



JanTec, Inc.

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 for GSA Advantage! is: GSAAdvantage.gov.

03FAC FACILITIES MAINTENANCE AND MANAGEMENT

SINs:

811 002	003 97
811 003	03FAC 500
811 005	371 001
811 006	

Contract number: **GS06F0022S**

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

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Business size: Small Woman Owned

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SECTION 1 – CUSTOMER INFORMATION

The following information provides ordering agencies with the necessary guidelines for the placement of orders against the JanTec, Inc. Federal Supply Schedule, Contract Number: GS-06F-0022S. The Information is provided in accordance with the format required by the Federal Supply Service Clause I-FSS-600.

1a. Awarded Special Item Number(s)

811-002 – Facilities Maintenance

811-003 – Facilities Management

811-005 – Refrigeration, Heating, Ventilation, Air conditioner, Boiler and Chiller HVAC Maintenance

811-006 – Facilities Maintenance and Management Consulting

03FAC 500 Order-Level Materials (OLMs)

003-97 – Ancillary Repair and Alterations

371-001 – Grounds Maintenance

1b. Lowest Priced Item

811-002 – Based on Area SCA Wage Determination

811-003 – Based on Area SCA Wage Determination

811-005 – Based on Area SCA Wage Determination

811-006 – Based on Area SCA Wage Determination

03FAC 500 Order-Level Materials (OLMs)

003-97 – Based on Area SCA Wage Determination

371-001 – Based on Area SCA Wage Determination

1c. See Accepted Price List Shown in Section 2

2. **Maximum Order:** \$1,000,000 (See clause 52.216-19)

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

4. **Geographic Coverage:** CONUS, District of Columbia

5. **Production Point:** N/A

6. **Basic Discount:** 1% - 10 Net 30

7. **Quantity Discounts:** N/A

8. **Prompt Payment Terms:** 1% - 10 Net 30

9a. **Government Purchase Cards accepted at or below micro-purchase threshold:** Yes

9b. **Government Purchase Cards accepted above the micro-purchase threshold:** Yes

10. **Foreign Items:** No

11a. **Time of Delivery:** If items in stock or available, will overnight or 2nd day ship.

- 11b. **Expedited Delivery:** Expedited on an as needed basis.
- 11c. **Overnight and 2nd Day Delivery:** None
- 11d. **Urgent Requirements:** Contact Contractor
12. **FOB Point:** Origin
- 13a. **Ordering Address:** Same as Contractor address
- 13b. **Ordering Procedures:** See Section 3 – Ordering Process Overview
14. **Payment Address:** Same as Contractor address
15. **Warranty Provision:** JanTec, Inc. certifies that all labor provided will meet the minimum education and experience requirements set forth in the awarded GSA Schedule Pricelist.
16. **Export Tracking Charges:** N/A
17. **Terms and Conditions of Government Purchase Card Acceptance:** N/A
18. **Terms and Conditions of Rental:** N/A
19. **Terms and Conditions of Installation:** N/A
20. **Terms and Conditions of Repair Parts:** N/A
21. **Distribution Points:** N/A
22. **List of Participating Dealers:** N/A
23. **Preventive Maintenance:** Preventive is performed based on contractual requirements.
- 24a. **Special Attributes:** N/A
- 24b. **Section 508 Compliance Information:** N/A
25. **DUNS Number:** 11-540-3057
26. **Notification regarding registration in System for Award Management (SAM) database:**
Contractor is registered with the SAM Database. Cage Code 059Y7

SECTION 2- PRICE LIST EFFECTIVE THRU 2020

The 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 offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

GSA Contract #GS-06F-0022S

SINs-811-002, 811-003, 003-97, 811-005, 811-006, 371-001

Labor Category	Qty	2018	2018	2019	2019	2020	2020
		Hourly Rates + 3%	Ovt Hr 1.5%	Hourly Rates + 3%	Ovt Hr 1.5%	Hourly Rates + 3%	Ovt Hr 1.5%
Accounting Clerk I	1	39.77	59.65	40.96	61.44	42.19	63.28
Accounting Clerk II	1	44.28	66.42	45.61	68.42	46.98	70.47
Accounting Clerk III	1	55.12	82.67	56.77	85.15	58.47	87.71
Administrative Asst	1	70.91	106.36	73.03	109.55	75.22	112.83
Administrative Specialist I	1	46.20	69.30	47.59	71.38	49.02	73.53
Administrative Spec II	1	52.04	78.06	53.60	80.40	55.21	82.81
Administrative Spec III	1	57.80	86.70	59.53	89.30	61.32	91.98
Aerospace Structural Welder	1	77.85	116.77	80.18	120.28	82.59	123.89
Appliance Mechanic	1	53.20	79.79	54.79	82.19	56.43	84.65
Boiler Tender	1	71.55	107.33	73.70	110.55	75.91	113.86
Cable Splicer	1	80.65	120.97	83.07	124.60	85.56	128.34
Carpenter, Maintenance	1	66.23	99.34	68.22	102.32	70.26	105.39
Carpet Layer	1	69.05	103.58	71.12	106.69	73.26	109.89
Civil Engineering Tech	1	62.25	93.37	64.11	96.17	66.04	99.05
Computer Operator I	1	45.00	67.50	46.35	69.52	47.74	71.61
Computer Operator II	1	49.21	73.82	50.69	76.03	52.21	78.31
Computer Operator III	1	56.34	84.51	58.03	87.05	59.77	89.66
Computer Operator IV	1	68.96	103.44	71.03	106.54	73.16	109.74
Computer Operator V	1	69.82	104.72	71.91	107.87	74.07	111.10
Computer Programmer I	1	66.97	100.45	68.98	103.47	71.05	106.57
Computer Programmer II	1	70.53	105.80	72.65	108.97	74.83	112.24
Computer Programmer III	1	70.53	105.80	72.65	108.97	74.83	112.24
Computer Programmer IV	1	70.53	105.80	72.65	108.97	74.83	112.24
Computer Systems Analyst I	1	70.53	105.80	72.65	108.97	74.83	112.24
Computer Systems Analyst II	1	70.53	105.80	72.65	108.97	74.83	112.24
Computer Systems Analyst III	1	70.53	105.80	72.65	108.97	74.83	112.24
Contract Administrator	1	87.62	131.43	90.25	135.37	92.95	139.43
Craftsman Lead	1	73.73	110.59	75.94	113.91	78.22	117.33

