9000 Certification Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Maintenance Management Specialist	
	<p>Responsible for the evaluation, review and analysis of business practices as they relate to Maintenance Management and their application to the Customer’s organization. Requires a detailed knowledge of maintenance management and maintenance automation technologies including CMMS, EMCS and others. Available to serve as a working group member. No supervisory responsibilities are anticipated.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>BS Degree - Engineering or Related Field Experience in: Supervisory Facility Operations or Maintenance (preferably 5+ years) Managing process change for facilities or mission support operations. Computerized Maintenance Management Systems (CMMS)</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Maintenance Manager	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Equipment Maintenance - ensures that major equipment and furnishings are maintained in safe, operable condition and/or arrange for replacement. 2. Site Maintenance - ensures that facilities and grounds are maintained in accordance with relevant regulations, Customer standards, and fiscal consideration. 3. Site Safety - ensures that high standards of safety are developed, met, and maintained. 4. Safety and maintenance training - arranges for or provides training for personnel and residents as it relates to the safety and maintenance needs of residential services facilities. Further, may attend training programs relevant to the duties and responsibilities of this position. 5. Overall maintenance programs - Supervises maintenance crews. 6. Coordinates the safety and maintenance and equipment needs of owned and leased facilities. <p>High School Diploma or General Education Degree (GED) Masters Level Skills in Maintenance Trades including: HVAC, Electrician, Equipment Controls Journeyman Level Skills in Maintenance Trades including: HVAC, Electrician, Equipment Controls Experience in: General or Facilities Related Maintenance or Operations including experience gained as an operating engineer or mechanical trades person (preferably 10+ years) Supervisory Plant Operations and Maintenance (preferably 5+ years) Developing maintenance systems for new facilities including Predictive and/or Diagnostic Engineering Computer Aided Facilities Management ISO9000 or QS9000 Certification Supervisory/Leadership Skills</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Mechanical Engineer	
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Has a full working knowledge of mechanical and electrical building systems, experience performing energy audits, and proficient at mechanical design.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>BS Degree - Mechanical Engineering Licensed Professional Engineer 7+ years related experience in mechanical engineering and design Or equivalent combination of education and experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Network Specialist	
	<p>Responsible for the design, setup, configuration and installation of any contractor network. Responsible for the evaluation, review and analysis of CAFM tools and interface analysis as they relate to Network Engineering and their application to the Customer's organization. Requires a broad knowledge of CAFM applications and a detailed knowledge of network engineering. Available to serve as a working group leader or member. No supervisory responsibilities are anticipated.</p> <p>Advises and consults on complex issues or gives answers for issues pertaining to networking. Supports other departments to provide technical or detailed information to assist other department efforts. Interfaces with other department managers to insure efforts are consistent with overall divisional standards. Maintains departmental costing, budgeting and cost efficiency. Employee Training. Develops polices and procedures. Insures contract compliance. Insures operational flow and effectiveness.</p>
	<p>BS Degree - Engineering, Computer Science or Related Field Network Engineering Experience (preferably 5+ Years) Computer Aided Facilities Management Application Installation Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Occupational Safety Specialist	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Serves as the staff specialist in safety by developing and carrying out procedures with the organization that effectively control accident and health exposures in the company and minimize OSHA citations. Essential functions include:</p> <ol style="list-style-type: none"> 1. Assist management to understand OSHA regulations and standards, including guidance on handling OSHA compliance, inspections, and citations. 2. Investigate serious injuries in conjunction with line and staff personnel. Notify top management of pertinent details. 3. Evaluate hazardous conditions and practices and develop hazard control practices and programs. 4. Assist in communicating hazard control information and evaluate effectiveness of the control. 5. Guide and assist plant personnel at locations with critical safety and health problems. 6. Overview company accident statistics and make recommendations for correction of problem areas. 7. Plan and direct safety and industrial hygiene services of insurance carriers to obtain optimum service. 8. Assess new developments in the health and safety field that may have application to the company's operations. 9. Establish long-range accident prevention and cost control objectives. 10. Keep apprised of developments in federal and state safety laws. <p>BS Degree - Safety engineering, mechanical engineering, or related field Professional safety experience in manufacturing industry (preferably 5 years) Certified Safety Professional (CSP) status (preferred) Strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees and management.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Plant Engineer	
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Responsible for the evaluation, review and analysis of Mission Support Business Practices as they relate Plant Engineering and their application to the Customer's organization. Requires a broad knowledge of plant engineering and plant automation technologies including CAFM, CMMS, EMCS, Process Control, Robotics and others. Develops O&M policies, procedures and programs.</p> <p>Available to serve as a working group leader or member. No supervisory responsibilities are anticipated.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Bachelor's Degree in Engineering or Related Field Licensed Professional Engineer Experience in: Supervisory Plant Operations and Maintenance (preferably 5+ years) General Plant, Building or Facilities Operations, Maintenance or Engineering (preferably 10+ years) Managing process change for Facilities operations. ISO9000 or QS9000 Certification</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Program Manager	
	<p>Responsible for project planning, resolving potential problems and initiating corrective actions to insure project completion according to set parameters. Interact with customers and subcontractors and hold status meetings as necessary to keep all parties updated.</p> <p>2+ years experience in a related project management field.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Programmer	
	<p>Responsible for the evaluation, review and analysis of CAFM and CAFM related tools and applications and their application to the Customer's organization. Requires a general knowledge of software programming, database administration, database design, application design, and new product development. Requires some knowledge regarding applications related to CAFM. Available to serve as a working group member. Supervisory responsibilities are limited to Jr. Programmers.</p> <p>Bachelor's Degree in Computer Science, Engineering or Related Field Experience in: Software Programming (preferably 2+ Years) CAFM or CAFM related software development (preferably 1+ Years) Working on new software applications Application integration</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Programmer, Sr.	
