

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Catalog/Price List**

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

**FACILITIES MAINTENANCE AND MANAGEMENT**

**FEDERAL SCHEDULE CONTRACT GROUP #03FAC**

**FSC CLASS (ES): Services**

**Contract Number GS-06F-0048R**

**Contract Option Period May 16, 2015 - May 15, 2020**

**P M Services Company**

**2220 Central Avenue**

**St Petersburg FL 33712**

**727.323.1060 (p)**

**727.323.4540 (f)**

**<http://www.pmservicescompany.net>**

**A Woman-Owned Small Business**



**1. CUSTOMER INFORMATION**

**1a. Table of Awarded Special Item Number(s):**

<b>Special Item Number (SIN)</b>	<b>Description</b>	<b>Pricing</b>
811-002	<a href="#">Complete Facilities Maintenance</a>	Refer to <a href="#">Page 7</a>
811-003	<a href="#">Complete Facilities Management</a>	Refer to <a href="#">Page 13</a>
871-206	<a href="#">Building Commissioning Services</a>	Refer to <a href="#">Page 18</a>
871-207	<a href="#">Energy Audit Services</a>	Refer to <a href="#">Page 18</a>
<b>Ancillary SINS</b>		
003-100	<a href="#">Ancillary Supplies and/or Services</a>	Refer to <a href="#">Page 17</a>
003-97	<a href="#">Ancillary Repair and Alterations</a>	Refer to <a href="#">Page 17</a>
871-100	<a href="#">Ancillary Supplies and/or Services</a>	Refer to <a href="#">Page 17</a>

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number in the contract:** Not Applicable.

**1c. Hourly Rates:** Refer to [Page 7](#) for Complete Facility Maintenance Positions, [Page 13](#) for Complete Facilities Management Positions and [Page 18](#) for Building Commissioning and Energy Audit Services Positions.

**2. Maximum order per SIN/per order:** \$10,000,000 (Please note that this is not a GSA enforced limitation on the value of a Task Order—see I-FSS-125 Requirements Exceeding the Maximum Order (Sept 1999).

**3. Minimum order:** \$2,500

**4. Geographic coverage:** CONUS

**5. Points of Production:** United States

**6. Discount from list prices or statement of net price:** Prices shown are GSA Net.

**7. Quantity discounts:** None.

**8. Prompt payment terms:** Negotiable (Please note: Prompt payment discounts will not apply to government purchase card orders.)

**9a. Government purchase cards are accepted at the micro-purchase threshold.** (Excludes prompt payment discounts.)

**9b. Government purchase cards are accepted above the micro-purchase threshold.** (Excludes prompt payment discounts.)

**10. Foreign Items:** None.

**11a. Time of Delivery:** Delivery time will be negotiated between the Ordering Agency and P M Services Company.

- 11b. **Expedited Delivery:** Delivery time will be negotiated between the Ordering Agency and P M Services Company.
- 11c. **Overnight and 2-day delivery:** Not applicable.
- 11d. **Urgent Requirements:** Clause I-FSS-140-B of the contract applies. Agencies can contact P M Services Company's representative to possibly affect a faster delivery. Customers are encouraged to contact P M Services for the purpose of requesting accelerated delivery.
- 12. **FOB point:** Not Applicable.
- 13a. **Ordering Address:** Same as contractor.
- 13b. **Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the FSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. **Payment address:** Same as contractor.
- 15. **Warranty provision:** Standard commercial warranty.
- 16. **Export packing charges:** Not applicable.
- 17. **Terms and conditions of Government purchase card acceptance:** Contact P M Services Company for terms and conditions of Government Purchase Card acceptance.
- 18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
- 19. **Terms and conditions of installation:** Not applicable.
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20a. **Terms and conditions for any other services:** Not applicable.
- 21. **List of service and distribution points:** Not applicable.
- 22. **List of participating dealers:** Not applicable.
- 23. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 24b. **Section 508 Compliance Information:** Not applicable
- 25. **DUNs Number:** 847316189
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered.

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## Corporate Profile

The Preventive Maintenance Services Company, dba **P M Services Company** and **PMSC**, is a woman-owned small business. We operate a lean, qualified and focused organization, delivering asset management, energy efficiency, and reduction of operational risk for the Federal Government throughout the United States. Since P M Services Company's inception in 1986, P M Services Company has provided superior facilities support services by listening to our customers and consistently exceeding their expectations. We have received numerous accolades for our response to emergency situations and our ability to help clients reduce their operational expenses. Our "can-do" attitude has led to on-going discovery, and development and implementation of energy/water conservation measures. In 2008, P M Services Company became the Government's "go to" company to step into contract sites where the incumbent contractor was under performing. We are proud to continue our pursuit of excellence towards a results-oriented solutions company.

