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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 *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



## FEDERAL SUPPLY SERVICE AUTHORIZED SCHEDULE PRICE LIST

Contract #: GS-06F-0071R  
SIN 561210FAC - Complete Facilities Maintenance and  
Managment  
SIN OLM - Order Level Materials



**Government Discounts:**

GSH is offering the government a 5% discount off of our standard pricing structure. Additionally, the following discounts are applicable for all SINS for GSA Schedule customers only:

- Prompt payment discount of 5% for payment received in advance
- Quantity discount for orders over \$500,000 per annum is 5%

**Sample Costing:**

The rates on the following pages are applicable to the New York Metro area only. Rates will be adjusted accordingly for different regions. Please call GSH for rates in other areas.

**Assumptions:**

- Prices quoted below are hourly.
- Prices are applicable to the New York Metro Area, rates will be adjusted accordingly for different regions.
- Materials will be billed at cost, plus 10%.
- Escalation will be 3% per year.
- All other service categories not listed in the pricing tables will be negotiated through GSA on an as needed basis and added to our schedule.

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## Pricing

Table 1

Position	Category	2019 GSA Rates (includes 3% escalation per year as per terms of approved price list)	
Facility Manager	Straight time	\$	114.60
Facility Manager	Overtime	\$	130.44
Facility Manager	Double time	\$	171.67
Project Manager	Straight time	\$	95.49
Project Manager	Overtime	\$	105.09
Project Manager	Double time	\$	138.08
Chief Engineer	Straight time	\$	109.30
Chief Engineer	Overtime	\$	137.44
Chief Engineer	Double time	\$	179.15
Lead Engineer	Straight time	\$	105.28
Lead Engineer	Overtime	\$	132.10
Lead Engineer	Double time	\$	172.08
Engineer	Straight time	\$	105.28
Engineer	Overtime	\$	132.10
Engineer	Double time	\$	172.08
Maintenance Mechanic	Straight time	\$	96.22
Maintenance Mechanic	Overtime	\$	120.09
Maintenance Mechanic	Double time	\$	156.16
Maint Helper	Straight time	\$	88.22
Maint Helper	Overtime	\$	109.49
Maint Helper	Double time	\$	142.11
Administrator	Straight time	\$	55.98
Administrator	Overtime	\$	57.57
Administrator	Double time	\$	76.13
Boiler Lead	Straight	\$	131.86
Boiler Lead	Overtime	\$	197.79
Boiler Lead	Double time	\$	263.72
Boiler Operator	Straight	\$	131.86
Boiler Operator	Overtime	\$	197.79
Boiler Operator	Double time	\$	263.72
Electrician	Straight	\$	147.38
Electrician	Overtime	\$	210.86
Electrician	Double time	\$	254.50
Handyman	Straight	\$	88.22
Handyman	Overtime	\$	109.49
Handyman	Double time	\$	142.11

# FEDERAL SUPPLY SERVICE AUTHORIZED SCHEDULE PRICE LIST



**Table 2**

Position	Category	2019 GSA Rates (includes 3% escalation per year as per terms of approved price list)	
HVAC Journeyman	Straight time	\$	114.17
HVAC Journeyman	Overtime	\$	133.25
HVAC Journeyman	Double time	\$	168.31
HVAC Journeyman	Holiday time	\$	168.31
HVAC Apprentice	Straight time	\$	95.76
HVAC Apprentice	Overtime	\$	107.09
HVAC Apprentice	Double time	\$	133.42
HVAC Apprentice	Holiday time	\$	133.42
Journeyman Plumber	Straight time	\$	138.78
Journeyman Plumber	Overtime	\$	153.89
Journeyman Plumber	Double time	\$	190.05
Journeyman Plumber	Holiday time	\$	190.05
Assistant Plumber	Straight time	\$	118.47
Assistant Plumber	Overtime	\$	131.49
Assistant Plumber	Double time	\$	162.19
Assistant Plumber	Holiday time	\$	162.19

**Table 3**

Position	Category	2019 GSA Rates (includes 3% escalation per year as per terms of approved price list)	
Painter	Straight time	\$	118.11
Painter	Overtime	\$	131.38
Painter	Double time	\$	163.35
Carpenter	Straight time	\$	119.81
Carpenter	Overtime	\$	137.95
Carpenter	Double time	\$	175.20
Laborer	Straight time	\$	119.72
Laborer	Overtime	\$	131.74
Laborer	Double time	\$	162.58

**Notes:**

**Table 1**

- Facilities Manager, Project Manager and Administrator are non-union; all other positions are union
- These positions are generally priced on 2,080 hours of employment per year
- There is generally no requirement for vehicles to carryout their daily function, however, senior managers are provided with vehicles as part of their employment package
- Sickness and vacation coverage is built into each rate, therefore additional coverage will not be an additional bill
- Central Support Staff costs are allocated for staff support supplied by our home office (ie IT, Safety, Training, Quality, etc.)
- Overhead costs are allocated for general overheads
- All GSH staff members are supplied with state-of-the-art handheld devices to facilitate communication
- Uniform costs are built into the rates
- General hand tools are built into the rates
- Full benefits and payroll taxes are built into the rates
- Workers compensation, general liability, umbrella, auto and life insurance are built into the rates
- Training is built into the rates

**Table 2**

- Represents union employees who are not dedicated full time to a property and generally carryout a specialist function
- On average, GSH employees are paid \$4.00 above union scale, which has been built into our costs, to ensure the recruitment and continued employment of high-caliber professionals
- Billing is associated with the time on each job
- These positions require an equipped vehicle so the individuals are mobile from site to site and carry the equipment, tools and materials to carryout their work
- Sickness and vacation costs are built into the rate
- Central & Branch Support Staff are allocated to cover management of staff and staff support supplied by our home office. (Management is not generally separately priced as compared to the labor in Table 1. The percentage allocation here will therefore be higher in order to cover these costs.)
- Overhead costs are allocated for general overheads
- All GSH staff members are supplied with state-of-the-art handheld devices to facilitate communication
- Uniform costs are built into the rates
- General hand tools are built into the rates
- Full benefits and payroll taxes are built into the rates
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- Training is built into the rates

**Table 3**

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- Overhead costs are allocated for general overheads
- All GSH staff members are supplied with state-of-the-art handheld devices to facilitate communication
- Uniform costs are built into the rates
- General hand tools are built into the rates
- Full benefits and payroll taxes are built into the rate
- Workers compensation, general liability, umbrella, auto and life insurance are built into the rates
- Training is built into the rates

**Union Agreement/Prevailing Wages**

Rates provided are based union rates based on prevailing wages for the New York Metro Area.



