



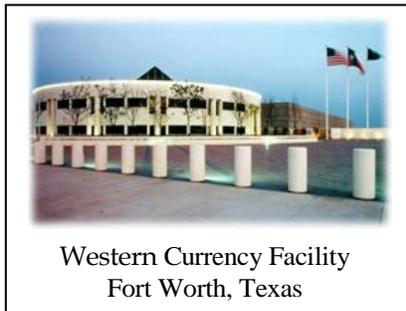
“Performance and Solutions as Promised”

Raven Services Corporation provides comprehensive facilities management services to government agencies and industry. Our management and technical staffs are sensitive to the responsibilities associated with supporting a specialized clientele with unique missions and responsibilities.

The company was founded in 1971 and is headquartered in Manassas, Virginia. Our experience in facilities maintenance and management services began in 1980 when Raven was selected as the facilities support contractor for National Oceanic and Atmospheric Administration (NOAA)'s Western Regional Center in Seattle, Washington. Since that time we have continued to strengthen our position as a specialized, best value facilities services firm.

Raven provides operations, maintenance and administrative support services to a wide range of customer facilities-- from modest, technically straight-forward buildings and systems, to “research” and "high security" complexes requiring staffs of multi-skilled technicians who maintain and operate sophisticated, state-of-the-art equipment.

Raven is experienced in providing O&M services for administrative, production and research oriented clients on a nationwide basis. Currently, significant efforts include Raven support at the National Oceanic and Atmospheric Administration's (NOAA) Western Regional Center in Seattle, Washington; the Federal Highway Administration's (FHWA) Turner-Fairbank Highway Research Center in McLean, Virginia; the Bureau of Engraving and



Western Currency Facility
Fort Worth, Texas

Printing's (BEP) Western Currency Facility in Ft Worth, Texas; the National Institute for Environmental Health Sciences (NIEHS), in Research Triangle Park, North Carolina, the William J. Clinton Presidential Center in Little Rock, Arkansas, the FBI Academy in Quantico, Virginia and the Sallie Mae Headquarters facility in Reston, Virginia. Other significant services have included those of the



Western Regional Center
Seattle, Washington

Internal Revenue Service's (IRS) National Office Building in Washington, D.C; the

University of Washington in Seattle, Washington; the Centers for Disease Control and Prevention's (CDC) Chamblee Research Facility in Atlanta, Georgia; Lockheed Martin Federal Systems in Manassas, Virginia; and the Federal Emergency Management Agency's (FEMA) Region X Headquarters facility in Bothell, WA. Raven has been involved in the management and delivery of building operations and maintenance services at sites which range in number of facilities from 1 to 38 and in square footage of 33,600 to 1,600,000.

We possess extensive experience in operating and managing firm fixed price, performance based contracts that have a documented history of no cost increases/overruns. This type of reliable experience will prove invaluable in the delivery of the required services in the firm fixed price, performance-based contractor supported environment.

Raven offers the following services under SIN 811-002, Facilities Maintenance and Management:

Operation and Maintenance Services

- Preventive Maintenance
- Corrective Maintenance
- Service Call Response
- Repairs and Renovation
- Custodial Services
- Grounds Maintenance Services
- IDIQ Services



Administrative Services in Support of O&M Activities

- Mailroom and Courier Services
- Photocopying / Reproduction Services
- Warehousing / Storage Services
- Supply / Store Operations
- Inventory Control
- Office Support Services



Significant Subcontractor Team Services

- Electrical Distribution System Maintenance
- Emergency Generator Maintenance
- UPS Maintenance
- Water Treatment
- Pest Control

Fire and Life Safety Systems Maintenance
Energy Management / Building Automation Systems
Maintenance
Elevator / Escalator Maintenance
Chiller and Compressor Maintenance and Inspections
Boiler Inspections



Raven has a lengthy history of receiving extremely high award fee ratings from our clients. *During the last nine years of contract performance at NOAA's Western Regional Center Raven has earned an average award fee rating of 96.9%. And during our last seven years of performance at the FHWA's Turner-Fairbank Highway Research Center we have earned an average award fee rating of 99.5%.*

Raven has long-term contract relationships with several of our clients:



26 continuous years with the National Oceanic and Atmospheric Administration (NOAA)



18 years with the Federal Highway Administration (FHWA)



15 years with the Bureau of Engraving and Printing (BEP)



12 years with the National Institute of Environmental Health Sciences (NIEHS)

Our length of service with these clients has been based on excellent performance, the development of professional relationships based on mutual trust and respect and excellent cost management.

Raven has an outstanding history being flexible in our delivery of support services. We support production and research-oriented client environments that require the frequent adjustment of work schedules and priorities to satisfy the needs of the client and the facilities occupants.

Our extensive experience, proven performance history and excellent reputation provide our clients the responsive, flexible, high quality, affordable contract performance they seek.



“Performance and Solutions as Promised”

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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

SCHEDULE TITLE, and FSC Group, Part and Section:
03FAC, Facility Maintenance and Management
FSC Class (ES): Services

Contract Number: **GS-06F-0051P**

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

Contract Period: May 25, 2004 to May 24, 2009

Contractor	Raven Services Corporation 9626 Center Street, Suite 200 Manassas, VA 20110 703-368-8611 703-368-8450 (Fax)
Contract Administrator	John L. Rulison Email: john.rulison@ravenservices.us Website: www.ravenservices.us
Business Size:	Small, Veteran Owned Business



“Performance and Solutions as Promised”

Table of Contents

CONTRACT INFORMATION

DESCRIPTION OF SIN SERVICES

PRICING

LABOR CATEGORY DESCRIPTIONS

CONTRACT INFORMATION

1a. AWARDED SPECIAL ITEM NUMBER(S):

Special Item Number (SIN)	Description	Pricing
811-002	Complete Facilities Maintenance	See Pages 7-20
811-003	Complete Facilities Management	See Pages 7-20
811-004	Electrical and all Utility Services Limited to Facilities Maintenance	See Pages 7-20
811-1000	Other Direct Costs	See Page 20

1b. Descriptions of all corresponding position / labor category job titles with experience, functional responsibility and education are provided beginning on page 11.

