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Introduction

The Centurion Group Inc (TCGI) was incorporated on February 28, 2000, with the intent to become a leading facility services contractor for DOD and other Government agencies.

Mission Statement: TCGI is an emerging **8(a), Service Disabled Veteran Owned** small business striving to be the service contractor of choice for quality conscious clients. Our goal is to maintain a position of industry leadership through Customer Satisfaction, Ethics, Personnel Management, Partnerships, Long-Term Viability and Community Responsibility.

- **Customer Satisfaction** - Commitment to meeting or exceeding customer requirements by listening intently, communicating clearly and increasing trust among customers, vendors and our employees.
- **Ethics** - Honesty and integrity in all business dealings.
- **Personnel Management** - Hiring, managing, empowering and rewarding employees drawn from our swiftly growing, diverse work force.
- **Partnerships** - Forging long-term business relationships with both customers and vendors.
- **Long-Term Viability** - Insuring stability through performance that meets or exceeds industry standards regarding reputation, and continuous investment in our work force.
- **Community Responsibility** - Demonstrating commitment to our community by assuring environmentally safe work practices and setting an example of community involvement and leadership.

TCGI's size standards and certifications include:

- **8(a)** Certification from the SBA
- **Service-Disabled Veteran-Owned** Small Business
- Small Disadvantaged Business

Contract Information

SCHEDULE TITLE, and GSC Group 03FAC, Facilities Maintenance

FSC CLASS(ES): Services
CONTRACT NUMBER: GS-06F-0044S
CONTRACT PERIOD: March 10, 2006-March 9, 2011

Company's Information

CONTRACTOR'S NAME, ADDRESS, TELEPHONE AND FAX NUMBER; E-MAIL ADDRESS

The Centurion Group Inc.
8041 Horizon Dr.
Colorado Springs, CO 80920
719- 268-2953 Office
719 599-0270 Fax

Contact E-Mail otvaldez@msn.com

CONTRACTOR'S ADMINISTRATION SOURCE: Oscar Valdez, President

BUSINESS SIZE: Small

Information for Ordering Activities

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN"s):

1. SIN 811-002 for Complete Facilities Maintenance
2. SIN 811-003 for Complete Facilities Management
3. SIN 811-004 for Electrical, and all Utility Services
4. SIN 811-005 for Refrigeration, Heating, Ventilation and Air Conditioning HVAC maintenance
5. SIN 811-1000 for Other Direct Costs

2. MAXIMUM ORDER*: \$ 750,000

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

3. MINIMUM ORDER \$100.00

4. GEOGRAPHIC COVERAGE: Domestic

5. POINT(S) OF PRODUCTION: Various

6. BASIC DISCOUNT: 6%

7. QUANTITY DISCOUNT(S): None
8. PROMPT PAYMENT TERMS: 2% - 20, NET 30
9. GOVERNMENT PURCHASE CARD ACCEPTED: YES (excludes prompt payment discount)
10. FOREIGN ITEMS: NONE
11. TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):
Normal: Varies per service performed
Emergency: Shipment within ___ days ARO for in stock at time of order.
Expedited: Items available for expedited delivery are noted in this price list.
Overnight and 2-day delivery:
Urgent Requirement: Clause I-FSS-140-B of the contract applies.
Agencies can contact contractor's representative to possibly affect a faster delivery.
12. FOB: Destination
13. ORDERING ADDRESS: Same as Contractor
14. PAYMENT ADDRESS: Same as Contractor
15. WARRANTY PROVISION; Standard Commercial Warranty
16. EXPORT PACKING CHARGES: N/A
17. TERMS AND CONDITIONS OF GCCC ACCEPTANCE: (any thresholds above the micro purchase level).
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):N/A
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS
AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A
22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE:

24. ENVIRONMENTAL ATTRIBUTES, e.g. RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS: CONTRACTOR MUST COMPLETE.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 155096154

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATA BASE.