	<p>Responsible for the evaluation, review and analysis of CAFM and CAFM related tools and applications and their application to the Customer's organization. Requires a broad knowledge of software programming, database administration, database design, application design and new product development. Requires specific detailed knowledge regarding applications related to CAFM. Available to serve as a working group leader or member. Supervisory responsibilities are limited to other programmers.</p> <p>Responsible for programming project.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Bachelor’s Degree in Computer Science, Engineering or Related Field 1+ year Supervisory Experience Experience in: Software Programming (preferably 5+ Years) CAFM or CAFM related software development (preferably 3+ Years) Developing new software applications. Application integration.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Project Manager	
	<p>Responsible for the day to day execution of all Contract activities. The individual reports to the Division General Manager and is the primary contact between the customer and our Company’s headquarters. The primary job responsibility is to pursue the complete satisfaction of all Contractual and Customer Satisfaction obligations to the customer and Profit-Loss responsibilities to the Company, ensure all efforts are accomplished smoothly, and manage the activities of the contract. The PM also directs our immediate response to contract changes and emergencies and monitors their accomplishment; analyzes budget inputs from functional elements and reviewing and discussing variances and trends with supervisors; and maintains a watchful eye on safety and quality control programs.</p> <p>Supervisory responsibilities would normally include all contract or project employees, subcontractors, and significant “supervisory type” interaction with customer personnel.</p>
	<p>BS Degree - Mechanical, Electrical or Industrial Engineering or related field Licensed Professional Engineer (preferred) Experience in: General or Facilities Related Engineering or Operations (preferably 10+ Years); of this 2+ Years Supervisory Plant Operations and Maintenance Experience Utilization of Computer Aided Facilities Management (CAFM) Systems (preferably 5+ Years) Applied Facilities Automation (preferably 3+ Years) Developing maintenance systems for new facilities including Predictive and/or Diagnostic Engineering ISO9000 or QS9000 Certification Supervisory/Leadership Skills</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Purchasing Agent	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Responsible for the management of the procurement functions for the Customer/Company. Duties include:</p> <ol style="list-style-type: none"> 1. The supervision of purchasing department personnel. 2. Establish practices and procedures to be followed by Buyers and other department personnel. 3. Select vendors, assesses vendor capabilities, develop alternate sources, and evaluate vendor performance, negotiates price and delivery. 4. Recommend major purchases of materials based on anticipated changes in prices or on unusual availability situations. 5. Make certain that purchasing documents are properly completed and the terms and conditions of purchases are appropriate. 6. Assure that department records are maintained and that purchases are followed up or expedited when required. Department records include price histories to provide information on price variances. 7. Small Disadvantaged Business Subcontracting Plan implementation
	<p>4-year college degree with an emphasis on business subjects 3+years of successful experience in related, subordinate positions. Strong interpersonal and persuasive skills required.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Quality Assurance Specialist	
	<p>The QA specialist is responsible for all of the work developing, implementing and monitoring quality assurance standards.</p> <ol style="list-style-type: none"> 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

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>BS Degree - Engineering, Quality or Related Field Experience in: Plant, Building or Facilities Operations or Construction Quality Control Experience (preferably 10+ Years); (with at least 1 year of supervisory experience) Computer Aided Facilities Management ISO9000, QS9000, Mil-STD-105 or Mil-Q-9000 Quality Program</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Quality Control Engineer	
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p><i>General Characteristics:</i> As a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional experience to assure competence as a fully trained worker, or, for positions primarily of a research nature, completion of all requirements for a doctoral degree may be substituted for experience.</p> <p><i>Direction Received:</i> Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.</p> <p>Responsibilities Include:</p> <ol style="list-style-type: none"> 1. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. 2. Performs work which involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials, and difficult coordination requirements. 3. Develop inspection programs and requirements. <p>Work requires a broad knowledge of precedents in the specialty area and a good knowledge of and practices of related specialties.</p>