2. MAXIMUM ORDER: \$750,000

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

3. MINIMUM ORDER: \$0

4. GEOGRAPHIC COVERAGE: 48 contiguous states and Washington, DC.

5. POINT OF PRODUCTION: Various

6. BASIC DISCOUNT: 4%

7. QUANTITY DISCOUNT: 1% for orders over \$3.5 million per year or 9 years in length

8. PROMPT PAYMENT TERMS: Net 30

9. GOVERNMENT PURCHASE CARDS ACCEPTED: Yes (excludes prompt payment discounts)

10. FOREIGN ITEMS:: None

11. TIME OF DELIVERY

Normal: Varies per service performed

Emergency: Shipment within ____ Days ARO for instock at time of order

Expedited: Items available for expedited delivery are noted in this price list

Overnight and 2-day Delivery:

Urgent Requirement: Clause I-FSS-140-B of the contract applies. Agencies can contact contractor's representative to possibly affect a faster delivery.

12. FOB POINT: Not Applicable

13. ORDERING ADDRESS: Same as Contractor

14. PAYMENT ADDRESS: Same as Contractor

15. WARRANTY PROVISION: Standard Commercial Warranty
16. EXPORT PACKING CHARGES: Not Applicable
17. TERMS AND CONDITIONS PF GCCC ACCEPTANCE: (any thresholds above the micropurchase level)
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): Not Applicable
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PIECE-LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE): Not Applicable
21. LIST OF SERVICE AND DISTRIBUTION POINTS: Not Applicable
22. LIST OF PARTICIPATING DEALERS: Not Applicable
23. PREVENTIVE MAINTENANCE:
24. ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS: Not Applicable
25. DUNS NUMBER: 06-486-0299
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Raven Services Corporation is registered in the Central Contract Registration (CCR) database.

DESCRIPTION OF SERVICES FOR EACH SIN

SINs	Description
811-002	Complete Facilities Maintenance
811-003	Complete Facilities Management
811-004	Electrical, and all Utility Services Limited to Facility Maintenance
811-1000	Other Direct Costs

SIN 811-002 Complete Facilities Maintenance

Provide facilities support, maintenance, and complete operations and repair of military and government facilities. These services include but are not limited to a combination of painting, pest control, grounds maintenance, landscaping, tree trimming, snow removal, elevator inspection and maintenance service, fire alarm maintenance and protection systems, locksmith services, collection and disposal of refuse, roofing repair, plumbing and pipefitting, electrical including high/low voltage systems and utility service, Energy Management Control Services (EMCS), paving, telephone maintenance, janitorial, all mechanical, operations, maintenance and repair of building systems, heating/ventilation/Air Conditioning (HVAC), and rental of facilities maintenance equipment. Also included are maintenance of facilities and systems to include instruments, carpentry, masonry, and refrigeration services; maintenance and repair of exterior electrical distribution system; operation and maintenance of HVAC; operation and maintenance of water distribution system; maintenance of septic field and maintenance and repair of surface areas; cemetery maintenance.

SIN 811-003 Complete Facilities Management

Services include management of Facilities in support of SIN 811-002 and associated with Complete Facilities Management services and to assure fully adequate and timely completion of all services. Included in this function are a full range of management duties including, but not limited to, planning, estimating, scheduling, residual material control, quality control and health and safety. This service includes an 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.

SIN 811-004 Electrical, and all Utility Services limited to Facility Maintenance

Service includes all labor, materials, tools, equipment and supervision necessary to supply and deliver firm uninterrupted electrical energy, and Utility Services necessary to meet the Government's needs. Facility Services will perform maintenance and repair

of the water and wastewater service line systems, storm water collection systems, exterior electrical systems, fuel distribution systems, natural gas, underground irrigation systems, wash racks, backflow preventers and associated structures and appurtenances. All work will be performed by qualified personnel in accordance with applicable federal, state and local laws, and regulations and Customer-developed annual and long range plans. Only fully qualified high voltage electricians will perform all high voltage work greater than 600 volts. Furnished materials will conform to the standards of the appropriate testing organization. Systems that will be maintained and repaired, but not limited to, are potable water service line system, waste water service line system, storm water collection system, exterior electric distribution system, fuel storage and distribution systems, natural gas, underground irrigation systems, wash rack facilities and other utility systems.

SIN 811-1000 Other Direct Costs

Charges in direct support of services provided under all other SINs in the Services Department. These charges include accessories or ancillary services needed for, or utilized in performance of a specific task under this department.

PRICING

Prices are inclusive for all SINs: 811-002, 811-003 and 811-004. They are presented for exempt and non-exempt labor categories.

<i>Exempt Labor Category Rates for SINs 811-002; 811-003 and 811-004</i>						
<i>Geographic Area: Domestic United States (Effective May 25, 2004)</i>						
EXEMPT LABOR CATEGORIES	Loaded Hourly Rate Base Year	Loaded Hourly Rate Option Year 1	Loaded Hourly Rate Option Year 2	Loaded Hourly Rate Option Year 3	Loaded Hourly Rate Option Year 4	
Project Manager III	\$59.31	\$61.39	\$63.53	\$65.76	\$68.06	
Project Manager II	\$55.40	\$57.34	\$59.35	\$61.42	\$63.57	
Project Manager I	\$51.50	\$53.30	\$55.17	\$57.10	\$59.10	
Assistant Project Manager II	\$49.55	\$51.28	\$53.08	\$54.94	\$56.86	
Assistant Project Manager I	\$47.60	\$49.27	\$50.99	\$52.77	\$54.62	
Supervisor II	\$46.62	\$48.25	\$49.94	\$51.69	\$53.50	
Supervisor I	\$45.65	\$47.25	\$48.90	\$50.61	\$52.38	
Environmental Coordinator	\$43.00	\$44.51	\$46.06	\$47.67	\$49.34	
Mechanical Engineer	\$61.37	\$63.52	\$65.74	\$68.04	\$70.42	
Electrical Engineer	\$62.49	\$64.68	\$66.94	\$69.28	\$71.71	
Chief Engineer	\$49.55	\$51.28	\$53.08	\$54.94	\$56.86	