SIN Descriptions

811 002	Complete Facilities Maintenance Services related to the complete operations, maintenance and repair of military and government facilities. These services could include but are not limited to a combination of painting, pest control, grounds maintenance, landscaping, tree trimming, snow removal, elevator inspection and maintenance service, fire alarm maintenance and protection systems, locksmith services, collection, and disposal of refuse, roofing repair, plumbing and pipefitting, electrical including high/low voltage systems and utility service, Energy Management Control Services (EMCS), paving, telephone maintenance, janitorial, all mechanical, operations, maintenance and repair of building systems, heating/ventilation/Air Conditioning (HVAC), and rental of facilities maintenance equipment. Also includes maintenance of facilities and systems to include instruments, carpentry, masonry, and refrigeration services; maintenance and repair of exterior electrical distribution system; operation and maintenance of HVAC; operation and maintenance of water distribution system; maintenance of the septic field and maintenance and repair of surface areas; cemetery maintenance.
811 003	Complete Facilities Management Services include management of Facilities in support of SIN 811-002 and associated with Complete Facilities Management services and to assure fully adequate and timely completion of all services. Included this service will be a full range of management duties including, but not limited to, planning, scheduling and quality control, including software support services, computer and/or facilities management systems, and upgrade. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.
811 004	Electrical, and all Utility Services limited to Facility Maintenance Service includes all labor, materials, tools, equipment and supervision necessary to supply and deliver firm uninterrupted electrical energy, and Utility Services necessary to meet the Government's needs, resulting contracts could be responsible for the operation, maintenance, repair, future upgrades, and future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s) shall manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government or tenant. Including, Electrical, Telephone, Gas and Water Utility Service, Drinking water and Waste Water Services. Procurement of

	natural gas and/or electricity and other energy related services refer to the Energy Management Schedule.
811 005	Refrigeration, Heating, Ventilation and Air Condition HVAC Maintenance Services related to providing heating and ventilation services. Service could include, but are not limited to any combination of providing plant equipment, materials, tools, transportation, supervision, and labor to perform all repairs, periodic preventative maintenance (PPM) and emergency service work calls to ensure continual operations of refrigeration, heating, ventilation, and air conditions systems.
811 1000	Other Direct Costs - Charges in direct support of services provided under all other SINS in the Services Department. These charges could include but are not limited to accessories or ancillary services needed for or utilized in performance of a specific task under this department.

Labor Categories and Descriptions

Professional Labor Categories

Title	Job Description
Civil Engineer	Performs engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes traffic, ocean, and geo-technical engineers.
Electrical Engineer	Designs, develops, tests, or supervises the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use. May provide assistance to Sr. Engineering staff.
Elevator Mechanic	Repairs and maintains elevators, escalators, and dumbwaiters to meet safety regulations and building codes. Locates and determines causes of trouble in brakes, motors, switches, and signal and control systems, using test lamps, ammeters, and voltmeters. Disassembles defective units and repairs or replaces parts, such as locks, gears, cables, electric wiring, and faulty safety devices, using hand tools. Installs push button controls and other devices to modernize elevators. Lubricates bearings and other parts to minimize friction.
Environmental Compliance Manager	Reports to the Program Manager for: Programming, Engineering & Environmental. Supervises the Environmental staff to assure all aspects of the PWS requirements are met. Keeps the senior management informed of the day to day status of all compliance reports. Assures all members of the Environmental Management staff receive continuing education and training and are fully knowledgeable and capable of managing all elements of the Environmental Program to assure the Academy is in full compliance with all laws, regulations and executive orders. Briefs and advises senior management regarding regulatory environmental issues and Academy compliance. Performs other duties as assigned.
Estimator	Performs estimating duties for projects of all sizes and scopes. This includes both in-house estimates and estimates for Government projects.
Facilities Maintenance Manager	Provides supervision of technicians performing facilities operations, maintenance, and repair services. Supervises, manages, plans and coordinates the activities of in-house and contract technicians engaged in carpentry, masonry, electrical, HVAC/R, plumbing, metal work, and maintenance activities. Continuously achieves customer satisfaction by understanding requirements, meeting schedules, adhering to budget constraints, and preventing business interruptions. Utilizes blueprints and drawings to