## Information for Ordering Agencies

- 1a. Contract #: GS-06F-0071R  
SIN 561210FAC - Complete Facilities Maintenance and Management  
SIN OLM - Order Level Materials
- 1b. Lowest Price Model Number and Lowest Unit Price  
GSH is only providing services at this time
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.  
See Tables 1, 2 and 3 for Positions, Categories and Rates
2. Maximum order. N/A
3. Minimum order. N/A
4. Geographic coverage (delivery area). US, UK and India
5. Point(s) of production (city, county, and State or foreign country). GSH is only providing Services
6. Discount from list prices or statement of net price.  
  
GSH is offering the government a 5% discount off of our standard pricing structure. Additionally, the following discounts are applicable for all SINS for GSA Schedule customers only:
  - ✂ Prompt payment discount of 5% for payment received in advance
  - ✂ Quantity discount for orders over \$500,000 per annum is 5%
7. Quantity discounts.  
Quantity discount for orders over \$500,000 per annum is 5%
8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."  
Prompt payment discount of 5% for payment received in advance

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- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
Accepted
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.  
Accepted
- 10. Foreign items (list items by country of origin).  
Not applicable to Services
- 11a. Time of delivery. (Contractor insert number of days.)  
As negotiated between GSH Group and the ordering agency
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.  
As negotiated between GSH Group and the ordering agency
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.  
As negotiated between GSH Group and the ordering agency
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.  
As negotiated between GSH Group and the ordering agency
- 12. F.O.B. point(s).  
Not applicable to services
- 13a. Ordering address(es).  
George S. Hall, Inc.  
4 Gatehall Drive  
Parsippany, NJ 07054
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.  
GSH Accepts Orders via BPA  
GSH will negotiate with the ordering agency and accept their ordering procedures.



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14. Payment address(es).  
George S. Hall, Inc.  
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15. Warranty provision.  
The Warranty varies from customer to customer and depends on the project. GSH also passes along the Manufacturer Warranty directly to the customer. GSH provides performance bonds as part of the warranty process.
16. Export packing charges, if applicable.  
Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
In accordance with the Government Purchase Card Requirements
18. Terms and conditions of rental, maintenance, and repair (if applicable).  
Not Applicable
19. Terms and conditions of installation (if applicable).  
Terms and conditions will be addressed during the contract phase
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  
Terms and conditions will be addressed during the contract phase
- 20a. Terms and conditions for any other services (if applicable).  
Terms and conditions will be addressed during the contract phase
21. List of service and distribution points (if applicable).  
HVAC Technician, Plumbing, Painter, Laborer, Project Manager, Project Administrator, Boiler Lead, Boiler Operator, Mechanic, Handyman, Electrician.
22. List of participating dealers (if applicable).  
Not applicable
23. Preventive maintenance (if applicable).  
GSH provides preventative maintenance services to our customers
- 24a. Environmental attributes  
Not applicable

- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).  
Not applicable
25. Data Universal Number System (DUNS) number.  
962949517
26. Notification regarding registration in SAM.  
GSH is registered in the System for Award Management Database

### Job Descriptions

#### Boiler Lead

The Boiler Lead is responsible for maintaining the boilers to keep them running at the facility at all times.

#### Responsibilities

- Operation and routine maintenance of two Cleaver Brooks 250HP high pressure steam boilers including all associated ancillary systems (DA tank system, condensate tank, expansion tank, heat transfer package, chemical feed and monitoring systems, pumps, filters, motors and controls, etc).
- Operation and maintenance are to be performed in accordance with the manufacturer's recommendations, OEM service vendors, industry best practices, and management
- Boiler Operator personnel will comply with, and possess corresponding, in good standing
- New Jersey State issued licensure for the operation of high-pressure steam boilers
- Ensure all boiler house certification requirements are maintained up to date and in compliance with New Jersey State regulations
- Perform routine checks (water quality, chemistry, exhaust, consumption, etc.)
- Ensure activities in the boiler house are documented in accordance with New Jersey State authority
- Preventive maintenance schedule and predictive maintenance techniques are to be performed in accordance to New Jersey State applicable regulations and requirements and preventive maintenance procedures to maintain compliance
- Report any abnormal condition as well as recommendations regarding boiler operations system health and efficiency
- Perform appropriate documentation to comply with New Jersey State authority requirements
- Coordinate maintenance, repair, and inspections of equipment with vendors, local audit authorities, and Management as required
- Provide advanced notification and details of shutdown requirements to management
- Support and coordinate efforts for scheduled production shutdown events to maintain timelines for maintenance target completion dates
- Ensure warranty and certification is maintained when maintenance/repair is required

- ✂ Ensure records of all repair work performed is accurate and complete as per vendor service agreement and procedures
- ✂ Provide recommendation for adequate number of critical inventory spare parts
- ✂ Provide standard operating procedures (SOP) for normal operating conditions as well as emergency conditions for the boiler operation
- ✂ Support coordination, planning, and execution of quarterly, semi-annual, and annual PMs with Management and specialty maintenance vendors
- ✂ Ensure all work is completed and vendor documentation is accurate and complete

**Qualifications:**

- ✂ 5 Years of Boiler Operating Experience
- ✂ A High School diploma or GED is required
- ✂ A Black Seal High Pressure boiler license is required
- ✂ OSHA 10 Certification
- ✂ Boiler/ Chiller experience is required
- ✂ Working knowledge of electrical, HVAC, pneumatic, hydraulic, and other mechanical systems.
- ✂ Ability to operate power tools and diagnostic equipment to test, troubleshoot, and repair various systems
- ✂ Must be detail oriented, organized, and capable of multi-tasking
- ✂ Good communication and listening skills are essential
- ✂ Must effectively interact with all facility personnel, visitors and outside contractors.
- ✂ Work within OSHA guidelines

**Boiler Operator**

Operates high and low-pressure boilers as schedule demands in a safe manner. Schedules and coordinates required Boiler inspections and maintenance.