It is by these qualities P M Services Company continues to grow in both size and revenue. Developing partnerships with our clients and maintaining consistent, two-way communications remains the cornerstone of what has helped bring us to where we are today.

## Decades of Experience

With nearly 30 years' of complete facility support services experience, P M Services Company has demonstrated its ability to successfully manage the operations and maintenance of wide ranges of facilities, cultivating effective partnerships with various departments of the U.S. Federal Government.

These types of contracts require round-the-clock responsiveness. In many instances this means 24/7/365 onsite operation of the facilities. P M Services Company performs all planning, programming, administration, management and performance execution necessary to provide preventive and predictive maintenance, repairs, operations and service calls, including routine, urgent and emergency responses.

P M Services Company employs Computerized Maintenance Management Systems (CMMS) for all of its federal facilities contracts. We utilize and support various CMMS systems (e.g., MAXIMO, MPulse, and TMA). We also support the Defense Medical and Logistics Services System (DMLSS). DMLSS is the automated facilities management system specifically designed for hospitals to meet the strict Joint Commission on Accreditation of Healthcare and accommodate all requirements (warranties, scheduled preventive maintenance, generation and execution of work orders for service calls, equipment repairs, emergency response and most other aspects of the service delivery demand for the facilities under its responsibility). These systems are an invaluable aid in the compilation of historical data and the preparation of reports required for contract deliverables.

P M Services Company performs all logistic and administrative services required to support the O&M services at each of its facilities, including purchasing needed material, stocking, inventory, product use and distribution and an array of specialized services. By virtue of the depth and breadth of most such contract obligations, P M Services Company has compiled operational status presentations, budgetary tracking and planning, and recordkeeping across an expansive code of mandated specifications and the preparation of normal correspondence. Each contract onsite office purchases materials and supplies required to perform site services, tracks and prepares payroll and human resource requirements, remaining in continual and consistent communication with the appropriate staff at the corporate headquarters.

### **Building Professional Services**

P M Services Company's Building Professional Services division was formed to provide a higher level of support to our existing federal clients, and to support the growing commercial need for managing smarter buildings. The division retains experienced professionals in building design, construction, and commissioning to provide project oriented services with an emphasis on energy, new technologies and building automation controls.

Technology advancements are changing how facilities are managed in today's environment. Connected buildings provide the ability for remote monitoring and directional management. Smart Building systems have the ability to cross communicate, share data, and make intelligent decisions to optimize performance. These data-rich environments pose great opportunities, but with technology advancement comes new challenges. Our professionals provide the expertise to ensure your buildings are properly integrated, communicating, and functioning to their optimum level reducing your cost of operations.

[www.pmservicescompany.net](http://www.pmservicescompany.net)

#### **Corporate Headquarters**

PM Services Company  
2220 Central Avenue  
St. Petersburg, Florida 33712

Toll Free: 800-357-7631

Main Line: 727-323-1060

Facsimile: 727-323-4540

## COMPLETE FACILITIES MAINTENANCE



### SIN 0811 002 DESCRIPTION

**Complete Facilities Maintenance**—This category covers services related to the complete operations, maintenance and repair of federal facilities and bases and could include green maintenance. The following facilities maintenance services might be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to:

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

**P M SERVICES COMPANY**  
**COMPLETE FACILITIES MAINTENANCE-SIN 811-002**  
**PRICE LIST**

<b>POSITION TITLES</b>	<i>May 16, 2015</i> TO <i>May 15, 2016</i> <b>11th YEAR</b>	<i>May 16, 2016</i> TO <i>May 15, 2017</i> <b>12th YEAR</b>	<i>May 16, 2017</i> TO <i>May 15, 2018</i> <b>13th YEAR</b>	<i>May 16, 2018</i> TO <i>May 15, 2019</i> <b>14th YEAR</b>	<i>May 15, 2019</i> TO <i>May 16, 2020</i> <b>15th YEAR</b>
<b>CATEGORY - TYPICAL STAFF</b>	<b>HOURLY RATE</b>				
Project Manager*	102.94	106.03	109.21	112.48	115.86
Operations Mgr.*	93.41	96.21	99.10	102.07	105.13
Production Control Clerk	35.91	36.98	38.09	39.24	40.41
HVAC Mechanic	47.17	41.37	42.61	43.89	45.21
Electrician, Maintenance	51.91	53.46	55.07	56.72	58.42
Plumber, Maintenance	56.88	58.59	60.35	62.15	64.02
Carpenter, Maintenance	53.93	55.55	57.21	58.93	60.70
General Maintenance Worker	40.17	41.37	42.61	43.89	45.21
Maintenance Trades Helper	41.89	43.15	44.44	45.78	47.15
Laborer	36.38	37.47	38.60	39.76	40.95
Janitor	33.16	34.16	35.18	36.24	37.32
<b>CATEGORY - OPTIONAL STAFF</b>	<b>HOURLY RATE</b>				
Contract Manager*	55.29	56.95	58.66	60.42	62.23
Facilities Site Manager*	93.41	96.21	99.10	102.07	105.13
Facilities Assistant*	66.73	68.73	70.79	72.91	75.10