<i>Exempt Labor Category Rates for SINs 811-002; 811-003 and 811-004</i>						
<i>Geographic Area: Domestic United States (Effective May 25, 2004)</i>						
Quality Control Specialist		\$34.21	\$35.41	\$36.65	\$37.93	\$39.26
EH&S Supervisor		\$36.06	\$37.32	\$38.63	\$39.98	\$41.38
Facility Manager		\$55.40	\$57.34	\$59.35	\$61.42	\$63.57
Custodial Supervisor		\$20.88	\$21.61	\$22.37	\$23.15	\$23.96
Safety Coordinator		\$28.88	\$29.89	\$30.94	\$32.02	\$33.14

<i>SCA Non-Exempt Labor Category Rates for</i>			
<i>SINs 811-002; 811-003 and 811-004</i>			
<i>Geographic Area: Domestic United States (Effective January 4, 2007)</i>			
NON-EXEMPT LABOR CATEGORIES		Day Shift Loaded Hourly Rate	Evening / Night Shift Loaded Hourly Rate
Service Order Dispatcher		\$27.02	\$27.79
Supply Technician		\$33.94	\$34.71
Gardener		\$25.40	\$26.17
Janitor		\$22.42	\$23.20
Laborer, Grounds Maintenance		\$22.68	\$23.46
Pest Controller		\$26.44	\$27.21
Tractor Operator		\$24.17	\$24.94
Carpenter, Maintenance		\$38.91	\$39.68
Electrician, Maintenance		\$45.18	\$45.95
Lead Electrician, Maintenance		\$49.19	\$49.96
Electronics Technician, Maintenance I		\$34.96	\$35.73
Electronics Technician, Maintenance II		\$36.25	\$37.02
Electronics Technician, Maintenance III		\$40.86	\$41.63
Fire Alarm System Mechanic		\$32.98	\$33.75
General Maintenance Worker		\$28.83	\$29.60
HVAC Mechanic		\$36.72	\$37.49
Lead HVAC Mechanic		\$39.88	\$40.65
Heavy Equipment Mechanic		\$36.77	\$37.54
Heavy Equipment Operator		\$38.47	\$39.24
Locksmith		\$32.01	\$32.78
Machinery Maintenance Mechanic		\$35.82	\$36.59
Maintenance Trades Helper		\$28.82	\$29.59
Painter, Aircraft		\$37.60	\$38.37
Painter, Maintenance		\$32.14	\$32.91
Pipefitter, Maintenance		\$42.26	\$43.03
Plumber, Maintenance		\$39.68	\$40.45

<i>SCA Non-Exempt Labor Category Rates for SINs 811-002; 811-003 and 811-004</i>			
<i>Geographic Area Domestic United States (Effective January 4, 2007)</i>			
Lead Plumber, Maintenance		\$43.13	\$43.90
Sheet-Metal Worker, Maintenance		\$35.62	\$36.39
Welder, Combination, Maintenance		\$32.98	\$33.75
Boiler Tender		\$36.61	\$37.38
Sewage Plant Operator		\$37.69	\$38.46
Stationary Engineer		\$36.61	\$37.38
Lead Stationary Engineer		\$39.76	\$40.53
Ventilation Equipment Tender		\$30.46	\$31.23
Water Treatment Operator		\$37.69	\$38.46
Truckdriver, Light Truck		\$25.18	\$25.95
Truckdriver, Medium Truck		\$28.42	\$29.19
Truckdriver, Heavy Truck		\$28.84	\$29.61
Truckdriver, Tractor-Trailer		\$28.84	\$29.61
General Clerk I		\$20.21	\$20.98
General Clerk II		\$22.93	\$23.69
General Clerk III		\$25.49	\$26.25
Secretary I		\$24.43	\$25.19
Secretary II		\$26.56	\$27.32
Secretary III		\$29.13	\$29.89
Laborer		\$21.70	\$22.48
Drafter/CAD Operator I		\$29.77	\$30.53
Drafter/CAD Operator II		\$32.84	\$33.60
Drafter/CAD Operator III		\$35.02	\$35.78
Drafter/CAD Operator IV		\$41.58	\$42.34
Shuttle Bus Driver		\$25.18	\$25.95
Warehouse Specialist		\$28.29	\$29.06
Shipping / Receiving Clerk		\$27.37	\$28.14
Forklift Operator		\$28.29	\$28.06

***Non-Exempt Labor Category Rates Notes:** When an AWD / CBA is issued with an RFQ Raven will apply the same loaded hourly rate estimating process and structure as negotiated and approved for the above prices.*

SIN 811-1000

Other Direct Costs

Other Direct Costs (ODC) and subcontracts will be priced at cost plus Raven's approved G&A and fee applications.

LABOR CATEGORY DESCRIPTIONS

NOTES:

1. Project Manager / Assistant Project Manager / Supervisor labor categories proposed for a contract will be determined by the anticipated scope of responsibilities to include size of facility, number of people supervised and complexity of tasks to be performed.
2. All positions / labor categories require individuals to read, write and speak English competently. Individuals employed will be U.S citizens or legal resident aliens.

Labor Category: Project Manager III

Functional Responsibility: Management and supervision of contract operations to include the hiring / termination of staff; scheduling; purchasing and inventory control; safety, selecting and managing subcontractors, budgeting and cost estimating; quality control; professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program.

Experience / Qualifications / Education: Minimum of 7 years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. Degreed engineer, EE, CE or possesses a masters degree in business administration or equivalent. Previous government contracting experience desired. Member of a professional association(s) preferred. Relevant on-the-job experience in the management and /or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements.

Labor Category: Project Manager II

Functional Responsibility: Management and supervision of contract operations to include the hiring / termination of staff; scheduling; purchasing and inventory control; safety, selecting and managing subcontractors, budgeting and cost estimating; quality control; professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program. Member of a professional association(s) preferred.