**Responsibilities:**

- ✂ Perform boiler maintenance such as: adjustment of stokers, greasing, and oiling equipment
- ✂ Sample and treat water systems
- ✂ Perform general water treatment activities such as: water conductivity analysis, boiler chemical preparation, and water treatment system monitoring
- ✂ Remove ash and soot from boiler systems
- ✂ When necessary, perform assigned boiler lead duties
- ✂ Participate in mandatory training sessions
- ✂ Respond to emergency situations immediately

**Qualifications:**

- ✂ 3 Years of Boiler Operating Experience
- ✂ A High School diploma or GED is required
- ✂ A Black Seal High Pressure boiler license is required
- ✂ Boiler/Chiller experience is required
- ✂ Working knowledge of electrical, HVAC, pneumatic, hydraulic, and other mechanical systems.

- ✧ Ability to operate power tools and diagnostic equipment to test, troubleshoot, and repair various systems
- ✧ Must be detail oriented, organized, and capable of multi-tasking
- ✧ Good communication and listening skills are essential
- ✧ Must effectively interact with all facility personnel, visitors and outside contractors.
- ✧ Work within OSHA guidelines

### **Project Manager**

The Project Manager will lead cross functional project teams, including internal and third party, to drive development, validation and launch activities for the Ferring portfolio. Using project management methodologies and best practices to deliver projects on time. The incumbent will be working in a fast paced and dynamic team environment handling a varied portfolio of high visibility projects with many stakeholders and sometimes competing priorities. The candidate must have project management experience

### **Responsibilities**

- ✧ Provide maintenance resources to support all functions necessary for the general maintenance upkeep and minor repairs of building infrastructure, systems, and equipment
- ✧ Provide first line response maintenance service to evaluate equipment, system, and building infrastructure component prior to engaging specialty service vendor
- ✧ Provide recommendation on path forward to Management
- ✧ Ensure personnel is fully trained on OSHA-10 requirements (LO/TO, Fall Protection, Elevated work, Ladder Safety, Electrical Safety, ARC Flash, Confined Space, mobile equipment etc.)

### **Qualifications:**

- ✧ BA or BS degree in science from accredited college or university
- ✧ Seasoned pharmaceutical project management professional plus a minimum of 5 years' project management experience
- ✧ OSHA 30 Certification
- ✧ Strong analytical skills and business intelligence
- ✧ Cross functional collaboration skills with the ability to network with different functional areas and integrate cross functional deliverables
- ✧ Proficiency in MS Office, MS Project, and SharePoint
- ✧ Strong oral interpersonal and written communications skills

### **Project Administrator**

### **Responsibilities:**

- ✧ Facilities-related help and assistance (including hot/cold calls, keys, furniture, repairs, box moves, safety related items, housekeeping, bottled water replenishment, etc.)
- ✧ Maintain a service request system for all employee requests for facilities-related help and assistance
- ✧ Provide routine reports on activity, service levels, customer satisfaction, etc.

- ✧ Maintain a service request phone line to attend to employee requests for facilities-related help and assistance
- ✧ Provide timely and appropriate response to employee requests on service delivery and completion dates
- ✧ Order facilities-related supplies, materials, and spare parts

**Qualifications:**

- ✧ 3 Years of Project Administration experience
- ✧ Experience in project coordination within the pharmaceutical research and development industry preferred, ideally with project management certification or relevant training
- ✧ Demonstrated critical thinking skills, solid decision making/problem solving skills, solid judgment, and ability to operate autonomously under general direction
- ✧ Strong user skills with all Microsoft Office products, including MS Project or similar software
- ✧ Experience with travel and meeting planning preferred
- ✧ Strong organizational and interpersonal skills
- ✧ Strong verbal and written communications skills

**HVAC Journeyman**

Maintains, repairs, and installs HVAC equipment, ductwork, controls, exhaust equipment and kitchen equipment. Analyze/assess problems quickly and accurately, act independently and with little supervision and the ability to learn new tasks and systems. Understand instrumentation and automated systems operations, blueprint reading, mathematics, and preventive/predictive maintenance. Manages time well, accomplishing tasks on schedule and the willingness to perform all assigned tasks within their ability.

**Responsibilities:**

- ✧ Perform scheduled maintenance and minor repairs of HVAC systems
- ✧ Ensure Air Handler Units are operating efficiently and in accordance to parameters predetermined for each specific building area. Preventative maintenance is to be in accordance with OEM (original equipment manufacturer) recommendations and schedules and maintenance procedures
- ✧ Inspect, service, and maintain AC split systems, fan cooling units, Cooling Towers, HVAC Air Handler equipment, exhaust fans, heaters and packaged AC systems
- ✧ Inspect, service, and maintain comfort packaged AC units two times per year and in accordance with OEM's instruction manuals and in coordination with service vendors
- ✧ Perform daily inspection of chilled water and condenser water systems including chillers, cooling towers, pumps, VFDs, re-heat and cooling coils for system status and operating efficiency
- ✧ Follow-up with OEM/Specialty vendor on operating anomalies, maintenance, and repairs
- ✧ Provide pre-filter replacement in a quarterly basis or as required per specified HVAC unit
- ✧ Provide belt replacement/alignment in a semi-annual basis (2 times per year- HVAC)
- ✧ Perform maintenance checks of AHU's blowers, motors, reheat & cooling coils, actuators, valves, traps and drains, drives and adjust belt tension, and alignment (2 times per year)
- ✧ Check and lubricate bearings using OEM recommended grease, amount and frequency