Title	Job Description
	make installation, maintenance, and repair decisions regarding equipment, facilities, and structures. Conducts all internal and external training duties as required. Performs other duties as assigned.
Foreman	Provides direct supervision of technicians performing facilities operations, maintenance, and repair services. Supervises, manages, plans and coordinates the activities of in-house and contract technicians engaged in carpentry, masonry, electrical, HVAC/R, plumbing, metal work, and maintenance activities. Continuously achieves customer satisfaction by understanding requirements, meeting schedules, adhering to budget constraints, and preventing business interruptions. Utilizes blueprints and drawings to make installation, maintenance, and repair decisions regarding equipment, facilities, and structures. Participates in negotiations with maintenance and utility contractors to establish service conditions and rates. Conducts all internal and external training duties as assigned. Performs other duties as assigned.
Health, Safety & Envir Inspector	Reviews projects specifications and confers with Safety/Environmental Manager concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts inspections of facilities and services on an on-going basis. Prepares reports detailing inspections conducted and their results. Monitors Health, Safety and Environmental policies and procedures to comply with pertinent codes and specifications. Performs other duties as assigned.
Human Resources Specialist	In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives. Performs other duties as assigned.
Industrial Engineer	Performs engineering duties in planning and designing tools, engines, machines, and other industrial functioning equipment. Oversees installation, operation, maintenance, and repair of such equipment
Mechanical Engineer	Performs engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversees installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems
O&M Manager	Provides supervision of technicians performing facilities operations, maintenance, and repair services. Supervises, manages, plans and coordinates the activities of in-house and contract technicians engaged in carpentry, masonry, electrical, HVAC/R, plumbing, metal work, and maintenance activities. Continuously achieves customer satisfaction by understanding requirements, meeting schedules, adhering to budget constraints, and preventing business interruptions. Utilizes blueprints and drawings to make installation, maintenance, and repair decisions regarding equipment, facilities, and structures. Participates in negotiations with maintenance and utility contractors to establish service conditions and rates. Conducts all internal and external training duties as required. Performs other duties as assigned.
Office Manager	Provides supervision of administrative individuals performing such functions or services that include general clerks, accounting clerks, accounts receivable, accounts payable, procurement of supplies and services, receiving supplies and materials, issuing and accounting for supplies and services, reception, and personnel/human resources.
Procurement Specialist	Ensures suspense files are properly maintained to provide audit trail of all transactions. Establishes files for status of material on order for S/O's and IJO's and process items received to correct work order. Ensures the tool room is controlled, managed, and

Title	Job Description
	security is properly maintained. Periodically reviews tool room records and procedures. Investigates situations on missing tools and equipment, take corrective action as required. Ensures supplies are received in proper condition, quantity verified, discrepancies reported, stored and identified with the requested work order. Ensure inventories are conducted and records are maintained. Responsible for the proper maintenance of all Government Furnished Property (GFE). Conducts inventories and coordinates with hand receipt holders and resolves discrepancies. Prepares and processes documents pertaining to items on hand concerning issues, turn-ins, lateral transfers, and items found on installation. Conducts investigation to resolve shortages on non-expendable equipment and performs other duties as assigned.
Program Manager	Plans, directs, or coordinates the operations of all projects. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.
Project Manager	Serves as On-site Project Manger between normal working hours, but available during non-duty hours for emergencies. Provides managerial oversight, direction, and coordination for all functions and tasking identified in this PWS to ensure effective, efficient, and economical operation of all activities. Provides overall management coordination and day-to-day project supervision. Responsible for project correspondence and project deliverables. Serves as a central point of contact with the Government for all work. Manages and commits resources. Hires, fires, and disciplines project employees. Assesses employee incentive awards. Responsible for support staff coordination and ensuring required supervision of contractor personnel is present during normal and other-than-normal duty hours. Attends all meetings that involve interests or support as related to the PWS when representation is requested by another base activity. Conducts all internal and external training duties as assigned. Ensures that all employees are properly trained and licensed, if required, prior to their appointment to a position or prior to operating equipment associated with a position; that supervisors and managers schedule and provide training as specified in the PWS. Ensures that all personnel assigned in each function secure and account for all Government property issued, that proper maintenance is performed, and that all applicable Security Control Plans are followed. Responds to Government requirements which occur throughout the life of the contract, including contract requirements for data accumulation and submission. Reports directly to the corporate office and performs other duties as assigned.
QA/QC Inspector	Reviews projects specifications and confers with Quality/Safety Manager concerning assistance required, such as plan preparation, acceptance testing, 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. Conducts inspections of facilities and services on an on-going basis. Prepares reports detailing tests conducted and their results. Monitors QC policies and procedures to comply with pertinent codes and specifications. Performs other duties as assigned.
Quality Control/Assistant Manager	Develops and implements a Quality Control Program (QCP) to assure compliance with established specifications. Monitors the QCP and updates as necessary. Performs inspections on maintenance and repair of the Buildings and Structures. Maintains files and records of results. Interacts with the corporate staff, Project Manager, Subcontract Managers, DPW, Environmental/Safety personnel, COR and other Government personnel as required. Trains managers and non-supervisory personnel in quality control and quality improvement methods. Conducts monthly meetings for the purpose of briefing the Government on the quality of service in each of the major functional areas and work management center to include information on problem areas, customer complaints received, corrective action recommended and accomplished,