**P M SERVICES COMPANY**  
**COMPLETE FACILITIES MAINTENANCE-SIN 811-002**  
**PRICE LIST**

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Health, Safety, Environmental Inspector*	74.35	76.58	78.88	81.24	83.68
Industrial Engineer*	62.91	64.80	66.75	68.75	70.81
HR Manager*	76.26	78.54	80.90	83.33	85.83
Accounting Clerk II	34.55	35.59	36.66	37.75	38.89
Accounting Clerk III	36.53	37.62	38.75	39.91	41.11
Dispatcher, Motor Vehicle	32.77	33.75	34.77	35.81	36.88
General Clerk I	23.56	24.26	24.99	25.75	26.51
General Clerk II	24.70	25.44	26.20	26.99	27.80
General Clerk III	32.71	33.70	34.71	35.75	36.82
Computer Operator I	25.25	26.01	26.79	27.59	28.42
Data Entry Operator II	28.54	29.40	30.28	31.19	32.12
Order Clerk I	25.80	26.57	27.37	28.19	29.03
Order Clerk II	33.06	34.05	35.07	36.12	37.21
Personnel Assistant (Employment) II	28.74	29.60	30.49	31.41	32.35
Personnel Assistant (Employment) III	36.34	37.43	38.55	39.71	40.90
Scheduler, Maintenance	31.84	32.79	33.78	34.79	35.83
Secretary II	32.77	33.75	34.77	35.81	36.88
Secretary III	40.05	41.25	42.49	43.77	45.08
Service Order Dispatcher	31.84	32.79	33.78	34.79	35.83
Supply Technician	40.05	41.25	42.49	43.77	45.08

**P M SERVICES COMPANY**  
**COMPLETE FACILITIES MAINTENANCE-SIN 811-002**  
**PRICE LIST**

<b>POSITION TITLES</b>	<i>May 16, 2015</i> TO <i>May 15, 2016</i> <b>11th YEAR</b>	<i>May 16, 2016</i> TO <i>May 15, 2017</i> <b>12th YEAR</b>	<i>May 16, 2017</i> TO <i>May 15, 2018</i> <b>13th YEAR</b>	<i>May 16, 2018</i> TO <i>May 15, 2019</i> <b>14th YEAR</b>	<i>May 15, 2019</i> TO <i>May 16, 2020</i> <b>15th YEAR</b>
Travel Clerk I	24.17	24.89	25.64	26.41	27.20
Travel Clerk III	27.38	29.20	29.05	29.92	30.81
Word Processor I	29.22	30.09	31.00	31.93	32.88
Word Processor III	39.39	40.58	41.79	43.05	44.34
Computer Operator I	28.50	29.36	30.24	31.15	32.08
Computer Operator III	36.54	37.63	38.76	39.92	41.12
Computer Operator IV	49.19	43.45	44.76	46.10	47.48
Computer Programmer I	35.80	36.88	37.98	39.12	40.30
Mobile Equipment Servicer	38.98	40.14	41.35	42.59	43.87
Motor Vehicle Mechanic	45.27	46.63	48.03	49.47	50.96
Motor Vehicle Mechanic Helper	37.16	38.27	39.42	40.60	41.82
Laborer, Grounds Maintenance	36.00	37.08	38.19	39.34	40.52
Illustrator I	37.32	38.44	39.59	40.78	42.00
Illustrator III	47.48	48.90	50.37	51.88	53.43
Photographer II	37.32	38.44	39.59	40.78	42.00
Photographer IV	47.48	48.990	50.37	51.88	53.43
Material Coordinator	36.24	37.33	38.45	39.60	40.79
Material Expediter	36.24	37.33	38.45	39.60	40.79
Material Handling Laborer	31.36	32.30	33.27	34.27	35.30