Experience / Qualifications / Education: Minimum of 5 years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software.

Degreed engineer, EE, CE or possesses a masters degree in business administration or equivalent. Relevant on-the-job experience in the management and /or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements.

Labor Category: Project Manager I

Functional Responsibility: Management and supervision of contract operations to include the hiring / termination of staff; scheduling; purchasing and inventory control; safety, selecting and managing subcontractors, budgeting and cost estimating; quality control; professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program .

Experience / Qualifications / Education: Minimum of 3 years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. Has an Associates Degree or certification by a professional association / organization such as Certified Plant Engineer / Manager, Certified Facilities Engineer / Manager, etc. Relevant on-the-job experience in the management and /or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements.

Labor Category: Assistant Project Manager II

Functional Responsibility: Serves as the contract Project Manager when the Project Manager is absent. Responsible for establishing annual maintenance plan and schedule for facility; immediate oversight of subcontractors; implementing the safety program; adhering to OSHA, EPA, local codes and hazardous materials handling procedures; and quality control procedures.

Experience / Qualifications / Education: Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. 10+ years experience as a licensed master craftsman or certification by a professional association / organization preferred. 5 to 7 years supervisory experience in commercial / industrial / research facilities preferred.

Labor Category: Assistant Project Manager I

Functional Responsibility: Serves as the contract Project Manager when the Project Manager is absent. Responsible for establishing annual maintenance plan and schedule for facility; immediate oversight of subcontractors; implementing the safety program; adhering to OSHA, EPA, local codes and hazardous materials handling procedures; and quality control procedures.

Experience / Qualifications / Education: Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software. 5 to 7 years experience as a licensed master craftsman or certification by a professional association / organization preferred. 3 to 5 years supervisory experience in commercial / industrial / research facilities preferred

Labor Category: Supervisor II

Functional Responsibility: First line supervision. Establishes individual technician work schedules; coordinates work assignments and necessary tools / resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool / equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, discipline, prepares reports as required. Recommends technical training for staff members.

Experience / Qualifications / Education: Minimum of 7 years experience as a journeyman craftsman. 3 to 5 years supervisory experience desired. Must be computer literate and familiar with various CMMS and BAS. Must be an effective communicator with staff and facility occupants.

Labor Category: Supervisor I

Functional Responsibility: First line supervision. Establishes individual technician work schedules; coordinates work assignments and necessary tools / resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool / equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, discipline, prepares reports as required. Recommends technical training for staff members.

Experience / Qualifications / Education: Minimum of 5 years experience as a journeyman craftsman. Previous supervisory or lead experience preferred. Must be computer literate and familiar with various CMMS and BAS. Must be an effective communicator with staff and facility occupants.

Labor Category: Environmental Coordinator

Functional Responsibility: Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Experience / Qualifications / Education: College degree in environmental study disciplines desired. Minimum of 5 years experience working as an environmental specialist is required. Must possess extensive knowledge of federal and state environmental regulation, directions and training programs.

Labor Category: Mechanical Engineer

Functional Responsibility: Research, develop, design, and test components, equipment, and systems; and manage engineering and design group by performing the following duties: 1) Develop and designs facilities and systems; 2) Develop and maintain quality assurance standards for engineering and design; 3) Direct activities to ensure that manufacturing, construction, installation, and operational testing conform to quality assurance standards and customer contract requirements. Review and approve CAD drafted designs, drawings, specifications and other customer deliverables; 4) Direct and coordinate operation, maintenance, and repair of equipment and systems in field installations; 5) Use computer assisted engineering and design (CADD) software and equipment to perform engineering tasks; 6) Develop project plans specifying goals, budgeting, strategy, staffing, scheduling, identification of risks,

contingency plans, and allocation of available resources; 7) Formulate and define technical scope and objectives of projects; 8) Schedule and assign duties to staff members based on their experience and / or 9) Write proposals, coordinate project activities, and establish reporting procedures.

Supervisory Responsibilities: May carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.

Experience / Qualifications / Education: A mechanical or industrial engineering degree with five years experience in mechanical engineering. Ten years experience in mechanical engineering without degree will be considered if experience is specific to required project task.

Labor Category: Electrical Engineer

Functional Responsibility:: Research, develop, design, and test components, equipment, and systems; and manage engineering and design group by performing the following duties: 1) Develop and designs facilities and systems; 2) Develop and maintain quality assurance standards for engineering and design; 3) Direct activities to ensure that manufacturing, construction, installation, and operational testing conform to quality assurance standards and customer contract requirements. Review and approve CAD drafted designs, drawings, specifications and other customer deliverables; 4) Direct and coordinate operation, maintenance, and repair of equipment and systems in field installations; 5) Use computer assisted engineering and design (CADD) software and equipment to perform engineering tasks; 6) Develop project plans specifying goals, budgeting, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources; 7) Formulate and define technical scope and objectives of projects; 8) Schedule and assign duties to staff members based on their experience and / or 9) Write proposals, coordinate project activities, and establish reporting procedures.

Supervisory Responsibilities: May carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.

Experience / Qualifications / Education: An electrical engineering degree with five years experience in electrical engineering. Ten years experience in electrical engineering without degree will be considered if experience is specific to required project task.

Labor Category: Chief Engineer

Functional Responsibility: Plans, coordinates and oversees work by assigned staff to effectively and efficiently accomplish operations, preventive maintenance and repair services. May be responsible for maintaining a computerized maintenance management system (CMMS). Provides engineering services with respect to newly installed equipment / systems. Participates in the development and maintenance of preventive maintenance schedules, operational procedures manuals, etc. may be responsible for developing an effective training program for subordinate staff.

Experience / Qualifications / Education: Minimum of 7 years work experience as a skilled craftsman. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS and MS application software.

