
GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule Title: **Facilities Maintenance and Management**
FSC Group, Part, and Section or Standard Industrial Group (as applicable): **Not Applicable**
FSC Class(es)/Product code(s) and/or Service Codes (as applicable): **Not Applicable**

GS-06F-0009S

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



CENTERRA INTEGRATED FACILITIES SERVICES, INC.
4800 OVERTON PLZ STE 380
FORT WORTH, TX 76109-4435
Telephone: 817-381-1120
Fax: 817-377-5867
Contract Administrator: Catherine A. Karnezis
Email: catherine.karnezis@is.centerragroup.com
Visit url: <http://www.centerragroup.com>

Contract period: **November 10, 2005 through November 9, 2020**
Price list current through modification # PA-0039 Dated January 27, 2016

Business Size: Other than small

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

811 002	Complete Facilities Maintenance
811 003	Compete Facilities Management
003 97	Ancillary Repair and Alterations

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. *Please refer to pages 3 of this document*

2. Maximum order: **\$ 1,000,000.00 for all awarded SINs**

3. Minimum order: **\$ 100.00**

4. Geographic coverage (delivery area): **Domestic Delivery**

5. Point(s) of production (city, county, and State or foreign country): **Fort Worth, TX 76109, USA**

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

7. Quantity discounts: **None**

8. Prompt payment terms: **Net 30 Days** Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

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

10. Foreign items (list items by country of origin): **Not Applicable**

11a. Time of delivery: **As Agreed Per Task Order**

11b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

11c. Overnight and 2-day delivery: **Contact Contractor**

11d. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

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- 13a. Ordering address(es): **4800 OVERTON PLZ STE 380, FORT WORTH, TX 76109-4435**
- 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): **4800 OVERTON PLZ STE 380, FORT WORTH, TX 76109-4435**
15. Warranty provision: **Standard Commercial**
16. Export packing charges, if applicable: **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Not Applicable**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not Applicable**
19. Terms and conditions of installation (if applicable): **Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not Applicable**
- 20a. Terms and conditions for any other services (if applicable): **Not Applicable**
21. List of service and distribution points (if applicable): **Not Applicable**
22. List of participating dealers (if applicable): **Not Applicable**
23. Preventive maintenance (if applicable): **Not Applicable**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **Not Applicable**
- 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/.
25. Data Universal Number System (DUNS) number: **808850676**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registration in the System For Award Management (SAM) Database (formerly CCR) is active and current.**

Awarded Labor Category Descriptions

Relevant SIN(s): 811-002 and 811-003

Title: **Accounting Clerk I (SCA Code 01011)**

Functional Responsibilities: Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records: Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, cost of lost or

damaged goods, freight charges, rentals, and similar items. May type vouchers, invoices, checks, account statements, reports, and other records, using typewriter or computer. May reconcile bank statements. May be designated according to type of accounting performed, such as Accounts-Payable Clerk (clerical); Accounts-Receiveable Clerk (clerical); Bill-Recapitulation Clerk (utilities); Rent and Miscellaneous Remittance Clerk (insurance); Tax-Record Clerk (utilities).

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Accounting Clerk II (SCA Code 01012)

Functional Responsibilities: Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records: Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. May type vouchers, invoices, checks, account statements, reports, and other records, using typewriter or computer. May reconcile bank statements. May be designated according to type of accounting performed, such as Accounts-Payable Clerk (clerical); Accounts-Receiveable Clerk (clerical); Bill-Recapitulation Clerk (utilities); Rent and Miscellaneous Remittance Clerk (insurance); Tax-Record Clerk (utilities).

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have three years experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Accounting Clerk III (SCA Code 01013)

Functional Responsibilities: Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records: Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer. Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items. May type vouchers, invoices, checks, account statements, reports, and other records, using typewriter or computer. May reconcile bank statements. May be designated according to type of accounting performed, such as Accounts-Payable Clerk (clerical); Accounts-Receiveable Clerk (clerical); Bill-Recapitulation Clerk (utilities); Rent and Miscellaneous Remittance Clerk (insurance); Tax-Record Clerk (utilities).