Craftsmen-Various	1	60.42	90.63	62.23	93.34	64.10	96.14
Dispatcher, Motor Vehicle	1	64.84	97.26	66.78	100.18	68.79	103.18
Document Prep Clerk	1	41.67	62.50	42.92	64.37	44.20	66.31
Drafter I	1	44.28	66.42	45.61	68.42	46.98	70.47
Drafter II	1	48.01	72.01	49.45	74.17	50.93	76.40
Drafter III	1	56.16	84.24	57.84	86.76	59.58	89.37
Drafter IV	1	59.45	89.17	61.23	91.85	63.07	94.60
Electrician, Maintenance	1	78.73	118.09	81.09	121.64	83.52	125.28
Electrical Engineer	1	105.56	158.34	108.73	163.09	111.99	167.98
Electronics Technician Maint I	1	64.91	97.36	66.86	100.28	68.86	103.29
Electronics Technician Maint II	1	71.76	107.64	73.91	110.87	76.13	114.20
Electronics Technician Maint III	1	79.52	119.27	81.90	122.85	84.36	126.54
Elevator Operator	1	40.55	60.83	41.77	62.66	43.02	64.54
Elevator Mechanic	1	96.18	144.27	99.07	148.60	102.04	153.06
Engineering Tech III	1	68.98	103.47	71.05	106.58	73.18	109.78
Engineering Tech IV	1	71.99	107.99	74.15	111.23	76.38	114.56
Engineering Tech V	1	86.69	130.04	89.29	133.94	91.97	137.96
Engineering Tech VI	1	97.48	146.22	100.40	150.61	103.42	155.12
Environmental Engineer V	1	67.39	101.08	69.41	104.11	71.49	107.23
Escorts	1	41.32	61.98	42.56	63.84	43.84	65.75
Facility Manager	1	76.04	114.06	78.32	117.49	80.67	121.01
Fire Alarm System Mechanic	1	60.90	91.36	62.73	94.10	64.61	96.92
Forklift Operator	1	46.25	69.38	47.64	71.46	49.07	73.60
Fuel distribution System Mechanic	1	81.14	121.70	83.57	125.36	86.08	129.12
Gardener	1	48.19	72.29	49.64	74.46	51.13	76.69
General Clerk I	1	37.20	55.80	38.31	57.47	39.46	59.19
General Clerk II	1	37.78	56.66	38.91	58.36	40.08	60.11
General Clerk III	1	42.27	63.40	43.54	65.30	44.84	67.26
General Maint Worker	1	54.93	82.40	56.58	84.87	58.28	87.42
Heavy Equipment Mechanic	1	69.05	103.58	71.12	106.69	73.26	109.89
Heavy Equipment Operator	1	86.18	129.28	88.77	133.15	91.43	137.15
Housekeeping Aide	1	40.90	61.35	42.13	63.19	43.39	65.09
Housing Referral Asst	1	59.84	89.76	61.63	92.45	63.48	95.22
HVAC Mechanic	1	55.09	82.64	56.74	85.12	58.45	87.67
HVAC Technician	1	74.89	112.33	77.13	115.70	79.45	119.17
Instrument Mechanic	1	72.69	109.03	74.87	112.30	77.11	115.67
Information Tech (IT) I	1	55.81	83.72	57.48	86.23	59.21	88.81
Information Tech (IT) Manager	1	70.53	105.80	72.65	108.97	74.83	112.24
Janitor	1	40.55	60.83	41.77	62.66	43.02	64.54
Laborer	1	45.72	68.58	47.09	70.63	48.50	72.75
Larorer, Grounds Maint	1	45.72	68.58	47.09	70.63	48.50	72.75

Locksmith	1	55.95	83.92	57.63	86.44	59.36	89.03
Machinery Maint Mechanic	1	60.90	91.36	62.73	94.10	64.61	96.92
Machine-Tool Operator	1	58.80	88.20	60.56	90.84	62.38	93.57
Machinist, Maint	1	63.50	95.25	65.40	98.10	67.36	101.05
Maintenance Trades Helper	1	45.72	68.58	47.09	70.63	48.50	72.75
Maintenance Worker	1	49.61	74.41	51.09	76.64	52.63	78.94
Manager I	1	76.04	114.06	78.32	117.49	80.67	121.01
Manager II	1	99.19	148.79	102.17	153.25	105.23	157.85
Manager III	1	122.34	183.51	126.01	189.02	129.79	194.69
Manger, Maint Fac	1	110.77	166.15	114.09	171.14	117.51	176.27
Master Electrician	1	101.88	152.82	104.94	157.40	108.08	162.13
Material Control Tech	1	60.60	90.90	62.42	93.63	64.29	96.44
Material Coordinator	1	56.83	85.24	58.53	87.80	60.29	90.43
Material Expediter	1	52.89	79.34	54.48	81.72	56.12	84.17
Material Handling Laborer	1	44.21	66.32	45.54	68.31	46.91	70.36
Mechanical Engineer	1	113.08	169.62	116.48	174.71	119.97	179.95
Operating Engineer	1	66.64	99.97	68.64	102.97	70.70	106.06
Order Clerk I	1	44.58	66.87	45.92	68.88	47.30	70.95
Order Clerk II	1	56.76	85.14	58.46	87.69	60.22	90.32
Painter, Maintenance	1	60.19	90.28	61.99	92.99	63.85	95.78
Pest Controller	1	50.00	75.00	51.50	77.25	53.05	79.57
Pipefitter, Maint	1	75.79	113.68	78.06	117.09	80.40	120.61
Planner/Estimator	1	57.41	86.11	59.13	88.70	60.90	91.36
Plumber, Maintenance	1	60.42	90.63	62.23	93.34	64.10	96.14
Pneudraulic Systems Mechanic	1	63.89	95.84	65.81	98.71	67.78	101.67
Production Control Clerk	1	52.24	78.37	53.81	80.72	55.43	83.14
Program Manager	1	145.49	218.24	149.86	224.79	154.35	231.53
Project Manager	1	110.77	166.15	114.09	171.14	117.51	176.27
Purchasing Manager	1	74.89	112.33	77.13	115.70	79.45	119.17
QC/Safety Manager	1	62.15	93.23	64.02	96.03	65.94	98.91
Receptionist	1	41.97	62.95	43.23	64.84	44.52	66.79
Refuse Collector	1	40.55	60.83	41.77	62.66	43.02	64.54
Rigger	1	61.74	92.60	63.59	95.38	65.50	98.24
Scale Mechanic	1	59.31	88.96	61.08	91.63	62.92	94.38
Scheduler	1	57.41	86.11	59.13	88.70	60.90	91.36
Secretary I	1	47.50	71.25	48.92	73.39	50.39	75.59
Secretary II	1	56.09	84.13	57.77	86.66	59.50	89.26
Secretray III	1	59.24	88.85	61.01	91.52	62.84	94.26
Service Call Clerk	1	52.24	78.37	53.81	80.72	55.43	83.14
Service Order Dispatcher	1	48.68	73.02	50.14	75.21	51.65	77.47
Sewer Plant Operator	1	69.12	103.68	71.20	106.79	73.33	110.00