Labor Category: Quality Control Specialist

Functional Responsibility: 1) Assists the Project Manager / Supervisor in administering the Company's QC, Accident Prevention, Safety and Health, and Fire Prevention Plans; 2) Will inspect facilities, equipment, and maintenance operations to ensure that established procedures and standards are being met.; 3) Will analyze performance by records, reports, and observations and will recommend improvements and/or corrections; 4) Will prepare the appropriate records and reports, and 5) Will apply random sampling techniques

Experience / Qualifications / Education: High School Diploma or General Education Degree (GED) 3+ years' QA/QC experience for a similar project operation desired Must be familiar with inspection procedures, inspection equipment, and performance requirements.

Labor Category: EH&S Supervisor

Functional Responsibility: Serves as the staff specialist in safety by developing and carrying out procedures with the organization that effectively control accident and health exposures in the company and minimize OSHA citations. Essential functions include: 1) Assist management to understand OSHA regulations and standards, including guidance on handling OSHA compliance, inspections, and citations; 2) Investigate serious injuries in conjunction with line and staff personnel. Notify top management of pertinent details; 3) Evaluate hazardous conditions and practices and develop hazard control practices and programs; 4) Assist in communicating hazard control information and evaluate effectiveness of the control; 5) Guide and assist plant personnel at locations with critical safety and health problems; 6) Overview company accident statistics and make recommendations for correction of problem areas; 7) Plan and direct safety and industrial hygiene services of insurance carriers to obtain optimum service; 8) Assess new developments in the health and safety field that may have application to the company's operations; 9) Establish long-range accident prevention and cost control objectives, and / or 10) Keep apprised of developments in federal and state safety laws.

Experience / Qualifications / Education: BS Degree - Safety engineering, mechanical engineering, or related field. Professional safety experience in facilities management / maintenance industry (preferably 5 years). Certified Safety Professional (CSP) status (preferred). Strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees and management. Relevant on-the-job experience in the management and /or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements

Labor Category: Facility Manager

Functional Responsibility: Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. May manage a staff of employees in the maintenance of buildings and grounds to include custodial and security functions. May manage administrative staff involved in tasks such as mail and distribution, conference / meeting support and coordination, duplicating, space planning, management of telecommunications tasks and administrative support. May oversee contractors for facilities renovation project entailing, HVAC, electrical, production floor arrangement, etc. May control allocation and use of personnel to ensure fulfillment of service schedules in all departments at the lowest possible cost. May directs operation of all departments and guides supervisors in the performance of their duties

Experience / Qualifications / Education: Bachelor's degree in Facility Management, Operations and Maintenance, or related field. Experience in a related environment (preferably 10+ years). Relevant on-

the-job experience in the management and /or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements

Labor Category: Custodial Supervisor

Functional Responsibility: Supervises a team of custodians. Sees that buildings/facilities are cleaned and maintained to ensure customer satisfaction and compliance with sanitation regulations. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Typically reports to a Project Manager / Supervisor.

Experience / Qualifications / Education: May require a high school diploma or its equivalent and at least 2 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures.

Labor Category: Safety Coordinator

Functional Responsibility: Outlines and implements training programs about employee safety procedures and accident protection and prevention. Responsibilities also include developing and distributing educational materials, inspecting company / project facilities, and recommending corrections or additional precautions to ensure compliance to established regulations.

Experience / Qualifications / Education: 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within the safety and health field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a Supervisor or Project Manager.

Labor Category: Service Order Dispatcher

Functional Responsibility: Receives, records, and distributes work orders to maintenance staff upon customers' requests for service on building / facility systems, equipment or furnishings. Records information, such as name, location, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches maintenance staff as directed by Supervisor. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio / telephone equipment.

Experience / Qualifications / Education: Must have a high school diploma or equivalent and 2 years experience in an administrative capacity, preferably with automated service request and fulfillment systems. Experience with customer relations is desired.

Labor Category: Supply Technician

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

Illustrative Assignments:

1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, nonreparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in contract or regional offices which have overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work.
2. Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.
3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular contract. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

Level of Responsibility:

Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.

Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead-time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.

Experience / Qualifications / Education: Must have a high school diploma or equivalent and 3 years experience in with inventory management and purchasing procedures. Experience within a multi-functional services environments (i.e. O,M&R, janitorial, grounds maintenance) is preferred.

Labor Category: Motor Equipment Metal Mechanic

Functional Responsibility: Repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. Removes upholstery, accessories, electrical and hydraulic window- and seat-operating equipment, and trim to gain access to vehicle body and fenders. Positions block against surface of dented area and beats opposite surface to remove dents, using hammer. Fills depressions with solder or other plastic material. Removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement. Straightens bent frames, using hydraulic jack and pulling device. Files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander. Aims headlights, aligns wheels, and bleeds hydraulic brake system. May paint surface after performing body repairs.

Experience / Qualifications / Education: Must have at least five years experience as a motor equipment metal mechanic. Demonstrate proficiency in the use of power and hand tools common to the trade. Have a high school diploma or equivalent.

Labor Category: Motor Equipment Metal Worker

Functional Responsibility: Assists Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.

Experience / Qualifications / Education: Must have previous experience working on the repair of vehicle bodies and main frames. Demonstrate proficiency in the use of power and hand tools common to the trade. High school diploma or equivalent is preferred.

Labor Category: Painter, Auto

Functional Responsibility: Coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from vehicle, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints vehicle or specified portion of vehicle. May paint insignia, letters or numerals on vehicle surface, using stencils.

Experience / Qualifications / Education: Must have at least five years experience preparing and coating surfaces of motor vehicles. Demonstrate proficiency in the use of power and hand tools common to the trade. Have a high school diploma or equivalent.

Labor Category: Electrostatic Spray Painter

Functional Responsibility: Sprays negatively charged paint particles on positively charged work pieces, using cone, disk, or nozzle-type electrostatic painting equipment. Moves switches and dials to start flow of current and to activate paint spraying equipment. Turns valves and observes gauges to set pressure and to control flow of paint. Adjusts thermostat to maintain specified temperature in paint tanks. Inspects painted units for runs, sags, and unpainted areas. Readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating. Cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses, using solvent and brush. May hand-spray parts to cover unpainted areas or apply rust preventative. May mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions. May supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.