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have five years experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Administrative Assistant (SCA Code 01020)

Functional Responsibilities: Provide administrative support to a department and/or Manager. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction. Duties include answering telephones and transfer to appropriate staff member; meeting and greeting clients and visitors; creating and modifying documents using Microsoft Office; performing general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing; maintaining hard copy and electronic filing system; signing for and distributing UPS/Fed Ex/Airborne packages; researching, pricing, and purchasing office furniture and supplies; coordinating and maintaining records for staff office space, phones, parking, company credit cards and office keys; setting up and coordinating meetings and conferences; supporting staff in assigned project based work; and other duties as assigned.

Minimum Education: Basic reading, writing, and arithmetic skills required. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 50 wpm or as required per task order.

Minimum Experience Requirements: One to three years of clerical experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: CAD Operator I (SCA Code 30061)

Functional Responsibilities: Assists with mechanical and electrical drafting. Must be capable of preparing drawings of electrical circuits, machined parts, wiring diagrams and schematics from interpreting draft layouts, sketches or other sources. Must be able to generate engineering drawings using CAD equipments and software.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of formal training and one (1) year of experience using CAD software at site or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: CAD Operator II (SCA Code 30062)

Functional Responsibilities: Assists with mechanical and electrical drafting. Must be capable of preparing drawings of electrical circuits, machined parts, wiring diagrams and schematics from interpreting draft layouts, sketches or other sources. Must be able to generate engineering drawings using CAD equipments and software.

Minimum Education: Possesses an associates degree or equivalent technical certification or as required per task order.

Minimum Experience Requirements: Must have at least one year of formal training in CAD and three (3) years of experience using CAD software at site or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: CAD Operator III (SCA Code 30063)

Functional Responsibilities: Assists with mechanical and electrical drafting. Must be capable of preparing drawings of electrical circuits, machined parts, wiring diagrams and schematics from interpreting draft layouts, sketches or other sources. Must be able to generate engineering drawings using CAD equipments and software.

Minimum Education: Possesses an associates degree or equivalent technical certification or as required per task order.

Minimum Experience Requirements: Must have at least one year of formal training in CAD and five (5) years of experience using CAD software at site or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: CAD Operator IV (SCA Code 30064)

Functional Responsibilities: Assists with mechanical and electrical drafting. Must be capable of preparing drawings of electrical circuits, machined parts, wiring diagrams and schematics from interpreting draft layouts, sketches or other sources. Must be able to generate engineering drawings using CAD equipments and software.

Minimum Education: Possesses an associates degree or equivalent technical certification or as required per task order.

Minimum Experience Requirements: Must have at least one year of formal training in CAD and ten (10) years of experience using CAD software at site or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Carpenter, Maintenance (SCA Code 23130)

Functional Responsibilities: Performs 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.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: General Clerk I (SCA Code 01111)

Functional Responsibilities: Performs any combination of the following clerical duties requiring limited knowledge of systems or procedures: Writes, types, or enters information into computer using keyboard to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, and/or measures material. Sorts and files records. Addresses envelopes or packages by hand or with computer. Stuffs envelopes. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents using photocopier.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: General Clerk II (SCA Code 01112)

Functional Responsibilities: Performs any combination of the following clerical duties requiring limited knowledge of systems or procedures: Writes, types, or enters information into computer using keyboard to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, and/or measures material. Sorts and files records. Addresses envelopes or packages by hand or with computer. Stuffs envelopes. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents using photocopier.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: General Clerk III (SCA Code 01113)

Functional Responsibilities: Performs any combination of the following clerical duties requiring limited knowledge of systems or procedures: Writes, types, or enters information into computer using keyboard to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, and/or measures material. Sorts and files records. Addresses envelopes or packages by hand or with computer. Stuffs envelopes. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents using photocopier.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Electrician, Maintenance (SCA Code 23160)

Functional Responsibilities: Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Electrician, Maintenance (Lead) (SCA Code 23160)

Functional Responsibilities: Supervises electrical maintenance staff and reviews electrical work completed by others. Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Environmental Technician (SCA Code 30090)

Functional Responsibilities: Conduct laboratory and field tests to determine the level and sources of pollution in the environment. Collect samples of environmental resources to test them in a laboratory. Participate in the abatement or elimination of the sources of environmental pollution. Technicians are involved in one or more of the following as required by the task order: regulation of waste products; testing of air, water, and soil for the levels of pollutants; management of hazardous materials; affecting compliance with environmental regulations; and the clean-up of polluted sites. Use of advanced monitoring and testing equipment required.

Minimum Education: At least two years of specialized training or an associate's degree in environmental science or as required per task order.