	<p>BS Degree - Engineering or quality related field Licensed Professional Engineer 3+ years' experience in QA/QC</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Quality Control Manager	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Reports to the PM. Responsible for ensuring that project performance objectives meet or exceed quality levels established by the Government. He will prepare, revise, and/or implement the QC Plan. In accordance with this Plan, the QCM will also be responsible for the following:</p> <ol style="list-style-type: none"> 1. Daily inspections 2. Scheduled and unscheduled inspections 3. Scheduled and unscheduled audits, coordinating with corporate office when other audits are performed 4. Additional quality inspections to meet inspection schedule when the QC Inspector is absent 5. Administering a Customer Comment Survey program for all contract services, including developing function -specific forms 6. Administering the Company's Accident Prevention, Safety and Health, and Fire Prevention plans. He or she will assist all functional areas in formulating quality control procedures and will provide guidance in resolving all quality control problems. 7. Responsible for the Company's environmental protection programs, including training and emergency response and will ensure that all licenses, permits, and certifications are current and valid and that all employees operating Government and Company equipment are properly tested and licensed. 8. Administer Trend Analysis Program <hr/> <p>BS Degree in relevant field Experience in: Administering a quality control program (preferably 5+ years) Safety and/or occupational health for a similar project operation. (preferably 3+ years) Inspection procedures and performance requirements.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Regional Liaison	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Responsible for the day-to-day coordination of all functional tasks being performed within assigned geographical Regions. Functions might include New Construction, Application Processing, Engineering Services, Source Document Generation, Audits and Due Diligence. Provides a direct link between Customer’s regional representative and SMS’s support services management and personnel. The individual reports to the Division General Manager at SMS Headquarters. The primary job responsibility is to pursue the complete customer satisfaction of all Contractual obligations for the Customer within the specific regions of responsibility through effective communications, timely expediting and organized documentation. No Supervisory responsibilities are anticipated but a significant degree of customer and subcontractor interaction will be required. Regional Travel will be required with less frequent national or international travel.</p> <p>Bachelor’s Degree (Engineering, Construction, Manufacturing, Business Administration, Marketing or related field)</p> <p>8+ Years General or Facilities Related Engineering, Operations, Logistics and Administrative support including experience gained as an operating engineer, mechanical trades person, or commercial construction.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
RF/EMC Engineer	
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Translate coverage plans into tower search rings using software-planning tools. Utilize software planning tools in conjunction with drive test data, and site visits to select and approve tower locations. This includes topographical coverage modeling, interference analysis, demographic analysis and area site visits. Interface with Site Acquisition and Construction department personnel to rapidly select and approve tower locations. Produce preliminary FAA height availability assessment for search rings candidates. Coordinate with Project Management and co-location customers to define and accommodate the customers’ needs. Produce coverage plots based on link budgets to assist tower approval process, zoning hearing board meetings or marketing presentation/proposals. Provide Expert witness testimony at zoning hearing board meetings.</p> <p>Reviews application and approves or conditions for RF compatibility (based on matrix) Time and materials work if needed or requested include:</p> <ul style="list-style-type: none"> - RF (RFE, EMI, EMC, PROP) - RFE (site emission compliance), EMI (Electro magnetic interference), EMC (Electro magnetic compatibility) - RFP (RF predictions), PROP (RF propagation), Drive testing (field measurements and search rings), Site testing(analyzer) <p>BS Degree - Electrical Engineering Licensed Professional Engineer 3+ years experience in RF/EMC engineering</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
Security Manager	
	<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>3+ Years Related Professional experience, including supervisory experience.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Security Specialist	
	<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>2 years experience performing security inspections, security investigations, and security program review and administration in large complex security organizations.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Software Specialist	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Involved in the design and development of software systems for control and automation of processes. Other possible responsibilities include research, design, and test operating system software, compilers—software that converts programs for faster processing—and network distribution software. The Software Specialist, working in applications development, analyzes users’ needs and designs, creates, and modifies general computer applications software or specialized utility programs. This professional should also possess strong programming skills, but should be mostly concerned with analyzing and solving programming problems than with writing code for programs; and developing both packaged and systems software or create customized software applications for customers.</p> <p>BS in Engineering or Computer Science 4+ years of relevant experience with 2 years in Software Engineering Engineering skills required include knowledge of relational database design and computer programming</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Structural Engineer	
	<p>Refer to ENGINEER Job Description for general requirements.</p> <p>Responsible for the analysis and reinforcements of structures, completing design of structural members, building structural models and running analytical computer programs. Knowledgeable in structural computer modeling and working knowledge of AutoCAD.</p> <p>BS Degree - Civil Engineering Licensed Professional Engineer 5+ years experience in structural steel and foundation design Knowledgeable in structural computer modeling and working knowledge of AutoCAD</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Systems Analyst	