- ✂ Document activity on tag and related maintenance document
- ✂ Check AHU differential pressure across filter
- ✂ Perform CBM (condition-based maintenance) and coordinate execution with vendor and management
- ✂ Coordinate filter change out with vendor and Management (30% (quarterly) / 90% (semi-annual))
- ✂ Inspect and verify condensate drains and drip pans clear of debris and functional every six months
- ✂ Clean (power wash) condensers and evaporator coils free of debris on a semi-annual basis
- ✂ Perform compressor oil acid test once per year
- ✂ Check suction, discharge, and oil pressure; check compressor un-loaders
- ✂ Perform required daily operational inspection checks on low pressure hot water boilers
- ✂ Preventative maintenance schedule to be followed with 100% compliance and properly documented
- ✂ Predictive maintenance techniques to be incorporated where/when feasibly possible
- ✂ Report any abnormal condition (i.e. noise, vibration) as well as recommendations regarding system health and efficiency
- ✂ Perform appropriate documentation to comply with all authority requirements. All daily, weekly, monthly, quarterly, semi-annual, and annual reports and checklists to be adhered to 100%
- ✂ Co-ordinate major maintenance or repairs of equipment with vendors and Management
- ✂ Ensure warranty validity and scope when maintenance/repair is required. Maintain records of all repair work performed
- ✂ Provide recommendations on number of critical inventory spare parts
- ✂ Ensure management and accountability of refrigerant gas according to State and Federal Regulations
- ✂ Maintain appropriate and accurate documentation for accountability of refrigerant gas usage

**Qualifications:**

- ✂ 5 Years of HVAC Experience
- ✂ EPA Universal License is required
- ✂ Black Seal Low Pressure License
- ✂ OSHA 10 Certification
- ✂ Must be familiar with HVAC and electrical codes
- ✂ Must hold HVAC mechanic license and be certified for CFC refrigerant recovery
- ✂ Ability to plan and organize work
- ✂ Capable of brazing, soldering and welding
- ✂ Possess or have ability to obtain a HVAC license

**Electrician**

The position of Electrician maintains the electrical and controls systems of all manufacturing equipment, utilities and facilities to allow for the efficient and safe production of quality products. This position will also be the first responder to a system mechanical failure to determine if a controls problem exists or to determine what type of mechanical failure has occurred.



**Responsibilities:**

- ✦ Periodic inspection and maintenance of electrical systems to ensure smooth operation of transformers, electrical switch gears, disconnects, power panels, cables, etc.
- ✦ Perform preventative maintenance activities with 100% adherence to schedule
- ✦ All maintenance work is to be documented and filed according to Production procedures
- ✦ Investigate interruption of service power to utility points and provide production management with timely event investigation report and recommendations
- ✦ Inspect for tightness of connections, overheating, discoloration, corrosion, and burnt smell on electrical systems and panels and implement corrective actions
- ✦ Perform regular cleaning of electrical power panels, control panels, VFD's
- ✦ All CGFCI sockets are to be tested once every six months for the proper functionality, voltage levels, and grounding. Testing is to be documented. Failures are to be investigated and repaired through the work order process
- ✦ Coordinate and conduct emergency light testing every six months in accordance with regulatory requirements (coordinate execution with other regulatory requirements)
- ✦ Cables of portable equipment and extension cords are to be inspected and if found damaged must be taken out of service destroyed and replaced
- ✦ Inspect motors for vibration, noise, temperature, imbalance of phase current on an annual basis, record findings, report deficiencies and recommend corrective measures
- ✦ Support scheduling and coordination of maintenance and repair activities of major electrical equipment (Primary voltage switches, transformers, main switchgear) with outside vendors/agencies when required
- ✦ Conduct regular walkthrough inspections for all light emitting bulbs for proper function and replace upon malfunction or failure 29
- ✦ Respond to all service calls for bulb/ballast replacements
- ✦ Make recommendation for inventory levels of replacement bulbs and ballasts for the facility
- ✦ Provide support and coordination for execution of infrared thermography inspection once per year for critical electrical equipment, primary and secondary electrical panels
- ✦ Inspect and document electrical meter readings in a monthly basis
- ✦ Perform all required lock-out/tag-out and hot-work procedures prior to any electrical work requiring such procedures

**Qualifications:**

- ✦ Electrical License with 5 years related experience
- ✦ OSHA 10 Certification
- ✦ To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software

**Maintenance Mechanic**

The Mechanic will perform routine maintenance duties throughout the assigned working location. While this role may work with journeyman electricians, plumbers, HVAC techs, and/or mechanics, the duties of this role do not require journeyman skill sets and/or certifications. The Mechanic performs more complex and difficult tasks including repair and maintenance of some non-journeyman systems.

**Responsibilities:**

- ✦ Provide general mechanic services for performing scheduled preventative and/or predictive maintenance and minor repairs and installations of mechanical equipment, building, and office systems
- ✦ Provide support on maintenance and repair of blowers, pumps, motors, valves, diaphragms, filters gaskets, and all general facility and utility equipment and mechanical systems
- ✦ Inspect and maintain building utility piping and mechanical systems in accordance with OEM requirements, industry standards, best practices, and Production
- ✦ maintenance schedules/procedures
- ✦ Coordinate scheduled maintenance of OEM and specialty service providers with Management
- ✦ Make recommendations for maintaining an appropriate critical spare parts inventory

**Qualifications:**

- ✦ High School Diploma or GED required
- ✦ Some vocational training or additional education in maintenance or plant operations preferred
- ✦ At least 3 years of experience in general building maintenance and/or within a specific trade (carpenter, electrical, HVAC, plumbing) preferred
- ✦ OSHA 10 Certification
- ✦ Black Seal Low Pressure License
- ✦ Critical thinking skills
- ✦ Ability to communicate verbally and in writing
- ✦ Ability to operate tools and equipment with skills reflective of vocational or trades education
- ✦ Knowledge of the accepted practices, processes, materials and tools of maintenance
- ✦ Knowledge of occupational hazards and safety precautions of the building maintenance trades
- ✦ Ability to perform basic mechanical maintenance
- ✦ Decisive judgment
- ✦ Ability to work with minimal supervision
- ✦ Must be able to work in a stressful environment