Sheet Metal, Maint	1	77.32	115.98	79.64	119.45	82.03	123.04
Shipping/Receiving Clerk	1	39.37	59.06	40.55	60.83	41.77	62.66
Small Engine Mechanic	1	55.00	82.50	56.65	84.98	58.35	87.52
Stationary Engineer	1	71.55	107.33	73.70	110.55	75.91	113.86
Stock Clerk	1	42.82	64.24	44.11	66.16	45.43	68.15
Store Worker I	1	35.51	53.26	36.57	54.86	37.67	56.51
Structual Engineer	1	86.58	129.86	89.17	133.76	91.85	137.77
Subject Matter Expert 1	1	82.99	124.48	85.48	128.22	88.04	132.06
Subject Matter Expert 2	1	100.60	150.91	103.62	155.43	106.73	160.10
Subject Matter Expert 3	1	121.30	181.95	124.94	187.41	128.69	193.03
Subject Matter Expert 4	1	164.01	246.02	168.93	253.40	174.00	261.00
Supply Manager	1	65.23	97.85	67.19	100.78	69.21	103.81
Supply Tech	1	60.60	90.90	62.42	93.63	64.29	96.44
Survey Worker	1	50.72	76.08	52.24	78.36	53.81	80.71
Surveying Technician	1	50.86	76.28	52.38	78.57	53.95	80.93
Systems Engineer	1	126.97	190.46	130.78	196.17	134.71	202.06
Technician, Jr.	1	58.84	88.26	60.61	90.91	62.43	93.64
Technician, Mid.	1	67.39	101.08	69.41	104.11	71.49	107.23
Technician, Sr.	1	74.77	112.16	77.01	115.52	79.32	118.99
Telecommunications Mechanic I	1	74.03	111.04	76.25	114.37	78.54	117.81
Telecommunications Mechanic II	1	78.40	117.61	80.76	121.14	83.18	124.77
Telephone Lineman	1	74.01	111.01	76.23	114.34	78.51	117.77
Tools & Parts Attendant	1	45.86	68.78	47.23	70.85	48.65	72.97
Tractor Operator	1	46.25	69.38	47.64	71.46	49.07	73.60
Truck Driver, Heavy	1	60.07	90.10	61.87	92.81	63.73	95.59
Truck Driver, Medium	1	46.80	70.21	48.21	72.31	49.65	74.48
Truck Driver, Tractor-Trailer	1	60.07	90.10	61.87	92.81	63.73	95.59
Ventilation Equipment Tender	1	56.44	84.65	58.13	87.19	59.87	89.81
Warehouse Specialist	1	44.19	66.28	45.52	68.27	46.88	70.32
Welder	1	58.26	87.40	60.01	90.02	61.81	92.72
Window Cleaner	1	44.21	66.32	45.54	68.31	46.91	70.36
Note: Classifications not listed will be billed IAW the applicable SCA Wage Determination.							

SECTION 3- JOB DESCRIPTION LIST

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Accounting Clerk I 01011	Vocational/ technical training beyond high school	Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.
Accounting Clerk II 01012	Vocational/ technical training beyond high school	2 year of job-related experience or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
Accounting Clerk III 01013	Vocational/ technical training beyond high school	5 year of job-related exp. or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.	Performs one or more accounting tasks such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.
Administrative Assistant 01020	Vocational/ technical training beyond high school	5 years of job-related exp. Excellent communication and analytical skills; demonstrated working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs.	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
Administrative Specialist I Non SCA Position	High School diploma or equivalent	1 years of general office or clerical experience. Good oral and written communications skills; working knowledge of	Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards. Coordinates documentation received, including the publication of the bibliography of technical reports, staff studies and working papers. Provides reference, document delivery, online search and referral services.

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
		word processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.	
Administrative Specialist II Non SCA Position	Vocational/ technical training beyond high school	3 years of experience as Administrative Specialist I. Good oral and written communication skills; Experience providing varied administrative support at a level higher than Admin Spec I.	Performs a variety of administrative and support functions including, bookkeeping tasks, aid clients and staff in preparing forms and reports, and transfer information into a digital format as necessary, maintains records database, schedules events and appointments for the department.
Administrative Specialist III Non SCA Position	Bachelor's Degree	5 year of experience in administrative position. Thorough knowledge and proficiency with PC software programs, word processing, database management	The administrative specialist III maintains a system of files and records for department, prepares requisitions, vouchers, budget forms and other data, develops final copy of wide variety of correspondence and memoranda, general accounting, processing invoices and vouchers, prepares monthly expenditure reports, complies year-end summaries. Coordinates Human Resources functions such as: employee file management, payroll processing including balancing leave accruals, contract administration, benefit-related recordkeeping, light screening/interviewing of applicants, and performance appraisal distribution and collection. Assists with general employee questions regarding benefits, payroll, FMLA, disability and Worker's Compensation issues, etc. Conducts new employee orientations to ensure employees gain an understanding of benefit plans and enrollment provisions. Counsels employees (and potential employees/applicants) on plan provisions so that individuals can make informed benefit decisions.
Aerospace Structural Welder 23010	Vocational/ technical training beyond high school	Four (4) or more years' aviation experience within the past six years to include repair, modification, maintenance and overhaul of equipment related to individual specialty codes. Qualification certificates for each welding standard required.	Performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld,

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes.
Appliance Mechanic 23110	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person replaces worn or defective parts
Boiler Tender 25010	Vocational/ technical training beyond high school	Minimum of 5+ years of job related experience. Specific training and thorough knowledge in the particular area of stationary equipment operation, maintenance and installation, plus a broad knowledge of other related disciplines.	The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.
Cable Splicer 23125	Vocational/ technical training beyond high school	3-5 years' experience with installation or maintenance of telecommunications voice & data network service & equipment or equivalent education. Certification/License: Valid Driver's License, CDL may be required	A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems, prepares and installs distribution equipment, terminates tip cables on main distribution frames, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent ensures techniques, materials, and accomplishments are according to technical standards and specifications and engineered directives; locates, repairs, and/or replaces splice cases, performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients, and determines course of signal deterioration in voice and data circuits over cable by using test equipment. This person also interprets compressor meter readings and adjusts controls, and troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.
Carpenter, Maintenance 23130	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	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 Involves planning, blueprints, or verbal instructions
Carpet Layer 23140	A high school diploma or equivalent	Entry Level must have all required certifications and a minimum of (1) year experience.	The Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive to floor, and transport carpeting to installation site.
Civil Engineering Technician	High School Diploma and required	Entry Level must have all required certifications and a	This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
30040	certifications	minimum of (1) year experience. Leads must have two to three years experience with one year of supervisory experience.	primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.
Computer Operator I 14040	A high school diploma or equivalent	1 years related experience; must include tape and disk backups, spooler utilities, file transfers and customer interface, plus 1-year data entry experience with keyboard.	The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Computer Operator II 14042	A high school diploma or equivalent	3 years related experience;	The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.
Computer Operator III 14043	Vocational/ technical training beyond high school	4 - 5 years working experience in Mainframe or Distributed operation platforms. In-depth knowledge hardware/software systems in use.	The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.
Computer Operator IV 14044	Associates degree	Associate's degree in related field plus 6 years of related exp. Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications. Shall have required certifications and Specialized knowledge of the hardware software systems in use.	The Computer Operator IV Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations).

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Computer Operator V 14045	Bachelor's degree	Specialized 8 years in related field. Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications. In-depth knowledge of resolving a variety of difficult operating problems. Experience providing technical assistance to lower level operators as subject matter specialists.	The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.
Computer Programmer I 14071	Vocational/ technical training beyond high school	1-year Experience performing elementary programming tasks that concern limited and simple data items and steps that closely follow patterns of previous work done in organization.	The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I 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.) and then report findings to higher level staff. 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.
Computer Programmer II 14072	Vocational/ technical training beyond high school	3 years of computer programming experience. Knowledge of established programming procedures and data processing requirements.	At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.
Computer Programmer III 14073	Associates degree in a technical field	5 years of computer programming experience; every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications. Experience Applying standard programming procedures and detailed knowledge of pertinent subject matter in programming area.	The Computer Programmer III Performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code.
Computer Programmer IV 14074	Bachelor's degree in a technical field	7 years of computer programming experience; every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications. Expertise in programming procedure to complex programs; direct supervision or team lead experience overseeing lower level programmers.	The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts. In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			<p>working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project.</p> <p>The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.</p>
Computer System Analyst I 14101	Associates degree in technical field	5 years of professional experience in computer systems analysis; every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	<p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by a computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.</p>
Computer System Analyst II 14102	Bachelor's degree in a technical field	7 years of professional experience in computer systems analysis; every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	<p>This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system. The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares</p>