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Responsible for the day-to-day management of a Windows NT based computer network. Duties include LAN Management, hardware support, software support and mail server administration. The individual would report to the Project Manager. The primary job responsibility is to pursue the complete satisfaction of the Customer's local computer systems administration requirements. Supervisory responsibilities would normally be limited to subcontractor oversight.</p> <p>Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. 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 is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.</p> <p>Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.</p>
	<p>BS Degree - Computer Science or Related Field Experience in: 2+ Years Computer Systems Administration 2+ Years Windows NT based Networks 2+ Years Network Computer Systems Management Database Administration Hardware, Software, and Network Configuration and Support</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Telecommunications Specialist	
	<p>Responsible for the evaluation, review and analysis of Business Practices as they relate to Telecommunications and their application to the Customer's organization. Requires a broad knowledge of business functions and a detailed knowledge of a variety of telecommunications management processes. Responsible for the development of cable management data acquisition procedures and templates. Available to serve as a working group leader or member. No supervisory responsibilities are anticipated.</p>

Exhibit 2E – Job Descriptions – Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Bachelor's Degree - Engineering, Logistics or Related Field 5+ Years Plant, Building, Municipal or Commercial Telecommunications Experience Computer Aided Facilities Management Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Tower Services Manager	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Manage the technical and business issues surrounding the installation and placement of antennas on towers, rooftops and other locations. 2. Scrutinize technical, mechanical and electrical data to assure proper application; and tower location compatibility. 3. Coordinate the completion of all tasks required to complete a scope of work for a customer installation including antennas, equipment, electrical and telco connections. 4. Inspect sites for overall appearance and maintenance to company standards. 5. Coordinate with project managers to provide documentation as required to facilitate the preparation of lease agreements and customer items. 6. Coordinate with program management to insure smooth flow of information for all tasks pertaining to construction and installation on sites within the assigned geographic areas. 7. Coordinate with other departments to prioritize scheduling of work in relation to quarterly budget planning of projects. 8. Prepare documentation, monitor activity, evaluate performance, and recommend improvements to processes to maximize efficiency and minimize costs. 9. Supervise, train, and evaluate assigned personnel. 10. Maintain tracking documentation, and accurate documentation of all facilities.
	<p>Bachelor's Degree in a related subject and/or equivalent experience 10-12 years experience with 3 years' supervisory experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
Admin Assistant	
	<p>Provides departmental activity records and reports. Keeps meeting minutes. Typing of manuals, procedural guidebooks, policy hand books. Typing of training documentation. Time sheet processing. Supports regional admin. Supports employee activities and company relationship i.e.; network and PC problems or setup, new employee orientations, notification and processing of performance evaluations, work attendance, vacations. Maintains a daily activity spread sheet. Provides weekly report. Dates and tracks and documents application status and time frames. Establishes and maintains a file system for pending and completed projects. Processes project information into database. Assembles deliverable packages.</p>
	<p>Experience in: Performing complex and responsible administrative duties (must have included some supervisory experience) Advanced training in typing and general office procedures</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Asset Mgmt Team Leader	
	<p>Will be the first point of contact for clients in managing information for client assets. Will be responsible for managing a team of approximately 5 to 6 people. Must have very good management and supervisory skills. Must be very customer oriented and focused. Must possess detailed knowledge of assets being managed.</p>
	<p>Appropriate degree 4+ years of work experience in the related industry.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
AutoCAD Specialist, CAFM Specialist	
	<p>Individual would be responsible for all training required for the practical use and application of AutoCAD as it relates to this project and the development of the CAFM system. The individual would be responsible to the Project Manager for work related to this project. No Supervisory responsibilities are anticipated.</p>
	<p>Some Post High School Education - Computer Science, Technology, Architecture or Related Field Experience in: 5+ Years Documented AutoCAD / CAFM Systems Software Configuration and Support</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
Buyer	<p>Performs all functions related to the purchase of a variety of materials, supplies, equipment and services to include:</p> <ol style="list-style-type: none"> 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>High School Diploma or General Education Degree (GED) 2+ years experience with Government and/or commercial vendors Excellent skills in reading, writing, speaking and understanding English</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
CAD Drafter	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. QA/QC work on drawings. 2. Develop drawings including site plans and level drawings from baseline information. 3. Develop and diagram drawing elements for all types of drawings. 4. Able to convert MicroStation drawings to AutoCAD format. 5. Develop layering and CAD standards for project drawings 6. Performs all normal CAD functions. 7. Mentors/trains Jr. CAD and reviews Jr. CAD work for CAD standards compliance. 8. Link drawing attributes to database 9. Operating knowledge of Autolisp software and routines 10. Other duties as assigned.