**P M SERVICES COMPANY**  
**COMPLETE FACILITIES MAINTENANCE-SIN 811-002**  
**PRICE LIST**

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Order Filler	31.46	32.40	33.37	34.37	35.40
Forklift Operator	35.13	36.18	37.26	38.38	39.53
Shipping/Receiving Clerk	28.53	29.39	30.27	31.18	32.11
Shipping Packer	28.53	29.39	30.27	31.18	32.11
Store Worker I	25.59	26.35	27.14	27.96	28.80
Stock Clerk	29.92	30.82	31.74	32.70	33.68
Tools and Parts Attendant	34.73	35.77	36.84	37.95	39.08
Warehouse Specialist	32.10	33.06	34.05	35.07	36.12
Electronics Technician, Maintenance II	51.91	53.46	55.07	56.72	58.42
Heavy Equipment Mechanic	44.22	45.54	46.91	48.32	49.77
Heavy Equipment Operator	45.71	47.08	48.50	49.95	51.45
Machinery Maintenance Mechanic	43.72	45.03	46.38	47.78	49.21
Rigger	44.22	45.54	46.91	48.32	49.77
Boiler Tender	59.11	60.88	62.71	64.59	66.43
Stationary Engineer	59.15	60.92	62.75	64.63	66.57
Guard I	24.99	25.74	26.51	27.30	28.12
Guard II	29.89	41.09	42.32	43.59	44.90
Skidder Operator	22.11	22.77	23.45	24.16	24.88
Blocker and Bracer	37.64	38.77	39.93	41.13	42.37
Environmental	50.58.	52.10	53.66	55.27	56.93

**P M SERVICES COMPANY**  
**COMPLETE FACILITIES MAINTENANCE-SIN 811-002**  
**PRICE LIST**

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Technician					
Graphic Artist	41.55	42.79	44.08	45.40	46.76
Taxi Driver /Truck Driver	33.11	34.11	35.13	36.19	37.27
Truck driver, Light Truck	35.91	36.98	38.09	39.24	40.41
Truck Driver, Medium Truck	40.11	41.31	42.55	43.83	45.14
Truck Driver, Heavy Truck	45.45	45.78	47.15	48.57	50.02
Truck Driver, Tractor-Trailer	38.20	39.35	40.53	41.75	43.00
Photofinishing Worker	29.20	30.07	30.98	31.91	32.86
*Exempt Positions					

Typical Operations and Maintenance staffing for federal buildings over 1M SF and base operations.

Based on December 2005 averaged SCA San Francisco and New York and escalated for each additional year.

Other categories, if used, must be confirmed.

Base rates are for on-site personnel for regular hours dependent upon SCA's above and include:

- FICA
- State Unemployment
- Federal Unemployment
- Workers' Compensation
- Health and Welfare
- Other Insurance
- Pension
- G&A Rate
- Fee
- GSA IFF

## COMPLETE FACILITIES MANAGEMENT



### SIN 811 003 DESCRIPTION

**Complete Facilities Management** – This category includes facilities management and consulting services. Services will be management duties including, but not limited to:

- property and facilities management
- planning
- scheduling
- quality control
- software support services and
- computer and/or facilities management systems

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.

**P M SERVICES COMPANY**  
**COMPLETE FACILITIES MANAGEMENT – SIN 811-003**  
**PRICE LIST**

<b>POSITION TITLES</b>	<i>May 16, 2015</i> TO <i>May 15, 2016</i> <b>11th YEAR</b>	<i>May 16, 2016</i> TO <i>May 15, 2017</i> <b>12th YEAR</b>	<i>May 16, 2017</i> TO <i>May 15, 2018</i> <b>13th YEAR</b>	<i>May 16, 2018</i> TO <i>May 15, 2019</i> <b>14th YEAR</b>	<i>May 15, 2019</i> TO <i>May 16, 2020</i> <b>15th YEAR</b>
<b>CATEGORY - TYPICAL STAFF</b>	<b>HOURLY RATE</b>				
Project Manager*	102.94	106.03	109.21	112.48	112.22
General Clerk III	32.71	33.70	34.71	35.75	36.82
Service Order Dispatcher	31.84	32.79	33.78	34.79	35.83
HVAC Mechanic	47.17	41.37	42.61	43.89	45.21
<b>CATEGORY - OPTIONAL STAFF</b>	<b>HOURLY RATE</b>				
Operations Manager*	93.41	96.21	99.10	102.07	105.13
Production Control Clerk	35.91	36.98	38.09	39.24	40.41
General Clerk II	24.70	25.44	26.20	26.99	27.80
Secretary III	40.05	41.25	42.49	43.77	45.08
Industrial Engineer*	62.91	64.80	66.75	68.75	70.81

Typical Facilities Maintenance Staff for federal office building around 400K SF.

Based on December 2005 averaged SCA San Francisco and New York and escalated for each additional year.

Other categories, if used, must be confirmed.

Base rates are for on-site personnel for regular hours dependent upon SCA's above and include:

- FICA
- State Unemployment
- Federal Unemployment
- Workers' Compensation
- Health and Welfare
- Other Insurance
- Pension
- G&A Rate
- Fee
- GSA IFF

## BUILDING COMMISSIONING AND ENERGY AUDIT SERVICES



### **SIN 871-206 DESCRIPTION**

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

### **SIN 871-207 DESCRIPTION**

**Energy Audit Services**—Including, but not limited to, developing, executing, and reporting on audit plans and/or performing energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Audit services can include computerized control systems using analytical software and a network of electronic devices to assist Federal agencies with achieving energy conservation goals. Energy efficient buildings certification programs such as LEED may be included.