Title	Job Description
	<p>status process improvement in initiatives and other subjects as appropriate. Performs QC contract compliance and reporting in accordance with contract requirements, specifications, USAFA requirements, regulatory guidelines, and U.S. Air Force guidelines. Reviews and distributes discrepancy reports. Develops and administers quality indoctrination and quality awareness. Makes recommendations to the Project Manager. Maintains QC files. Manages customer inquires, recommendations, and complaints. Conducts all internal and external training duties as assigned. Documents on-the-job injuries, safety violations, and inadequate job performance, reports findings to the Project Manager and the Corporate Operations Officer. Assists the Project Manager in the performance of his duties and works as the Project Manager during his absence. Performs other duties as assigned.</p>
Quality/Safety Manager	<p>Develops and implements a Quality Control Program (QCP) to assure compliance with established specifications. Monitors the QCP and updates as necessary. Performs inspections on maintenance and repair of the Buildings and Structures. Maintains files and records of results. Interacts with the corporate staff, Project Manager, Subcontract Managers, DPW, Environmental/Safety personnel, COR and other Government personnel as required. Trains managers and non-supervisory personnel in quality control and quality improvement methods. Conducts monthly meetings for the purpose of briefing the Government on the quality of service in each of the major functional areas and work management center to include information on problem areas, customer complaints received, corrective action recommended and accomplished, status process improvement in initiatives and other subjects as appropriate. Performs QC contract compliance and reporting in accordance with contract requirements, specifications, USAFA requirements, regulatory guidelines, and U.S. Air Force guidelines. Reviews and distributes discrepancy reports. Develops and administers quality indoctrination and quality awareness. Makes recommendations to the Project Manager. Maintains QC files. Manages customer inquires, recommendations, and complaints. Conducts all internal and external training duties as assigned. Documents on-the-job injuries, safety violations, and inadequate job performance, reports findings to the Project Manager and the Corporate Operations Officer. Performs other duties as assigned.</p>
Resource Manager	<p>Provides managerial oversight, direction and coordination for the Resource Management Branch (RMB). Reviews and assures compliance with contract requirements. Acts as financial advisor to the Project Manager. Manages planning, programming, and budgeting, including operation and maintenance, environmental procurement, revolving, reimbursable, and other funds. Formulates budgets and financial plans. Manages the financial data flow, cost accounting system. Develops financial feedback and reports. Manages funding documents and funds requests. Works with financial working group. Makes reimbursements and refunds. Develops shop rates. Manages logistics and supply funding. Responsible for utilities and utilities sales management. Responsible for contract project funds management. Performs year-end process management. Monitors cost control methods. Provides management coordination and day-to-day supervision of assigned staff. Plans, organizes, schedules, and coordinates workload and tasks for subordinates. Manages and commits contract resources. Recommends hiring, firing, and discipline for subordinate staff. Responsible for support staff coordination and ensuring required supervision of assigned staff is present during normal and other than normal duty hours. Reports to Project Manager. Responsible for contract correspondence and contract deliverables pertaining to RMB. Conducts or attends meetings involving RMB or support staff. Provides assistance to other contract staff functions for preparation and execution of budget. Assures recognition, health, welfare, and morale of assigned personnel. Performs other duties as assigned.</p>
Supply Manager	<p>Responsible for the overall control and management effort of the Supply Branch. Provides supply support for production, overhaul, repair, or other operations for</p>