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Graduate - two-year technical program with a major in Computer-Aided Drafting or five years equivalent full time experience as a CAD Drafter High School Diploma or General Education Degree (GED) Experience in: AutoCAD 2000 or higher, or MicroStation v6 or higher Software Knowledge Operating knowledge of AutoLisp and Visual basic for AutoCAD Operating knowledge of spreadsheet and database software 2 years work experience minimum. Ability to function independently with minimal supervision. Ability to train junior CAD personnel</p>
CAD Operator, Jr.	
	<p>Responsibilities: 1. Perform revisions of CAD drawings as directed. 2. Create revised CAD drawings from redlined drawings. 3. Polyline and attach assets to polylines in CAD drawings. 4. Create base drawings from hand sketches 5. Scale drawings 6. Plot drawings to printers and files.</p> <p>This position requires a High School Diploma with emphasis on Vocational or Technical course work. Vocational CAD training or equivalent is desired. Must be proficient in AutoCAD software, AutoCAD 2000 or higher or Microstation v6 or higher. Although this is an entry level position, we do require knowledge and skills in CAD with at least three months experience working with electronic drawings. Must be a team player, reliable, and self-motivated with a good working knowledge of computers. Must have the ability to take and follow direction and work within deadlines.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
CAD Operator, Sr.	
	<p>Responsibilities include: 1. Performing QA/QC work on drawings. 2. Reviewing site plans and level drawings. 3. Diagramming drawing elements. 4. Working with elevation plan and detail drawings. 5. Able to convert rough or hand-drawing to AutoCAD format. 6. Redlining and creation of level, site plan, and building inventory drawings. 7. Performs normal CAD functions. Checks Jr. CAD work for CAD standards compliance. Trains JR CAD. Gets technical data needed to complete drawing. 8. Adhere to layering standards and other task-specific conventions and standards 9. Basic knowledge of Autolisp functions 10. Other duties as assigned.</p>

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Graduate - two-year technical program with a major in Computer-Aided Drafting High School Diploma or General Education Degree (GED) Experience in: AutoCAD 2000 or higher, or MicroStation v6 or higher Software Knowledge Operating knowledge of AutoLisp 6 months to 2 years work experience. Ability to function independently with minimal supervision.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
CAD Supervisor	
	<p>Capable of all CAD drafter skills Able to supervise CAD Drafter teams of 5-10 persons.</p>
	<p>Graduate - two-year technical program with a major in Computer-Aided Drafting Experience in: AutoCAD 14.0 Software Knowledge 2+ years work experience with some supervisory experience Ability to function independently with minimal supervision.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order.</p>
Carpenter, Maintenance	
	<p>Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>
	<p>Trade school, apprenticeship, or training in these core skills validated at journeyman level High School Diploma or General Education Degree (GED) Journeyman-level qualifications in these skills will be capable of accomplishing the tasks that are associated with carpentry and painting to include locksmith work.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Clerk	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Works closely with the Payroll/Accounts Payable Clerk, performing such administrative tasks as:</p> <ol style="list-style-type: none"> 1. distributing time cards and payroll checks 2. entering Timekeeping Module and Human Resources data into the system 3. preparing required reports 4. assisting in a variety of administrative matters 5. maintaining a wide variety of financial or other records 6. verifying statistical reports for accuracy and completeness 7. handling and adjusting complaints 8. also performs a variety of other clerical tasks in the day-to-day operation
	<p>High School Diploma or General Education Degree (GED) Experience in: 2+ years in clerical functions (with one year of responsible experience in administering Government procedures) Cost accounting, project accounting, and payroll activities A basic knowledge and understanding of the terminology, codes, and processes used in automated accounting systems</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Designer	
	<p>The Designer will design and provide technical support for the manufacture, installation, or 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>Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress.</p> <p>Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.</p> <p>Reports to Engineering Supervisor.</p>
	<p>Associate Degree in related field 2+ years experience in Design or related field Proficient in AutoCAD Experience in CAFM preferred</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
Electrical Designer	
	Refer to DESIGNER Job Description for general requirements.
	Associate Degree in Electrical Engineering or Electronics 2+ years experience in Design or related field Proficient in AutoCAD Experience in CAFM preferred Possess or Ability to Obtain Security Clearance as required by Task Order
Electrician, Maintenance	
	Individual would be responsible for the day-to-day completion of maintenance tasks for both production and non-production equipment. The primary job responsibility is to pursue the complete satisfaction of all facility maintenance requirements. 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. Also involves: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. No supervisory responsibilities are anticipated.
	Journeyman Level Skills in Electrical related skills 5+ Years General Plant, Building or Facilities Operations & Maintenance Experience Experience with Maintaining Systems for New Facilities. Possess or Ability to Obtain Security Clearance as required by Task Order
Electronics Technician	
	Will construct, repair, test, install, modify or help design a variety of production or experimental electrical or electronic equipment. Should be specialized in such areas as Building and Facilities Operation and Maintenance. Will assist with product/service quality.