**ANCILLARY SINs 003-100, 003-97, 871-100**

**SIN 003-100 DESCRIPTION**

**Ancillary Supplies and/or Services** – Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work on a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

**SIN 003-97 DESCRIPTION**

**Ancillary Repair and Alterations** – Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act). The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract. This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act. Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or

receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule. For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor. Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services. This R&A SIN shall not be used for PBS leased space. Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds \$2,000 (Ref. FAR 22.4). Special Notice to Ordering Agencies: GSA or other landlords may require reperformance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work.

#### **SIN 871-100 DESCRIPTION**

**Ancillary Supplies and/or Services** – Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

**MATERIAL PRICING for ANCILLARY SINs 003-100, 003-97, 871-100**

Support products offered and ancillary services for CONUS under SIN(s) 003-100, 003-97, 871-100 shall be purchased from the following Vendors and shall be offered to GSA at the Vendor prices listed on-line (See below for Vendor website addresses). Prices offered are based on the Vendor websites product prices as of 4-1-2015. If any price adjustments/price increases are made to the product prices currently shown on the Vendor websites as of 4-1-2015, the price adjustments shall be carried through to the final prices offered to GSA.

In accordance with proposal pricelist the pricing is based off most recent published pricelist.

**Grainger Pricelist Web link** <http://www.grainger.com/content/general-catalog?browserCompatible=true&adobeCompatible=true&toolbar=true&Catalog=main>

**Product Notes**

1. All support product and ancillary services costs, Shipping/Handling, Taxes, Special Federal and State Taxes, Foreign Taxes, and Tariffs on products or ancillary services offered for CONUS may vary based on specific project requirements and geographic area and shall be determined based on the specific project.
2. Product Mark-ups are 10% in CONUS.
3. A .75% IFF fee shall be applied to the final product pricing offered to GSA.

**P M SERVICES COMPANY  
BUILDING COMMISSIONING AND  
ENERGY AUDIT SERVICES  
SIN 871-206 & 871-207  
PRICE LIST**

<b>POSITION TITLES</b>	<i>May 16, 2015 TO May 15, 2016 11th YEAR</i>	<i>May 16, 2016 TO May 15, 2017 12th YEAR</i>	<i>May 16, 2017 TO May 15, 2018 13th YEAR</i>	<i>May 16, 2018 TO May 15, 2019 14th YEAR</i>	<i>May 15, 2019 TO May 16, 2020 15th YEAR</i>
<b>CATEGORY</b>	<b>HOURLY RATE</b>				
Building Automation Specialist	142.45	146.72	151.12	155.66	160.33
Integration Engineer	152.27	156.84	161.55	166.39	171.38
Master Systems Integrator	162.10	166.96	171.97	177.13	182.44
Energy Engineer	152.27	156.84	161.55	166.39	171.38
Mechanical Engineer	137.53	141.66	145.91	150.28	154.79
Commissioning Specialist	142.45	146.72	151.12	155.66	160.33
Information Technology Specialist	167.00	172.01	177.17	182.49	187.96
Director, Professional Services	186.65	192.25	198.02	203.96	210.08
Mechanical Specialist	98.24	101.18	104.22	107.35	110.57
Project Coordinator	157.18	161.89	166.75	171.75	176.91

## POSITION DESCRIPTIONS

### EXEMPT POSITIONS – SINs 0811-002 & 0811-003

#### **11-1021 PROJECT MANAGER/OPERATIONS MANAGER/CONTRACT MANAGER FACILITIES SITE MANAGER/FACILITIES ASSISTANT**

Plans, directs, or coordinates the site contract operations. Diverse duties and responsibilities include formulating site policies, managing daily operations, and planning the use of materials and human resources, overall supervision of site personnel, contract signing authority, representative to government on all contract issues.

#### **11-3121 HUMAN RESOURCE MANAGER**

Plans, directs, or coordinates human resources activities and staff an organization. Excludes managers who primarily focus on compensation and benefits and training and development.

#### **17-2111 HEALTH, SAFETY & ENVIRONMENTAL INSPECTOR**

Reviews, evaluates, and analyzes work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers.

#### **17-2112 INDUSTRIAL ENGINEER**

Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.