Minimum Experience Requirements: Must have five year experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: General Maintenance Worker (SCA Code 23370)

Functional Responsibilities: Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: HVAC Mechanic (SCA Code 23410)

Functional Responsibilities: Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: HVAC Mechanic (Lead) (SCA Code 23410)

Functional Responsibilities: Supervises HVAC maintenance staff and reviews work completed by others. Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test

equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Janitor / Custodian (SCA Code 11150)

Functional Responsibilities: Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Minimum Education: None or as required per task order.

Minimum Experience Requirements: None or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Janitor / Custodian (Lead) (SCA Code 11150)

Functional Responsibilities: Assists supervisor and trains janitorial staff to clean and keep in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Ability to stand in for Custodial Supervisor as needed.

Minimum Education: None or as required per task order.

Minimum Experience Requirements: At least two years experience in similar working environment or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Laborer (SCA Code 23470)

Functional Responsibilities: 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 hand trucks; 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.

Minimum Education: None or as required per task order.

Minimum Experience Requirements: None or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Laborer, Grounds Maintenance (SCA Code 11210)

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

Minimum Education: None or as required per task order.

Minimum Experience Requirements: None or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Locksmith (SCA Code 23510)

Functional Responsibilities: Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Machinery Maintenance Mechanic (SCA Code 23530)

Functional Responsibilities: Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Maintenance Trades Helper (SCA Code 23580)

Functional Responsibilities: Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is

confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Painter, Maintenance (SCA Code 23760)

Functional Responsibilities: Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color and/or consistency.

Minimum Education: Formal apprenticeship or equivalent training and experience or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Pipefitter, Maintenance (SCA Code 23790)

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

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Planner / Scheduler (SCA Code 01300)

Functional Responsibilities: Under direction, plans, coordinates and schedules work orders and projects in the construction, repair and maintenance of facilities and equipment including buildings, grounds, or equipment and their infrastructure systems. Plans and schedules the work of crew members using a computerized maintenance management system; plans and schedules planned/unplanned work orders on a daily, weekly or longer term basis to maximize efficiency and enhance productivity; evaluates skills of employees in assigning the work; works with crew members on process and interaction issues; regularly re-prioritizes work in response to emergencies, availability of parts and equipment and to make efficient use of crew members. Plans construction, maintenance and repair projects, including estimating materials, equipment and scheduling equipment and evaluating labor requirements; plans for safety requirements; identifies work to be performed by outside vendors; develops scope of work and work schedules. Participates in developing and updating predictive, preventative and condition-based maintenance programs and criteria for installed operational equipment; reviews criteria and participates in monitoring and evaluating effectiveness. Performs purchasing activities to acquire parts and equipment needed for work orders; shops availability of parts and materials, identifies sources and obtains vendor/contractor quotes; writes purchase orders; makes purchases under blanket purchase orders up to authorized limits. Participates in developing and updating predictive, preventative and condition-based maintenance programs and criteria for installed operational equipment; reviews criteria and participates in monitoring and evaluating effectiveness. Maintains data in the

maintenance management system by entering and updating entity information; analyzes and regroups entities; tracks work orders to completion and archiving; prepares maintenance related reports. Serves as technical resource for the associated trades, reviews plans to ensure they meet department standards and provide assistance regarding work methods and the resolution of difficult work problems.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Plumber, Maintenance (SCA Code 23810)

Functional Responsibilities: Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Secretary I (SCA Code 01311)

Functional Responsibilities: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Arrange conferences, meetings, and travel reservations for office personnel. Complete forms in accordance with company procedures. Compose, type, and distribute meeting notes, routine correspondence, and reports. Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs. Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters. Schedule and confirm appointments for clients, customers, or supervisors. Set up and maintain paper and electronic filing systems for records, correspondence, and other material. Conduct searches to find needed information, using such sources as the Internet. Learn to operate new office technologies as they are developed and implemented. Order and dispense supplies. Prepare and mail checks. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions. Supervise other clerical staff, and provide training and orientation to new staff. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Minimum Education: Basic reading, writing, and arithmetic skills required. Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type 40 wpm. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information. Associates Degree and three to five years of secretarial experience or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Secretary II (SCA Code 01312)

Functional Responsibilities: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Arrange conferences, meetings, and travel reservations for office personnel. Complete forms in accordance with company procedures. Compose, type, and distribute meeting notes, routine correspondence, and reports. Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs. Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters. Schedule and confirm appointments for clients, customers, or supervisors. Set up and maintain paper and electronic filing systems for records, correspondence, and other material. Conduct searches to find needed information, using such sources as the Internet. Learn to operate new office technologies as they are developed and implemented. Order and dispense supplies. Prepare and mail checks. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions. Supervise other clerical staff, and provide training and orientation to new staff. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Minimum Education: Basic reading, writing, and arithmetic skills required. Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type 50 wpm. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information. Associates Degree and three to five years of secretarial experience or as required per task order.