Experience / Qualifications / Education: Must have at least five years experience operating electrostatic spray painting equipment. Demonstrate proficiency in the use of power and hand tools common to the trade. High school diploma or equivalent is preferred.

Labor Category: Gardner

Functional Responsibility: Plans and executes small scale landscaping operations and maintains grounds and landscape of business, industrial and other properties. Works with assistant in preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location. Locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner. Mows and trims lawns, using hand or power mower. Trims shrubs and cultivates gardens. Sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs. Cleans ground, using rakes, brooms, and hose. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

Experience / Qualifications / Education: Must have at least one year of experience as a gardener at a commercial/industrial building.

Labor Category: Janitor

Functional Responsibility: Cleans and keeps in an orderly condition building working areas and washrooms, entryways, lobbies or other spaces. Duties involve a combination of the following:

Sweeping, mopping, scrubbing, and polishing of floors.

Vacuuming carpets.

Stripping, refinishing hard and resilient flooring

Cleaning and washing walls and other surfaces.

Removing trash and other refuse.

Dusting equipment, furniture, Venetian blinds, fixtures, and other surfaces.

Polishing metal fixtures, porcelain bathroom fixtures or trimmings.

Replenishing supplies such as: toilet tissue, paper towels, soap, etc. as required.

Cleaning lavatories, showers, and other bathroom fixtures.

Reporting need for repairs to equipment, furniture, building and fixtures.

Performing other duties such as snow removal, leaf raking, grass cutting, edging etc. as assigned.

Experience / Qualifications / Education: Must have at least one year of experience as a janitor or maid in a commercial/industrial building or hotel/motel.

Labor Category: Laborer Grounds Maintenance

Functional Responsibility: Maintains grounds of industrial, commercial or public property such as buildings, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and mulches or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads deicing compounds on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and out buildings. Assists in repair of roads, walks, buildings, and mechanical equipment. Cleans stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Experience / Qualifications / Education: Must have at least one year of experience as a grounds maintenance worker in commercial or industrial facilities grounds / landscaping setting.

Labor Category: Pest Controller

Functional Responsibility: Sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas. Fumigates rooms and buildings, using toxic gases. Sprays chemical solutions or dusts powders in rooms and work areas. Places poisonous paste or bait and mechanical traps where pests are present. May clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating. May be required to hold State license.

Experience / Qualifications / Education: Must have at least two years of experience as a pest control worker in commercial or industrial facilities grounds / landscaping setting. Must have a thorough knowledge of pesticide products and various application techniques. Must be licensed as a pesticide applicator in accordance with local and /or state requirements. High school diploma or equivalent is preferred.

Labor Category: Tractor Operator

Functional Responsibility: Drives gasoline or diesel powered tractor to move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. Fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

Experience / Qualifications / Education: Must have two years of experience in operating tractors. Must be licensed as required by local / state regulatory agencies.

Labor Category: Carpenter Maintenance

Functional Responsibility: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. 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 handtools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work.

Performs general carpentry work which may include the following tasks: repairs or replaces weather-stripping around doors and windows; replaces caulking around windows and door frames; repairs or replaces door locks, hinges, silencers/closers, stops, and thresholds; inspects and repairs or replaces broken or loose tile, panic hardware on doors, shelves, room dividers, lockers, ceiling tile, metal latrine partitions and hardware; and repairs or replaces door and window screens, replaces broken glass, and repairs clotheslines and playground equipment.

Builds and installs concrete forms; places screeds and levels concrete. Performs rough masonry work, including brick and block laying for use in foundations or unfinished walls. Places or repairs floor coverings, including vinyl, asbestos, ceramic, or quarry tile. Patches carpet. Installs gypsum drywall; tapes, joins, and sands drywall panels in preparation for painting or texturing. Constructs wood or metal frame partitions and dropped ceilings and installs lathing, insulation, and wall paneling.

Experience / Qualifications / Education: Must have at least three years experience as a carpenter in a commercial, industrial, or construction environment. Demonstrate proficiency in the use of power and hand tools common to the trade, and be able to read and interpret blue prints, drawings and work sketches. Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman carpenter.

Labor Category: Electrician, Maintenance

Functional Responsibility: Performs operation and maintenance of low-voltage electrical power systems beginning at the service entrance of buildings and structures, and maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, device plates, and grounds and light fixtures. Operates and maintains power generation equipment and emergency generating devices.

Repairs electrical equipment: disassembles electrical units such as generators, motors, voltage regulators, and electrical appliances; locates sources of malfunction; and accomplishes required repairs by splicing or replacing wiring, rewinding armatures and field coils, replacing commutators, and replacing damaged parts. Uses common hand tools, tubing and conduit benders, hand-and-motor-operated conduit-threading machines, soldering irons, and hand drills.

Ensures that all replacements are of the same kind, equal or better type, style, quality, grade, or class to obtain specific operating characteristics or to match other items already in place. Ensures that all work conforms to the National Electric Code

Experience / Qualifications / Education: Must have at least five years experience as an electrician within a commercial or industrial building. Have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman electrician.

Labor Category: Electronics Technician III

Functional Responsibility: Maintains, repairs, and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and mainframe computers and peripherals. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations. Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Experience / Qualifications / Education: Must have at least five years experience as a electronics technician troubleshooting and maintaining electronics equipment such as: computers, radar, radio, television, telecommunication, sonar, and navigational aids. Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman electronics technician

Labor Category: Electronics Technician, Maintenance II

Functional Responsibility: Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

Experience / Qualifications / Education: Must have at least three years experience as a electronics technician troubleshooting and maintaining electronics equipment such as: computers, radar, radio, television, telecommunication, sonar, and navigational aids. Have a high school diploma or equivalent and preferably have some technical education through an accredited technical school or through an approved apprentice program.

Labor Category: Electronics Technician, Maintenance I

Functional Responsibility: Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Experience / Qualifications / Education: Must have at least one year of experience as a electronics technician troubleshooting and maintaining electronics equipment such as: computers, radar, radio, television, telecommunication, sonar, and navigational aids. Have a high school diploma or equivalent.

Labor Category: Fire Alarm System Mechanic

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

Experience / Qualifications / Education: Must have at least five years experience as a fire alarm system mechanic troubleshooting and maintaining fire alarm systems within commercial / industrial / research work environments. Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a licensed / certified fire alarm systems technician

Labor Category: General Maintenance Worker

Functional Responsibility: Performs general maintenance and repair of equipment and buildings requiring practical skills 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.

Experience / Qualifications / Education: Has at least two years of experience as a maintenance trades helper or one year of experience as a general maintenance worker in commercial or industrial building. High school diploma or equivalent desired.

Labor Category: Heating, Refrigeration and Air Conditioning (HRAC) Mechanic

Functional Responsibility: Installs, services, and repairs environmental control systems in office, industrial and research facilities. Work is accomplished using knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units of platform or floor, using hand tools, following blueprints or engineering specifications.

Fabricates, assembles, and installs ductwork and equipment. Cuts and bends tubing to correct length and shape using cutting and bending equipment and tools. Cuts and threads pipes, using machine threading or hand threading equipment. Joins tubing or pipes to various refrigeration units by means of sleeves, couplings or unions, and solders joints using torch, forming complete circuit for refrigerant.

Installs expansion and discharge valves in circuits. Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap and water solution. Wraps pipe in insulation batting and secures them in

place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment.

Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls. Inspects plumbing fixtures, piping, and appliances and corrects minor leaks and malfunctions, replacing gaskets, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components.

Experience / Qualifications / Education: Must have at least three years of recent (within the last five years) experience as a journeyman HRAC mechanic in a commercial or industrial facility equipped with chillers, boilers and air handlers. Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman HRAC Mechanic

Labor Category: Heavy Equipment Mechanic

Functional Responsibility: Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Experience / Qualifications / Education: Must have at least five years experience as a heavy equipment mechanic troubleshooting, maintaining and repairing equipment such as cranes, bulldozers and compressors. Have a high school diploma or equivalent and preferably have some technical education through an accredited technical school or through an approved apprentice program.

Labor Category: Heavy Equipment Operator

Functional Responsibility: Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load or move dirt, gravel or other materials. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment.

Experience / Qualifications / Education: Must have at least three years experience as a heavy equipment operator operating equipment such as heavy loaders, bulldozers and scrapers. Have a operator's licenses for each piece of heavy equipment operated as required by local / state regulatory agencies.

Labor Category: Locksmith

Functional Responsibility: Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Experience / Qualifications / Education: Must have two years of experience as a locksmith.

Labor Category: Machinery Maintenance Mechanic

Functional Responsibility: Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls. Inspects plumbing fixtures, piping, and appliances and corrects minor leaks and malfunctions, replacing gaskets, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components. Inspects building structural components and tightens, lubricates, aligns, trims, or otherwise corrects minor deficiencies.

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge 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.

Experience / Qualifications / Education: Must have at least two years experience as a maintenance mechanic in a commercial or industrial facility. Have a high school diploma or equivalent, and preferably have technical education through an accredited technical school or through an approved apprentice program.

Labor Category: Maintenance Trades Helper

Functional Responsibility: Performs maintenance and repair tasks as required in the appropriate trade. 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, machines, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper performs varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding material and tools and cleaning working area; and in another he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Experience / Qualifications / Education: Must have previous experience as a maintenance trades worker or in a similar capacity in a commercial or industrial establishment or in a construction environment.

Labor Category: Painter, Aircraft

Functional Responsibility: Coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints insignia, letters or numerals on aircraft surface, using stencils.

Experience / Qualifications / Education: Must have at least five years experience preparing and coating surfaces of aircraft. Demonstrate proficiency in the use of power and hand tools common to the trade. Have a high school diploma or equivalent..

Labor Category: Painter, Maintenance

Functional Responsibility: Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Experience / Qualifications / Education: Must have at least two years experience preparing, painting and redecorating building and structural surfaces. Demonstrate proficiency in the use of paints, oils, finishes, putty / fillers and hand tools common to the trade.

Labor Category: Pipefitter, Maintenance

Functional Responsibility: Assembles, installs, and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipe composed of metals such as iron, steel, brass, and lead and nonmetals such as glass, vitrified clay, and plastic, using hand and power tools. Joins pipes by use of screws, bolts, fittings, solder, and plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gages 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. Requires and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Experience / Qualifications / Education: Must have at least three years experience as a journeyman pipefitter in a commercial, industrial or research environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman pipefitter.

Labor Category: Plumber, Maintenance

Functional Responsibility: Assembles, installs, and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using handtools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipe composed of metals such as iron, steel, brass, and lead and nonmetals such as glass, vitrified clay, and plastic, using hand and power tools. Joins pipes by use of screws, bolts, fittings, solder, and plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gages 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. Requires and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Experience / Qualifications / Education: Will have at least three years experience as a journeyman plumber in a commercial, industrial or research environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman plumber.

Labor Category: Sheet Metal Worker

Functional Responsibility: Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Experience / Qualifications / Education: Will have at least three years experience fabricating, installing and maintaining sheet-metal equipment and fixtures in a commercial, industrial or research environment. Technical education through an accredited technical school or through an approved apprentice program is preferred.

Labor Category: Welder, Combination, Maintenance

Functional Responsibility: Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Experience / Qualifications / Education: Will have at least three years experience fabricating and welding machine parts, plant equipment and components of building support systems / equipment in a commercial, industrial or research environment. Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to meet certification standards of governmental agencies.

Labor Category: Boiler Tender

Functional Responsibility: Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

Experience / Qualifications / Education: Must have at least three years of experience operating and maintaining boilers and associated equipment. Boiler operator license from locality is desired.

Labor Category: Sewage Plant Operator

Functional Responsibility: Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage: Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Maintains log of operations and records meter and gas readings. Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance. May collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. May operate and maintain power generating equipment to provide steam and electricity for plant.

Experience / Qualifications / Education: Must have at least three years of experience operating sewage treatment and disposal equipment. in a commercial, industrial or research environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. High school diploma is preferred.