#### **17-2112 QUALITY ASSURANCE/QUALITY CONTROL INSPECTOR**

This position assures quality services to clients: reports performance levels and degrees of compliance with an established QC Program; tests and inspects services and work performed for compliance with contract requirements and performance standards; evaluates data and writes reports to validate or indicate deviations; recommends modifications or necessary actions to achieve optimum quality; monitors building conditions for possible QC issues or violations; in conjunction with Safety Manager,

monitors work assignments and projects for safety or health issues; analyzes reports and makes recommendations for quality improvements; investigates complaints and reports findings; promotes quality and customer service excellence.

### **17-2112 QUALITY/SAFETY MANAGER**

The Quality/Safety Manager develops and implements the quality and safety program and procedures; manages and directs company Quality Control, Quality Assurance, Safety, Accident Prevention, and Industrial Hygiene programs at contract site; utilizes knowledge, procedures, regulations, and technical publications to verify compliance with contractual requirements and assures that technical expertise is exercised to maintain a high degree of quality workmanship; ensures contract data requirements list compliance from each applicable PWS; executes quality control and safety inspections of operations and ensures the initiation of corrective action for deficiency findings; ensures that all site employee and subcontractor operations are performed in accordance with the requirements of OSHA, company safety program and occupational health program; ensures compliance with all related contract data items and company reporting requirements; responds to off-duty call backs to meet priority or emergency work requirements; assures the protection of surrounding work areas and overall operation within guidelines of requirement safety rules and regulations.

<b>SERVICE CONTRACT ACT POSITIONS (Non-exempt)</b>
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<b>SINs 0811- 002 &amp; 0811-003</b>
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### **01013 ACCOUNTING CLERK III**

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

### **01111 GENERAL CLERK I**

This position follows clearly detailed 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; could involve simple

posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

### **01112 GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

### **01113 GENERAL CLERK III**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

### **01191 ORDER CLERK I**

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**

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

### **01262 PERSONNEL ASSISTANT II**

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and

dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

### **01263 PERSONNEL ASSISTANT III**

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

### **01270 PRODUCTION CONTROL CLERK**

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk 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. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

### **01300 SCHEDULER, MAINTENANCE**

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

### **01312 SECRETARY\* (Occupational Base) (LR-2)**

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.

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.
- c. May attend meetings and record and report on the proceedings;
- d. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- e. 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;

- f. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

### **01313 SECRETARY\* (Occupational Base) (LR-3)**

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.

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.

### **01320 SERVICE ORDER DISPATCHER**

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.

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## **01410 SUPPLY TECHNICIAN**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

## **01531 TRAVEL CLERK I**

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

## **01533 TRAVEL CLERK III**

At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or 15 rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

## **01611 WORD PROCESSOR I**

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

## **01612 WORD PROCESSOR II**

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

## **05110 MOBILE EQUIPMENT SERVICER**

Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

## **05190 MOTOR VEHICLE MECHANIC**

The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor

Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.

#### **05220 MOTOR VEHICLE MECHANIC HELPER**

The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

#### **14041 COMPUTER OPERATOR I**

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

#### **14043 COMPUTER OPERATOR III**

The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

#### **14044 COMPUTER OPERATOR IV**

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker 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 if necessary. Typically, completed work is submitted to users without supervisory review.

#### **14071 COMPUTER PROGRAMMER I**

The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate

counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision.

In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

### **15080 GRAPHIC ARTIST**

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

### **11150 JANITOR**

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.

### **11210 LABORER, GROUNDS MAINTENANCE**

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.

### **13041 ILLUSTRATOR I**

Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

### **13043 ILLUSTRATOR III**

The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to

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reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

### **13072 PHOTOGRAPHER II**

This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

### **13074 PHOTOGRAPHER IV**

The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

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## **21020 FORKLIFT OPERATOR**

The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

## **21030 MATERIAL COORDINATOR**

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.

## **21040 MATERIAL EXPEDITER**

The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

## **21050 MATERIAL HANDLING LABORER**

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.

### **21071 ORDER FILLER**

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

### **21130 SHIPPING/RECEIVING CLERK**

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

### **21110 SHIPPING PACKER**

Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and

may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

### **21140 STORE WORKER I**

The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

**Note: this class excludes any work performed in a warehouse, see warehousing classifications.**

### **21150 STOCK CLERK (Shelf Stocker; Store Worker II)**

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.

### **21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)**

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial

establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

#### **21410 WAREHOUSE SPECIALIST (Warehouse Worker)**

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

**Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).**

#### **23130 CARPENTER, MAINTENANCE**

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**

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.

### **23182 ELECTRONICS TECHNICIAN MAINTENANCE II**

The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.

### **23370 GENERAL MAINTENANCE WORKER**

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**

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.

### **23430 HEAVY EQUIPMENT MECHANIC**

The 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. This worker 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, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

### **23440 HEAVY EQUIPMENT OPERATOR**

The 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, and may grease, adjust and make emergency repairs to equipment.