Minimum Experience Requirements: Must have five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Secretary III (SCA Code 01313)

Functional Responsibilities: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Arrange conferences, meetings, and travel reservations for office personnel. Complete forms in accordance with company procedures. Compose, type, and distribute meeting notes, routine correspondence, and reports. Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs. Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters. Schedule and confirm appointments for clients, customers, or supervisors. Set up and maintain paper and electronic filing systems for records, correspondence, and other material. Conduct searches to find needed information, using such sources as the Internet. Learn to operate new office technologies as they are developed and implemented. Order and dispense supplies. Prepare and mail checks. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions. Supervise other clerical staff, and provide training and orientation to new staff. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Minimum Education: Basic reading, writing, and arithmetic skills required. Knowledge of Microsoft Office and telephone protocol. Computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type 60 wpm. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information. Associates Degree and three to five years of secretarial experience or as required per task order.

Minimum Experience Requirements: Must have eight years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Service Order Dispatcher (SCA Code 01320)

Functional Responsibilities: Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Shipping/Receiving Clerk (SCA Code 21130)

Functional Responsibilities: Inspects, inventories, and documents incoming and outgoing shipments of parts, materials, and/or property. Receive data from and input data into CMMS or other automated systems in performance of duties. May operate forklifts, automated storage modules, and automated stow/pick vehicles, etc. Work involves repetitive motions and standing for long periods of time. Employee must be able to lift 50 lbs overhead and/or repetitively.

Minimum Education: Possesses a high school diploma, good computer skills, and typing efficiency required or as required per task order.

Minimum Experience Requirements: Must have one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Stationary Engineer (SCA Code 25070)

Functional Responsibilities: Operate and maintain stationary engines and mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment such as steam engines, generators, motors, turbines, and steam boilers. Adjusts controls and valves on equipment to provide power and regulate and set operations of system and industrial processes. Lubricates, maintains, and repairs equipment, using hand tools and power tools. Tests electrical system to determine voltage, using voltage meter. Cleans equipment, using air hose, brushes, and rags, and drains water from pipes and air reservoir. Records temperature, pressure, water levels, fuel consumption, and other data at specified intervals in logbook. Adds chemicals or tends equipment to maintain temperature of fluids or atmosphere or to prevent scale buildup. Reads dials of temperature, pressure, and ampere gauges and meters to detect malfunctions and ensure specified operation of equipment. Inspects equipment to determine need for repair, lubrication, or adjustment. Lights burners and opens valves on equipment, such as condensers, pumps, and compressors, to prepare system for operation.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Stationary Engineer (Lead) (SCA Code 25070)

Functional Responsibilities: Supervises stationary engineers and reviews work completed by others. Operate and maintain stationary engines and mechanical equipment to provide utilities for buildings or industrial processes. Operate equipment such as steam engines, generators, motors, turbines, and steam boilers. Adjusts controls and valves on equipment to provide power and regulate and set operations of system and industrial processes. Lubricates, maintains, and repairs equipment, using hand tools and power tools. Tests electrical system to determine voltage, using voltage meter. Cleans equipment, using air hose, brushes, and rags, and drains water from pipes and air reservoir. Records temperature, pressure, water levels, fuel consumption, and other data at specified intervals in logbook. Adds chemicals or tends equipment to maintain temperature of fluids or atmosphere or to prevent scale buildup. Reads dials of temperature, pressure, and ampere gauges and meters to detect malfunctions and ensure specified operation of equipment. Inspects

equipment to determine need for repair, lubrication, or adjustment. Lights burners and opens valves on equipment, such as condensers, pumps, and compressors, to prepare system for operation.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Truck Driver, Light (SCA Code 31361)

Functional Responsibilities: Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise, parts, and/or materials or to deliver packages within a specified area. May require use of automatic routing or location software. May load and unload truck.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have a CDL and one year of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Truck Driver, Medium (SCA Code 31362)