**Handyman**

**Responsibilities:**

- ✦ Provide painting and carpentry services for upkeep of the facility to an "As New" service level
- ✦ Ensure maintenance of painted surfaces of walls and doors
- ✦ Paint and any other surface materials is to comply with building specifications
- ✦ Wall and floor systems (i.e.; paint, wall paper, tile, sheetrock, chair-rail, carpet, wood etc.)
- ✦ Ceiling tiles, Office furniture and partition systems
- ✦ Provide installation services for signs, picture frames, cabinets etc.
- ✦ Attend to complaints/requests within 30 minutes of initial communication of issue
- ✦ Coordinate specialty repairs with outside vendors as needed

- ✎ Maintain an organized and quantifiable inventory for paint and other cosmetic supplies

**Qualifications:**

- ✎ High school education or equivalent
- ✎ 3 years handyman/carpenter experience

**Laborer**

**Responsibilities:**

- ✎ Able to utilize materials, methods, tools, and equipment used in the day-to-day maintenance at
- ✎ Ability to adhere to all policies and regulations regarding safety
- ✎ Knowledge or/and ability to safely operate all hand or power tools equipment related to the job
- ✎ Will be up to date with all safety regulations

**Qualifications:**

- ✎ 1 Year of experience
- ✎ Candidate must be drug 3 months' probation period

**Journeyman Plumber**

Under the direction of the General Maintenance Supervisor, the plumber conducts all plumbing related repairs, preventive, and predictive maintenance tasks. Installs and repairs all plumbing fixtures, systems, and equipment. Complete all assigned tasks in a timely manner meeting the customer needs and standards. Respond to emergency requests, complete preventive and corrective work requests repairs through to completion.

**Responsibilities:**

- ✎ Maintain shop work areas in a safe, clean operating condition, and apply good housekeeping practices throughout the facility always. Report any unsafe conditions and take appropriate action as required to resolve noted problems.
- ✎ Execute repairs, preventive maintenance, and/or replacement of plumbing equipment, systems, fixtures, valves, piping, and other devices as required.
- ✎ Maintain, repair, clean, adjust, and/or install electric or gas water heaters.
- ✎ Test equipment to determine malfunctions or causes of breakdown; remove and replace faulty parts, sub-assemblies, and major components; re-test repaired equipment and adjust for proper operation.
- ✎ Utilize the Computerized Maintenance Management System (CMMS) to coordinate work, track progress, input meaningful notes, and expenditures for all work performed.
- ✎ Recommend ordering of necessary parts and supplies to complete tasks.
- ✎ Completes all assigned preventive and corrective maintenance work requests
- ✎ Advise supervisor of any/all system or building discrepancies environmental conditions or inefficient system operation which may cause a hazard to staff and employees.
- ✎ Perform other duties as assigned to support in delivering services to the site.
- ✎ Follow all site-specific health and safety rules and regulations.

**Qualifications:**

- ✘ High school diploma required
- ✘ Completed an accredited electrical apprentice program and/or graduated from an electrical trade's school.
- ✘ Must be willing to continue training in skill sets to maintain knowledge in the latest equipment and technologies.
- ✘ Five years' experience in plumbing construction and maintenance
- ✘ Have familiarity with building systems in facilities of similar size and scope
- ✘ Must have strong knowledge of HVAC, plumbing, electrical, construction methods, building systems
- ✘ Have the ability and willingness to work rotational shift, including days, evenings, nights as well as overtime, weekends, and holidays as required
- ✘ Ability to lift heavy objects up to 50 lbs.
- ✘ Strong organizational skills
- ✘ Strong Computer knowledge (Microsoft suite, Archibus)
- ✘ Possess a valid state driver's license

**Electrician**

**Responsibilities**

- ✘ Periodic inspection and maintenance of electrical systems to ensure smooth operation of transformers, electrical switch gears, disconnects, power panels, cables, etc.
- ✘ Perform preventative maintenance activities with 100% adherence to schedule
- ✘ All maintenance work is to be documented and filed according to Facility Production procedures
- ✘ Investigate interruption of service power to utility points and provide Facility Production management with timely event investigation report and recommendations
- ✘ Inspect for tightness of connections, overheating, discoloration, corrosion, and burnt smell on electrical systems and panels and implement corrective actions
- ✘ Perform regular cleaning of electrical power panels, control panels, VFD's
- ✘ All CGFCI sockets are to be tested once every six months for the proper functionality, voltage levels, and grounding. Testing is to be documented. Failures are to be investigated and repaired through the work order process
- ✘ Coordinate and conduct emergency light testing every six months in accordance with regulatory requirements (coordinate execution with other regulatory requirements)
- ✘ Cables of portable equipment and extension cords are to be inspected and if found damaged must be taken out of service destroyed and replaced
- ✘ Inspect motors for vibration, noise, temperature, imbalance of phase current on an annual basis, record findings, report deficiencies and recommend corrective measures
- ✘ Support scheduling and coordination of maintenance and repair activities of major electrical equipment (Primary voltage switches, transformers, main switchgear) with outside vendors/agencies when required
- ✘ Conduct regular walkthrough inspections for all light emitting bulbs for proper function and replace upon malfunction or failure
- ✘ Respond to all service calls for bulb/ballast replacements
- ✘ Make recommendation for inventory levels of replacement bulbs and ballasts for the facility

**FEDERAL SUPPLY SERVICE  
AUTHORIZED SCHEDULE PRICE LIST**

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- ✧ Provide support and coordination for execution of infrared thermography inspection once per year for critical electrical equipment, primary and secondary electrical panels
- ✧ Inspect and document electrical meter readings in a monthly basis
- ✧ Perform all required lock-out/tag-out and hot-work procedures prior to any electrical work requiring such procedures