### **23470 LABORER**

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.

### **23530 MACHINERY MAINTENANCE MECHANIC**

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

### **23580 MAINTENANCE TRADES HELPER**

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**

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.

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## **23810 PLUMBER, MAINTENANCE**

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.

## **23850 RIGGER**

A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.

## **25010 BOILER TENDER**

The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following

prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

### **25070 STATIONARY ENGINEER**

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.

### **27101 GUARD I**

This guard carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.

### **27102 GUARD II**

The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.

### **29010 BLOCKER AND BRACER**

The Blocker and Bracer secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation, determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. This worker nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items, constructs

weatherproof shelters over some types of deck loads, guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. This worker constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

### **30090 ENVIRONMENTAL TECHNICIAN**

The 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. This worker 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.

This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

### **31310 TAXI DRIVER**

The Taxi Driver drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.

### **31361 TRUCKDRIVER, LIGHT TRUCK**

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. **Sales route and over-the-road drivers are excluded.**

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided

meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons, usually 4 wheels.

### **31362 TRUCKDRIVER, MEDIUM TRUCK**

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. **Sales route and over-the-road drivers are excluded.**

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

### **31363 TRUCKDRIVER, HEAVY TRUCK**

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. **Sales route and over-the-road drivers are excluded.**

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, over 4 tons, usually 10 wheels.

### **31364 TRUCKDRIVER, TRACTOR-TRAILER**

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. **Sales route and over-the-road drivers are excluded.**

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided

meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

#### **99510 PHOTOFINISHING WORKER** (Photo Lab Technician, Dark Room, Technician)

The Photofinishing Worker tends one or more machines that automatically develop, fix, wash, and dry photographic prints, threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished drum, and onto take-up reel, turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. This worker moves thermostatic control to keep steam-heated drum at specified temperature, slices sensitized paper to leaders using tape, starts machine; throws switches to synchronize drive speeds of processing variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

### **BUILDING COMMISSIONING AND ENERGY AUDIT SERVICES POSITIONS**

**SINs 871-206, 871-207, 003-100, 003-97, 871-100**

#### **BUILDING AUTOMATION SPECIALIST**

**Minimum Experience:** Seven (7) years of experience with Building Automation Systems.

**Functional Responsibility:** To provide exceptional customer service by performing maintenance testing, calibration and repairs on conventional and complex, state of the art electronic, electrical and pneumatic control systems, instruments, meters and recorders. This position requires flexible work schedules and utilization of the Computerized Maintenance Management System (CMMS).

**Minimum Education:** Universal CFC license, Siemens Apogee Systems Certification or other Automation Vendor Professional Certification (Master Operator certification preferred) required. Certified Energy Management certificate desired.

#### **COMMISSIONING SPECIALIST**

**Minimum Experience:** Seven (7) years of experience in building commissioning field or three (3) years of same experience with Mechanical Engineering degree.

**Functional Responsibility:** To orchestrate and facilitate the commissioning process for large multi-disciplined projects. In addition, this position is responsible to ensure that equipment and systems are functioning at the energy efficiency levels for which they were designed. This entails scheduling site observations and tests at various times throughout the construction or re-commissioning cycle.

**Minimum Education:** Bachelor's in Mechanical Engineering, with CxA (Certification of Commissioning Authority), and/or LEED AP. Certified Energy Manager (CEM) desired.

### **DIRECTOR, PROFESSIONAL SERVICES**

**Minimum Experience:** Fifteen (15) years of building operations, management or consulting engineering experience.

**Functional Responsibility:** To provide executive level business services including energy management, capital project management and building commissioning for educational, cultural, government, healthcare, and private institutions. The Director of Professional Services is responsible for applying business management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.

**Minimum Education:** Master's in Business & Administration required. Bachelor's Degree in Mechanical Engineering or other related engineering field a plus. Professional Engineer License in minimum of one state and Certified Energy Manager (CEM) desired.

### **ENERGY ENGINEER**

**Minimum Experience:** Five (5) years of experience in energy management.

**Functional Responsibility:** To support projects, operations, and management of multiple facilities to achieve energy reduction targets. This position is expected to support multiple states and multiple industries. The Energy Engineer will be expected to travel to sites and gain first-hand knowledge of the facility's equipment, operations, and processes in order to make recommendations for operational changes and/or propose energy use reduction projects. The ideal candidate shall have excellent technical and communications skills.

**Minimum Education:** Bachelor's Degree in Mechanical Engineering or related engineering field. Certified Energy Manager (CEM) required. Professional Engineering license and, LEED (GA) desired.