Functional Responsibilities: Drive truck with capacity of less than three tons to transport materials to specified destinations. Maintains radio or telephone contact with base or supervisor to receive instructions or be dispatched to new location. Maintains truck log according to state and federal regulations. Keeps record of materials and products transported. Position blocks and ties rope around items to secure cargo for transport. Cleans, inspects, and services vehicle. Operates equipment on vehicle to load, unload, or disperse cargo or materials. Obtains customer signature or collects payment for goods delivered and delivery charges. Assists in loading and unloading truck manually.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have a CDL and three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Truck Driver, Heavy (SCA Code 31363)

Functional Responsibilities: Drive truck with capacity of more than three tons to transport materials to specified destinations. Maintains radio or telephone contact with base or supervisor to receive instructions or be dispatched to new location. Maintains truck log according to state and federal regulations. Keeps record of materials and products transported. Position blocks and ties rope around items to secure cargo for transport. Cleans, inspects, and services vehicle. Operates equipment on vehicle to load, unload, or disperse cargo or materials. Obtains customer signature or collects payment for goods delivered and delivery charges. Assists in loading and unloading truck manually.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: Must have a CDL and five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Project/Contract Manager I (Exempt)

Functional Responsibilities: Provides broad program oversight over a large, multi-functional service contract. Exercises independent judgment as well as high level and analytical skills in solving complex and unusual managerial, technical and administrative problems. Ultimately responsible for staffing, program planning, execution, performance, quality control and

deliverables. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Associate's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have five years experience and degree or ten years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Project/Contract Manager II (Exempt)

Functional Responsibilities: Provides broad program oversight over a large, multi-functional service contract. Exercises independent judgment as well as high level and analytical skills in solving complex and unusual managerial, technical and administrative problems. Ultimately responsible for staffing, program planning, execution, performance, quality control and deliverables. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have five years experience and degree or fifteen years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Project/Contract Manager III (Exempt)

Functional Responsibilities: Provides broad program oversight over a large, multi-functional service contract. Exercises independent judgment as well as high level and analytical skills in solving complex and unusual managerial, technical and administrative problems. Ultimately responsible for staffing, program planning, execution, performance, quality control and deliverables. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have eight years experience and degree or ten years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Project/Contract Manager IV (Exempt)

Functional Responsibilities: Provides broad program oversight over a large, multi-functional service contract. Exercises independent judgment as well as high level and analytical skills in solving complex and unusual managerial, technical and administrative problems. Ultimately responsible for staffing, program planning, execution, performance, quality control and deliverables. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have ten years experience and degree or fifteen years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Project/Contract Manager, Senior (Exempt)

Functional Responsibilities: Provides broad program oversight over a large, multi-functional service contract. Exercises independent judgment as well as high level and analytical skills in solving complex and unusual managerial, technical and administrative problems. Ultimately responsible for staffing, program planning, execution, performance, quality control and deliverables. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Master's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have ten years experience and degree or fifteen years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Deputy Project/Contract Manager I (Exempt)

Functional Responsibilities: Provides direction/oversight of a multi-functional service contract. Exercises independent judgment and analytical skills in solving complex/unusual managerial and technical problems. Provides management and technical direction of program and provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Assists Project Manager with contract-level projects. Ability to stand-in for Project Manager as needed.

Minimum Education: Associate's Degree in Business, Engineering, or related discipline; or one or more certifications with a professional organization in related discipline or equivalent; or as required per task order.

Minimum Experience Requirements: Must have five years experience and degree/certification or ten years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Deputy Project/Contract Manager II (Exempt)

Functional Responsibilities: Provides direction/oversight of a multi-functional service contract. Exercises independent judgment and analytical skills in solving complex/unusual managerial and technical problems. Provides management and

technical direction of program and provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Assists Project Manager with contract-level projects. Ability to stand-in for Project Manager as needed.

Minimum Education: Associate's Degree in Business, Engineering, or related discipline; or one or more certifications with a professional organization in related discipline or equivalent; or as required per task order.