## Office Administration

- **Timesheets/Payroll/Accruals:**
  - Receive, review, approve, file and forward weekly timesheets, overtime approvals and expense forms.
  - Receive, review and monitor PTO requests. Reconcile with weekly timesheets.
  - Create new or amended timesheet templates as necessary for staff changes and temporary engineers.
  - Keep track of the temporary labor on a monthly basis.
  - Maintain PTO accruals for current employees, generate reports and distribute as necessary.
- **Cintas Uniforms:**
  - Monitor Cintas uniform service for all locations using the service; review online invoices for issues, resolve and approval for payment.
  - Coordinate fittings and orders for new client sites.
- **Client Reports and Billing:**
  - Prepare monthly reports and billing for clients.
- **Employee Online Training Sessions:**
  - Monitor monthly employee training to ensure all are completed by month-end.
- **Work Orders and Purchase Orders:**
  - Create Work Orders and Purchase orders as necessary using the Maximo system.
- **General Office Duties:**
  - Answer phones, check mailbox, prepare mailings as required.
  - File client contract and employee paperwork.
  - Collate the invoices, payments, QCF Forms, for vendors.
  - Maintain availability of hire packets.
  - Monitor all office supplies.
  - Attend periodic staff meetings; take notes and distribute minutes.
  - Put together the PPE (Personal Protective Equipment) bags, as needed.
  - Keep the Office Information and Procedure Manual current.
  - Perform additional duties as required by the Director of West Coast Operations.
- **Qualifications:**
  - Prior experience in an office setting
  - Prior experience with customer service
  - Advanced typing and computer skills
  - Proficient with the Microsoft Office suite
  - Excellent oral and written communication skills
  - Strong attention to detail
  - Ability to work professionally, independently, and as a team, on assigned tasks and to complete assignments in a timely manner
  - Must be able to multi-task, as well as strong attention to detail and organization
  - Be dependable and punctual
  - Adhere to company confidentiality policy
  - Payroll or HR background is a plus



## Chief Engineer

### PURPOSE OF THE JOB

The Chief Engineer is in charged with the day-to-day management of all engineering operations (electrical, HVAC, plumbing, IT infrastructure, and emergency systems) at multiple sites in the greater San Jose area. Work closely with building management and other team members to deliver services. Manage engineers or technical service providers and contractors to ensure conformance with building performance specifications. Maintain maximum up time for all systems. Advise client on specific capital improvements and upgrades to produce cost savings. Implement energy reductions, green practices and sustainability items. Oversee Construction and Capital Projects. Ensure that operations are carried out in conformance to client standards and current industry standards.

### BASIC FUNCTION

Supervise, control, direct, administer and coordinate all engineering operations and mechanical/electrical maintenance of the facility under the general direction of building management and the Engineering Manager. Oversees Tenant Improvements and Construction.

### PERSONNEL SUPERVISED

2 – Journeyman Engineers

1 – Utility Engineer

### MAJOR DUTIES AND RESPONSIBILITIES

Supervise the performance and maintenance of all mechanical, electrical and craft services, ensuring operation within design capabilities and achieving proper environmental conditions prescribed by Building Management.

Oversee and supervise the efficient operation of the facility equipment and systems.

Oversee Tenant improvement and construction.

Perform requisite daily communication with Building Management on matters relating to the services performed.

Develop operating instructions and procedures for equipment and systems.

Strive toward a goal of zero down-time in operations by virtue of reliable system performance.

Prepare operating budgets relative to the Engineering Department.

Together with the Engineering Branch Manager, implement and conduct training programs for operating the facility equipment and systems.

Establish and maintain periodic operational testing schedules for critical systems and equipment.

Administer an effective and accountable preventative maintenance system tailored to the facility.

Evaluate all equipment and systems operationally and provide the customer with a list of deficiency items and recommendations for improvement.

Monitor and supervise subcontracted jobs to outside concerns when it is not practical for them to be performed in-house, or as may be requested by Building Management.

Implement and monitor an effective energy conservation and management program to ensure measures are taken to keep operating costs at a minimum.

Possess the requisite licenses and permits required by local laws and ordinances to operate, repair and maintain the facility equipment and systems.

Ensure that direct reports conform to all local laws, codes and regulations.

In conjunction with Building Management, establish a program for the acquisition, storage and accountability of all operating materials, tools and equipment. Establish a customer approved inventory control system.

Develop and maintain a work order system for the control and assignment of all on-call and unscheduled services requested by the customer. This system is to include the work performed, where applied, personnel assignments, time and material estimates, and authorization.

Ensure that work responsibilities are allocated properly among subordinates by developing and implementing manpower schedules and work methods and procedures that are designed to obtain low cost and efficient operation.

Establish performance standards for each phase of work, adhering to standard practices and quality levels.

Carry out policies and procedures of the customer and Engineering Services concerning safety, administrative requirements, standards, practices and work methods.

Perform any additional duties on an as required basis where such duties are within the scope of contractual limitations.

EDUCATIONAL AND WORK EXPERIENCE CRITERIA

Minimum of five (4) years' experience as a Chief Engineer or Assistant Chief.

Completion of Technical school certification for HVAC and electrical systems or Apprenticeship.

Bachelor's degree in Mechanical Engineering, Electrical Engineering, or Facilities Technology preferred

#### JOB SKILLS

Must be able to work independently with little supervision

Safety awareness

Ability to lift more than 50 lbs.

Ability to work with hand and power tools

Good time management

Ability to use Microsoft Office programs (Excel, Outlook, PowerPoint, and Word)

Ability to clearly communicate in writing and verbally

Ability to present technical information

#### LICENSING

EPA608 Universal Certification

OSHA 30-hour Certificate

## **Building Operating Engineer Job Description & Essential Functions**

### **Function:**

The role of the Building Operating Engineer is to ensure the proper and safe operation and maintenance of all building systems.

