



WW Contractors, Inc.
Authorized Federal Supply Schedule Price List

Schedule 03FAC

FACILITIES MAINTENANCE AND MANAGEMENT

- **Contract Number**
GS-06F-0028R
- **Contract Period**
01/12/2015 – 01/11/2020
- **DUNS Number**
17-551-5774
- **Business Size**
Small Business/Veteran Owned
- **Contract Administration**
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WWC Service Offerings

WW Contractors is a premier complete facilities maintenance firm offering expert Operations and Maintenances and other services to Federal Buildings, Military Bases and other Government Owned or Leased properties. These services have been approved under SIN 811-002 Complete Facilities Maintenance, SIN 811-003 Complete Facilities Management, SIN 811-005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler, and Chiller HVAC Maintenance and SIN 003-100 Ancillary Supplies and/or Services.

WW Contractors is a Minority Business Enterprise Certified through the State of MD. We are the "Systems Thinkers in Facilities Management™." Our unique approach to managing facilities recognizes that independent building support systems are not independent at all. Rather, facility support systems are components of one fully integrated system working together to provide an optimal occupancy environment for the facility user.

Customer and Contract Information

Maximum Order: \$750,000

Minimum Order: \$100.00

SINS: 811-002, 811-003, 811-005, 003-100

Geographical Scope of Contract: Domestic Delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC, and US territories.

Contractor's Ordering Address:

WW Contractors, Incorporated
115 W Mulberry Street
Baltimore, MD 21201

Contractor's Payment Address:

WW Contractors, Incorporated
PO Box 597
Randallstown, MD 21133

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

Block 9: G. Ordering/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 17-551-5774

Block 30: Type of Contractor: Small Disadvantaged Business/Veteran Owned

Block 31: Women-Owned Business: No

Block 36: Contractor's Taxpayer Identification Number (TIN): 521525622

Points of Production: WW Contractors, Incorporated, 115 W Mulberry St., Baltimore, MD 21201

Discounts from List Prices: Prices shown herein are "Net" (i.e. discounts as negotiated with GSA and the IFF have already been applied.) WW will further discount our labor rates according to the geographical area of the county that the work is performed in.

Quantity Discounts: WW Contractors offers a Volume discount of 1% on any singular contract exceeding \$1,000,000. A Prompt Payment discount of .5% is extended on invoices paid within 14 days of receipt.



Government Purchase Cards: WW Contractors will accept "Government Commercial Credit Cards/Smart Pay Cards" for payment of purchases.

Time of Delivery: 30 Days ARO

Expedited Delivery: Not Offered

Urgent Requirements: As negotiated by Government Services Ordering Office and as stated in the task order

FOB Point: Destination

(a) Ordering Address:

WW Contractors, Incorporated

115 W Mulberry Street

Baltimore, MD 21201

(b) Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the [GSA/FSS Schedule homepage](#).

Central Contractor Registration (CCR) Database Information: WW Contractors is registered with the CCR. For more information on the CCR system, please see <http://ccr.edi.disa.mil/> or <http://www.ccr2000.com/>.



Services and Pricing Information

SIN 811-002, 811-003, 811-005: Labor Rates

Mechanical Labor Categories

	Region 1 AK, CA, CT, DC, DE, FL, GA, HI, KY, MS, MD, ME, NC, NH, NJ, NY, OR, PA, RI, SC, VA, VT, WA, WV	Region 2 AL, AR, IO, IL, IN, LA, MI, MN, MO, MS, ND, OH, SD, TN, WI	Region 3 AZ, CO, ID, KS, MT, NE, NM, NV, OK, TX, UT, WY
01020 - Administrative Assistant	\$49.96	\$49.89	\$40.25
01191 - Order Clerk I	\$31.70	\$34.04	\$25.58
01191 - Order Clerk I	\$31.70	\$34.04	\$25.58
01192 - Order Clerk II	\$33.81	\$36.13	\$28.59
01311 - Secretary I	\$39.78	\$37.16	\$32.09
01312 - Secretary II	\$43.38	\$38.42	\$34.19
01313 - Secretary III	\$47.28	\$42.12	\$37.76
01320 - Service Order Dispatcher	\$47.07	\$40.69	\$32.49
11030 - Cleaner, Vehicles	\$28.04	\$31.06	\$24.86
11150 - Janitor	\$30.80	\$31.70	\$23.91
11122 - Housekeeping Aide	\$30.80	\$31.70	\$23.91
11210 - Laborer, Grounds Maintenance	\$35.69	\$32.80	\$27.62
21030 - Material Coordinator	\$49.72	\$44.93	\$35.01
21050 - Material Handling Laborer	\$33.39	\$39.60	\$29.84
21150 - Stock Clerk	\$38.16	\$39.68	\$33.86
23130 - Carpenter, Maintenance	\$46.89	\$59.83	\$41.93
23160 - Electrician, Maintenance	\$62.91	\$62.98	\$46.12
23290 - Fire Alarm System Mechanic	\$47.87	\$53.52	\$41.88
23370 - General Maintenance Worker	\$41.74	\$47.88	\$35.47
23410 - HVAC Mechanic	\$50.11	\$50.00	\$43.00
23411 - HVAC Mechanic (Research Facility)	\$52.20	\$51.88	\$44.70
23470 - Laborer	\$32.39	\$33.21	\$25.92
23510 - Locksmith	\$40.76	\$42.46	\$39.30
23580 - Maintenance Trades Helper	\$33.82	\$36.69	\$33.12
23760 - Painter, Maintenance	\$45.70	\$47.63	\$35.42
23790 - Pipefitter, Maintenance	\$54.90	\$58.57	\$49.09
23810 - Plumber, Maintenance	\$54.41	\$56.24	\$47.95
25070 - Stationary Engineer	\$64.29	\$58.40	\$42.17

SIN 003-100: Ancillary Supplies and Services

NAME / DESCRIPTION	DISCOUNT
Home Depot.com	Our cost
Lowe.com	Our cost
Ace Hardware.com	Our cost
Means Estimating Guide	Our cost
Siemens HVAC Catalog	Our cost
Johnstone Supply	Our cost
R. E. Michels	Our cost
Sherman Williams.com	Our cost
Improcom.com	Our cost
Office Depot.com	Our cost
National Supply Inc.	Our cost
Verizon	Our cost
Handover Uniform	Our cost
Cintas Uniform	Our cost
Trane.com	Our cost
Carrier.com	Our cost
York.com	Our cost
Sprint.com	Our cost
Rexel	Our cost
Best Buy.com	Our cost
Sunbelt Rental.com	Our cost
Carmax	Our cost
Office Max.com	Our cost
Staples.com	Our cost
BAC.com	Our cost
Aramark Uniform	Our cost
Xerox	Our cost
Grainger's Catalog	Our cost
McMaster Carr's Catalog	Our cost
Pre-Employment Physicals and Respirator Fit Test	\$100.00
Mileage Reimbursement	IRS rate
Office Phones / Fax	\$40.00
Corporate Inspections Lodging Per Diem + Taxes	\$60.00
Car Rental	Our cost
Travel	GSA Per Diem
Meals	Our cost
Per Diem Training	\$0.35
Vehicle Allowance	\$500.00

NAME / DESCRIPTION	HOURLY RATE
Arborist	\$217.21
Boiler Mechanic	\$140.24
Bollard Mechanic	\$119.47
Chiller Mechanic	\$214.48
Elevator	\$214.48
EMS / BAS Systems Specialist	\$175.98
Fence & Gate Repairman	\$199.65
Fire Alarm Mechanic	\$208.73
Furniture Repairman	\$42.35
Generator Mechanic	\$154.28
HV Electrician	\$357.26
HVAC Technician / System Installer	\$193.60
Insulation Technician	\$119.79
Kitchen Equipment Mechanic	\$133.10
Landscape Technician	\$94.99
Locksmith	\$131.43
LV Technician	\$84.70
Master Plumber / Backflow Preventers	\$113.50
Overhead Door Technician	\$302.50
Pipefitter	\$114.70
Pneumatic Control Systems	\$119.79
Sewer Cleaning	\$235.95
Snow Removal – Dump Truck Operator	\$179.21
Snow Removal – Supervisor	\$117.08
Snow Removal – Tri-Axle Operator	\$172.05
Automation System	\$191.16
Automation System Mechanic	\$135.41
Back Flow	\$34.65
Backflow – Fire System	\$322.59
Boiler Maintenance	\$217.45
Chiller	\$146.47
Eddy Current	\$335.73
Electrical Testing	\$143.37
Fire Alarm	\$184.61
Fire Suppression System	\$184.61
Grease Trap	\$59.74
Hood Cleaning	\$72.25
Overhead Doors Mechanic	\$127.24
Pest Control	\$57.35
Water Treatment	\$209.09

Position Titles and Responsibilities

Substitute for Education Requirement Policy

WW Contractors, Inc. (WWC) recognizes varying levels of education and experience in their position descriptions. WWC maintains that many times experience is as or more important than formal preparation. Therefore, it is WWC's policy that we would consider substituting related experience or industry certification for higher education where appropriate.

01020 – Administrative Assistant

Functional Responsibility: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

01191 – Order Clerk I

Functional Responsibility: This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

01192 – Order Clerk II

Functional Responsibility: This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

01310 – Secretary (Occupational Base)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Classification by Level:

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties: Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

01320 – Service Order Dispatcher

Functional Responsibility: This position 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. The Service Order Dispatcher 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.

11030 – Cleaner, Vehicles

Functional Responsibility: The Cleaner, Vehicles cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.

11150 - Janitor

Functional Responsibility: The 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

11122 – Housekeeping Aide

Functional Responsibility: The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.

11210 – Laborer, Grounds Maintenance

Functional Responsibility: The Laborer, Grounds 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. This Worker 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.

21030 – Material Coordinator

Functional Responsibility: The 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. In this job, the Material Coordinator 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.

This Worker 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.

21050 – Material Handling Laborer

Functional Responsibility: This person will perform 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.

21150 – Stock Clerk (Shelf Stocker; Store Worker II)

Functional Responsibility: The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker 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. This worker 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.

23130 – Carpenter, Maintenance

Functional Responsibility: The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. 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, and 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.

23160 – Electrician, Maintenance

Functional Responsibility: An Electrician 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.

23290 – Fire Alarm System Mechanic

Functional Responsibility: The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

23370 – General Maintenance Worker

Functional Responsibility: The 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

Functional Responsibility: The 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. This mechanic 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. This mechanic 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.

23411 – Heating, Ventilation and Air Conditioning Mechanic (Research Facility)

Functional Responsibility: The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems.

The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.

23470 - Laborer

Functional Responsibility: The 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: The Laborer 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, The Laborer 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.

23510 - Locksmith

Functional Responsibility: The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker 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. This worker 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.

23580 – Maintenance Trades Helper

Functional Responsibility: The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

23760 – Painter, Maintenance

Functional Responsibility: The 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. This person 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.

23790 – Pipefitter, Maintenance

Functional Responsibility: The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23810 – Plumber, Maintenance

Functional Responsibility: The 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. This worker 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. This worker 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.

The Plumber, Maintenance assembles and installs valves, pipefittings, 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. This person 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.

25070 – Stationary Engineer

Functional Responsibility: The 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. This engineer 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.



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