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			<p>specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. In this position, the incumbent works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.</p>
Computer System Analyst III 14103	Bachelor's degree in a business or technical field	10 or more year's professional experience in computer systems analysis Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	<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.</p> <p>This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques</p>
Contract Administrator Non SCA Position	Bachelor's degree in Business, Finance, Contract Management or related field	5 years' experience in the preparation, administration and monitoring of contracts, to include (2) years supervisory experience in a management and/or administrative capacity.	<p>Coordinate and review the formulation and finalization of contracts as required in coordination with management. Ensure compliance of appropriate regulations. Research and prepare analysis as required. Conducting RFP/RFQ review, proposal preparation, contract negotiation, and contract administration through contract close-out of multi-million dollar programs. Reviewing and recommending contract terms and conditions to ensure adherence to company policy and government specifications and requirements. Advising management and cognizant program personnel of contractual rights and obligations. Identification, communication, mitigation, and resolution of program risks and issues. Participating in program review meetings as required and providing contract status reports for management review/awareness.</p>
Craftsman Lead Non SCA Position	Vocational/ technical training beyond high school	5+ years' experience in related field and verified technical skills; excellent attention to detail; experience in leadership role. Valid driver's license required.	<p>Proficient in plumbing, electrical, drywall, tile & carpentry needs. Responsible for estimating small projects, as well as supervising sub-contractors and providing excellent communication and understanding with customers. Runs multiple jobs at one time and provides instruction to lower level staff. Provides basic administrative, computer and arithmetic support to accurately prepare invoices and track paperwork.</p>
Craftsman – Various	A high school diploma or	3 years' experience in related field. Valid	<p>Assists on various trades- plumbing, electrical, carpentry, drywall, tile, miscellaneous repairs and maintenance. Communicates with lead</p>

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Non SCA Position	equivalent	driver's license required.	craftsman on task orders.
Dispatcher, Motor Vehicle 01060	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Assigns motor vehicles and drivers for conveyance of freight or passengers Compiles list of available vehicles Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user Issues keys, record sheets, and credential to drivers
Document Prep Clerk 01070	A high school diploma or equivalent	1 year general office / clerical experience	This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.
Drafter I 30061	Vocational/ technical training beyond high school	1 year related experience in drafting, architectural or civil emphasis.	This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: a. Revisions to the original drawings of a plumbing system by increasing pipe diameters. b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. e. Preparing a computer model of a room, building, structure from data, prints, photos.
Drafter II 30062	Vocational / Technical training or Associates degree in drafting design or equivalent	3 years related drafting experience; or equivalent combination of education, training and experience. Education must include specialized courses in drafting and design.	This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			<p>Typical assignments include:</p> <ul style="list-style-type: none"> a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.
Drafter III 30063	Vocational / Technical training Drafting certificate or Associates degree in drafting design or equivalent	5 years related drafting experience; or equivalent combination of education, training and experience. Education must include specialized courses in drafting and design.	<p>This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:</p> <ul style="list-style-type: none"> a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards. c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required. d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.
Drafter IV 30064	Associates Degree in drafting design or	7 years related drafting experience; or equivalent combination of education, training	<p>This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This</p>

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
	equivalent	and experience. Education must include specialized courses in drafting and design.	incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.
Electrician, Maintenance 23160	A high school diploma or equivalent	5 years of experience as an electrician.	Installs, maintains and repairs all types of building electrical systems and switchgear. Responsible for locating and diagnosing electrical problems, recommending the most economical and least impact overhaul and repair scheme and capable of effecting a repair solution. Must have experience in operation and maintenance of building electrical systems that serve uninterruptible building operations. Must be proficient in the use of diagnostic and troubleshooting testing instruments.
Electrical Engineer Non SCA Position	Vocational / Technical training behind high school	6 year skilled experience in the electrical trade. Successful completion of a recognized apprenticeship as an electrician may be substituted for 4 years of experience.	Specializes in day-to-day management of engineering operations. Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes. Performs detailed calculations to compute and establish manufacturing, construction, and installation standards and specifications. Inspects completed installations to ensure conformance to design and equipment specifications and compliance with operational and safety standards.
Electronics Technician Maintenance I 23181	A high school diploma or equivalent	Experience operating test equipment; capable of basic measurements of AC, DC and digital circuits; ability to work independently; good verbal and written communication.	The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.
Electronics Technician Maintenance II 23182	Vocational / Technical training behind high school	3 years' experience in a related field required. For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.
Electronics Technician, Maintenance III 23183	Associates degree or diploma in a related technical discipline	5 years experiences in a related field required. For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications	Applies advanced technical know-ledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
		toward the values stated in the labor category descriptions.	
Elevator Operator 11060	High school diploma or GED required	1 year of customer service or experience in related field.	The Elevator Operator operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant, pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator, opens and closes safety gate and elevator door at each floor where stop is made, may supply information to passengers concerning location of offices, merchandise, and individuals, distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building; may load or unload freight or assist other employees to do so, transport freight from elevator to designated area, using hand truck, and may sweep or vacuum elevator.
Elevator Mechanic (Repairer) 23210	High School diploma or GED required	4 years' experience in a related field.	The Elevator Repairer repairs and maintains "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This worker trouble shoots and determines causes of trouble in brakes, electrical motors, switches, signal and control systems, using computers, test lamps, voltmeters, ammeters, and oscilloscopes, disassembles defective units and repairs or replaces parts such as electrical door locks, cables, electrical wiring and faulty safety devices installs push button control systems, complete control systems, and other devices to modernize automated people mover systems, and cleans and lubricates bearing and other parts to minimize friction.
Environmental Engineer V Non SCA Position	Bachelor's degree or equivalent in environmental engineering or related field	5 years' experience directly related to field or equivalent combination of education, training and experience. Education must include specialized courses environmental engineering.	Provides leadership for the administration; forecasts actions needed to comply with evolving regulatory needs; Monitors compliance with environmental permits; Oversight of environmental programs designed to prevent, contain, mitigate, or report releases or exceedances as required by regulation or agreement; Assists with planning, conducting and critiquing emergency drills and simulations as appropriate; recruits, retains and directs consultants as needed; Prepares all environmental regulatory reports; conducts or arranges for conducting of inspections required to maintain compliance.
Engineering Tech III 30083	Associates Degree in related field	6 years of related experience, or an equivalent combination of education and experience.	The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as: a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			<p>d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.</p> <p>e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>
Engineering Tech IV 30084	Bachelor's degree in a related field	8 years of related experience, or an equivalent combination of education and experience.	<p>The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:</p> <p>a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;</p> <p>b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.</p> <p>c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;</p> <p>d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.</p> <p>e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>
Engineering Tech V 30085	Bachelor's degree in a related field	10 years of related experience, or an equivalent combination of education and experience.	<p>This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:</p> <p>a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.</p> <p>b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible</p>