### **Reports to:**

- Chief Engineer

### **Responsibilities:**

- Make general building repairs to include but not limited to;
  - HVAC – Change filters, belts, adjust space temperatures, diagnose and repair VAV boxes.
  - Electrical – Change lights, ballasts, wire switches and outlets
  - Plumbing – Repair faucets, drain traps and flushometers
  - Carpentry – Small patching and painting, repair/replace doors and door checks.
- Comply and observe all good working practices and to comply with the appropriate Health and Safety and Statutory restrictions at all times.
- Inspect, test, troubleshoot, repair of the HVAC systems and associated equipment.
- Maintain plant and equipment in sound operating condition
- Diagnose and repair HVAC system and Boiler problems. If beyond incumbent's scope of knowledge, identify, contact and schedule the appropriate resource required to resolve the problem. Insure to follow up after completion.
- Provide direction and support to sub-contractors designated to perform repairs, equipment and/or hardware.
- Interface with building managers and other customer representatives to ensure client satisfaction.
- Accurately document work performed on trouble tickets or work orders.
- Operate and perform Preventive Maintenance on HVAC and associated equipment.
- Operate Building Energy Management System (EMS) and Building Controls.
- Place and/or remove systems, hardware and equipment as required.

### **Qualifications, Requirements & Essential Functions:**

- ❖ 3+ years prior experience as an engineer
- ❖ CFC universal certification
- ❖ Relevant manufacturer courses
- ❖ Current Driver's License
- ❖ Must be able to lift One Hundred (100) pounds and carry 50 feet
- ❖ Capable of climbing ladders up to a height of 30 feet
- ❖ Carry tool bag of 30 pounds up ladder
- ❖ Carry and hold/replace ceiling tiles overhead up to 20 lbs. while on ladder
- ❖ Independently able to walk without any support

## Facilities Contract Manager

### Position Summary

The Facilities Management Contract Manager is responsible for the day to day management of a new flagship contract. The contract role will be based full time in Midtown NYC at the client's location. The Contract Manager is responsible for managing all aspects of the contract to provide quality services to the client in accordance with GSH policies and procedures. The contract includes services such as Janitorial, Engineering, vertical transportation and pest control at one of the busiest transport centers in the USA.

### Essential Duties

- Mobilization of new contract.
- Overall contract management responsibility.
- Manages all staff, all communications internally and externally.
- Manages 24/7 helpdesk on site, Chief Engineer, Supervisors, approx. 100 janitorial team members, current 12 engineers, plus sub contracted other FM services.
- Manages all day to day operations, including but not limited to; Planned Maintenance completion, reactive calls, projects, proposals, task orders, WIP management, billing of EW and projects, Maximo (CMMS) compliance, reporting requirements, logistics, scheduling, contract compliance, GSH compliance, call center, procurement, H&S and all other items specific to contract.
- Ensure contract operates within budget requirements.
- Develop relationship with client to extend and expand contract.
- Maintains and promotes customer service to client.
- Create, distribute and maintain all necessary reports and documentation concerning the regional activities.
- Manage performance to the language of the contract, to ensure protecting GSH legal liability.
- Understands and leads Computerized Maintenance Management System.
- Lead human capital management for contract, working closely with HR management team.
- Ensure a "safety first" work environment and culture.
- Manages with support from H&S manager the performance of H&S trainings for the contract.
- Oversee project management, organizational, and time management skills of all staff, to lead multiple projects in a fast-paced environment.
- Oversees all sub-contractors.
- Follows and leads all GSH policies and procedures while conducting business.

### Key Attributes

- Ability to lead and motivate others.
- Excellent oral and written communication skills.

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- Detail oriented.
- Independent thinker and leader.
- Persuasive, clear, and concise verbal and written communication skills driven by solid business logic.
- Strong analytical and financial skills anchored by natural, common sense thinking.

## Minimum Requirements

### Education/Training

#### Required

- Preference of a bachelor's degree and minimum of five (5) years management experience.
- Minimum of prior five (5) years managing FM, janitorial and engineering services.
- Working knowledge of OSHA and preference for OSHA 10 certification.

### Other Requirements

#### Required

- Proficient in MS Office suite, especially Word, Excel and other assorted business software.
- Must have prior union negotiation experience with IUOE and service trades.
- Must have working knowledge of industry leading CMMS programs.



## HVAC Apprentice:

The HVAC Mechanic 'Helper' or 'Apprentice' (if enrolled in union school) performs a variety of maintenance and engineering duties for the Client's facilities. They would be assigned to work for the Contract Manager / Field Supervisor, and will assist the mechanics in their duties.

The candidate must have intermediate skills in operation of plant and HVAC equipment, i.e. Boilers, Chillers, Pumps, Compressed Air, Controls and plant maintenance techniques.

## WORK PERFORMED:

Assists in special and routine inspections of facilities / recognizes equipment malfunction and identifies source problems or refers to supervisor and carries out approved tasks.

An intermediate understanding of HVAC systems and applications

Familiar with OSHA requirements

Performs a variety of duties in maintaining, repairing, and renovating plant, such as:

Cleans, lubricates, services and assists in diagnosis of malfunctioning HVAC equipment, refrigeration equipment, electrical systems and other plant.

Maintains working knowledge of applicable codes and regulations regarding to assignments

Assist the mechanics when he is conducting repairs to and installation of, equipment used in the operation of steam, drainage, controls and HVAC system.

Maintains shops, mechanical spaces, etc. in a clean and safe manner

Performs a variety of facility services duties:

Aids the mechanics whilst they are maintaining the systems, equipment and facilities.

Ensures the work is conducted in clean and safe environment in accordance with local, state, and federal regulations.

Assists in the operation of hot water boilers, steam boilers, chillers, pumps, air handling units, water softeners, and compressors to ensure the comfort and safety of staff and visitors.

Assists in changing of air filters

Operates tools, meters and gauges of the trade

## EDUCATION AND EXPERIENCE REQUIRED

High School Diploma

1 year experience in a related field as a mechanics helper

#### EQUIPMENT, MACHINE OR MANUAL SKILLS REQUIRED

Ability to operate departmental equipment.

A demonstrated skill in HVAC Operation, maintenance and repair.

Possess a driver's license

#### PHYSICAL DEMANDS

Sits, stands, bends, kneels, climbs stairs, ladders and equipment and is able to work on heights. Some lifting of medium and or heavy equipment and tools.

#### WORKING CONDITIONS

Some exposure to extreme degrees of heat, noise, dust and dirt areas requiring infection control.

Ability to meet deadlines and makes sound decisions sometimes under stress.