### **INTEGRATION ENGINEER**

**Minimum Experience:** Seven (7) years' experience in building automation and control, integration and energy efficiency or three (3) years of same experience with Engineering Degree. Direct engineering, deployment, setup, and programming experience with multiple BAS products such as; Siemens System 600 Apogee, Johnson Controls Metasys, Alerton Controls, Automated Logic Controls, Delta Controls, Trane Controls, Carrier Controls, Schneider Electric (Invensys/TAC/Andover/Barber Colman/Siebe), Distech Controls, KMC Controls, Tridium-based BAS & integration products, and Novar Controls. Experience configuring Modbus and BACnet required. Preferred experience with LonWorks, OPC, oBIX, and Vendor specific proprietary protocols.

**Functional Responsibility:** The Integration Engineer will collaborate and develop solutions with multiple engineering disciplines, develop project specific design criteria, manage, commission, troubleshoot and assist with the installation of the technology installed in customer's buildings. The ideal candidate will have practical experience with building systems, a strong work ethic, able to work independently and is able to work effectively with team members and clients.

**Minimum Education:** Niagara<sup>AX</sup> Professional Certification required. Bachelors in related engineering field with three (3) years' experience. CEM, CMVP, and OPC SI professional Certifications desired.

### **INFORMATION TECHNOLOGY SPECIALIST**

**Minimum Experience:** Eight (8) years' experience with design and implementation of large-scale and enterprise applications architectures.

**Functional Responsibility:** The Information Technology Specialist provides the expertise for developing, implementing, and integrating information technology local area networks (LANs), wide area networks (WANs), Internet, intranets, and other data communication systems. The IT Specialist is responsible for planning, and executing activities pertaining to technology solution delivery, and ensuring deliverables are accomplished within the business objectives.

Minimum Education: Bachelor's Degree in Computer Science or related field.

### **MASTER SYSTEMS INTEGRATOR**

**Minimum Experience:** Fifteen (15) years' experience in building automation and control, integration and energy efficiency or ten (10) years of same experience with Engineering Degree. Direct engineering, deployment, setup, and programming experience with multiple BAS products such as; Siemens System 600 Apogee, Johnson Controls Metasys, Alerton Controls, Automated Logic Controls, Delta Controls, Trane Controls, Carrier Controls, Schneider Electric (Invensys/TAC/Andover/Barber Colman/Siebe), Distech Controls, KMC Controls, Tridium-based BAS & integration products, and Novar Controls. Experience configuring Modbus and BACnet required. Preferred experience with LonWorks, OPC, oBIX, and Vendor specific proprietary protocols.

**Functional Responsibility:** The Master Systems Integrator will collaborate and develop solutions with multiple engineering disciplines, develop project specific design criteria, manage, commission, troubleshoot and assist with the installation of the technology installed in customer's buildings. The ideal candidate will have strong project management skills, has practical experience with building systems, a strong work ethic, the ability to work independently and effectively with team members and clients.

**Minimum Education:** Niagara<sup>AX</sup> Professional Certification required. Engineering degree with ten (10) years of building automation experience. CEM, CMVP, and OPC SI professional Certifications desired.

### **MECHANICAL ENGINEER**

**Minimum Experience:** Four (4) years of experience developing construction drawings, and Demonstrates competency with modeling software and mechanical system theory.

**Functional Responsibility:** To support projects, operations, and management of multiple facilities to troubleshoot or design mechanical systems. This position is expected to support multiple states and multiple industries. The Mechanical Engineer will be expected to travel to sites and gain first-hand knowledge of the facility's systems and drawings. The ideal candidate shall have excellent design and communications skills.

**Minimum Education:** Bachelor's Degree in Mechanical Engineering. Professional Engineering Licenses, Certified Energy Manager (CEM), and LEED (GA) desired.

### **MECHANICAL SPECIALIST**

**Minimum Experience:** Five (5) years of applicable service and repair experience working with HVAC and refrigeration.

**Functional Responsibility:** To support projects, operations, and management of multiple facilities to troubleshoot or design mechanical systems. This position is expected to support multiple states and multiple industries. The Mechanical Engineer will be expected to travel to sites and gain first-hand knowledge of the facility's systems and drawings. The ideal candidate shall have excellent design and communications skills.

**Minimum Education:** High School diploma or equivalent.

### **PROJECT COORDINATOR**

**Minimum Experience:** Five (5) years of direct project management experience or three (3) years same experience with bachelor's degree in related field.

**Functional Responsibility:** To deliver exceptional customer service through planning, executing, and managing projects according to strict deadlines and budget. The Project Coordinator is responsible for managing multiple projects across different geographical locations. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Coordinator manages the day-to-day schedule, budget, management of all administrative responsibilities and is the customer's primary point of contact.

**Minimum Education:** Project Management Professional (PMP) required. Bachelor's degree with three (3) project management experience. Certified Energy manager (CEM), and LEED (GA) desired.