	Associate Degree or Certificate in Electronics Field. 2+ years related experience Possess or Ability to Obtain Security Clearance as required by Task Order
Energy Control and Mgmt System Operator	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Monitors all facility equipment, fire systems, emergency operating systems and status of Uninterruptible Power Systems (UPS) from a centrally located computer workstation. 2. Monitors and, when required, manually operates the gas/oil fired boilers, chillers, air handlers, VAVs, exhaust fans, air compressors and lighting schedules. Observes set points and makes adjustments as necessary. Make daily rounds of automatic and manually operated valves, system pumps, gauges and water lines. Detects malfunctions and takes necessary actions as switching pumps, etc., to prevent breakdown of equipment. Responsible for locating problems, making decisions, and taking corrective actions in the event of a breakdown or malfunction of equipment. Performs preventative maintenance on facility equipment, grease, tighten and visually inspect for wear and correct operation. 3. Responds to alarm signals at the Fire Panel. Calls the appropriate authorities with details of the situation. Shut downs systems and closes valves, main gas valve, as required. Verifies auxiliary fire pump is operational through monthly start-ups and all damper proof valves are operational. 4. Verifies all automatic switches operate and the generator starts in the event of a power outage. Test equipment weekly with scheduled tests of generator. 5. When UPS is in alarm notifies appropriate authorities and responds to determine if corrective action can be taken. 6. Duties may include assisting governing authorities with reports, changes in set points and responding to individual requests of environmental assistance, too cold or too hot. <p>Supervisory Responsibilities include: Works under the technical and administrative supervision of the Facility Maintenance Manager who is in charge all maintenance aspects.</p> <p>High School Diploma or General Education Degree (GED) Formal training in ECMS system as specified by task order 3+ years experience in using ECMS system or similar system</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Estimator	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Designing, planning, and preparing complete job packages in civil and architectural disciplines for all work requirements received on work request/work orders. 2. Prepare work plans and manhour estimates for other disciplines 3. Determine the scope of work to be subcontracted <p>High School Diploma or General Education Degree (GED) 5 years experience in planning and estimating</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Field Auditor	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Responsible for reviewing, evaluating and making recommendations for the correction and/or improvement of internal, operational, and management control systems and organizational unit performance. The nature of this position requires inside contact with all levels of company employees and outside contact with client representatives, vendors, and other business-related representatives.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Plan work assigned segments of the audit; 2. Determine records or activities to analyze and the extent of tests to apply; 3. Recommend the means of obtaining, analyzing, and evaluating evidentiary data; 4. Review transactions, documents, records, reports, and methods for accuracy and effectiveness 5. Prepare acceptable working papers that record and summarize data on the assigned audit segment 6. Hold preliminary discussions of deficiencies with operating personnel to verify and to obtain reasons for each deficiency 7. Report audit findings on the results of the review of the assigned segments of the audit 8. Make recommendations for the correction of unsatisfactory conditions, improvements in operations, and reductions in cost.
	<p>High School Diploma or General Education Degree (GED) (Associates Degree or BS Degree in Accounting or related field is preferable) 2+ years experience in related field</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Financial Analyst	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Performs the quantitative analysis required for the strategic planning of the company and its investments, the administration of real estate transactions, and financing and refinancing of certain projects and lines of credit; 2. Prepares various reports for management, the Board of Directors, the shareholders, etc.; and manage the insurance function. 3. Analyzes business practices for most efficient, cost effective methods. 4. Budgets and allocates funds. 5. Long- and short-term strategic planning; liability management; process analysis; property management; reports; and insurance.
	<p>BS Degree - Related field and preferably an advanced degree in finance 1-2+ years experience in related field Strong administrative, organization, and communication skills</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Fire Alarm Mechanic	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards. Inspects fire alarm equipment visually and replaces defective components. Tests initiating and signal circuits, detectors, and system transmitter and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.</p> <p>High School Diploma or General Education Degree (GED) 2+ years experience at journeyman level Certifications as required by local jurisdictions</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
General Maintenance Mechanic	
	<p>Individual would be responsible for the day-to-day completion of light maintenance and moderate janitorial tasks in a mixed office and industrial facility. The primary job responsibility is to pursue the complete satisfaction of all facility maintenance & custodial requirements.</p> <p>Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.</p> <p>No supervisory responsibilities are anticipated.</p> <p>2+ Years General or Facilities Related Maintenance or Operations Experience including experience gained as a custodian, janitor or maintenance helper.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Help Desk Operator	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Coordinates all incoming calls requesting services of maintenance, cleaning, and shipping and receiving services. 2. Receives incoming requests for services and assigns for completion on a priority basis, to appropriate group leader in electrical, plumbing, cleaning, or shipping. Pages necessary personnel in an emergency. 3. Orders monthly report of number of phone calls received, work orders dispatched, and preventive man-hours completed. 4. Operates computerized help desk application.