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			<p>design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.</p> <p>c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p>
Engineering Tech VI 30086	Bachelor's degree in a related field	12 years of related experience, or an equivalent combination of education and experience.	<p>This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:</p> <p>a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid-state devices for instrumentation equipment).</p> <p>b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.</p> <p>c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.</p> <p>d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.</p>
Escorts Non SCA Position	High School diploma or GED required	At least 3 years of general experience in administrative, technical, clerical, military, or other work that involved following written procedures, rules or regulations in contacts with members of the public to provide a service.	The selected candidate will escort non-cleared personnel / foreign national employees to their work location and monitor their activities through the course of their daily activities; receive daily information and assignments from project supervision and carry out the oversight and coordination of the personnel being escorted; take direction from project supervision in the execution of security escort duties, to include security, safety and general construction practices and monitor personnel in a construction environment that will require oversight at elevated heights, requiring the use of safety harnesses, personal protective equipment and safe work practices. Perform all other position related duties as assigned or requested.
Facility Manager	High School diploma or	At least 5 years prior facility management	The facility manager is responsible for planning and managing all facility related functions impacting the office space. Assists in maintaining the

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Non SCA Position	GED required	experience; ability to interpret and understand facilities contracts; excellent communication skills written and verbal.	scope and quality of administrative facilities services, including ensuring environmental safety, facilitating and executing internal moves, and managing facility related vendor relationships. Performs and/or coordinates maintenance services and repairs. Regularly observes the physical work environment for aesthetic, safety, and functional conditions and initiates corrective action. Responsible for the physical security of the office space, including monitoring alarms, providing security IT badges, and initiate security system repairs when necessary. Function as the liaison between the office staff and the records storage vendor for retrieval as well as off-site storage requirements. This person will report directly to the Vice President of Administration.
Fire Alarm System Mechanic 23290	A high school diploma or equivalent	Job related experience is required. Valid driver's license & Fire Alarm Tech certification	The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.
Forklift Operator 21020	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment
Fuel Distribution System Mechanic 23311	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges
Gardener 11090	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Plans/executes landscaping operations and maintains grounds using gardening implements and power-operated equipment Mows and trims lawns, using hand or power mower Repairs walks and driveways
General Clerk 01110	A high school diploma or equivalent	1 year of work experience in an administrative or customer service field.	The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).
General Clerk II 01112	A high school diploma or equivalent	1 to 3 years of job-related experience or equivalent. Requires some knowledge of computer operating software programs.	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
General Clerk III 01113	A high school diploma or equivalent	3 years of job-related experience or equivalent combination of education and experience. Requires knowledge of computer operating software programs.	<p>This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.</p> <p>The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.</p>
General Maintenance Worker 23370	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Performs general maintenance and repair of equipment and buildings requiring practical skill and know-ledge of painting, carpentry, plumb-ing, masonry, and electrical work
Heavy Equipment Mechanic 23430	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Analyzes malfunctions, operates and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools
Heavy Equipment Operator 23440	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Operates and repairs heavy equipment such as cranes, clamshells, power shovels, graders, loaders, carryalls, bulldozers, rollers, scrapers, and tractors with pan or scraper attachments Operator may read and interpret grade and slope stakes and simple plans
Housekeeping Aide 11122	A high school diploma or equivalent	Must be able and willing to be on feet for long periods of time; Must maintain the highest level of professionalism and work well within a team environment; Must be customer service oriented with the ability to work well under pressure; Must be approachable, flexible and adaptable to change	The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.
Housing Referral Assistant	A high school diploma or equivalent	1 year of work experience in an administrative or	This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
01120		customer service field.	<p>home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs.</p> <p>Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.</p>
Heating, Ventilation and Air-Conditioning Mechanic 23410	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications	Installs, services and repairs environmental-control systems using knowledge of refrigeration theory, pipefitting and structural layout, blueprints or engineering specifications Fabricates, tests, assembles and installs systems, ductwork and chassis
Heating, Ventilation and Air-Conditioning Technician	Vocational / Technical training behind high school	At least 5 years' experience as and HVAC service technician. EPA certification required.	Installs and maintains large and small refrigeration and air conditioning systems and piping. Must have experience in operation and maintenance of HVAC systems that serve uninterruptible building operations. Must be proficient in diagnosing and troubleshooting HVAC systems and recommending the most economical and least impact overhaul and repair scheme.
Instrument Mechanic 23460	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Installs, troubleshoots, repairs, maintains, and adjusts indicating, recording, telemeter and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition using precision instruments
IT Manager Non SCA Position	Bachelor's degree in IT field or related	5 years of relevant IT management experience. Must have proficient knowledge in computer hardware and software systems, network administration and network installation, computer troubleshooting, computer viruses and security, email and internet programs	Plans, organizes, directs, controls and evaluates the operations of information systems and electronic data processing (EDP); Develops and implements policies and procedures for electronic data processing and computer systems operations and development; Meets with managers to discuss system requirements, specifications, costs and timelines; Hires and manages information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems; Controls the computer systems budgets and expenditures
IT Technician I Non SCA Position	Associate of Arts degree in computer science or equivalent	2 years of experience in the class of IT Technician, or in a position performing the equivalent full-time	Sets up, verifies and runs jobs using job control language statements and/or other appropriate commands. Monitors scheduling system to ensure proper scheduling constraints, completion and disposition of jobs. Analyzes and recovers system when malfunction occurs. Monitors security procedures. Performs back-up, recovery and systems

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
		duties. Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	monitoring. Directs input and output queues, readers, writers and classes to meet scheduling commitments. Troubleshoots software and hardware on-line to maintain performance and system throughout. Works under close supervision of IT Manager.
Janitor 11150	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Cleans working areas and washrooms, or premises Sweeps, mops or scrubs and polishes; removes trash; dusts; and performs minor maintenance Window washers and workers who make beds and change linens as a primary responsibility are excluded
Laborer 23470	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience
Laborer, Grounds Maintenance 11210	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Maintains grounds, cuts grass, trims hedges, prunes and edges Removes snow by using shovel and snow blower and spreads salt Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings Repairs roads, walks, buildings, and equipment
Locksmith 23510	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartment, mobile equipment, safes, and vaults Establishes keying systems for buildings
Machinery Maintenance Mechanic 23530	Vocational / Technical training behind high school	6 years of related experience. Must possess knowledge of maintenance and repair of a wide variety of mechanical equipment.	The Machinery Maintenance Mechanic 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. Responsibilities include replacing broken or defective parts with items obtained from stock and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include 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.
Machine Tool Operator 19010	Associates degree in related field	3 years related work experience OR high school diploma plus 6 years related work experience.	Someone in this position specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and performing difficult machining operations which require complicated setups or a high degree of accuracy, setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined. The Machine Tool Operator determines proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings,