Title	Job Description
	facilities and equipment, parts, and a wide variety of supply items. Maintains property accounts and records, completing individual transactions, screening reference files, conducting data searches, and distributing output files. Performs document control work involved in the processing of supply transactions. Provides assistance to the customer, storage depots, or other organizations. Performs other duties as assigned. Reports to the Resource Manager
Work Control Manager	Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets. Follows prescribed recording procedures when using computer and other devices. Calculates and types such factors as quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates. Writes production reports based on data compiled and tabulated. Compiles from customer orders and other specifications 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 for reference by production or management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll. Performs other duties as assigned.

Trade Categories

All trades personnel will have at least 6 months experience. Maintenance trades (Electrician, plumber, etc.) will have at least 2 years experience as a Journeyman rating or higher.

Title	Job Description
Boiler Tender	Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. 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.
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 trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
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.

Title	Job Description
Civil Engineering Technician	Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, 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.
Computer Operator I	Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Computer Operator II	Processes scheduled routines which 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 which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.
Computer Operator III	Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, 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, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.
Computer Operator IV	Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.
Computer Operator V	Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Title	Job Description
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.
Electronics Technician, Maintenance I	Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.
Electronics Technician, Maintenance II	Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.
Engineering Technician I	Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: - Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. - Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. - Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.
Engineering Technician II	Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as: - Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. - Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. - Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Title	Job Description
Engineering Technician III	<p>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. Performs at this level one or a combination of such typical duties as: - Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.</p> <ul style="list-style-type: none"> - 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; selects, sets up, and operates standard test equipment and records test data. - Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. - Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. - Develops information concerning previous operational failures and modifications. - Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.
Engineering Technician IV	<p>Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also 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. Performs at this level one or a combination of such typical duties as:-Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies 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.</p> <ul style="list-style-type: none"> - Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. - Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Title	Job Description
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, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. 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. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.
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 and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.
Fire Extinguisher Repairer	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. Dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects. Replaces worn or damaged parts, using hand tools. 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. May install cabinets and brackets to hold extinguishers.
Forklift Operator	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
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 sodding lawns, 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. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

Title	Job Description
General Clerk I	Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.
General Clerk II	Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.
General Clerk III	Work requires a 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.
General Clerk IV	Uses some subject-matter knowledge and judgement to complete assignments consisting of numerous steps that vary 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; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.
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 panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.
Heavy Equipment Mechanic	Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.
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. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment.

Title	Job Description
HVAC Mechanic	<p>Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.</p>
Janitor	<p>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.</p>
Laborer, Grounds Maintenance	<p>Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.</p>
Locksmith	<p>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 lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.</p>

Title	Job Description
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; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.
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; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.
Maintenance Trades Helper	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.
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. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. 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 panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Title	Job Description
Material Expediter	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: 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. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.
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: -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); -Stocking merchandise for sale; -Counting or routing merchandise; -Operating a crane or heavy-duty motorized vehicle such as forklift or truck; -Loading and unloading ships (longshore workers); -Traveling on trucks beyond the establishment's physical location to load or unload merchandise.
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.
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. May be required to hold State license.
Pipefitter, Maintenance	Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

Title	Job Description
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. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.
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, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. 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 adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications 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. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.
Refuse Collector/ Refuse Truckdriver	Picks up garbage, trash, or refuse from homes and businesses and other locations, and deposits it in a truck.
Scheduler, Maintenance	Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.
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 call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

Title	Job Description
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. 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.
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.
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, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. 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; preparing and keeping records of goods received.
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, using hand tools. Cleans and adjusts carburetor and magneto. Starts repaired engines and listens to sounds to test performance.