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>High School Diploma or General Education Degree (GED) Several years office experience, preferably in a service-oriented facility Considerable tact and human relation skills in interacting with all levels of management and facility employees. Good problem-solving and negotiating skills required. Word processing and personal computer skills.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Human Resources	
	<p>Individual would be responsible for the evaluation, review and analysis of Mission Support Business Practices as they related to Human Resources/Personnel Administration and their application to the client. Requires a broad knowledge of functions and a detailed knowledge of a variety of personnel management and human resources management processes. Available to serve as a working group leader or member. No supervisory responsibilities are anticipated.</p>
	<p>Bachelors Degree - Administration, Business, Personnel, Engineering, Etc. or related field 5+ Years Plant, Manufacturing, Federal or Commercial Human Resources Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
HVAC Mechanic, Maintenance	
	<p>Individual would be responsible for the day-to-day completion of maintenance tasks for both production and non-production equipment. Perform tasks to install, maintain, troubleshoot, repair and modify refrigeration, heating, and air conditioning systems and equipment including refrigerators and dining facility refrigeration appliances. Checks units for damage, wear of parts, and evidence of breakdown. Tests automatic pressure regulators, thermostats, valves, controls, and regulators. Looks and tests for gas leaks. Troubleshoots and makes complete repairs to compressors, condensers, pneumatic control systems, air compressors, evaporators, tubing, control devices, cooling towers, pumps, ducting, fans, and balances the air flow when required. Bleeds systems and inspects for leaks and other defects. Disassembles, repairs, and reassembles parts such as valves, springs, rings, pistons, shaft seals, main bearing, packing, couplings, etc. Starts equipment and checks for efficient operation, balances air flow, adjusts rheostats and control devices. Conducts water quality analyses. Performs other related duties as required. The mechanic will be qualified and proficient in the use of the normal tools of the trade associated with this classification. The individual would report to the "Lead" Mechanic, Engineer, or Manager. The primary job responsibility is to pursue the complete satisfaction of all facility maintenance requirements. No supervisory responsibilities are anticipated.</p>
	<p>High School Diploma or General Education Degree (GED) Experience with Maintaining Systems for New Facilities. Journeyman Level Skills in HVAC and Refrigeration 5+ Years General or Facilities Related Maintenance or Operations Experience including experience gained as an operating engineer or mechanical trades person.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
Inspector	
	<p>To 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 General Education Degree (GED) 3+ years experience as quality inspector Thorough knowledge of company/client quality specifications and manuals</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Laborer	
	<p>Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks and other conveyances; moves supplies and materials to proper location by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash. Operate light vehicles.</p>
	<p>High School Diploma or General Education Degree (GED) Experience in: Laborer or General Maintenance Worker (2+ years) Driving in vehicles less than 3 tons (4+ years) Maintaining, repairing, and construction of grounds and resurfaced areas Snow removal and ice alleviation</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
Material Handler	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow; stocking, pickup, delivery, forklift operations, heavy truck operations. 2. Pursue the complete satisfaction of materials handling by the Client. <p>No Supervisory responsibilities are anticipated. Individual would be responsible for the day-to-day execution of the Client's logistics movement requirements.</p> <p>High School Diploma or General Education Degree (GED) Experience with Forklift Operations/Certified Operator 2+ Years Materials Handling Experience Commercial Drivers License (Tractor Trailer not required)</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Plumber, Maintenance	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Individual would be responsible for the day-to-day operation and maintenance of equipment.</p> <p>Responsibilities include:</p> <ol style="list-style-type: none"> 1. Plumbing maintenance and repairs 2. Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. 3. Studies building plans and working drawings to determine work aids required and sequence of installations. 4. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. 5. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, level and plumb bob. 6. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. 7. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. 8. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. 9. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. 10. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. 11. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. 12. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. 13. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. 14. May weld holding fixtures to steel structural members.