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			blueprints, or layouts). Work also involves using a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. This worker may be required to select proper coolants and cutting and lubricating oils to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (Tool room) at the skill level called for in this classification, requires extensive knowledge of machine shop and tool room practice usually acquired though considerable on-the-job training and experience.
Machinist, Maintenance 23550	Associate's degree or 2 year technical training in related field	3 years' experience and/or training; or equivalent combination of education and experience.	The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice, usually acquired through a formal apprenticeship or equivalent training and experience.
Maintenance Trades Helper 23580	A high school diploma or equivalent	Entry level position; will provide training.	The Maintenance Trades Helper 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.
Maintenance Worker 23370	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	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.
Manager Non SCA Position	Bachelor's degree	1 year of job-related experience or equivalent	Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals. Interacts with and advises customers by applying specific program knowledge and/or subject matter expertise in the execution of routine and non-routine tasks.
Manager II Non SCA Position	Bachelor's degree	3 years of job-related experience or equivalent	Leads and mentors personnel assigned to program support functions. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Manager III Non SCA Position	Bachelor's degree	4 years of job-related experience or equivalent	Leads and mentors personnel assigned to program support functions. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in support and achievement of customer goals.
Master Electrician Non SCA Position	Vocational / Technical training behind high school	3 years as a Master Electrician installing and maintain commercial electrical systems. Must be licensed as a Master Electrician and have a clean driving record with valid driver's license.	Perform highly skilled electrical installation and maintenance work in accordance with industry standards, guidelines and applicable codes in the General Services Division. Performs design of complex electrical work and oversight of electrical contractors. Installs, repairs, and maintains complex electrical equipment and related systems. May serve as lead worker over other electricians or other staff members. Some travel is required. May be required to work some evenings, weekends, and holidays. Performs related work as required.
Material Control Technician	A high school diploma or equivalent	3 years of industrial related experience or equivalent.	Responsible for troubleshooting, design/implement/document control solutions for material handling systems, act as a liaison for internal and external resources, and be on call as needed. This position will also provide proper training to the Technicians on device troubleshooting and Preventive / Predictive Maintenance. Work with IT, FC Software and Operations Engineering to develop and update controls knowledge and training document for the facilities team.
Material Coordinator 21030	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities
Material Expediter 21040	A high school diploma or equivalent	1 year of related experience and/or training	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
Material Handling Laborer 21050	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
		stated in the labor category descriptions.	
Mechanical Engineer Non SCA Position	Bachelor's degree in related field	3 years' experience as a mechanical engineer.	Drafting and design of machine parts utilized within the can making process. Support liaison between multiple departments. Interacts with internal machine shop and outside vendors in support of tooling / equipment development. Maintains accurate documentation to meet company and client expectations. Interacts with regulatory departments to confirm compliance. Creates innovative ways to improve production and increase manufacturing capabilities. Act as support specialist for an operational area ensuring equipment vitality; maintain working knowledge of area's equipment; Evaluate mechanical and electromechanical systems and equipment by designing and conducting research programs; applying principles of mechanics, thermodynamics, hydraulics, heat transfer, and materials Assist in the establishment, analysis, and submission of yearly departmental budgets Confirm system and product capabilities by designing feasibility and testing methods; testing properties.
Operating Engineer Non SCA Position	Vocational / Technical training behind high school	3 years hands-on experience working minor electrical, painting, plumbing and a/c repairs.	Oversee and monitor the operation and make adjustments of refrigeration, heat exchanger, HVAC, electrical, emergency backup systems and hot water systems; monitors operation, adjusts, and maintains refrigeration, chilled water, and air conditioning equipment; boilers, and ventilating and hot water heaters; pumps, valves, piping and filters; other mechanical and electrical equipment; record readings and make adjustments where necessary to assure proper operation of equipment. Requires the ability to analyze the operation of various systems, determine the cause of any problems/malfunctions and take corrective action as required. Performs preventive maintenance on all base building and critical system equipment which includes but not limited to: assembling all tools, supplies and instruments necessary to complete the job, performing work with a minimum amount disruption, conducting immediate cleanup of work area, completing the preventive task sheet, returning tools to workshop, and unused supplies to store room, reporting any impending supply or material shortages to the Operations Manager or Lead Engineer of any equipment problems.
Order Clerk I 01191	A high school diploma or equivalent	1 year general office experience	This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to ensure that the proper item is supplied or to verify the price of order.
Order Clerk II 01192	A high school diploma or equivalent	3 years general office experience	This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.
Painter, Maintenance 23760	A high school diploma or equivalent	Completion of formal apprenticeship program or equivalent training and experience.	Paints walls, woodwork and fixtures Knowledge of surface and types of paint for different applications; prepares paint, surface and applies paint
Pest Controller 99410	Vocational / Technical training behind high school	3 years related experience. Knowledge of federal and state laws on mixing, application, and disposal of pesticides &	The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
		certification and knowledge of integrated pest management. Valid driver's license required.	areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.
Pipefitter, Maintenance 23790	Vocational / Technical training behind high school	3 years recent related experience as HRAC mechanic in a commercial or industrial facility.	The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.
Planner/Estimator Non SCA Position	Bachelor's degree in a related field.	4 years' experience estimating for maintenance activities or the equivalent experience in one or more structural trades. Relevant administrative experience, education or training may be substituted on a year for year basis.	Prepares and estimates man-hour and material requirements for the performance of Indefinite delivery, indefinite quantity contracts (IDQ), Credit Card, work Order tasks and other maintenance/repair activities as required. This includes work involving heating, ventilation and air conditioning (HVAC), boilers and related pressure fired vessels, sheet metal, plumbing, pipefitting, fire suppression systems, minor office renovations and major office renovations. Work may require participation of single or multiple crafts and subcontractors. Upon receipt of Notice to Proceed (NTP), will prepare and process Work Order request forms. Promotes quality, Safety and customer service. Escort Subcontractors. Performs related duties as assigned.
Plumber, Maintenance 23810	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Assembles, installs, tests, inspects 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
Pneudraulic Systems Mechanic 23820	Vocational / Technical training behind high school	Minimum 3 years' experience as an Aircraft Pneudraulic Systems Mechanic on aircraft.	The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components. rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.
Production Control Clerk 01270	A high school diploma or equivalent	1 year of job-related experience or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.	Complies and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination. Complies and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices.
Program Manager Non SCA Position	Bachelor's degree in a related field	10 years of related experience. Education and experience is dependent upon position description and job duties. Must have experience in leadership role.	Provides overall program leadership at a program level. Plans, coordinates, and evaluates the work of a group of project managers in a single program area. Organizes, directs, and coordinates planning and execution of all contract support activities. Demonstrates written and oral communicative skills. Manages teams composed of engineers, scientists, and management professionals involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Duties and Responsibilities: Represents the company to clients, users, and sponsors within the program area. Estimates staffing needs for personnel unit and schedules, assigns, and reviews work to meet completion dates. Serves as the communications or focal point for program execution.
Project Manager Non SCA Position	Bachelor's degree in related field	15 years' experience, 3 of which must include project management experience.	This position is considered an advanced level project management position. Functions include conceptual thinking, designing and developing plans, processes, procedures and tools to operate systems/hardware/software. May provide leadership of large and complex projects, or for a group of smaller projects. Duties and Responsibilities: Independently applies a high degree of leadership, creativity, foresight, and mature judgment in planning, organizing, and guiding extensive projects and activities of outstanding novelty and importance. Monitors progress on assigned projects, and provide leadership, administrative, and technical guidance as required. Demonstrates proven skills in those technical areas addressed by the task orders to be managed. Demonstrates written and oral communicative skills.
Purchasing Manager Non SCA Position	Associate's degree in related field	3-5 years' experience in related field. Advanced communication skills; must be exact, organized and detail oriented.	Responsible for purchasing all production material, including aluminum extrusions, glass, and machined components. Serve as primary owner of the purchasing and inventory system. Coordinate with external suppliers to establish annual purchasing volumes and delivery schedules. Perform strategic sourcing for both current and new products with a focus on optimizing quality, delivery, and costs. Develop risk mitigation plans to prevent business interruptions due to supply issues. Work closely with Engineering on development projects so that appropriate suppliers can be selected early in the process. Provide input for make/buy decisions. Create and maintain a supplier evaluation process in order to provide regular, objective feedback to suppliers.
QC/Safety Manager Non SCA	Bachelor's degree in related field	5 years of combined experience as a Superintendent, OC	Responsible for Quality control oversight on construction projects. Act independently as a QCM while coordinating all QC functions so as not to delay construction scheduling. Read and understand specifications,