Title	Job Description
Stationary Engineer	Operates and maintains one or more systems which 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 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.
Stock Clerk (Shelf Stocker; 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. Counts, 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. Requisitions articles to fill incoming orders. 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. May cut stock to site to fill order.
Supply Technician	Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, 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 to take or recommend action based upon application or interpretation of established guidelines. Illustrative Assignments: 1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, nonreparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work. 2. Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the

Title	Job Description
	particular organizations serviced. 3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system. Level of Responsibility: Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines. Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.
Tools And Parts Attendant	Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in 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 brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.
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. 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.
Truckdriver, Heavy Truck	Straight truck, over 4 tons, usually 10 wheels.
Truckdriver, Light Truck	Straight truck, under 1 1/2 tons, usually 4 wheels
Truckdriver, Medium Truck	Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels
Truckdriver, Tractor-Trailer	Rated capacity is the gross vehicle weight minus the empty weight of the vehicle
Warehouse Specialist	As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; 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. 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).

Title	Job Description
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. 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 panelboard 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. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify waste water from plant preparatory to pumping water into rivers and streams or city mains.
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. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.
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. 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 or paint. May install hardware, such as hinges, catches, and drawer pulls.
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 stapler. 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. May apply preservative to prolong wood life. May pack, seal, band, and apply markings to crates and containers.

Prices

The following prices are based on New York City, N.Y. TCGI will provide prices based on the local areas' Service Contract Act – Wage Determinations.

	Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Civil Engineer	Exempt	\$ 65.18	\$ 67.43	\$ 69.76	\$ 72.18	\$ 74.69
Electrical Engineer	Exempt	\$ 72.94	\$ 75.48	\$ 78.12	\$ 80.86	\$ 83.70
Elevator Mechanic	Exempt	\$ 48.60	\$ 50.22	\$ 51.90	\$ 53.64	\$ 55.44
Environmental Compliance Manager	Exempt	\$ 66.54	\$ 68.84	\$ 71.23	\$ 73.71	\$ 76.28
Estimator	Exempt	\$ 48.11	\$ 49.70	\$ 51.36	\$ 53.08	\$ 54.87
Facilities Maintenance Manager	Exempt	\$ 77.59	\$ 80.31	\$ 83.14	\$ 86.07	\$ 89.11
Foreman	Exempt	\$ 55.87	\$ 57.76	\$ 59.72	\$ 61.76	\$ 63.88
Health, Safety & Envir Inspector	Exempt	\$ 72.94	\$ 75.48	\$ 78.12	\$ 80.86	\$ 83.70
Human Resources Specialist	Exempt	\$ 40.35	\$ 41.65	\$ 43.00	\$ 44.40	\$ 45.86
Industrial Engineer	Exempt	\$ 65.18	\$ 67.43	\$ 69.76	\$ 72.18	\$ 74.69
Mechanical Engineer	Exempt	\$ 71.39	\$ 73.87	\$ 76.45	\$ 79.12	\$ 81.90
O&M Manager	Exempt	\$ 76.04	\$ 78.70	\$ 81.46	\$ 84.33	\$ 87.31
Office Manager	Exempt	\$ 57.42	\$ 59.37	\$ 61.40	\$ 63.50	\$ 65.68
Procurement Specialist	Exempt	\$ 49.66	\$ 51.32	\$ 53.03	\$ 54.82	\$ 56.67
Program Manager	Exempt	\$ 72.94	\$ 75.48	\$ 78.12	\$ 80.86	\$ 83.70
Project Manager	Exempt	\$ 71.39	\$ 73.87	\$ 76.45	\$ 79.12	\$ 81.90
QA/QC Inspector	Exempt	\$ 41.90	\$ 43.26	\$ 44.67	\$ 46.14	\$ 47.66
Quality Control/Assistant Manager	Exempt	\$ 60.52	\$ 62.59	\$ 64.74	\$ 66.97	\$ 69.29
Quality/Safety Manager	Exempt	\$ 60.52	\$ 62.59	\$ 64.74	\$ 66.97	\$ 69.29
Resource Manager	Exempt	\$ 52.76	\$ 54.54	\$ 56.38	\$ 58.29	\$ 60.27
Supply Manager	Exempt	\$ 65.18	\$ 67.43	\$ 69.76	\$ 72.18	\$ 74.69
Work Control Manager	Exempt	\$ 52.76	\$ 54.54	\$ 56.38	\$ 58.29	\$ 60.27
Boiler Tender	SCA	\$ 46.40	\$ 46.40	\$ 46.40	\$ 46.40	\$ 46.40
Carpenter, Maintenance	SCA	\$ 44.43	\$ 44.43	\$ 44.43	\$ 44.43	\$ 44.43
Carpet Layer	SCA	\$ 43.86	\$ 43.86	\$ 43.86	\$ 43.86	\$ 43.86
Civil Engineering Technician	SCA	\$ 41.79	\$ 41.79	\$ 41.79	\$ 41.79	\$ 41.79
Computer Operator I	SCA	\$ 30.20	\$ 30.20	\$ 30.20	\$ 30.20	\$ 30.20
Computer Operator II	SCA	\$ 34.22	\$ 34.22	\$ 34.22	\$ 34.22	\$ 34.22
Computer Operator III	SCA	\$ 37.80	\$ 37.80	\$ 37.80	\$ 37.80	\$ 37.80
Computer Operator IV	SCA	\$ 46.26	\$ 46.26	\$ 46.26	\$ 46.26	\$ 46.26
Computer Operator V	SCA	\$ 46.85	\$ 46.85	\$ 46.85	\$ 46.85	\$ 46.85
Electrician, Maintenance	SCA	\$ 57.65	\$ 57.65	\$ 57.65	\$ 57.65	\$ 57.65
Electronics Technician Maintenance I	SCA	\$ 40.75	\$ 40.75	\$ 40.75	\$ 40.75	\$ 40.75
Electronics Technician Maintenance II	SCA	\$ 49.72	\$ 49.72	\$ 49.72	\$ 49.72	\$ 49.72
Engineering Technician I	SCA	\$ 30.93	\$ 30.93	\$ 30.93	\$ 30.93	\$ 30.93
Engineering Technician II	SCA	\$ 34.99	\$ 34.99	\$ 34.99	\$ 34.99	\$ 34.99
Engineering Technician III	SCA	\$ 41.93	\$ 41.93	\$ 41.93	\$ 41.93	\$ 41.93
Engineering Technician IV	SCA	\$ 44.15	\$ 44.15	\$ 44.15	\$ 44.15	\$ 44.15
Environmental Technician	SCA	\$ 39.99	\$ 39.99	\$ 39.99	\$ 39.99	\$ 39.99
Fire Alarm System Mechanic	SCA	\$ 38.08	\$ 38.08	\$ 38.08	\$ 38.08	\$ 38.08