	<p>High School Diploma or General Education Degree (GED) Plant Operations, Maintenance or Building Engineer Experience (preferably 3+ Years)</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Programmer, Jr.	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Individual would be responsible for the review and analysis of CAFM and CAFM related tools and applications and their application to the Client's organization. Requires a general knowledge of software programming, database administration, database design, application design and new product development. Requires some knowledge regarding applications related to CAFM.</p> <p>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. May perform routine programming assignments under close supervision.</p> <p>In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.</p> <p>May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.</p> <p>Available to serve as a working group member. No supervisory responsibilities are anticipated.</p>
	<p>Associate's Degree - Computer Science, Engineering or Related Field 1+ Years Software Programming Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Quality Control Inspector	
	<p>Responsibilities include:</p> <ol style="list-style-type: none"> 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>The QC Inspector works under the supervision of the QC Manager.</p>
	<p>High School Diploma or General Education Degree (GED) 3+ years' QA/QC experience for a similar project operation. Must be familiar with inspection procedures, inspection equipment, and performance requirements.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Scheduler	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Manages inventory of raw materials, establishes and monitors the production schedules for the facility to achieve customer requirements, and schedules and coordinates activities. Other responsibilities include:</p> <ul style="list-style-type: none"> - prepares work schedules - reviews job status and briefs supervisor of progress on job stoppages - determines carry-over work for the next week from weekly supervisors' schedules - coordinates work with shop supervisors and craft personnel - attends weekly scheduling meetings - coordinates job site availability - assists in obtaining work clearances - compiles data as required - estimates manhours for work requests - prepares job packages <p>BS degree - Material Management or Business Up to 3 years' experience in manufacturing, production planning, and materials control function Extensive hands-on experience with a computerized production planning system Ability to analyze situations and react in a timely manner necessary</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Secretary	
	<p>Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.</p> <p>High School Diploma or General Education Degree (GED) Experience in: General clerical experience (preferably 2+ years) General office experience (preferably 2+ years) 1 or more courses in the following: English grammar; general office practice; typing; shorthand Notary Public (preferred)</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Space Planner	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Individual would be responsible for the evaluation, review and analysis of Business Practices as they related to Space Management and their application to the Client's organization. Requires a broad knowledge of Business Management functions and a detailed knowledge of a variety of space management processes. Responsible for the development of space management data acquisition procedures and templates. Available to serve as a working group leader or member. No supervisory responsibilities are anticipated.</p> <p>Associates Degree in Architecture or Related Field 3+ Years Plant, Manufacturing, Federal or Commercial Space Management Experience Computer Aided Facilities Management Experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Stock Analyst	
	<p>Stock Control includes system administration, including reporting, and stock control using an automated inventory management system. This work element includes establishing and monitoring inventory control levels and reorder points, ordering and issuing supplies and inventory and inventory and reconciliation activities.</p> <p>Accountable Property - Accountable Property includes system administration, including reporting and property management using an automated property management system. This work element includes tracking equipment using bar code technology, maintaining equipment databases, interfacing with equipment custodians, performing inventory analysis, disposing of excess property and inventory and reconciliation activities.</p> <p>Associate's Degree - Business with major course work in inventory control management 3+ years inventory control experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Technician (CAD)	
	<p>Responsibilities include: Performing QA/QC work on drawings. Will be reviewing site plans and level drawings. Will be diagramming tower drawings and cellular antennas. Working with elevation drawings. Other duties as assigned.</p> <p>High School Diploma or General Education Degree (GED) Graduate from a two-year technical program with a major in Computer-Aided Drafting. AutoCAD 14.0 Software Knowledge 6 months to 2 years prior work experience</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Telecommunications Mechanic	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Level (I) - Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or nonvoice communications systems including intercom and public address systems; alarm systems; teletype equipment; and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. Runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for nonvoice circuits.</p> <p>Level (II) - Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. They maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.</p> <p>Trade school, apprenticeship, or training in these core skills validated at journeyman level High School Diploma or General Education Degree (GED) Journeyman-level qualifications in these skills will be capable of accomplishing associated tasks.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Warehouseman	
	<p>Receives, stores, and ships materials and products that supply production operations. Also moves finished products. Ensures a safe, clean, and healthy work environment for self and other team members. Essential functions are:</p> <ol style="list-style-type: none"> 1. Reviews daily shipment schedule and, in discussion with other warehouse team members, plans and prioritizes daily work schedule to meet customer delivery requirements. Alerts team to any special truck loading configuration or customer delivery requirements. 2. Reviews daily inventory of warehouse goods against anticipated delivery schedules to minimize amount of handling and damage to item. 3. Leads team in equipment and vehicle safety and maintenance checks. 4. Solicits opinions of co-workers on effectiveness of the warehouse department operation and implements viable recommendations. <p>High School Diploma or General Education Degree (GED) 2+ years warehouse experience Basic knowledge of shipping and warehouse procedures and regulations</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>
Work Order Clerk	

Exhibit 2N – Job Descriptions – Non-Exempt Job Classifications	
Job Title	Job Description / Requirements
	<p>Works under the direction of the Supervisor, Work Control Center, and performs the following tasks: receiving and processing work requests; preparing service orders; forwarding work requests to the Planner/Estimator as required; capable of understanding mechanical, structural, and electrical problems and is able to accurately determine the priority of the work request from verbal information provided by technical persons; maintains status logs of all work requests received and processed to job orders and provides specific job status to customers when requested; maintains other related records; collects raw statistical data concerning facilities maintenance subfunctions, calculates, verifies, and posts data such as hours expended, material used, and overtime; receives and processes supply requests from the Maintenance Section and prepares and submits purchase orders.</p> <p>High School Diploma or General Education Degree (GED) 2+ years experience possess an understanding of mechanical, structural, and electrical problems and be able to accurately determine the priority of work requests made my non-technical persons.</p> <p>Possess or Ability to Obtain Security Clearance as required by Task Order</p>