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Position		Manager, Project Manager, or Project Engineer. Experience with large utility project on government contracts.	reference codes and standards; Reviews and interprets contract drawings; ensures all work is in compliance with contract requirements * Review shop drawings for conformance with project specifications; ensure all materials and/or equipment have been tested, submitted and approved. Verifies and documents that all materials received for the project are in conformance with the approved submittal. Prepares daily QC reports and submit on a daily basis to the contracting officer. Prepares weekly and monthly quality assurance reports; inspects field sites and identify any problems or inaccuracies and resolve any differences; determines, communicates, and documents deficiencies and ensure they are corrected in a timely manner. Identifies field site safety hazards and take necessary action to eliminate or minimize them. Conducts all completion inspections including punch-out, pre-final and finals acceptance.
Receptionist 01460	A high school diploma or equivalent	1 year experience in administrative field or customer service field.	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time."
Refuse Collector 99730	A high school diploma or equivalent	1 year relevant experience. Must maintain a valid CDL, Class B, license.	The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.
Rigger 23850	Vocational / Technical training behind high school	2 years' experience in construction industry working as a helper or material handler position.	A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.
Scale Mechanic 23870	Vocational / Technical training behind high school	2 years of job-related experience.	The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.
Scheduler,	A high school	1 year of job-related	Schedules repairs and lubrication of motor vehicles for vehicle-

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Maintenance 01300	diploma or equivalent	experience or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.	maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Maintains file of requests for services
Secretary I 01311	A high school diploma or equivalent	Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to one year full-time employment and includes the use of word processing. Must be able to type at minimum speed of 40 net words per minute.	Carries out recurring office procedures independently and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following: a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.
Secretary II 01312	A high school diploma or equivalent	2 years' experience in a secretarial position, 1 year of which shall have been at the level of Secretary I or its equivalent.	Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: a. Screen telephone calls, visitors, and incoming correspondence; personally, respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
Secretary III 01313		3-5 years' experience in related field. 3 years of which shall have been at the level of Secretary II. Superior organization skills and effective oral and written communication skills a must.	Uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.
Service Call Clerk Non SCA Position	A high school diploma or equivalent	1 year of job-related experience in customer service field.	Determines requirements by working with customers. Answers inquiries by clarifying desired information; researching, locating, and providing information. Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems. Fulfills requests by clarifying desired information; completing transactions; forwarding requests.
Service Order Dispatcher 01320	A high school diploma or equivalent	1 year of job-related experience or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.	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.
Sewer Plant Operator Non SCA Position	A high school diploma or equivalent	2 years of job-related experience. Must have a valid Class D Wastewater Treatment Plant Operators Certificate within 1 year of hire; must have a valid Class C Wastewater Treatment Plant Operator's Certificate within 3 years of hire.	Monitors treatment process and makes necessary adjustments as indicated by current conditions. Monitors performance of machinery and equipment used to control the treatment process; makes process control decisions. Inspects valves, pumps, gauges and other plant or lift station equipment on a regular basis. Prepares inspection sheets, logs, and flow charts; prepares daily reports of analysis and test results for laboratory and regulatory agencies; maintains records; enters data to computer. Tends influent pumps, blowers, feed pumps, dry and wet chemical feeders, aerators, telescopic settings, wet well, and other equipment used to decontaminate wastewater; reads and records effluent flow meter. Inspects and cleans filters, tanks, clarifier weirs, and bar screens. Changes out chlorine and sulfur dioxide cylinders for chlorinating/dechlorinating units. Collects samples and completes chemical tests/analysis such as

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			<p>biochemical oxygen demand, dissolved oxygen, suspended solids, biomonitoring, and pH of in-process treatment of water/wastewater; Calculates chemical dosages and adds chemicals to maintain proper pH in aeration basin. Determines and performs sludge wasting from aeration basin and aerobic digester. Operates belt press as directed. Conduct periodic checks of plant operational equipment. Performs preventive and corrective maintenance on equipment; assists in repair of equipment, including lift stations. Maintains sludge drying beds. Performs routine cleaning of equipment, grounds, and work areas. Performs housekeeping and grounds maintenance duties; maintains the sprinkler system. Performs routine electrical work. Performs routine and preventative maintenance and repairs on all wastewater treatment equipment and lift stations Performs routine welding, cutting and fabrication as needed. Ensures proper operation and routine maintenance of sewage pumping stations. Operates backhoe to load trucks with solid waste; operates dump truck to haul sludge to disposal areas. May be on call after hours to respond to emergencies.</p>
Sheet Metal Worker, Maintenance 23890	A high school diploma or equivalent	3 years of job-related experience. Must be familiar with tools, sheet metals and machines.	<p>The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>
Shipping/Receiving Clerk 21130	A high school diploma or equivalent	1 year of equivalent combination of education, training, and experience in related field.	<p>Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment.</p>
Small Engine Mechanic 23910	Vocational / Technical training behind high school	1 year experience working on small engines. Must have experience diagnosing mechanical failures.	<p>The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.</p>
Stationary Engineer 25070	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	<p>Operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order.</p>
Stock Clerk 21150	A high school diploma or equivalent	1 year of job-related experience. Must be able to bend and lift up to 40lbs and perform	<p>Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment</p>

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
		physical labor for 4-8-hour shifts.	
Store Worker I 21140	A high school diploma or equivalent	1 year of job-related experience. Must be able to bend and lift up to 40lbs and perform physical labor for 4-8-hour shifts.	The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.
Structural Engineer Non SCA Position	Bachelor's degree in Engineering or related field.	5 years' experience in structural analysis position.	Applies advanced knowledge of concepts, principles and practices of structural engineering. Highly effective communication with architects, professional engineers, design professionals, contractors and building owners. Interprets and applies applicable codes, in compliance with regulations and professional standards of care. Reviews and evaluates building construction documents for accuracy and compliance with state and local laws and regulations. Knowledgeable in design, construction and maintenance of buildings and structures codes.
Supply Manager Non SCA Position	High School diploma or GED	Minimum 5 years job related experience or equivalent. Some college / vocational training preferred. Must possess knowledge of supply inspection/ examination procedures for material.	Acts as the primary contact between the project customer, the project's employees and the Corporate Office. The Lead will work directly with the Operations Manager to maintain a personnel structure and staffing level to accomplish the mission in an effective and efficient manner. Plans and coordinates work, trains and motivates monitors and ensures performance evaluations of associates; ensures their ability to safely operate equipment. Counsels, records, and disciplines as directed. Leads provide the same level of support as other supply technician personnel with additional responsibilities: This position performs all aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Must have good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			take or recommend action based upon application or interpretation of established guidelines.
Supply Technician 01410	A high school diploma or equivalent	Minimum 3 years job related experience or equivalent. Some college / vocational training preferred.	This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.
Survey Worker 01420	A high school diploma or equivalent	2 year minimum experience in the collection of survey data; or an equivalent combination of education and experience. Proficiency using Microsoft Office Suite. Excellent communication skills, interpersonal skills, and analytical skills.	This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.
Surveying Technician 99832	A high school diploma or equivalent	2 or more years' experience in land surveying (field and/or drafting role). Complete working knowledge of all surveying techniques. Strong written and verbal communication skills. Experienced in Microsoft Office Suite.	The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.
Systems Engineer Non SCA Position	Bachelor's degree related field	5 years of related experience or a combination of education and experience. Strong organizational, analytical, and communication skills.	Conduct the design, development, production, and sustainment support activities associated with the management of parts obsolescence and Diminishing Manufacturing Sources & Material Shortages (DMSMS) for electronic systems and components; Support the development of technology refreshment roadmaps and planning activities; Conduct customer reviews to support the identification and resolution of issues related to technology refreshment and DMSMS that arise during the course of the system life cycle; Support the development of strategic partnerships with key technology suppliers. Specific task requirements include but are