Minimum Experience Requirements: Must have eight years experience and degree/certification or ten years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Deputy Project/Contract Manager III (Exempt)

Functional Responsibilities: Provides direction/oversight of a multi-functional service contract. Exercises independent judgment and analytical skills in solving complex/unusual managerial and technical problems. Provides management and technical direction of program and provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Assists Project Manager with contract-level projects. Ability to stand-in for Project Manager as needed.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have five years experience and degree or ten years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Deputy Project/Contract Manager IV (Exempt)

Functional Responsibilities: Provides direction/oversight of a multi-functional service contract. Exercises independent judgment and analytical skills in solving complex/unusual managerial and technical problems. Provides management and technical direction of program and provides internal planning, guidance and management structure for tracking accomplishment of work assigned. Assists Project Manager with contract-level projects. Ability to stand-in for Project Manager as needed.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have ten years experience and degree or fifteen years related experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Control Center Manager I (Exempt)

Functional Responsibilities: Provides direction, oversight, and supervision of service order receipt and dispatch functions. Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information such as name, address, article to be repaired, or service to be rendered in applicable log or in CMMS. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment. Provides input to reports related to function. Ability to stand-in for Deputy Project/Contract Manager or Project/Contract Manager as needed.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Control Center Manager II (Exempt)

Functional Responsibilities: Provides direction, oversight, and supervision of service order receipt and dispatch functions. Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information such as name, address, article to be repaired, or service to be rendered in applicable log or in CMMS. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment. Prepares contract deliverables related to function. Ability to stand-in for Deputy Project/Contract Manager or Project/Contract Manager as needed.

Minimum Education: Bachelor's Degree in Business, Engineering, or related discipline or equivalent or as required per task order.

Minimum Experience Requirements: Must have five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Custodial Supervisor I (Exempt)

Functional Responsibilities: Supervises and trains janitorial staff to clean and keep in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: At least three years experience in similar working environment or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Custodial Supervisor II (Exempt)

Functional Responsibilities: Supervises and trains janitorial staff to clean and keep in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Minimum Education: Possesses a high school diploma or as required per task order.

Minimum Experience Requirements: At least five years experience in similar working environment or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Special Projects / IDIQ Manager I (Exempt)

Functional Responsibilities: Performs functions such as project management and control, finance and accounting, project planning and scheduling, and cost estimating. Provides financial reporting and/or program control functions. Reports to the Contract Manager for directions. Develops program management and analytical tools for tracking and reporting. Provides financial and business advice, support and guidance to technical managers. Develops and maintains relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and problem resolution. Provides daily supervision and direction to administrative staff. Provides input to reports related to function. Ability to stand-in for Deputy Project/Contract Manager or Project/Contract Manager as needed.

Minimum Education: Bachelor's degree or equivalent experience or as required per task order.

Minimum Experience Requirements: Must have two years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Special Projects / IDIQ Manager II (Exempt)

Functional Responsibilities: Performs functions such as project management and control, finance and accounting, project planning and scheduling, and cost estimating. Provides financial reporting and/or program control functions. Reports to the Contract Manager for directions. Develops program management and analytical tools for tracking and reporting. Provides financial and business advice, support and guidance to technical managers. Develops and maintains relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and problem resolution. Provides daily supervision and direction to administrative staff. Prepares contract deliverables related to function. Ability to stand-in for Deputy Project/Contract Manager or Project/Contract Manager as needed.

Minimum Education: Bachelor's degree or equivalent experience or as required per task order.

Minimum Experience Requirements: Must have five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Office Manager I (Exempt)

Functional Responsibilities: Provides administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

Minimum Education: Associate's Degree or equivalent experience or as required per task order.

Minimum Experience Requirements: Must have three years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

Title: Office Manager II (Exempt)

Functional Responsibilities: Provides administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

Minimum Education: Bachelor's Degree or equivalent experience or as required per task order.

Minimum Experience Requirements: Must have five years of experience or as required per task order.

Required/Supplemental Certifications: As required per task order.

SIN	LABOR CATEGORY	NET GSA Price
811-002; 811-003; & 003-97	Accounting Clerk I	25.49
811-002; 811-003; & 003-97	Accounting Clerk II	29.23
811-002; 811-003; & 003-97	Accounting Clerk III	33.75
811-002; 811-003	Administrative Assistant	54.49
003-97	Administrative Assistant	45.63
003-97	Brick Layer	91.30
811-002; 811-003; & 003-97	CAD Operator I	30.46
811-002; 811-003; & 003-97	CAD Operator II	34.39
811-002; 811-003; & 003-97	CAD Operator III	37.72
811-002; 811-003; & 003-97	CAD Operator IV	44.63
003-97	Carpenter	105.82
811-002; 811-003	Carpenter, Maintenance	41.75
003-97	Carpenter, Maintenance	46.37
811-002; 811-003; & 003-97	Control Center Manager I	46.52
811-002; 811-003; & 003-97	Control Center Manager II	65.27
811-002; 811-003; & 003-97	Custodial Supervisor I	32.40
811-002; 811-003; & 003-97	Custodial Supervisor II	38.09
811-002; 811-003	Deputy Project/ Contract Manager I	54.49
003-97	Deputy Project/ Contract Manager I	55.08
811-002; 811-003; & 003-97	Deputy Project/ Contract Manager II	65.27
811-002; 811-003; & 003-97	Deputy Project/ Contract Mgr III	75.34
811-002; 811-003; & 003-97	Deputy Project/ Contract Mgr IV	81.77
003-97	Electrician	108.60
811-002; 811-003	Electrician, Maintenance	41.75
003-97	Electrician, Maintenance	56.66
811-002; 811-003; & 003-97	Electrician, Maintenance, Lead	61.92
811-002; 811-003	Electronics, Maintenance I	41.75
811-002; 811-003; & 003-97	Environmental Technician	36.50
811-002; 811-003; & 003-97	General Clerk I	25.08
811-002; 811-003; & 003-97	General Clerk II	28.09

811-002; 811-003; & 003-97	General Clerk III	30.73
811-002; 811-003	General Maintenance Worker	41.75
003-97	General Maintenance Worker	33.64
811-002; 811-003	HVAC Mechanic	41.75
003-97	HVAC Mechanic	36.62
811-002; 811-003	HVAC Mechanic, Lead	45.93
003-97	HVAC Mechanic, Lead	39.87
811-002; 811-003; & 003-97	Janitor	25.76
811-002; 811-003; & 003-97	Janitor, Lead	27.91
811-002; 811-003; & 003-97	Laborer	26.67
003-97	Laborer	78.24
811-002; 811-003; & 003-97	Laborer, Grounds Maintenance	26.55
811-002; 811-003	Locksmith	41.75
003-97	Locksmith	32.83
811-002; 811-003	Machinery Maintenance Mechanic	41.75
003-97	Machinery Maintenance Mechanic	37.98
811-002; 811-003; & 003-97	Maintenance Trades Helper	28.01
811-002; 811-003; & 003-97	Office Manager I	31.31
811-002; 811-003; & 003-97	Office Manager II	41.50
003-97	Painter	90.77
811-002; 811-003	Painter, Maintenance	40.15
003-97	Painter, Maintenance	40.12
811-002; 811-003	Pipefitter, Maintenance	41.75
003-97	Pipefitter, Maintenance	50.59
811-002; 811-003	Planner/Scheduler	54.49
003-97	Planner/Scheduler	31.33
003-97	Plumber	108.67
811-002; 811-003	Plumber, Maintenance	41.75
003-97	Plumber, Maintenance	50.66
811-002; 811-003; & 003-97	Project/Contract Manager I	58.48
811-002; 811-003; & 003-97	Project/Contract Manager II	65.27
811-002; 811-003; & 003-97	Project/Contract Manager III	75.34
811-002; 811-003; & 003-97	Project/Contract Manager IV	81.77
811-002; 811-003; & 003-97	Project/Contract Manager, Senior	88.19

811-002; 811-003; & 003-97	Secretary I	31.33
811-002; 811-003; & 003-97	Secretary II	36.01
811-002; 811-003; & 003-97	Secretary III	37.12
811-002; 811-003; & 003-97	Service Order Dispatcher	32.40
811-002; 811-003; & 003-97	Shipping/Receiving Clerk	25.73
811-002; 811-003; & 003-97	Special Projects / IDIQ Manager I	46.52
811-002; 811-003; & 003-97	Special Projects / IDIQ Manager II	65.27
811-002; 811-003; & 003-97	Stationary Engineer	43.78
811-002; 811-003; & 003-97	Stationary Engineer, Lead	47.75
003-97	Tile Layer	88.67
003-97	Truck Driver - Group 1	32.13
003-97	Truck Driver - Group 2	32.52
003-97	Truck Driver - Group 3	32.71
811-002; 811-003; & 003-97	Truck Driver, Heavy	36.89
811-002; 811-003; & 003-97	Truck Driver, Light	29.22
811-002; 811-003; & 003-97	Truck Driver, Medium	30.64

SCA MATRIX			
SCA Eligible Contract Labor Category	Equivalent SCA Code	Equivalent SCA Title	WD #
Accounting Clerk I	01011	Accounting Clerk I	05-2375; 05-2059; 05-2103; 05-2047
Accounting Clerk II	01012	Accounting Clerk II	05-2375; 05-2059; 05-2103; 05-2047
Accounting Clerk III	01013	Accounting Clerk III	05-2375; 05-2059; 05-2103; 05-2047
Administrative Assistant	01020	Administrative Assistant	05-2375; 05-2059; 05-2103; 05-2047
CAD Operator I	30061	Drafter / CAD Operator I	05-2375; 05-2059; 05-2103; 05-2047
CAD Operator II	30062	Drafter / CAD Operator II	05-2375; 05-2059; 05-2103; 05-2047

CAD Operator III	30063	Drafter / CAD Operator III	05-2375; 05-2059; 05-2103; 05-2047
CAD Operator IV	30064	Drafter / CAD Operator IV	05-2375; 05-2059; 05-2103; 05-2047
Carpenter, Maintenance	23130	Carpenter, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
General Clerk I	01111	General Clerk I	05-2375; 05-2059; 05-2103; 05-2047
General Clerk II	01112	General Clerk II	05-2375; 05-2059; 05-2103; 05-2047
General Clerk III	01113	General Clerk III	05-2375; 05-2059; 05-2103; 05-2047
Electrician, Maintenance	23160	Electrician, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
Electrician, Maintenance (Lead)	23160	Electrician, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
Environmental Technician	30090	Environmental Technician	05-2375; 05-2059; 05-2103; 05-2047
General Maintenance Worker	23370	General Maintenance Worker	05-2375; 05-2059; 05-2103; 05-2047
HVAC Mechanic	23410	Heating, Ventilation, and Air-Conditioning Mechanic	05-2375; 05-2059; 05-2103; 05-2047
HVAC Mechanic (Lead)	23410	Heating, Ventilation, and Air-Conditioning Mechanic	05-2375; 05-2059; 05-2103; 05-2047
Janitor / Custodian	11150	Janitor	05-2375; 05-2059; 05-2103; 05-2047
Janitor / Custodian (Lead)	11150	Janitor	05-2375; 05-2059; 05-2103; 05-2047
Laborer	23470	Laborer	05-2375; 05-2059; 05-2103; 05-2047
Laborer, Grounds Maintenance	11210	Laborer, Grounds Maintenance	05-2375; 05-2059; 05-2103; 05-2047

Locksmith	23510	Locksmith	05-2375; 05-2059; 05-2103; 05-2047
Machinery Maintenance Mechanic	23530	Machinery Maintenance Mechanic	05-2375; 05-2059; 05-2103; 05-2047
Maintenance Trades Helper	23580	Maintenance Trades Helper	05-2375; 05-2059; 05-2103; 05-2047
Painter, Maintenance	23760	Painter, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
Pipefitter, Maintenance	23790	Pipefitter, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
Planner / Scheduler	01300	Scheduler, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
Plumber, Maintenance	23810	Plumber, Maintenance	05-2375; 05-2059; 05-2103; 05-2047
Secretary I	01311	Secretary I	05-2375; 05-2059; 05-2103; 05-2047
Secretary II	01312	Secretary II	05-2375; 05-2059; 05-2103; 05-2047
Secretary III	01313	Secretary III	05-2375; 05-2059; 05-2103; 05-2047
Service Order Dispatcher	01320	Service Order Dispatcher	05-2375; 05-2059; 05-2103; 05-2047
Shipping / Receiving Clerk	21130	Shipping / Receiving Clerk	05-2375; 05-2059; 05-2103; 05-2047
Stationary Engineer	25070	Stationary Engineer	05-2375; 05-2059; 05-2103; 05-2047
Stationary Engineer (Lead)	25070	Stationary Engineer	05-2375; 05-2059; 05-2103; 05-2047
Truck Driver, Light	31361	Truck Driver, Light	05-2375; 05-2059; 05-2103; 05-2047
Truck Driver, Medium	31362	Truck Driver, Medium	05-2375; 05-2059; 05-2103; 05-2047

Truck Driver, Heavy	31363	Truck Driver, Heavy	05-2375; 05-2059; 05-2103; 05-2047
<p>"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "</p>			