	Category	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Fire Extinguisher Repairer	SCA	\$ 35.79	\$ 35.79	\$ 35.79	\$ 35.79	\$ 35.79
Forklift Operator	SCA	\$ 29.66	\$ 29.66	\$ 29.66	\$ 29.66	\$ 29.66
Gardener	SCA	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34	\$ 32.34
General Clerk I	SCA	\$ 23.36	\$ 23.36	\$ 23.36	\$ 23.36	\$ 23.36
General Clerk II	SCA	\$ 24.97	\$ 24.97	\$ 24.97	\$ 24.97	\$ 24.97
General Clerk III	SCA	\$ 28.37	\$ 28.37	\$ 28.37	\$ 28.37	\$ 28.37
General Clerk IV	SCA	\$ 30.48	\$ 30.48	\$ 30.48	\$ 30.48	\$ 30.48
General Maintenance Worker	SCA	\$ 33.91	\$ 33.91	\$ 33.91	\$ 33.91	\$ 33.91
Heavy Equipment Mechanic	SCA	\$ 39.14	\$ 39.14	\$ 39.14	\$ 39.14	\$ 39.14
Heavy Equipment Operator	SCA	\$ 52.95	\$ 52.95	\$ 52.95	\$ 52.95	\$ 52.95
HVAC Mechanic	SCA	\$ 37.45	\$ 37.45	\$ 37.45	\$ 37.45	\$ 37.45
Janitor	SCA	\$ 27.22	\$ 27.22	\$ 27.22	\$ 27.22	\$ 27.22
Laborer, Grounds Maintenance	SCA	\$ 28.51	\$ 28.51	\$ 28.51	\$ 28.51	\$ 28.51
Locksmith	SCA	\$ 35.97	\$ 35.97	\$ 35.97	\$ 35.97	\$ 35.97
Machinery Maintenance Mechanic	SCA	\$ 40.85	\$ 40.85	\$ 40.85	\$ 40.85	\$ 40.85
Machinist, Maintenance	SCA	\$ 36.75	\$ 36.75	\$ 36.75	\$ 36.75	\$ 36.75
Maintenance Trades Helper	SCA	\$ 30.68	\$ 30.68	\$ 30.68	\$ 30.68	\$ 30.68
Material Coordinator	SCA	\$ 36.84	\$ 36.84	\$ 36.84	\$ 36.84	\$ 36.84
Material Expediter	SCA	\$ 36.84	\$ 36.84	\$ 36.84	\$ 36.84	\$ 36.84
Material Handling Laborer	SCA	\$ 29.67	\$ 29.67	\$ 29.67	\$ 29.67	\$ 29.67
Painter, Maintenance	SCA	\$ 40.38	\$ 40.38	\$ 40.38	\$ 40.38	\$ 40.38
Pest Controller	SCA	\$ 33.55	\$ 33.55	\$ 33.55	\$ 33.55	\$ 33.55
Pipefitter, Maintenance	SCA	\$ 50.79	\$ 50.79	\$ 50.79	\$ 50.79	\$ 50.79
Plumber, Maintenance	SCA	\$ 44.15	\$ 44.15	\$ 44.15	\$ 44.15	\$ 44.15
Production Control Clerk	SCA	\$ 35.06	\$ 35.06	\$ 35.06	\$ 35.06	\$ 35.06
Refuse Collector	SCA	\$ 27.22	\$ 27.22	\$ 27.22	\$ 27.22	\$ 27.22
Scheduler/Service Order Clerk	SCA	\$ 30.71	\$ 30.71	\$ 30.71	\$ 30.71	\$ 30.71
Service Order Dispatcher	SCA	\$ 35.49	\$ 35.49	\$ 35.49	\$ 35.49	\$ 35.49
Sewage Plant Operator	SCA	\$ 43.95	\$ 43.95	\$ 43.95	\$ 43.95	\$ 43.95
Sheet-Metal Worker, Maintenance	SCA	\$ 51.86	\$ 51.86	\$ 51.86	\$ 51.86	\$ 51.86
Shipping/Receiving Clerk	SCA	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00
Small Engine Mechanic	SCA	\$ 34.40	\$ 34.40	\$ 34.40	\$ 34.40	\$ 34.40
Stationary Engineer	SCA	\$ 45.47	\$ 45.47	\$ 45.47	\$ 45.47	\$ 45.47
Stock Clerk	SCA	\$ 28.74	\$ 28.74	\$ 28.74	\$ 28.74	\$ 28.74
Supply Technician	SCA	\$ 42.72	\$ 42.72	\$ 42.72	\$ 42.72	\$ 42.72
Tool and Parts Attendant	SCA	\$ 29.90	\$ 29.90	\$ 29.90	\$ 29.90	\$ 29.90
Tractor Operator	SCA	\$ 31.04	\$ 31.04	\$ 31.04	\$ 31.04	\$ 31.04
Truckdriver, Heavy Truck	SCA	\$ 38.87	\$ 38.87	\$ 38.87	\$ 38.87	\$ 38.87
Truckdriver, Light Truck	SCA	\$ 31.58	\$ 31.58	\$ 31.58	\$ 31.58	\$ 31.58
Truckdriver, Medium Truck	SCA	\$ 33.57	\$ 33.57	\$ 33.57	\$ 33.57	\$ 33.57
Truckdriver, Tractor-Trailer	SCA	\$ 38.87	\$ 38.87	\$ 38.87	\$ 38.87	\$ 38.87
Warehouse Specialist	SCA	\$ 29.66	\$ 29.66	\$ 29.66	\$ 29.66	\$ 29.66
Water Treatment Plant Operator	SCA	\$ 45.47	\$ 45.47	\$ 45.47	\$ 45.47	\$ 45.47
Welder, Combination Maintenance	SCA	\$ 36.93	\$ 36.93	\$ 36.93	\$ 36.93	\$ 36.93
Woodcraft Worker	SCA	\$ 40.74	\$ 40.74	\$ 40.74	\$ 40.74	\$ 40.74
Woodworker	SCA	\$ 31.97	\$ 31.97	\$ 31.97	\$ 31.97	\$ 31.97