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			not limited to: • Interface with IPTs and stakeholders regarding obsolescence and DMSMS issues. • Analyze subcontractor and supplier Engineering Bill Of Material (EBOMs) to identify obsolescence and DMSMS issues and risks. • Generate data to support obsolescence and DMSMS resolution trade studies and analyses. • Track and manage obsolescence and DMSMS issues in the DMSMS Database. • Track and manage DMSMS parts usage and inventory status. • Support proposal activities related to DMSMS management, redesigns and parts buys. • Develop data to support technology refreshment and DMSMS program metrics and status. • Prepare data to support management of DMSMS redesign projects and prepare monthly status review with program management. • Participate in the development of overall technology refreshment and DMSMS strategies. •
Technician, Jr. Non SCA Position	A high school diploma or equivalent	1 year of previous mechanical experience. Must be able to pass a mechanical aptitude test.	Assists with basic maintenance assignments involving but not limited to preventive, routine and emergency maintenance, clearing system jams; shift inspections, cleaning, and/or electrical and mechanical adjustments. Assists with diagnosing equipment failures under the guidance of senior personnel; ensures equipment is running safely. Reads and interprets repair manuals, basic schematics and supervisor/manager's instructions. Completes forms connected with work assignments according to established procedures.
Technician, Mid. Non SCA Position	A high school diploma or equivalent	3 years of experience in performing service repairs. Ability to operate vehicles and equipment used for diagnostic purposes.	Performs general preventive maintenance and corrective repair of buildings, industrial systems, equipment and grounds. Working under close supervision, assists in monitoring building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling. Ensures compliance with all applicable codes and regulations. Orders necessary materials and supplies to complete all tasks. Assists with installation and modification of building equipment systems. Assists with troubleshooting and repairs of buildings and installed systems to include: plumbing systems, kitchen equipment, roofs, drains, shop, and HVAC. Inspects new installation for compliance with building codes and safety regulations.
Technician, Sr. Non SCA Position	A high school diploma or equivalent	6 years of experience in performing service repairs. Must have experience in a management role. Knowledgeable on a variety of maintenance skills, equipment and diagnostic procedures.	Provides comprehensive readiness, preventive and corrective maintenance, and troubleshooting support at the equipment and system level and restoration of equipment and systems to specification. Supervise/perform maintenance tasks to include cable fabrication, repair and installation (including fiber optic cable); cable removal; equipment overhaul and refurbishment; tactical electrical power connection and repair; and tactical cooling plumbing connection and repair, equipment foundation fabrication, and heavy weather preparation and recovery. Provide detailed failure reporting, analysis and corrective action taken in accordance with best business practices to provide management visibility and control for reliability and maintainability improvement.
Telecommunications Mechanic I 23931	A high school diploma or equivalent	3 years' experience installing communications cabling.	Assists with Installing and troubleshooting various types of communications cabling for various types of communications cabling. Common tasks include the installation of premise cable runs, termination at the wall plate and punch down block, and testing/certification of circuit at completion.
Telecommunications Mechanic II 23932	A high school diploma or equivalent	5 years' experience installing communications cabling.	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

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			computer data circuits and related apparatus required in the central switching office Analyzes system failures and keeps records
Telephone Lineman 23950	A high school diploma or equivalent	3 year minimum experience in the position of telephone lineman. Must have the ability to operate manual and mechanical equipment necessary to complete jobs. Must have knowledge of "safety systems" associated with aerial cable, including set-up and emergency procedures. Must have a valid driver's license, with a clean driving record.	This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.
Tools & Parts Attendant 21210	A high school diploma or equivalent	1 year minimum experience in industrial environment. Must be able to lift 75 lbs. Must have a valid driver's license, with a clean driving record.	This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.
Tractor Operator 11270	A high school diploma or equivalent	1 year minimum experience in operating tractors of similar heavy equipment. Valid driver's license required, with a clean driving record.	The Tractor Operator drives gasoline or diesel-powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.
Truck Driver, Heavy 31363	A high school diploma or equivalent	3 years of related experience as a heavy truck driver. Is required to have, at minimum, a clean Class 5 driver's license with air certification.	The Truck driver drives Straight truck, over 4 tons, usually 10 wheels to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both.
Truck Driver, Medium	A high school diploma or	2 years of related experience as a	Drives a Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels to transport materials, merchandise, equipment, or workers between various

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
31362	equivalent	medium truck driver. Is required to have, at minimum, a clean Class 5 driver's license with air certification.	types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business.
Truck Driver, Tractor-Trailer 31364	A high school diploma or equivalent	1 years of related experience as a medium truck driver. Is required to have, at minimum, a clean Class 5 driver's license with air certification.	Drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. With trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.
Ventilation Equipment Tender 25190	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	This incumbent tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes; adjusts valves to regulate temperature of lubrication oil and flow of water through system, moves controls to regulate speed of fans, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker writes repair work order tickets and out-of-order tags preparatory to equipment repair, inspects equipment to detect excessive noise and heat, replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool, cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.
Warehouse Specialist 21410	High School diploma or equivalent	2 or more years' experience in a warehouse environment.	As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).
Welder, Combination, Maintenance 23960	A high school diploma or equivalent	Every year of specific field experience shall entitle accreditation with one-half year of "degree" qualifications.	Welds metal components together to fabricate or repair products according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment May be required to pass performance tests or standard tests to meet certification.
Window Cleaner 11360	A high school diploma or equivalent	1 year window cleaning experience.	The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows. This category includes occupations concerned with providing health and allied services to assist physicians and other medical practitioners by caring for patients, mixing pharmaceutical

Labor Category	Minimum Degree Required	Minimum Experience Required	Job Description
			preparations, performing clerical duties and providing medical laboratory services in a variety of medical service establishments, such as hospitals, clinics, medical laboratories, blood banks, and community health organizations.
Automotive Worker 05070	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Performs a variety of minor repairs and services to maintain motor vehicles. Places and maintains decals on vehicles. Checks and replaces batteries. Rotates, repairs, and replaces tires. Washes, polishes, and cleans interiors and exteriors of vehicles. Drains, flushes, and replaces engine, transmission, and differential grease and oils.
Motor Equipment Metal Worker 05160	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. Removes upholstery, accessories, electrical and hydraulic window- and seat-operating equipment, and trim to gain access to vehicle body and fenders.
Motor Vehicle Mechanic 05190	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors.
Warehouse Specialist (Warehouse Worker) 21400	A high school diploma or equivalent	For every year of specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.	As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods.