NORTHROP GRUMMAN

GSA FEDERAL SUPPLY SCHEDULE CATALOG

FACILITIES MANAGEMENT AND MAINTENANCE

Contract Number: GS-06F0028P

Special Items Number			
811-002	Complete Facilities Maintenance	871-205	Energy Program Support Services
811-003	Complete Facilities Management	871-206	Building Commissioning Services
003-097	Ancillary Repair and Alternation	871-207	Energy Audit Services
003-100	Ancillary Supplies and/or Services	871-208	Resource Efficiency Management (REM)
871-202	Energy Management Planning and Strategies	871-209	Innovations in Energy
871-203	Training on Energy Management	871-210	Water Conservation
871-204	Metering Services	871-299	Introduction of New Services

Period Covered by Contract: **March 18, 2009 to March 17, 2014**

Business Size: Large

Northrop Grumman
Enterprise Management Services, Corporation
(703) 713-4413
2411 Dulles Corner Park, Suite 600
Herndon, VA 20171-3431
www.ts.northropgrumman.com

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

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov

Contact Information

Division Contract Manager
Attn: Patti Bishop
2411 Dulles Corner Park, Suite 600
Herndon, VA 20171-3431
Phone: (703) 713-4413
Fax: (703) 713-4083

Pat.Bishop@ngc.com

Marketing Director
Attn: Janet Beyers
1235 Evans Road
Melbourne, FL 32904
Phone: (321) 837-7059
Fax: (321) 837-7001

Janet.Beyers@ngc.com

Vice President, Contracts & Procurement
Attn: Edward Shedlick
2411 Dulles Corner Park, Suite 600
Herndon, VA 20171-3431
Phone: (703) 713-4360

Edward.Shedlick@ngc.com

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1 Services Offered

811-002—Complete Facilities Maintenance: The services covered relate to the complete operations, maintenance and repair of federal facilities and could include green maintenance. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to:

- Cemetery Maintenance
- Laundry Services
- Pest control services
- Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials
- Locksmith services
- Plumbing operations & maintenance
- Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system
- Maintenance of energy management control systems (EMCS)
- Refrigeration maintenance
- Elevator inspection and maintenance service
- Maintenance of renewable energy systems
- Repair of water tanks
- Fire alarm system preventive maintenance and repair service
- Maintenance support training and consulting services
- Telephone maintenance
- Fire suppression system preventive maintenance and repair services
- Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc.
- Tree trimming
- Grounds maintenance - to include: Snow removal & landscaping
- Operation and maintenance of water distribution systems and septic systems

The following services are also available as they relate to the maintaining of a federal facility. These services should be utilized in conjunction with the Schedule 03FAC, 003 97 (Ancillary Repair and Alterations) SIN, and cannot be ordered stand-alone.

- surface paving as it relates to repair of surface areas
- roof repair (excluding complete roof replacement)
- minor carpentry
- minor masonry
- painting

Note: SIN's 801 001 and 801 002 can also be utilized for industrial, marine and aerospace applications. Recycling and Disposal services apply to both inside and outside facilities waste (e.g. routine refuse collection such as office paper, newspaper, beverage containers, cardboard, packing materials, and lawn and garden waste (could include leaves, branches and plant material).

811-003—Complete Facilities Management: The offered services will be an offering for a complete range of management duties, including but not limited to planning, scheduling, and quality control, software support services, computer and/or facilities management systems, and upgrades. Our service will include an experienced and adequate staff of personnel and alternates as required, possessing the management expertise to assure performance of the work and to assure fully adequate and timely completion of all services in accordance with sound and efficient management practices.

Standards of Performance for SINs 811-002 and 811-003. In addition to our ISO 9001:2000 Quality Management System, EMS personnel will be guided by and follow all applicable regulations, policies, and procedures, including but not limited to the following:

Publication	Title
PBS	Public Buildings Service Operations and Maintenance Standards
PBS P100	Facilities Standards for the Public Buildings Service
	U.S. Courts Design Guide
ASHRAE Guideline 1	HVAC Commissioning Process
ASHRAE Guideline 4	Preparation of Operating and Maintenance Documentation for Building Systems
ANSI/ASHRAE Standard 15	Safety Code for Mechanical Refrigeration
SMACNA	HVAC Systems Testing, Adjusting & Balancing
ANSI/ASHRAE Standard 34	Number Designation and Safety Classification of Refrigerants
ANSI/ASHRAE Standard 55	Thermal Environmental Conditions for Human Occupancy (with addenda and interpretations through 12/31/96);
ANSI/ASHRAE Standard 62	Ventilation for Acceptable Indoor Air Quality
ANSI/ASHRAE Standard 100	Energy Conservation in Existing Buildings-Commercial
ANSI/ASHRAE Standard 111	Practices for Measurement, Testing, Adjusting, and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration System
ASME	Boiler and Pressure Vessel Code
	Control and Safety Devices of Automatically Fired Boilers;
ASME CSD-1	National Board of Boiler and Pressure Vessel Inspectors, National Board Inspection Code;
	CSI Master Format (1995 edition);
NETA	Maintenance Testing Specification for Electrical Power Distribution Equipment and Systems
NFPA 70B	Recommended Practice for Electrical Equipment Maintenance
NFPA 70E	Standard for Electrical Safety in the Workplace
NFPA 70	National Electrical Code
NFPA 70	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFPA 12	Carbon Dioxide Extinguishing Systems
NFPA 13	Installation of Sprinkler Systems
NFPA 17	Dry Chemical Extinguishing Systems
NFPA 17A	Wet Chemical Extinguishing Systems

Publication	Title
NFPA 25	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
NFPA 72	National Fire Alarm Code
NFPA 80	Fire Doors and Windows
NFPA 90A	Installation of Air Conditioning and Ventilating Systems
NFPA 96	Ventilation Control and Fire Protection of Commercial Cooking Operations
NFPA 101	Life Safety Code
NFPA 110	Standard for Emergency and Standby Power Systems
NFPA 111	111 Standard on Stored Electrical Energy Emergency and Standby Power Systems
NFPA 2001	Standard on Clean Agent Fire Extinguishing Systems
DOE/EE-0157	International Performance Measurement and Verification Protocol
R.S.Means	Facilities Construction Cost Data
	International Building Code
	International Fire Code
	International Mechanical Code
	National Fire Protection Association (NFPA) Standards and Codes
	USGBC LEED for Existing Buildings (LEED-EB);
NEMA TP-1	
NEMA MG-1	
NEMA	Application Guide for AC Adjustable Speed Drive Systems
ANSI/IWCA I-14.1	Window Cleaning Safety Standard.

003-097—Ancillary Repair and Alternation: Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services.

This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.

Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds $2,000 (Ref. FAR 22.4).

Special Notice to Ordering Agencies: GSA or other landlords may require re-performance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work..

003 100 --- Ancillary Supplies and/or Services, Relating to Facilities Maintenance And Management Solutions For Real Property, Dockside Facilities Maintenance, Repair Services And Dry Docking Solutions and Industrial, Aerospace And Marine Coating Solutions: Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

871 202 --- Energy Management Planning and Strategies: A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - This includes the strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing and executing of energy audits, audit plans, renewable energy surveys and energy management solutions.
2. Concept Development and Requirements Analysis - This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation and Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.
4. Measurement and Verification - This includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

871 203 --- Training on Energy Management: Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

871 204 --- Metering Services: Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

871 205 --- Energy Program Support Services: Including, but not limited to, energy choice analysis and/or feasibility studies; billing and management oversight to include utility bill auditing; utility bill data base set up and management; reporting; bill itemization and allocation; bill payment and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

871 206 --- Building Commissioning Services: Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

871 207 --- Energy Audit Services: Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

871 208 --- Resource Efficiency Management (REM): Including, but not limited to, providing information on possible steps that will improve energy efficiency. This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may include the services of a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency. Energy efficient buildings certification programs such as LEED may be included.

871 209 --- Innovations in Energy: Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas and propane. This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

871 210 --- Water Conservation: Water Conservation: Services and consulting related to the reduction of water usage, reduction of potable water consumption intensity, reduction of industrial, landscaping and agricultural water consumption, promoting, and implementing water reuse strategies, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. Also includes consulting on storm water run-off and property hydrology maintenance and restoration. These services can include, but are not limited to, consultation, facility water audits, water balance, and water system analysis.

871 211 --- Energy Consulting Services: Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514. Consulting services covered by this SIN include: Energy management or strategy Energy program planning and evaluations Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star. Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases Consulting on carbon emissions trading programs Consulting on where to obtain renewable energy credits/certificates Consulting on greenhouse gas measurement and management Strategic sustainability performance planning Consulting on obtaining high performance sustainable buildings.

871 299 --- Introduction of New Services: A new service may be a task, procedure, or product existing in the commercial market which is being developed, improved, or not yet introduced to the Federal Government or not currently available under any GSA Contract, but is categorically related to this procurement.

2 Information for Offering Activities

2.1 Commitment to Promote Small Business Participation Procurement

EMS Corporation provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and woman-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting. We are committed to the following:

- Actively seek and partner with small businesses.
- Identify, qualify, mentor, and develop small, small disadvantaged and woman-owned small businesses by purchasing from these businesses whenever practical.
- Develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- Undertake significant efforts to determine the potential of small, small disadvantaged and woman-owned small businesses to supply products and services to our company.
- Ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and woman-owned small businesses.
- Attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, and other business opportunities, to identify and increase small businesses with whom to partner.
- Publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- Meet and exceed the small business goals we have set in our GSA contracts and ensure appropriate reporting and credit to ordering agencies.

3 Summary of Terms and Conditions

3.1 Schedule Title and Table of Awarded Special Item Numbers

- Schedule Title, and FSC Group, Part and Section:
  - Facility Maintenance and Management Schedule (03FAC),
  - FSC Group H and J, Services Department
- FSC CLASS (ESO: J099)
- CONTRACT NUMBER: GS-06F-0028P

- CONTRACT PERIOD: 18 MAR 2009 – 17 MAR 2014

SINs	Description
811-002	Complete Facilities Maintenance
811-003	Complete Facilities Management
003-097	Ancillary Repair and Alternation
003-100	Ancillary Supplies and/or Ancillary Services
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Economic Price Adjustment Clause 552.216-70 (Alt I) applies to all items covered under this contract.

Prices are subject to FAR 52.222-43, Fair Labor Standards Act and Services Contract Act-Price Adjustment (Multiple Year and Option Contracts). Prices will be adjusted on the anniversary date or the beginning of each renewal period. Base rates are to be adjusted to the Wage Determination specific to the location where services are to be performed.

3.2 Maximum Order Amount

The maximum order designated for contracts awarded under this schedule is $750,000. Ordering activities may seek a price reduction for orders placed that are greater than this amount. Task orders exceeding $750,000 will be placed in accordance with FAR 8.405. Before placing an order that exceeds the maximum order threshold, ordering offices shall:

Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and

After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.405(a)).

If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

3.3 Minimum Order

The minimum order designated for contracts awarded under this schedule is $100.

3.4 Vendors May:

- Offer a new lower price for this requirement;
- Offer the lowest price available under the contract; or
- Decline the order.

3.5 Geographic Scope of Contract

The geographic scope of this contract is the 48 contiguous states, Hawaii, Alaska, the District of Columbia, Puerto Rico, and all overseas locations.

3.6 Point of Production

Not Applicable

3.7 Discounts

- **All prices herein are net:** include no discounts
- **Prompt Payment**: No discount; net 30 days ARO
- **Quantity**: No discount
- **Dollar Volume**: No discount unless $750,000 maximum order threshold exceeded.
- **Other**: Discounts may be extended based on geographical performance locations. OCONUS discounts may be offered based on host nation(s) labor laws and conditions.

3.8 Statistical Data for Government Ordering Office Completion of Standard Form 279

- **Block 9**: G. Order/Modification Under Federal Schedule
- **Block 16**: Data Universal Numbering System (DUNS): 612408711

- **Block 30**: Type of Contractor: Large Business
- **Block 31**: Woman-Owned Small Business; No
- **Block 36**: Contractor's Taxpayer Identification Number (TIN): 04-3833473

3.9 Delivery

- **Time of Delivery**: 30-45 days ARO all delivery terms will be specified by individual Task Order.
- **Expedited Delivery**: Not Applicable
- **Overnight and 2-day**: Not Applicable
- **Urgent Requirements**: Not Applicable

3.10 Contractor's Ordering Address

Northrop Grumman Enterprise Management Services
2411 Dulles Corner Park, Suite 600
Herndon, Virginia 20171-3431

3.11 Payment Address

NG EMS Corporation
Attn: Joan Bolt, Accounts Receivable
2411 Dulles Corner Park, Suite 600
Herndon, VA 20171-3431
Phone: (703) 713-4309

Electronic Funds Transfer (EFT):
ABA Routing No. 021000021
Account No. 9102619005

Check:
Northrop Grumman Enterprise Management Services Corp.
P.O. Box 88830
Chicago, IL 60695

3.12 Technical and Ordering Assistance

The following telephone and facsimile numbers may be used by ordering activities to obtain technical and/or ordering assistance.

3.13 Notification that Government Purchase Cards are Accepted

Government purchase cards are accepted below the micro-purchase threshold of $2,500.

3.14 Terms and Conditions of Other Services

3.14.1 Other Direct Costs

All other direct costs, including travel required for the performance of services under T&M orders will be reimbursed by the ordering agency at actual costs, inclusive of Northrop Grumman's applicable indirect burdens. Applicable burdens can include, but are limited to General & Administrative (G&A), Material Handling Rate Multiplier, and overhead and Direct Material and Subcontracts.

3.14.2 Travel

Travel performed under any order issued hereunder will be prices at the prevailing government issued rates, and will include any applicable indirect burdens. For task orders of any duration requirement periodic local travel to and from a work site, where the travel originate at the work site, a mileage charge will be reimbursed by the ordering agency in accordance with the current government prevailing rate in effect at the time travel occurs.

3.14.3 Work Performed OCONUS

The rate contained in the rate schedule represents the NTE rate for OCONUS operations. Discounts may apply based on geographical locations. Special state income taxes and state gross receipt taxes are not included in these rates and will be treated as incidentals as will cost outside the United States locations depending on the host-nation assignment and will be additive (beyond the rates detailed in the rate schedule) and are based on specific host-nation assignment for duration, city and country.

3.14.4 Work Hours

All services will be performed during the agency's normal prime shift working hours, if services are performed at the government site. Labor rates are based on an eight-hour workday, Monday through Friday, excluding government holidays, and a 40-hour workweek.

3.14.5 Overtime Rates

The government may authorize overtime premiums. Overtime will be charged at the rate show in the schedule for exempt employees and the rate shown plus 50% for non-exempt labor, including personnel covered under the Service Contract Act. Overtime is defined as all hours in excess of eight (8) hours per day or forty (40) hours in a week.

3.14.6 Packaging/Shipping

Packaging/Shipping/Transportation and other charges associated with product delivery are not included in the product rates of this catalog. Such costs will be treated as allowable and payable incidental costs, which shall include reasonable and customary fees and burdens, under the delivery order from where the charge occurred.

3.15 Environmental Attributes

Not Applicable

3.16 Notification Regarding Registration in Central Contractor Registration (CCR) Database

EMS is registered in the Central Contractor Registration Database

4 Ordering Procedures for Services (Requiring a Statement of Work)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!,* a menu-driven database system. The Internet address for GSA *Advantage!* ™ is http://www.gsa.gov. Ordering offices may also utilize the GSA interactive on line ordering system e-Buy to post requirements, obtain quotes, and issue orders electronically. Access e-Buy at http://www.ebuy.gsa.gov .

FAR Subpart 8.4 Federal Supply Schedules was revised July 19, 2004. The purpose of this rule was to "significantly improve the application of acquisitions basics on MAS purchases for services and reinforce sound MAS practices generally". Ordering activities will find guidance and clarification in the rule such as;

- Orders and BPAs placed against a Multiple Award Schedule (MAS) are **considered** to be issued using **full and open competition** (see 6.102 (d) (3)).
- Therefore, when placing orders or establishing a BPA under Federal Supply Schedule Contracts using the procedures of 8.405, ordering activities **shall not** seek competition outside of the Federal Supply Schedules **or synopsize** the requirement.
- GSA has already determined the **prices** of supplies and fixed-price services, and rates for services offered at hourly rates, under schedule contracts to be **fair and reasonable.**
- Therefore, ordering activities **are not** required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by 8.405-2 (d).

- By placing an order an order against a schedule contract using the procedures in 8.405 the ordering activity has concluded the order **represents** the **best value** (as defined in FAR 2.101).
- Ordering activities **may** always **seek additional discounts** before placing an order (see 8.405-4).

4.1 When ordering services, ordering offices shall:

4.1.1 Prepare a Request (Request for Quote or other communication tool):

4.1.1.1 A performance-based statement of work is preferred that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared. Guidance for preparing a performance-based statement of work is available in the library of best practices at www.acqnet.gov

4.1.1.2 The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

4.1.1.3 The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

4.1.1.4 The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

4.1.2 Transmit the Request to Contractors:

4.1.2.1 Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing, and other factors such as contractors' locations, as appropriate).

4.1.2.2 The request should be provided to three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate

evaluation and selection for order placement. Oral presentations should be considered, when possible.

4.1.3 Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. After award, ordering activities should provide timely notification to unsuccessful offertory (See FAR 8.405-2 (d)).

4.2 The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) with one or more schedule contractors for recurring services is permitted when the procedures outlined in FAR 8.405-3 are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall:

4.2.1 Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

4.2.1.1 Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA.

4.2.1.2 Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 4.1.2.2 above and then place the order with the Schedule contractor that represents the best value.

4.2.2 Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.405.)

4.2.3 The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

4.2.4 When the ordering office’s requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value.

4.2.5 The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule

contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

5 Suggested Format for Using Blanket Purchase Agreements

BEST VALUE

BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act,_____

(Agency) and _____(Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminates contracting and open market costs such as the search for sources, the development of technical documents and solicitations, and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This Blanket Purchase Agreement will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

AGENCY DATE CONTRACTOR DATE

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information at a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence.

6 Contractor Teaming

Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a customer agency's requirements.

These Team Arrangements can also be included under a BPA. BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

(1) The customer identifies their requirements.

(2) Federal Supply Schedule Contractors may individually meet the customer's needs, or

(3) Federal Supply Schedule Contractors may individually submit a Schedules Team Solution to meet the customer s requirement.

(4) Customers make a best value selection.

7 Commonly Asked Questions

Is there an order limit of $750,000?

Absolutely not! There is no maximum order limitation (MOL) with any order. The maximum order value of $750,000 is simply a threshold over which ordering offices must seek additional discounts from the competing vendors holding GSA schedule awards.

Are there any services that I cannot purchase from EMS's GSA Schedules?

EMS's Complete Facilities Maintenance (SIN 811-002) and Management (SIN 811-003) GSA contract has a very broad scope. That's why GSA included the word complete in the title of these SINs and awarded our contract based on the broad range of facilities services and proven performance EMS offered. However, EMS will always analyze your requirements thoroughly and ensure that every solution we offer is within the scope of the appropriate GSA Schedules and SINs. As a member of the Northrop Grumman family, EMS may use any of the many GSA Schedule Contracts held across the corporation. We can provide your solution to virtually any service required with the appropriate schedule contract vehicle to the scope. EMS and Northrop Grumman are advocates and dedicated participants in GSA's "Get It Right" campaign. EMS may also add Special Item Numbers (SINs) as they are needed and such modifications take about one month to process at GSA.

Is award under the GSA Schedules considered competitive?

Yes, under Federal Procurement regulations, the award placed under the GSA schedules is considered to be competitive procurement. Customers are also using the GSA schedules to satisfy Section 803 or Public Law 107-107.

For ordering procedures on Multiple Award Schedule Program, please download a copy of the "Owner's Manual". Please visit http://www.fss.gsa.gov and click on Federal Supply Schedules, "What's New." This manual contains information on how contracting officers can order, set up Blanket Purchase Agreements, Purchase Card arrangements, discounts, price reduction, modular purchasing, and many other informative features. It also contains information on using GSA *Advantage!* ™ and e-Buy to facilitate and ensure competition in your award.

If I use the schedule, will I lose control of my project or service contract?

Again, absolutely not! When you use EMS's Complete Facilities Maintenance and Management GSA Schedule, you will be dealing directly with EMS. You award the contract and administer it, not GSA. You determine the criteria for your best value selection from the three or more prequalified competitors that are GSA schedule contract holders. You write the performance-based statement of work and directly monitor and measure EMS's delivery of results. The fact is project managers and contracting officers gain control by using the GSA schedules to procure the services you need. The speed and simplicity of schedule procurements as compared to traditional full and open competitions gives you a whole new range of flexibility and leverage for getting the job done. And GSA is there to assist you if needed.

Can I obligate money now but spend it later?

Yes, You can obligate funds for future use through a Blanket Purchase Agreement (BPA). The establishment of Federal Supply Schedule BPA to supplement your GSA schedule contract with EMS is permitted when following the ordering procedures in FAR 8.405. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discount and delivery locations and times. A standard GSA template for BPA is provided in EMS's catalog and further guidance is provided on the GSA Web site.

What about Contractor Team Arrangements?

Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

What type of order can I use?

The rates in EMS's GSA Schedule can be used for either firm fixed price (FFP) or time and materials.

What if I want an item (e.g., computer hardware) that is not provided on the EMS GSA Schedule?

Open market items may be purchased on the same order with GSA Schedule items, as long as items are clearly distinguished as open market items.

What are the invoicing procedures?

Invoices shall be submitted monthly on the date prescribed in each order in accordance with the provisions of FAR 52.232-7, Payments Under Time-and-materials and Labor-Hour Contracts, or in the case of FFP tasks, in accordance with an agreed-upon milestone payment schedule. The invoice shall reflect the services delivered to the Government agency during the previous month. EMS is responsible for quarterly payment of the .75 percent Industrial Funding Fee to GSA.

What if there is Security requirements?

If security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy. EMS is experienced and certified in all aspects of government security requirements. If any costs are incurred as a result of the inclusion of extraordinary security requirements, such costs will be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

What is GSA *Advantage!* ™?

GSA *Advantage!*™ is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. The GSA *Advantage!* ™ will allow the user to perform various searches across all contracts for quick and thorough market research. In addition, ordering offices can use the e-Buy tool to electronically transmit solicitations to some or all schedule contract holders and receive responses. These tools are excellent documentation of competitions and greatly assist in moving your procurement at the speed of need.

Agencies can browse GSA *Advantage!* ™ by accessing the Internet World Wide Web using a browser (example, Netscape). The Internet address is http://www.gsa.gov.

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GSA 03FAC Labor Rate Table

811-002 Facilities Maintenance

811-003 Facilities Management

003-097 Ancillary Repair and Alternations

871 Energy SINs

003-100 Ancillary Supplies and Services

Labor Rate Notes:

CONUS – Discounts may apply based on geographical locations. Special state income taxes and state gross receipt taxes are not included in the rates and will be treated as incidentals.

OCONUS – Discounts may apply based on geographical locations. Special state income taxes and state gross receipt taxes are not included in the rates and will be treated as incidentals. Also treated as incidentals to the rates above will be any fees or taxes outside the United States locations depending on host-nation assignment and will be additive (beyond the rates above). These costs are based on specific host-nation assignment for duration, city, and country.

Ancillary Supplies and Services Notes:

Packaging/Shipping - Packaging/Shipping/Transportation and other charges associated with product delivery are not included in the product rates of this catalog. Such costs will be treated as allowable and payable incidental costs, which shall include reasonable and customary fees and burdens, under the delivery order from where the charge occurred.

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SIN 811-002 COMPLETE FACILITIES MAINTENANCE GSA RATES

Period of Performance: 3/18/2009 - 3/17/2014

	CONUS GSA RATES					OCONUS GSA RATES				
Labor Category	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net
Operations Manager	140.42	145.33	150.42	155.68	161.13	140.42	145.33	150.42	155.68	161.13
Contracts Manager	214.96	222.48	230.27	238.33	246.67	214.96	222.48	230.27	238.33	246.67
HR Manager	126.11	130.52	135.09	139.82	144.71	126.11	130.52	135.09	139.82	144.71
Facilities Site Manager	108.44	112.24	116.17	120.24	124.45	339.44	351.32	363.62	376.35	389.52
Mechanical Supervisor	96.11	99.47	102.95	106.55	110.28	300.85	311.38	322.28	333.56	345.23
Planner/Scheduler	71.81	74.32	76.92	79.61	82.40	224.79	232.66	240.80	249.23	257.95
Custodial Supervisor	70.43	72.90	75.45	78.09	80.82	220.46	228.18	236.17	244.44	253.00
Electrical Supervisor	105.08	108.76	112.57	116.51	120.59	328.93	340.44	352.36	364.69	377.45
Structural Supervisor	124.20	128.55	133.05	137.71	142.53	388.78	402.39	416.47	431.05	446.14
Estimator	79.84	82.63	85.52	88.51	91.61	249.92	258.67	267.72	277.09	286.79
Appliance Mechanic	47.05	48.70	50.40	52.16	53.99	147.36	152.52	157.86	163.39	169.11
Boiler Tender	67.75	70.12	72.57	75.11	77.74	212.19	219.62	227.31	235.27	243.50
Cable Splicer	65.30	67.59	69.96	72.41	74.94	204.51	211.67	219.08	226.75	234.69
Carpenter, Maintenance	63.41	65.63	67.93	70.31	72.77	198.57	205.52	212.71	220.15	227.86
Carpet Layer	55.08	57.01	59.01	61.08	63.22	172.48	178.52	184.77	191.24	197.93
Civil Engineering Technician	54.34	56.24	58.21	60.25	62.36	170.18	176.14	182.30	188.68	195.28
Computer Operator II	43.79	45.32	46.91	48.55	50.25	137.13	141.93	146.90	152.04	157.36
Computer Programmer III	56.38	58.35	60.39	62.50	64.69	176.58	182.76	189.16	195.78	202.63
Computer Systems Analyst I	56.38	58.35	60.39	62.50	64.69	176.58	182.76	189.16	195.78	202.63
Drafter/CAD Operator I	46.73	48.37	50.06	51.81	53.62	146.34	151.46	156.76	162.25	167.93
Driver Courier	39.07	40.44	41.86	43.33	44.85	122.36	126.64	131.07	135.66	140.41
Electrician, Maintenance	69.08	71.50	74.00	76.59	79.27	216.34	223.91	231.75	239.86	248.26
Electronics Technician Maintenance I	49.71	51.45	53.25	55.11	57.04	155.67	161.12	166.76	172.60	178.64
Electronics Technician Maintenance II	61.69	63.85	66.08	68.39	70.78	193.20	199.96	206.96	214.20	221.70
Electronics Technician Maintenance III	66.90	69.24	71.66	74.17	76.77	209.50	216.83	224.42	232.27	240.40
Engineering Technician II	52.18	54.01	55.90	57.86	59.89	163.41	169.13	175.05	181.18	187.52

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SIN 811-002	CONUS GSA RATES					OCONUS GSA RATES				
Labor Category	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net
Environmental Technician	52.87	54.72	56.64	58.62	60.67	165.58	171.38	177.38	183.59	190.02
Fire Alarm System Mechanic	56.28	58.25	60.29	62.40	64.58	176.26	182.43	188.82	195.43	202.27
Fire Extinguisher Repairer	42.99	44.49	46.05	47.66	49.33	134.64	139.35	144.23	149.28	154.50
Forklift Operator	37.38	38.69	40.04	41.44	42.89	117.06	121.16	125.40	129.79	134.33
Fuel Distribution System Mechanic	58.02	60.05	62.15	64.33	66.58	181.69	188.05	194.63	201.44	208.49
Gardener	48.54	50.24	52.00	53.82	55.70	152.03	157.35	162.86	168.56	174.46
Gate Attendant/Gate Tender	29.48	30.51	31.58	32.69	33.83	92.32	95.55	98.89	102.35	105.93
General Clerk III	40.01	41.41	42.86	44.36	45.91	125.30	129.69	134.23	138.93	143.79
General Maintenance Worker	44.12	45.66	47.26	48.91	50.62	138.15	142.99	147.99	153.17	158.53
Heating, Ventilation And Air-Conditioning Mechanic	52.22	54.05	55.94	57.90	59.93	163.53	169.25	175.17	181.30	187.65
Heavy Equipment Operator	70.18	72.64	75.18	77.81	80.53	219.79	227.48	235.44	243.68	252.21
Housekeeping Aide	30.25	31.31	32.41	33.54	34.71	94.75	98.07	101.50	105.05	108.73
Instrument Mechanic	58.28	60.32	62.43	64.62	66.88	182.52	188.91	195.52	202.36	209.44
Janitor	30.72	31.80	32.91	34.06	35.25	96.22	99.59	103.08	106.69	110.42
Laborer	32.66	33.80	34.98	36.20	37.47	102.29	105.87	109.58	113.42	117.39
Laborer, Grounds Maintenance	37.34	38.65	40.00	41.40	42.85	116.93	121.02	125.26	129.64	134.18
Locksmith	46.24	47.86	49.54	51.27	53.06	144.80	149.87	155.12	160.55	166.17
Machinery Maintenance Mechanic	56.02	57.98	60.01	62.11	64.28	175.43	181.57	187.92	194.50	201.31
Machinist, Maintenance	54.04	55.93	57.89	59.92	62.02	169.22	175.14	181.27	187.61	194.18
Maintenance Trades Helper	37.70	39.02	40.39	41.80	43.26	118.08	122.21	126.49	130.92	135.50
Material Coordinator	47.63	49.30	51.03	52.82	54.67	149.15	154.37	159.77	165.36	171.15
Material Expediter	47.63	49.30	51.03	52.82	54.67	149.15	154.37	159.77	165.36	171.15
Material Handling Laborer	35.23	36.46	37.74	39.06	40.43	110.34	114.20	118.20	122.34	126.62
Millwright	57.85	59.87	61.97	64.14	66.38	181.18	187.52	194.08	200.87	207.90
Order Clerk I	36.85	38.14	39.47	40.85	42.28	115.39	119.43	123.61	127.94	132.42
Painter, Maintenance	47.26	48.91	50.62	52.39	54.22	148.00	153.18	158.54	164.09	169.83
Pest Controller	41.81	43.27	44.78	46.35	47.97	130.93	135.51	140.25	145.16	150.24

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SIN 811-002	CONUS GSA RATES					OCONUS GSA RATES				
Labor Category	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net
Pipefitter, Maintenance	63.12	65.33	67.62	69.99	72.44	197.67	204.59	211.75	219.16	226.83
Plumber, Maintenance	63.18	65.39	67.68	70.05	72.50	197.87	204.80	211.97	219.39	227.07
Pneudraulic Systems Mechanic	54.38	56.28	58.25	60.29	62.40	170.31	176.27	182.44	188.83	195.44
Production Control Clerk	48.83	50.54	52.31	54.14	56.03	152.92	158.27	163.81	169.54	175.47
Refuse Collector	46.24	47.86	49.54	51.27	53.06	144.80	149.87	155.12	160.55	166.17
Rigger	52.53	54.37	56.27	58.24	60.28	164.49	170.25	176.21	182.38	188.76
Scheduler, Maintenance	43.36	44.88	46.45	48.08	49.76	135.79	140.54	145.46	150.55	155.82
Service Order Dispatcher	50.53	52.30	54.13	56.02	57.98	158.23	163.77	169.50	175.43	181.57
Sewage Plant Operator	58.92	60.98	63.11	65.32	67.61	184.50	190.96	197.64	204.56	211.72
Sheet-Metal Worker, Maintenance	62.37	64.55	66.81	69.15	71.57	195.31	202.15	209.23	216.55	224.13
Shipping/Receiving Clerk	36.32	37.59	38.91	40.27	41.68	113.73	117.71	121.83	126.09	130.50
Small Engine Mechanic	46.44	48.07	49.75	51.49	53.29	145.44	150.53	155.80	161.25	166.89
Stationary Engineer	67.75	70.12	72.57	75.11	77.74	212.19	219.62	227.31	235.27	243.50
Stock Clerk (Store Worker)	37.77	39.09	40.46	41.88	43.35	118.27	122.41	126.69	131.12	135.71
Supply Technician	58.02	60.05	62.15	64.33	66.58	181.69	188.05	194.63	201.44	208.49
Telecommunications Mechanic I	59.47	61.55	63.70	65.93	68.24	186.23	192.75	199.50	206.48	213.71
Telecommunications Mechanic II	63.32	65.54	67.83	70.20	72.66	198.31	205.25	212.43	219.87	227.57
Tools And Parts Attendant	39.11	40.48	41.90	43.37	44.89	122.49	126.78	131.22	135.81	140.56
Tractor Operator	44.05	45.59	47.19	48.84	50.55	137.96	142.79	147.79	152.96	158.31
Truck driver, Heavy	49.30	51.03	52.82	54.67	56.58	154.39	159.79	165.38	171.17	177.16
Truck driver, Medium	46.50	48.13	49.81	51.55	53.35	145.63	150.73	156.01	161.47	167.12
Ventilation Equipment Tender	49.48	51.21	53.00	54.86	56.78	154.97	160.39	166.00	171.81	177.82
Warehouse Specialist	37.38	38.69	40.04	41.44	42.89	117.06	121.16	125.40	129.79	134.33
Water Treatment Plant Operator	58.51	60.56	62.68	64.87	67.14	183.23	189.64	196.28	203.15	210.26
Welder, Combination, Maintenance	49.71	51.45	53.25	55.11	57.04	155.67	161.12	166.76	172.60	178.64
Window Cleaner	33.17	34.33	35.53	36.77	38.06	103.89	107.53	111.29	115.19	119.22
Woodcraft Worker	54.38	56.28	58.25	60.29	62.40	170.31	176.27	182.44	188.83	195.44
Woodworker	41.07	42.51	44.00	45.54	47.13	128.63	133.13	137.79	142.61	147.60

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SIN 811-003 COMPLETE FACILITIES MANAGEMENT GSA RATES

Period of Performance: 3/18/2009 - 3/17/2014

	CONUS GSA RATES					OCONUS GSA RATES				
Labor Category	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net
Operations Manager	140.42	145.33	150.42	155.68	161.13	140.42	145.33	150.42	155.68	161.13
Contracts Manager	214.96	222.48	230.27	238.33	246.67	214.96	222.48	230.27	238.33	246.67
HR Manager	126.11	130.52	135.09	139.82	144.71	126.11	130.52	135.09	139.82	144.71
Facilities Site Manager	108.44	112.24	116.17	120.24	124.45	339.44	351.32	363.62	376.35	389.52
Planner/Scheduler	71.81	74.32	76.92	79.61	82.40	224.79	232.66	240.80	249.23	257.95
QC Inspector	49.19	50.91	52.69	54.53	56.44	153.98	159.37	164.95	170.72	176.70
QC Supervisor	93.56	96.83	100.22	103.73	107.36	292.87	303.12	313.73	324.71	336.07
Facility Engineer	97.26	100.66	104.18	107.83	111.60	304.44	315.10	326.13	337.54	349.35
Work Control Supervisor	105.95	109.66	113.50	117.47	121.58	331.65	343.26	355.27	367.70	380.57
Estimator	79.84	82.63	85.52	88.51	91.61	249.92	258.67	267.72	277.09	286.79
Civil Engineering Technician	54.34	56.24	58.21	60.25	62.36	170.18	176.14	182.30	188.68	195.28
Media Specialist II	45.07	46.65	48.28	49.97	51.72	141.16	146.10	151.21	156.50	161.98
Computer Operator III	49.85	51.59	53.40	55.27	57.20	156.12	161.58	167.24	173.09	179.15
Computer Programmer III	67.29	69.65	72.09	74.61	77.22	210.73	218.11	225.74	233.64	241.82
Computer Systems Analyst I	67.29	69.65	72.09	74.61	77.22	210.73	218.11	225.74	233.64	241.82
Drafter I	46.73	48.37	50.06	51.81	53.62	146.34	151.46	156.76	162.25	167.93
Drafter II	55.69	57.64	59.66	61.75	63.91	174.40	180.50	186.82	193.36	200.13
Engineering Technician III	57.67	59.69	61.78	63.94	66.18	180.60	186.92	193.46	200.23	207.24
Engineering Technician IV	64.16	66.41	68.73	71.14	73.63	200.93	207.96	215.24	222.77	230.57
Engineering Technician V	78.47	81.22	84.06	87.00	90.05	245.75	254.35	263.25	272.46	282.00
Engineering Technician VI	94.95	98.27	101.71	105.27	108.95	297.34	307.75	318.52	329.67	341.21
Environmental Technician	52.87	54.72	56.64	58.62	60.67	165.58	171.38	177.38	183.59	190.02
General Clerk III	40.01	41.41	42.86	44.36	45.91	125.30	129.69	134.23	138.93	143.79
Data Entry Operator II	34.99	36.21	37.48	38.79	40.15	109.58	113.42	117.39	121.50	125.75
Production Control Clerk	48.83	50.54	52.31	54.14	56.03	152.92	158.27	163.81	169.54	175.47
Scheduler, Maintenance	43.36	44.88	46.45	48.08	49.76	135.79	140.54	145.46	150.55	155.82

SIN 811-003	CONUS GSA RATES					OCONUS GSA RATES				
Labor Category	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net	$ CY 09 Hourly Net	$ CY 10 Hourly Net	$ CY 11 Hourly Net	$ CY 12 Hourly Net	$ CY 13 Hourly Net
Word Processor II	45.30	46.89	48.53	50.23	51.99	141.86	146.83	151.97	157.29	162.80

NORTHROP GRUMMAN

SIN 003-097 ANCILLARY REPAIR AND ALTERNATIONS

Period of Performance: 3/18/2009 - 3/17/2014

	CONUS GSA RATES					OCONUS GSA RATES				
Labor Category	CY 2009 $	CY 2010 $	CY 2011 $	CY 2012 $	CY 2013 $	CY 2009 $	CY 2010 $	CY 2011 $	CY 2012 $	CY 2013 $
Operations Manager	140.42	145.33	150.42	155.68	161.13	140.42	145.33	150.42	155.68	161.13
Contracts Manager	214.96	222.48	230.27	238.33	246.67	214.96	222.48	230.27	238.33	246.67
HR Manager	126.11	130.52	135.09	139.82	144.71	126.11	130.52	135.09	139.82	144.71
Facilities Site Manager	108.44	112.24	116.17	120.24	124.45	339.44	351.32	363.62	376.35	389.52
Planner/Scheduler	71.81	74.32	76.92	79.61	82.40	224.79	232.66	240.80	249.23	257.95
QC Inspector	49.19	50.91	52.69	54.53	56.44	153.98	159.37	164.95	170.72	176.70
QC Supervisor	93.56	96.83	100.22	103.73	107.36	292.87	303.12	313.73	324.71	336.07
Facility Engineer	97.26	100.66	104.18	107.83	111.60	304.44	315.10	326.13	337.54	349.35
Work Control Supervisor	105.95	109.66	113.50	117.47	121.58	331.65	343.26	355.27	367.70	380.57
Estimator	79.84	82.63	85.52	88.51	91.61	249.92	258.67	267.72	277.09	286.79
Civil Engineering Technician	54.34	56.24	58.21	60.25	62.36	170.18	176.14	182.30	188.68	195.28
Media Specialist II	45.07	46.65	48.28	49.97	51.72	141.16	146.10	151.21	156.50	161.98
Computer Operator III	49.85	51.59	53.40	55.27	57.20	156.12	161.58	167.24	173.09	179.15
Computer Programmer III	67.29	69.65	72.09	74.61	77.22	210.73	218.11	225.74	233.64	241.82
Computer Systems Analyst I	67.29	69.65	72.09	74.61	77.22	210.73	218.11	225.74	233.64	241.82
Drafter I	46.73	48.37	50.06	51.81	53.62	146.34	151.46	156.76	162.25	167.93
Drafter II	55.69	57.64	59.66	61.75	63.91	174.40	180.50	186.82	193.36	200.13
Engineering Technician III	57.67	59.69	61.78	63.94	66.18	180.60	186.92	193.46	200.23	207.24
Engineering Technician IV	64.16	66.41	68.73	71.14	73.63	200.93	207.96	215.24	222.77	230.57
Engineering Technician V	78.47	81.22	84.06	87.00	90.05	245.75	254.35	263.25	272.46	282.00
Engineering Technician VI	94.95	98.27	101.71	105.27	108.95	297.34	307.75	318.52	329.67	341.21
Environmental Technician	52.87	54.72	56.64	58.62	60.67	165.58	171.38	177.38	183.59	190.02
General Clerk III	40.01	41.41	42.86	44.36	45.91	125.30	129.69	134.23	138.93	143.79
Data Entry Operator II	34.99	36.21	37.48	38.79	40.15	109.58	113.42	117.39	121.50	125.75
Production Control Clerk	48.83	50.54	52.31	54.14	56.03	152.92	158.27	163.81	169.54	175.47
Scheduler, Maintenance	43.36	44.88	46.45	48.08	49.76	135.79	140.54	145.46	150.55	155.82
Word Processor II	45.30	46.89	48.53	50.23	51.99	141.86	146.83	151.97	157.29	162.80

NORTHROP GRUMMAN

SIN 871-2XX, Energy Management, Water Conservation Support Services
Period of Performance: 1/1/2010 - 3/17/2014

	CONUS GSA RATES *					OCONUS GSA RATES				
Labor Category	**CY 2010**	**CY 2011**	**CY 2012**	**CY 2013**	**CY 2014**	**CY 2010**	**CY 2011**	**CY 2012**	**CY 2013**	**CY 2014**
Project Manager	$174.45	$180.38	$186.51	$193.04	$199.80	$433.75	$433.75	$433.75	$433.75	$433.75
Support Program Director	$184.00	$190.26	$196.73	$203.61	$210.74	$417.71	$417.71	$417.71	$417.71	$417.71
Technical Manager	$138.40	$143.11	$147.97	$153.15	$158.51	$371.73	$371.73	$371.73	$371.73	$371.73
Technical Analyst II	$147.83	$152.86	$158.05	$163.58	$169.31	$273.47	$273.47	$273.47	$273.47	$273.47
Technical Analyst III	$115.28	$119.20	$123.25	$127.56	$132.03	$232.82	$232.82	$232.82	$232.82	$232.82
Technical Analyst IV	$81.37	$84.14	$87.00	$90.04	$93.20	$203.29	$203.29	$203.29	$203.29	$203.29
Technical Support Analyst	$65.18	$67.40	$69.69	$72.13	$74.66	$193.62	$193.62	$193.62	$193.62	$193.62
Senior Database Developer	$119.03	$123.07	$127.26	$131.71	$136.32	$372.83	$372.83	$372.83	$372.83	$372.83
Database Developer	$90.57	$93.65	$96.84	$100.23	$103.73	$301.49	$301.49	$301.49	$301.49	$301.49
Junior Database Developer	$71.18	$73.60	$76.10	$78.76	$81.52	$224.21	$224.21	$224.21	$224.21	$224.21
Senior Economic Analyst	$115.38	$119.30	$123.36	$127.68	$132.15	$255.33	$255.33	$255.33	$255.33	$255.33
Economic Analyst	$86.17	$89.10	$92.13	$95.36	$98.70	$234.28	$234.28	$234.28	$234.28	$234.28
Junior Economic Analyst	$65.18	$67.40	$69.69	$72.13	$74.66	$218.20	$218.20	$218.20	$218.20	$218.20
Senior Business Specialist	$116.21	$120.16	$124.25	$128.60	$133.10	$311.80	$311.80	$311.80	$311.80	$311.80
Senior Project Control Analyst	$94.68	$97.90	$101.23	$104.77	$108.44	$229.84	$229.84	$229.84	$229.84	$229.84
Project Control Analyst	$82.10	$84.89	$87.77	$90.85	$94.03	$219.84	$219.84	$219.84	$219.84	$219.84
Assoc. Project Control Analyst	$56.68	$58.60	$60.60	$62.72	$64.91	$209.82	$209.82	$209.82	$209.82	$209.82
Senior Engineer/Scientist	$163.17	$168.72	$174.45	$180.56	$186.88	$244.33	$244.33	$244.33	$244.33	$244.33
Engineer/Scientist	$133.97	$138.53	$143.24	$148.25	$153.44	$244.33	$244.33	$244.33	$244.33	$244.33
Mid Engineer/Scientist	$83.58	$86.42	$89.36	$92.48	$95.72	$186.66	$186.66	$186.66	$186.66	$186.66
Engineering Support Analyst I	$107.66	$111.32	$115.11	$119.13	$123.30	$413.48	$413.48	$413.48	$413.48	$413.48
Engineering Support Analyst II	$90.80	$93.89	$97.08	$100.48	$103.99	$372.13	$372.13	$372.13	$372.13	$372.13
Engineering Support Analyst III	$76.38	$78.98	$81.67	$84.52	$87.48	$329.70	$329.70	$329.70	$329.70	$329.70
Engineering Support Analyst IV	$67.24	$69.53	$71.89	$74.41	$77.01	$293.40	$293.40	$293.40	$293.40	$293.40
Administrative Assistant	$60.62	$62.68	$64.81	$67.08	$69.43	$208.61	$208.61	$208.61	$208.61	$208.61
General Clerk I						$107.25	$107.25	$107.25	$107.25	$107.25
General Clerk II	$53.16	$54.96	$56.83	$58.82	$60.88	$116.98	$116.98	$116.98	$116.98	$116.98

NORTHROP GRUMMAN

SIN 871-2xx	CONUS GSA RATES *					OCONUS GSA RATES				
Labor Category	**CY 2010**	**CY 2011**	**CY 2012**	**CY 2013**	**CY 2014**	**CY 2010**	**CY 2011**	**CY 2012**	**CY 2013**	**CY 2014**
General Clerk III	$60.62	$62.68	$64.81	$67.08	$69.43	$132.45	$132.45	$132.45	$132.45	$132.45
Engineering Technician I						$153.54	$153.54	$153.54	$153.54	$153.54
Engineering Technician II						$179.49	$179.49	$179.49	$179.49	$179.49
Engineering Technician III	$48.36	$50.00	$51.70	$53.51	$55.38	$200.98	$200.98	$200.98	$200.98	$200.98
Engineering Technician IV						$227.47	$227.47	$227.47	$227.47	$227.47
Engineering Technician V						$278.15	$278.15	$278.15	$278.15	$278.15
Engineering Technician VI	$87.39	$90.36	$93.43	$96.70	$100.08	$336.61	$336.61	$336.61	$336.61	$336.61
Technical Writer II	$76.69	$79.30	$82.00	$84.87	$87.84	$229.16	$229.16	$229.16	$229.16	$229.16
Technical Writer III	$109.41	$113.13	$116.98	$121.07	$125.31	$277.34	$277.34	$277.34	$277.34	$277.34

NORTHROP GRUMMAN

Ancillary Supplies Price Listing

Catalog Number	Product Name	MFR	MODEL	Description	Unit of Issue	Final Price
NGTS 03FAC A1	Air Compressor	Grainger	E010171946	electrical (240V/50Hz) 200LTR	ea	$1,348.56
NGTS 03FAC A2	Electric Motor - 3Phase, 230/460 Volt	G	N/A	Premium Efficient Motor, 3-Phase, Totally Enclosed Fan-Cooled, Inverter Duty, 2 HP, Nameplate RPM 3450, 208-230/460 Volts, NEMA Frame 145T, Service Factor 1.15, 50 Hz, Nominal Efficiency 86.5, Base Mounting, Double-Shielded Ball Bearings, Thermal Protection None, Full Load Amps 5.5-5.0/2.5, Rotation CW/CCW, Insulation Class F, Ambient 40 C, Overall Length 13 5/16 In, Shaft Dia 7/8 In, Shaft Length 2 1/4 In, Frame Material Cast Iron	ea	$671.97
NGTS 03FAC A3	Acoustic Door	Haya for Al-Rumailah Doors	N/A	35 1/4 inch. wide x 82 inch. High; Right hand- out sing; Metal; Solid Core; with frame; STC-52 Acoustic Rating	ea	$2,889.78
NGTS 03FAC A4	Door - Solid Core	Haya for Al-Rumailah Doors	N/A	35 1/4 inch. wide x 82 inch. High; Right hand- out sing; Metal; Solid Core; with frame	ea	$2,022.85
NGTS 03FAC A5	Door - Fire Retardent	Haya for Al-Rumailah Doors	N/A	35 1/4 inch. wide x 82 inch. High; Right hand- out sing; Metal; Fire Retardant; with frame	ea	$2,022.85

Catalog Number	Product Name	MFR	MODEL	Description	Unit of Issue	Final Price
NGTS 03FAC A6	TILE CUTTER MACHINE	Dewalt	D24000	Professional Tile Saw, Blade Diameter 10 In, Arbor Hole 5/8 In., Motor Type Universal, HP 1 1/2, 240v/50Hz, Full Load Amps 15.0, Depth of Cut 3 3/4 In, Diagonal Cut Size 18 In, Rip Cut Size 24 In, Length 34 In, Width 26 In, Height 18 In, Weight 69 lb, Bearing Type Double Sealed, For Cutting Tile, Ceramics and Stone, Wet or Dry with Correct Blade, Includes Removable Thermoplastic Water Reservoir, 10 In Diamond Blade, Water Pump Assembly, 45 and 90 Degree Rip Guides	ea	$2,157.70
NGTS 03FAC A8	Adhesive	ITW-Devcon	nsn8040-00-162-9704	clear epoxy kit	ea	$21.19
NGTS 03FAC A9	Epoxy Putty	New Pig Corp	nsn8030-01-436-8318	12 per/bx	box	$211.92
NGTS 03FAC A10	Door stops	Pemko/ Grainger	MFG part# 2YFE1	Stainless Steel - floor/wall mount	ea	$159.90
NGTS 03FAC A11	Silocone	Kellogg's	571447		ea	$3.08
NGTS 03FAC A12	Super Glue	n/a	8040-01-321-1254	cyanoacrylate instant adhesive	ea	$25.04
NGTS 03FAC A13	LOCKTITE stick	Henkel Loctite Corp.	loc-37684	248 thread locker stick	ea	$57.80
NGTS 03FAC A14	LOCKTITE thread seal	Loctite	septls44251604		ea	$32.75
NGTS 03FAC A15	silicone caulk - black	Henkel consumer adhesive	27011-003	10.5oz black hm270	ea	$5.78

Catalog Number	Product Name	MFR	MODEL	Description	Unit of Issue	Final Price
NGTS 03FAC A16	silicone caulk - gray	Henkel consumer adhesive	27011-509	10.5oz gray hm270	ea	$5.78
NGTS 03FAC A17	pheno caulk - clear	Dap Inc	102tr	10oz clear	ea	$5.78
NGTS 03FAC A20	Battery; 18 vdc	Milwaukee	septls49548112230	18 vdc, for MILWAUKEE (brand) Cordless Poer Tools	ea	$213.84
LIGHT BULBS						
NGTS 03FAC A21	EXIT lights	Sylvania	F8T5		ea	$5.78
NGTS 03FAC A22	Overhead lighting	Sylvania	L36W/840		ea	$3.47
NGTS 03FAC A23	Dimming Lights in Conf. Rms, JOC, JIC	Sylvania	F32 T8 SP35 ECO		ea	$15.03
NGTS 03FAC A24	Under cabinet desk light	Sylvania	FLF T5 14W 840		ea	$6.55
NGTS 03FAC A25	Dimming Recessed (Can) Lights in Conf. Rms	Sylvania	26W840		ea	$6.94
NGTS 03FAC A26	Bathrooms	Sylvania	L18W840		ea	$3.08
NGTS 03FAC A27	Spot Lights around the CBR	Sylvania	41870 WFL		ea	$3.85
NGTS 03FAC A28	Recessed (Can) lights in CBR	Sylvania	E27/ES		ea	$0.77
NGTS 03FAC A29	Rotating Blue Lights	Sylvania	25W SBC Clear		ea	$1.93
NGTS 03FAC A30	Exterior Lighting	Sylvania	MH-BLV-150-watt		ea	$55.87
NGTS 03FAC A31	Panel lights (white)	Sylvania	CL-523W		ea	$25.04
NGTS 03FAC A32	Overhead lights inside generators	Sylvania	F58/T8 840		ea	$5.78
NGTS 03FAC A33	Exterior Lighting	Sylvania	MH-BLV-150-watt		ea	$55.87
NGTS 03FAC A34	Desk Lamps	Sylvania	40W/E14		ea	$0.77

Catalog Number	Product Name	MFR	MODEL	Description	Unit of Issue	Final Price
NGTS 03FAC A35	DVQ, Dorm ceiling fans	Sylvania	ES E27		ea	$0.77
NGTS 03FAC A36	Latrine Overhead Lighting	Sylvania	13W830 or 13w840		ea	$6.16
NGTS 03FAC A37	Exterior Lighting	Sylvania	MH-BLV-150-watt		ea	$55.87
	HVAC					
NGTS 03FAC A38	V-Belt, 1/2 x 33 inch, A-31	Grainger	3X654		ea	$5.78
NGTS 03FAC A39	V-Belt, 1/2 x 34 inch, A-32	Grainger	6A142		ea	$5.78
NGTS 03FAC A40	V-Belt, 1/2 x 35 inch, A-33	Grainger	5X995		ea	$5.78
NGTS 03FAC A41	V-Belt, 1/2 x 36 inch, A-34	Grainger	6A143		ea	$5.78
NGTS 03FAC A42	V-Belt, 1/2 x 37 inch, A-35	Grainger	3X620		ea	$5.78
NGTS 03FAC A43	V-Belt, 1/2 x 38 inch, A-36	Grainger	6A144		ea	$5.78
NGTS 03FAC A44	V-Belt, 1/2 x 39 inch, A-37	Grainger	6A145		ea	$5.78
NGTS 03FAC A45	V-Belt, 1/2 x 40 inch, A-38	Grainger	3X545		ea	$5.78
NGTS 03FAC A46	V-Belt, 1/2 x 41 inch, A-39	Grainger	6A146		ea	$5.78
NGTS 03FAC A47	V-Belt, 1/2 x 42 inch, A-40	Grainger	1A109		ea	$8.86
NGTS 03FAC A48	V-Belt, 1/2 x 43 inch, A-41	Grainger	1A100		ea	$8.86
NGTS 03FAC A49	V-Belt, 1/2 x 44 inch, A-42	Grainger	3X621		ea	$8.86
NGTS 03FAC A50	V-Belt, 1/2 x 45 inch, A-43	Grainger	3X699		ea	$8.86

Catalog Number	Product Name	MFR	MODEL	Description	Unit of Issue	Final Price
NGTS 03FAC A51	V-Belt, 1/2 x 46 inch, A-44	Grainger	6A147		ea	$8.86
NGTS 03FAC A52	V-Belt, 1/2 x 47 inch, A-45	Grainger	1A105		ea	$8.86
NGTS 03FAC A53	V-Belt, 1/2 x 48 inch, A-46	Grainger	3X471		ea	$8.86
NGTS 03FAC A54	V-Belt, 1/2 x 49 inch, A-47	Grainger	1A098		ea	$8.86
NGTS 03FAC A55	V-Belt, 1/2 x 51 inch, BX-48	Grainger	6A127		ea	$18.49
NGTS 03FAC A56	Catalog # D10E2D - C	Liebert	Unknown	Fan Motor Info - ID # L02 - 10006827GT 12; 215T Frame, 1455 RPM, 3 Ph, 50 Hz; 200-380 / 400 Volts, 29.5-15.3 / 14.7 Amps	ea	$1,710.75
NGTS 03FAC A57	Part # E-009F	Liebert	42BF35AJASI	Main Fan	ea	$475.85
NGTS 03FAC A58	Transformer - 136202P3	Liebert	02 - 817706 - 00	Input Volt: 380 / 400 / 415; Output Volt: 24V 300VA; 50 / 60 Hz	ea	$676.21
NGTS 03FAC A60	0087 1SVR 405 613 R 3000			Ice Cube Relay - 230 vac, CR-M230C4	ea	$55.87
NGTS 03FAC A61	0297 1SVR 405 613 R 3000			Ice Cube Relay - 230 vac, CR-M230C4	ea	$55.87
NGTS 03FAC A62	Filter - 136202P3	Liebert	136125P2	30.63" x 23.13" x 4.0"	ea	$1,076.92

Job Descriptions

SCA Code	Title	Description
01020	Administrative Specialist	Provide administrative support to the project staff. Provide documentation control, office coordination, reproduction support, and other office administration functions. Requires an Associate's degree and 3 years of experience in providing administrative and management support functions.
23100	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. Connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter. Observes readings on meters and graphic recorders. Examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks, and loose parts. Disassembles appliances and examines mechanical and electrical parts. Traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter. Calibrates timers and thermostats and adjusts contact points. Cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease, and dust. Replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers, and defective wiring. Repairs and adjusts appliance motors. Reassembles appliance, adjusts pulleys, and lubricates moving parts, using hand tools and lubricating equipment.
Exempt	Associate Project Control Analyst	Produces data to develop financial forecasts and other financial reporting. Assists with preparation of financial forecasts and other financial reporting. Assists with conducting investigations related to program planning requirements. Assists with preparation and submission of reports on a recurring basis. Requires a high school diploma and 2 years of direct or related experience.
25010	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, while register various aspects of boiler operation. Adjusts controls to ensure safe and efficient boiler operation and to meet demands for steam or high-temperature water. 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.

23125	Cable Splicer	Installs, maintains, repairs, and modifies cable systems. 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. Installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. 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. Repairs pressure component assemblies and adjust pressure contractors. Determines course of signal deterioration in voice and data circuits over cable by using test equipment. Interprets compressor meter readings and adjusts controls. Troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.
23130	Carpenter, Maintenance	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 wood trim. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
23140	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. May transport carpeting to installation site.
29040	Civil Engineering Technician	Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confer with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.
01112	Clerical Specialist	Provides administrative or office support functions. Requires a high school degree and 3 years of experience.

14041	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, applies standard operating or corrective procedure. Refers problems that do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.
14042	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.
14073	Computer Programmer III	Applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, 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. 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. Tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data. May carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language has already been decided.

14101	Computer Systems Analyst I	At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. 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. Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment, and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, 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. May supervise technicians and others who assist in specific assignments.
Exempt	Contracts Manager	Administers, extends, negotiates and terminates standard and nonstandard contracts. Conducts proposal preparation, contract negotiation, contract administration, and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with company policies, legal requirements, and customer specifications. Examines estimates of material, equipment services, production costs, performance requirements, and delivery schedules to ensure accuracy and completeness. Prepares bids; processes specifications, progress, and other reports; advises management of contractual rights and obligations; compiles and analyzes data; and maintains historical information.
Exempt	Custodial Supervisor	Under the general direction of a manager, plans, coordinates, schedules, directs, trains, supervises, and is accountable for the performance of assigned janitors, housekeeping aides, and window cleaners against assigned work orders, schedules, and costs. Provides technical direction. Is prepared through training and experience to direct personnel, tools, and equipment. Recommends new materials and procedures for improving quality and cost performance. Is knowledgeable of pertinent Federal, state, and local laws; and EMS procedures for delivering related services.
1052	Data Entry Operator II	Requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. May occasionally perform routine work from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

Exempt	Database Developer	Develop standards and guidelines to guide the use and acquisition of software and to protect vulnerable information. Modify existing databases and database management systems or direct programmers and analysts to make changes. Test programs or databases, correct errors and make necessary modifications. Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure. Requires a Bachelor's degree with 5 years experience of which a minimum of 2 years must be specialized in database development administration.
30061	Drafter I or Drafter I/CAD Operator I	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, and structure from data, prints, and photos.
30062	Drafter I or Drafter II/CAD Operator II	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. Typical assignments include: 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.
31043	Driver Courier	Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered,
Exempt	Economic Analyst	Develop analytical models by using creative problem solving skills and mathematical and/or statistical modeling techniques; prepare both quantitative and qualitative reports and be prepared to present the reports when required to do so. Prepare various studies, such as identify and determine optimal prices and rate structures, identify projected demand level and growth rates for services, identify the profitability and competitiveness of existing and new services, identify the financial impact of industry changes, and conduct analysis of business initiatives that support the goals and objectives of the company. Prepare cost analyses to support proposed pricing for goods and services for both the regulated and non-regulated business initiatives. Prepare or support the preparation of responses to data requests from regulatory commissions, interveners and governmental agencies. Requires a Bachelor's degree in finance, accounting, business or equivalent with 5 years experience of which a minimum of 2 years must be specialized in financial analysis of government or commercial programs.
Exempt	Electrical Supervisor	Under the general direction of a manager, plans, coordinates, schedules, directs trains, supervises, and is accountable for the performance of assigned electrical craftsperson against assigned work orders, schedules, and costs. Provides technical direction. Is prepared through training and experience to direct personnel, tools, and equipment. Recommends new materials and procedures for improving quality and cost performance. Is knowledgeable of pertinent Federal, state, and local laws; and EMS procedures for delivering related services.

23160	Electrician, Maintenance	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
23181	Electronics Technician Maintenance I	Maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. 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.
23182	Electronics Technician Maintenance II	Maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. 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.

23183	Electronics Technician Maintenance III	Maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. Applies advanced technical knowledge to solve 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. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.
Exempt	Engineer/Scientist	Provides engineering support to Energy Programs to address energy, water, and other utility conservation and acquisition programs. Provides project programming and program control for facility and utility infrastructure energy conservation projects. Conducts training, analyzes systems and methods of operation, develops guidance and implements energy and other facility initiatives, projects, and programs to reduce energy demand and consumption costs. Engineering support focuses on behavior, operation and maintenance, and efficiency upgrades to infrastructure to reduce energy use and reduce utility costs. Supports the development, guidance and implementation of distributed and renewable generation projects, and the design, review, and construction of energy efficient structures (new construction and retrofits). Provides expertise in energy efficient and sustainable design fundamentals to enhance the long-term efficiency, sustainability, and operations of Air Force facilities. Processes customer documents necessary to program projects on customer installation. Identifies possible funding sources for execution such as Operations and Maintenance (O&M) program, and Energy Conservation Investment Program (ECIP), and others. A minimum of a Master's degree in engineering, mathematics, physics, chemistry, materials, textiles, production management, finance, computer science, biology, or a related degree and a minimum of 2 years of experience or a minimum of a Bachelor's degree in one of the appropriate fields of study and 5 years of relevant experience is required. Experience must show an ability to work effectively in one or more of the relevant technology areas.

Exempt	Engineering Support Analyst I	Analysis of either chemical, civil, electrical or mechanical engineering systems or data. Experienced with one or more phases of the systems engineering life cycle and thorough knowledge of all phases of the systems engineering life cycle. Requires a Bachelor's degree and 15 years of experience of which a minimum of 10 years of experience.
Exempt	Engineering Support Analyst II	Analysis of either chemical, civil, electrical or mechanical engineering systems or data. Experienced with one or more phases of the systems engineering life cycle and thorough knowledge of all phases of the systems engineering life cycle. Requires a Bachelor's degree and 10 years of experience of which a minimum of 6 years of experience.
Exempt	Engineering Support Analyst III	Analysis of either chemical, civil, electrical or mechanical engineering systems or data. Experienced with one or more phases of the systems engineering life cycle and thorough knowledge of all phases of the systems engineering life cycle. Requires a Bachelor's degree and 6 years of experience of which a minimum of 3 years of experience.
Exempt	Engineering Support Analyst IV	Analysis of either chemical, civil, electrical or mechanical engineering systems or data. Experienced with one or more phases of the systems engineering life cycle and thorough knowledge of all phases of the systems engineering life cycle. Requires a Bachelor's degree and 3 years of experience of which a minimum of 1 year of experience.
30083	Engineering Technician	Construct components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts 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; Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. Assists 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. Requires a minimum of 5 years of experience in the development, assembly, integration, test or operation of engineering equipment and systems.
30082	Engineering Technician II	Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. Excluded are: a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and

		other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters; f. Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross- sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles. Performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as: a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.
30083	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; 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. 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.
30084	Engineering Technician IV	Performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such

		assignments. Receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as: a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts). b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports. c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and report's findings.
30085	Engineering Technician V	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. May train and be assisted by lower level technicians, and performs one or a combination of the following: 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. 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 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. 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.
30086	Engineering Technician VI	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. May supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following: 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). 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. 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. 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.
30090	Environmental Technician	Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Exempt	Estimator	Provides work order planning and estimating of maintenance and repair-type work. Coordinates these activities with supervisors and customers. Works independently in developing work plans, processes, detailed cost estimates, sketches, and craft skill loading. Uses and maintains databases and associated software as required. Integrates work packages into schedules. Takes independent action to resolve problems as they occur.
Exempt	Facilities Site Manager	Has responsibility for all site activities and contractor site personnel. Is the highest level on-site interface with the customer. Is responsible for contract execution, quality performance, and financial performance.
Exempt	Facility Engineer	Has technical responsibility for assigned construction management activities related to facility engineering. Assists in preparation or consults as need on work orders for facility installations and preventive and predictive maintenance. Participates in planning and performance as required for facility engineering. Implements RCM principles into all construction management and facility engineering activities.
23290	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.
23310	Fire Extinguisher Repairer	Performs the following duties: repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, Using hand tools and hydrostatic test equipment, this repairer dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects, and replaces worn or damaged parts. Using hand tools, this repairer cleans extinguishers and recharges them with materials, (such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions); tests extinguishers for conformity with legal specifications using hydrostatic test equipment, and may install cabinets and brackets to hold extinguishers.
21020	Forklift Operator	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

23340	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, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters. Services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs
11090	Gardener	Plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.
28210	Gate Attendant/Gate Tender	Duties include, but are not limited to, opening and closing the park entrance gate, posting shelter reservations, issuing entrance passes and brochures, handling emergency communications for ranger and/or medical services, disseminating information to and answering questions from the public regarding park rules, available facilities, etc. All attendant interaction with the public shall be performed diplomatically, courteously, and promptly.
1112	General Clerk III	Requires familiarity with the terminology of the office unit. 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.

23370	General Maintenance Worker	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Excluded are: a. Craft workers included in a formal apprenticeship or progression program based on training and experience; b. Skilled craft workers required to demonstrate proficiency in one or more trades; c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).
23410	Heating, Ventilation And Air-Conditioning Mechanic	Installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. Also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.
23440	Heavy Equipment Operator	Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. May read and interpret grade and slope stakes and simple plans, and may grease, adjust and make

		emergency repairs to equipment.
11121	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. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. 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. 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.
Exempt	Human Resources Manager	Responsible for daily operations of a team or work unit (direct supervision of the staff, assignment of work, schedules, day to day workflow, and operating costs). Program Manager responsibilities include: cost, schedule, and technical performance of a specific unit or work package on a large system development-type contract or broad responsibility for all aspects of program performance on a delivery order or small technical services-type contract
23460	Instrument Mechanic	Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.

11150	Janitor	Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Excluded are: a. Workers who specialize in window washing. b. Housekeeping staff who make beds and change linens as a primary responsibility. c. Workers required to disassemble and assemble equipment in order to clean machinery. d. Workers who receive additional compensation to maintain sterile facilities or equipment.
Exempt	Junior Database Developer	Works with stored procedures and other database objects. Consults with client to gather project needs, objectives, and functions. Elicits, analysis, specifies, and validates end-user requirements. Performs application upgrades. Requires a Bachelor's degree with training in database development and administration.
Exempt	Junior Economic Analyst	Provide Industry and academic research; Analysis, organization and cleaning of complex data sets; Assist in drafting, citing and QA expert reports; Execution and QA of complex quantitative analysis; Financial statement, contract and other document review and analysis; Development of graphs and tables to clearly communicate empirical result; Preparation of concise memoranda summarizing research and analysis results; Presentation of findings at internal meetings. Requires a Bachelor's degree in finance, accounting, business or equivalent with 5 years Requires a Bachelor's degree in finance, accounting, business or equivalent.
23470	Laborer	Performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, Levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

11210	Laborer, Grounds Maintenance	Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.
23510	Locksmith	Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. Makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.
23530	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 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.

23550	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.
23580	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. 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.
21030	Material Coordinator	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

21040	Material Expediter	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.
21050	Material Handling Laborer	Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves: a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); b. Stocking merchandise for sale; c. Counting or routing merchandise; d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; e. Loading and unloading ships (alongshore workers); f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.
Exempt	Mechanical Supervisor	Under the general direction of a manager, plans, coordinates, schedules, directs, trains, supervises, and is accountable for the performance of assigned mechanical craftsperson against assigned work orders, schedules, and costs. Provides technical direction. Is prepared through training and experience to direct personnel, tools, and equipment. Recommends new materials and procedures for improving quality and cost performance. Is knowledgeable of pertinent Federal, state, and local laws; and EMS procedures for delivering related services.
13062	Media Specialist II	Maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to supervisor.

Exempt	Mid Engineer/Scientist	Support evaluating energy, technology, and market trends; evaluating technical and economic feasibility of renewable energy technologies; evaluating technical and economic feasibility and energy-efficient end-use technologies; identifying and assessing applications and markets for these technologies; characterizing technical and market barriers to commercialization and deployment, and evaluating strategies to overcome these barriers; assessing technology impacts (actual and projected); reviewing technical reports; preparing technical assessments; and performing other analysis as required. A minimum of a Bachelor's degree in engineering, mathematics, statistics, chemistry, materials, textiles, physics, production management, finance, computer science, biology, or related degree with at least 2 years of experience. Experience must demonstrate an ability to perform technical studies and analysis on highly complex systems to discover concepts, techniques, and applications that will advance the state-of-the-art and contribute to the development of effective designs.
23640	Millwright	Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.
Exempt	Operations Manager	Directs all phases of programs from inception through completion. Responsible for the cost, schedule and technical performance of company programs or subsystems of major programs. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes design concepts, criteria and engineering efforts for product research, development, integration and test. Develops new business or expands the product line with the customer. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and obtains solutions, such as allocation of resources or changing contractual specifications. Directs the work of employees assigned to the program from technical, manufacturing and administrative areas.
1191	Order Clerk I	Handles orders involving items that have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

23760	Painter, Maintenance	Paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
99410	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 areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.
23790	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. 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. 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.
Exempt	Planner/Scheduler	Responsible for the coordination and performance of planning and scheduling activities. Works independently and with supervisors to establish complete work packages and balanced schedules with minimum guidance or direction. Is knowledgeable of conceptual design, modification planning, facility documentation, field investigation studies, facilities planning, bill of materials development, and R.S. Means[â] standards.
23810	Plumber, Maintenance	Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of

		metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.
23820	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.
1270	Production Control Clerk	Compiles 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. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. Also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.
Exempt	Project Control Analyst	Assist in and/or prepares the financial forecasts and other project control reporting. Assists and/or establishes good business practices and ensures compliance with policies and procedures. Assists with conducting investigations and studies, and presents recommendations and solutions related to program planning requirements. Assists with preparation and submission of reports on a recurring basis. Familiar with the Government appropriation process. Assists with conducting quantitative analysis using operations research tools, economics, and other quantitative techniques. Requires an Associate's degree and 3 years of direct or related experience applying the theories, principles and practices of financial management, including time value analysis, cash flow analysis, and cost/benefit analysis.

Exempt	Project Manager	Perform day-to-day management of overall contract support operations, possibly involving multiple project and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control program. Project Manager Requires a Bachelor's degree in computer science, engineering, mathematics, business, management, or equivalent with 15 years experience, of which a minimum of 6 years must be specialized in managing projects, contracts, funds and resources.
Exempt	Quality Control Inspector	Performs quality control inspections. Documents and reports any noncompliance found and initiates action for correction. Is responsible for CAP actions. Maintains computerized trend information. Implements the Quality Control Plan. Participates in employee on-the-job training and classroom quality training as required.
Exempt	Quality Control Supervisor	Supervises QC Inspectors and manages the Quality Control Program. Performs quality control inspections. Documents and reports any noncompliance found and initiates action for correction. Is responsible for Corrective Action Program (CAP). Maintains computerized trend information. Maintains and implements the Quality Control Plan. Participates in employee on-the-job training and classroom quality training as required.
99730	Refuse Collector	Picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.
23850	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. 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,
1300	Scheduler, Maintenance	Schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

Exempt	Senior Business Specialist	Develop detailed project plan(s) related to assigned initiatives; Provide day-to-day project management expertise for one or more projects; Act as project team member in identifying and developing systems requirements for the development of the investment management platform; Participate in the analysis and planning related to data conversion and integration projects; Manage projects to successful On Time/On Scope/On Budget delivery • Manage delivery of critical path items from related subject matter experts or business line owners; Proactively identify and report on risks, issues and dependencies for the project; Provide appropriate feedback for course-correction on methodology to the project owner. Requires a Bachelor's degree and 12 years of experience in performing business operations analysis, program control, or contract administration for government or commercial programs.
01113	Senior Clerical Specialist	Use some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. 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. Requires a high school degree and 6 years of experience in providing administrative or office support functions.
Exempt	Senior Database Developer	Interact with the business analyst and client representatives to develop technical specifications that meet documented business requirements; Design and implement data mobilization job streams that incorporate data hygiene, merge/purge, and data transformation processes; Support implementation of business intelligence and marketing automation solutions; Adhere to production standards in all work products and participating in the refinement of those standards to improve quality and productivity; Document all work and facilitating support of ongoing operational responsibilities; Provide requirements to the technology delivery group to improve product integration, internally developed infrastructure components, and application templates based on project experience. Participate in code review and acceptance process in order to improve methodology and delivery. Requires a Bachelor's degree with 10 years experience of which a minimum of 4 years must be specialized in database development and administration.
Exempt	Senior Economic Analyst	Develop analytical models by using creative problem solving skills and mathematical and/or statistical modeling techniques; prepare both quantitative and qualitative reports and be prepared to present the reports when required to do so. Prepare various studies, such as identify and determine optimal prices and rate structures, identify projected demand level and growth rates for services, identify the profitability and competitiveness of existing and new services, identify the financial impact of industry changes, and conduct analysis of business initiatives that support the goals and objectives of the company. Prepare cost analyses to support proposed pricing for goods and services for both the regulated and nonregulated business initiatives. Prepare or support the preparation of responses to data requests from regulatory commissions, interveners and

		governmental agencies. Requires a Bachelor's degree in finance, accounting, business or equivalent with 10 years experience of which a minimum of 4 years must be specialized in financial analysis of government or commercial programs.
Exempt	Senior Engineer/Scientist	Support evaluating energy, technology, and market trends; evaluating technical and economic feasibility of renewable energy technologies; evaluating technical and economic feasibility and energy-efficient end-use technologies; identifying and assessing applications and markets for these technologies; characterizing technical and market barriers to commercialization and deployment, and evaluating strategies to overcome these barriers; assessing technology impacts (actual and projected); reviewing technical reports; preparing technical assessments; and performing other analysis as required. A minimum of a Bachelor's degree in engineering, mathematics, statistics, chemistry, materials, textiles, physics, production management, finance, computer science, biology, or related degree with at least 2 years of experience. A minimum of a Bachelor's degree in engineering, mathematics, physics, chemistry, materials, textiles, production management, finance, computer science, biology, or a related degree and 8 years of relevant experience is required or a Master's degree in one of the appropriate fields of study and 4 years of relevant experience or a Ph.D. in one of the appropriate fields of study and 2 years of relevant experience. Individual must demonstrate an ability to develop technical specifications based on stated user requirements for highly complex systems and be capable of providing technical direction and guidance to lower level technical personnel. The background of a Senior Engineer/Scientist must encompass a relevant technology area. Experience must include technical involvement in the design, development, and/or production of related systems or technologies. Also, experience must include technical performance of theoretical studies including activities such as analyzing existing system design, performing simulations, and recommending improvements.
30086	Senior Engineering Technician	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). 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. 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. 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. Requires a minimum of 10 years of experience in the development, assembly, integration, test or operation of engineering equipment

		and systems.
Exempt	Senior Project Control Analyst	Applies the theories, principles, and practices of financial management, including time value analysis, cash flow analysis, and cost/benefit analysis. Prepares the financial forecasts and other financial reporting. Establishes good business practices and ensures compliance with policies and procedures. Conducts investigations and studies, and presents recommendations and solutions related to program administration and planning requirements. Develops and submits reports on a recurring basis. Familiar with the Government appropriation process. Experienced in conducting quantitative analysis using operations research tools, economics, and other quantitative techniques. Requires a Bachelor's degree and 4 years of experience applying the theories, principles, and practices of financial management, including time value analysis, cash flow analysis, and cost/benefit analysis. Prepares the financial forecasts and other financial reporting. Establishes good business practices and ensures compliance with policies and procedures. Conducts investigations and studies, and presents recommendations and solutions related to program administration and planning requirements. Develops and submits reports on a recurring basis. Familiar with the Government appropriation process. Experienced in conducting quantitative analysis using operations research tools, economics, and other quantitative techniques.
30463	Senior Technical Writer	Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or

		changes in scope, format, content, and methods of reproduction and binding. May perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures. Requires an Associate's degree and 8 years experience. Experienced in applying word processing techniques to technical or scientific subject matter.
1320	Service Order Dispatcher	Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. Calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.
25040	Sewage Plant Operator	Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage, monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes, maintains log of operations and records meter and gas readings, gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. May operate and maintain power-generating equipment to provide steam and electricity for plant.
23890	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.

21130	Shipping/Receiving Clerk	Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.
23910	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.
25070	Stationary Engineer	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. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.

21150	Stock Clerk (Store Worker II)	Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. Also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.
Exempt	Structural Supervisor	Under the general direction of a manager, plans, coordinates, schedules, directs, trains, supervises, and is accountable for the performance of assigned structural craftsperson against assigned work orders, schedules, and costs. Provides technical direction. Is prepared through training and experience to direct personnel, tools, and equipment. Recommends new materials and procedures for improving quality and cost performance. Is knowledgeable of pertinent Federal, state, and local laws; and EMS procedures for delivering related services.
1400	Supply Technician	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.

Exempt	Support Program Director	Manages and directs the daily tasks required to perform ongoing support and operations/maintenance activities. Interfaces with government management personnel, contract managers, and customer agency representatives. Develops and enforces work standards, assigns contractor schedules, reviews work quality, communicates goals, objectives, and policies of the organization to subordinates. Provides leadership for the project team, coordinates with the functional organizations—HR, finance, contracts and pricing and supervises senior managers within the project organization. Manages multiple, large task orders ensuring conformance to task specifications and contract provisions. Directs, oversees, and controls a team of multidiscipline personnel to accomplish the overall management of the contract. Requires a Bachelor's degree and 13 years of progressively more responsible experience in systems support and management.
Exempt	Technical Analyst II	Experience includes, but is not limited to, substantial knowledge of analytical techniques, experience in gathering data to solve complex technical problems (e.g., requirements definition, operations research, modeling), and team leader responsibilities. Duties may include analysis of complex problems, definition of functional requirements, operations research, modeling, process analysis and design, developing and providing training materials, and providing daily supervision. Requires a Bachelor's degree and 10 years experience.
Exempt	Technical Analyst III	Experience includes, but is not limited to, knowledge of analytical techniques, experience in gathering data to solve complex technical problems (e.g., requirements definition, operations research, modeling), and team leader responsibilities. Duties may include analysis of complex problems, definition of functional requirements, operations research, modeling, process analysis and design, developing and providing training materials, and providing daily supervision. Requires a Bachelor's degree and 5 years experience.
Exempt	Technical Analyst IV	Experience includes, but is not limited to, knowledge of analytical techniques and experience in gathering data to solve complex technical problems (e.g., requirements definition, operations research, modeling). Duties may include analysis of complex problems, definition of functional requirements and developing and providing training materials. Requires a Bachelor's degree and 2 years experience.
Exempt	Technical Manager	Provides technical direction for the development, design, and systems integration for client engagement from definition phase through implementation. Applies significant knowledge of industry trends and developments to improve service to our clients. Reviews work of development team. Easily recognizes system deficiencies and implements effective solutions. Creates and executes development plans and revises as appropriate to meet changing needs and requirements. Keeps project manager well informed of status of development effort and serves as liaison between development staff and project manager. Ensures technical teams are contributing to our code library. Owns the development lifecycle and is responsible for managing technical risks throughout the project. Communicates and enforces coding standards Performs code reviews and mentors junior developers. Manages technical resources within budget and project schedule. Requires a

		Bachelor's degree and 7 years experience (or equivalent combination of education and experience).
Exempt	Technical Support Analyst	Experience with the analysis of technical problems and definition of requirements. Works under the guidance of a more senior leader or manager. Requires a Bachelor's degree.
30462	Technical Writer	Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. Accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures. Requires an Associate's degree.
23930	Telecommunications Mechanic I	Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.

23931	Telecommunications Mechanic II	Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Maintains manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.
21210	Tools And Parts Attendant	Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. 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.
11270	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.
31363	Truck driver, Heavy	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. 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. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, over 4 tons, usually 10 wheels.

31362	Truck driver, Medium	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. 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. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.
25190	Ventilation Equipment Tender	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. 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
21400	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. 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).

25210	Water Treatment Plant Operator	Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water, and purify wastewater
23960	Welder, Combination, Maintenance	Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations. Note: Employees welding aircraft and ground support equipment should be classified as an Aerospace Structural Welder.
11360	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.

23970	Woodcraft Worker	Makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. Marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. Trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. Sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish
23980	Woodworker	Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.
1612	Word Processor II	Knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations. b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.
Exempt	Work Control Supervisor	Supervises all Work Control Center and Trouble Call Desk operations. Is responsible for work management and control, including work reception, classification and dispatch, customer interface and notification services, work performance analysis and reporting, and computerized maintenance management system (CMMS) database maintenance and data integrity. Supervises and coordinates the work or Service Order Dispatchers and Production Control Clerks assigned to support branch managers.


NORTHROP GRUMMAN