Labor Category: Stationary Engineer

Functional Responsibility: Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: Observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and Boiler Tenders.

Experience / Qualifications / Education: Must have at least three years of experience operating and maintaining systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Must be able to obtain or already have any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. High school diploma is preferred.

Labor Category: Ventilation Equipment Tender

Functional Responsibility: Tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes: Adjusts valves to regulate temperature of lubrication oil and flow of water through system. Moves controls to regulate speed of fans and to adjust vents and ducts. Records gauge readings, repairs completed, and time lost because of inoperative equipment. Writes repair work order tickets and out-of-order tags preparatory to equipment repair. Inspects equipment to detect excessive noise and heat. Replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool. Cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

Experience / Qualifications / Education: Must have three years of experience tending ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial / research processes

Labor Category: Water Treatment Operator

Functional Responsibility: Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panelboard and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment, using hand- and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify waste water from plant preparatory to pumping water into rivers and streams or city mains.

Experience / Qualifications / Education: Must have at least three years of experience treating, purifying and clarifying water for human consumption or industrial use. Must possess a thorough knowledge of the equipment, chemicals and tools used to treat water. Must be able to obtain or already have any licenses or permits required by federal, state, or local regulatory agencies to perform position duties. High school diploma is preferred.

Labor Category: Truck driver, Light Truck

Functional Responsibility: Straight truck, under 1 1/2 tons, usually 4 wheels.

Experience / Qualifications / Education: Must have previous experience in operating light trucks and performing operator level maintenance to vehicles. Must hold or be able to acquire within 30 days a valid driver's operating license issued by local jurisdiction.

Labor Category: Truck driver, Medium Truck

Functional Responsibility: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Experience / Qualifications / Education: Must have previous experience in operating medium trucks and performing operator level maintenance to vehicles. Must hold a valid driver's operating license issued by local jurisdiction and may be required to hold a commercial driver's license (CDL)..

Labor Category: Truck driver, Heavy Truck

Functional Responsibility: Straight truck, over 4 tons, usually 10 wheels.

Experience / Qualifications / Education: Must have two years of experience in operating heavy trucks and performing operator level maintenance to vehicles. Must hold a commercial driver's license (CDL). issued by local jurisdiction.

Labor Category: Truck driver, Tractor-trailer

Functional Responsibility: Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.

Experience / Qualifications / Education: Must have three years of experience in operating tractor-trailers and performing operator level maintenance to vehicles. Must hold a commercial driver's license (CDL) issued by local jurisdiction.

Labor Category: General Clerk I

Functional Responsibility: Follows clearly detailed specific procedures in completing several repetitive clerical steps 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 and/or operating office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines and minimal computer programs.

Experience / Qualifications / Education: High school education or GED. No experience required. Basic familiarity with office environments is preferred.

Labor Category: General Clerk II

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

Experience / Qualifications / Education: High school education or GED. Two years administrative experience required.

Labor Category: General Clerk III

Functional Responsibility: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Experience / Qualifications / Education: High school education or GED. College course work preferred. Four years administrative experience required.

Labor Category: Secretary I

Functional Responsibility: Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;

4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

Experience / Qualifications / Education: High school education or GED. One year administrative experience required. Knowledgeable of and experienced in using computer based office software such as Microsoft Word and Excel.

Labor Category: Secretary II

Functional Responsibility 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:

1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;
5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

Experience / Qualifications / Education: High school education or GED. Two years administrative experience required. Knowledgeable of and experienced in using computer based office software such as Microsoft Word and Excel.

Labor Category: Secretary III

Functional Responsibility Uses greater judgment and initiative to determine the approach or action to take in nonroutine 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:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;

4. Prepares 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;
5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

Experience / Qualifications / Education: High school education or GED. Some college course work preferred. Four years administrative experience required. Knowledgeable of and experienced in using computer based office software such as Microsoft Word and Excel.

Labor Category: Laborer

Functional Responsibility Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

Experience / Qualifications / Education: High school education desired. Must be able to lift 70 pounds.

Labor Category: Drafter/CAD Operator I

Functional Responsibility: Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Typical assignments include:

- From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.
- From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- Draws simple land profiles from predetermined structural dimensions and reduced survey notes.
- Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

Experience / Qualifications / Education: High school education or GED. Some college course work preferred. One year drafting experience desired. Familiar with common commercial Computer Aided Design software.

Labor Category: Drafter/CAD Operator II

Functional Responsibility: Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and

small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

Typical assignments include:

- From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.
- Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.

Experience / Qualifications / Education: High school education or GED. Some college course work preferred. Two years drafting experience required. Experienced in using common commercial Computer Aided Design software. Possesses basic technical knowledge of construction and building terminology and schematics.

Labor Category: Drafter/CAD Operator III

Functional Responsibility: Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

- Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.
- Excludes drafter performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Experience / Qualifications / Education: High school education or GED. Some college course work preferred particularly in mathematics. Four years drafting experience required. Experienced in using common commercial Computer Aided Design software. Possesses significant technical knowledge of construction and building terminology and schematics.

Labor Category: Drafter/CAD Operator IV

Functional Responsibility: Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Experience / Qualifications / Education: Formal engineering or design education at the college level preferred. Six years drafting experience required. Experienced in using common commercial Computer Aided Design software. Possesses significant technical knowledge of construction and building terminology and schematics.

Labor Category: Shuttle Bus Driver

Functional Responsibility: Drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers. May perform other duties when not driving, such as custodial and building maintenance tasks.

Experience / Qualifications / Education: High School education desired. Must have a basic operating knowledge of minibus / vans. Must possess a CDL license when required by the size of vehicle.

Labor Category: Warehouse Specialist

Functional Responsibility: As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Experience / Qualifications / Education: High School education / GED desired. Must have a basic operating knowledge of warehouse, storage and palletizing operations.

Labor Category: Shipping / Receiving Clerk

Functional Responsibility: Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Experience / Qualifications / Education: High School education / GED desired. Should have a basic knowledge of warehouse and shipping / receiving procedures. Familiarity with operating appropriate equipment such as forklift and pallet jack is desired.