Work whatever hours necessary to maintain the facility in a safe manner, including weekend and nights.

## Lead Engineer

The Lead Engineer shall have charge of the below operations and shall perform such supervisory and other duties not limited to implementation of preventive maintenance programs, inventory control, and the inspection, testing, and maintenance of the facilities systems outlined below.

The Lead Engineer will supervise a team of 7 and will be responsible for the safe and economical operation of the facility.

- Make general building repairs to include:
- HVAC – Change filters, belts, adjust space temperatures
- Electrical – Change lights, ballasts, wire switches and outlets
- Plumbing – Repair faucets, drain traps and flush-o-meters
- Maintain all equipment as required per the Preventive Maintenance Program.
- Replacing light bulbs and cleaning light fixtures
- Minor repairs of furniture
- Minor patching of drywall and painting
- Maintenance of toilet facilities
- Replacing broken or damaged ceiling tile
- Cleaning of shop and back of house areas
- Monitor and supervise subcontractors performing work on or in the facility
- Complete paperwork system correctly and keep up-to-date
- Always observe all good working practices and comply with the appropriate Health and Safety and Statutory restrictions
- Performs additional job duties as requested

## Maintenance Helper

**POSITION OVERVIEW:** Responsible for performing routine building maintenance tasks. Performance of building

maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC);

plumbing, etc.); Perform general cleaning. Perform other tasks as assigned.

### ESSENTIAL FUNCTIONS:

1. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair

making notes and recommendations using a pre-established check sheet.

2. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall

switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords,

etc.) using appropriate hand, power and specialty tools.

3. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of

drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).

4. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to

apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).

5. Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces,

storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand,

power and specialty tools, dollies and hand trucks.

6. Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers,

floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe,

comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers,

brushes, thinners, etc.).

7. Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other work areas.

8. Order parts and maintain required documents.

9. Performs other work related duties as assigned.

10. Must be able to work flexible hours.

PLEASE NOTE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Completion of high school education.

2. Two years working experience in facility maintenance.

3. Basic understanding of electrical, plumbing and carpentry is a plus.

Job Description-Facilities Maintenance Technician 2

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#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Ability to read, writes, speaks and understands English fluently.

2. Strong communication and interpersonal skills.

3. Must be customer service oriented.

4. Ability to meet or exceed the company's attendance and punctuality standards.

5. Ability to evaluate objectively, fairly, and consistently.

6. Ability to use common tools.

7. Ability to understand and follow directions as given.

8. Ability to work with minimal supervision.

9. Use miscellaneous office equipment (e.g. calculators, typewriters, computers, FAX machines, copiers, etc.).

#### PHYSICAL REQUIREMENTS:

1. Color vision
2. Hearing
3. Ability to push minimum 100 pounds (power cleaning appliances); ability to lift minimum 50 pounds (trash and supplies).
4. Ability to climb ladder and step ladder.
5. Bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, etc., as job may require.

ENVIRONMENTAL CONDITIONS:

1. Extreme heat or cold
2. Hearing
3. Lifting or pushing up to 50 pounds
4. Noise level which may, at times, require normal hearing protection in the form of ear plugs.
5. Heights (RHVAC instructors/ lab assistants only)
6. Electricity
7. Lubricating fluids, cleaning solvents, batteries, etc.
8. Cleaning fluids normally used in custodial duties.
9. Paints and solvents.
10. Bio-medical waste such as hypodermic needles, body fluids, cultures, specimens, etc.

## Painter

Responsible for providing the full range of skilled painting, finishing and related work maintaining a wide variety of interior and exterior surfaces and structures, to ensure a clean, safe and attractive environment. Provides lead work direction to assistants. Position makes decisions based upon sound maintenance practice.

Responsible for mixing, matching, and applying paint to various surfaces, completing touchups, and coordinating painting projects.

### Primary Responsibilities:

Roll, back roll, spray with airless, brush various acrylic paints.

Cover surfaces with cloth or plastic to ensure protection.

Fill cracks, holes, and joints with caulk, putty, spackle, or other fillers, using caulking guns or putty knives. Sand smooth

Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.

Tape off areas when needed. Protect floors and surfaces

Remove paint splatters when finished.

Clean up all equipment, including brushes and spray guns.

Work on ladders, lifts, or scaffold to reach high ceilings or walls.

## Journeyman Plumber

While a journeyman plumber's day-to-day duties and responsibilities are determined by where they work, there are many core tasks associated with the role. Based on our analysis of job listings, these include:

### Install Water Lines

Journeyman plumbers run copper, steel, and plastic PVC water pipes for sewer lines, drainage systems, HVAC systems, and other plumbing systems. They cut and thread lines, use compounds to seal connections, connect valves, and solder pipes as needed. When necessary, journeyman plumbers must bend pipes to fit specific angles using a pipe-bending machine.

### Replace and Repair Plumbing Fixtures and Appliances

From kitchen and bathroom sink faucets to showerheads, journeyman plumbers are responsible for repairing and replacing plumbing fixtures. They replace washers and rubber gaskets in faucets and showerheads or replace entire fixtures. Journeyman plumbers also install and repair garbage disposals, water softeners, water heaters, and dishwashers.

### Troubleshoot Plumbing Problems

Journeyman plumbers use various methods to detect leaks, determine problems with disposals or dishwashers, and read pressure gauges to measure accurate water pressure. They determine which parts need to be replaced, write up estimates, and discuss repairs and costs with home and business owners.

### Perform Maintenance on Plumbing Systems

Journeyman plumbers regularly check systems to ensure proper operations. They inspect toilets, sinks, dishwashers, and other appliances for leaks, replace worn gaskets and O-rings, unclog drains, monitor systems for pressure loss, and adjust water pressure as needed.

## Journeyman Plumber Skills and Qualifications

Analytical thinkers who love to work with their hands and pay close attention to details make great journeyman plumbers. Once they have completed an apprenticeship and obtained necessary licensure, aspiring journeyman plumbers will appeal to employers if they possess the following skills and abilities:

- Building code knowledge – strong familiarity with building codes and current laws and regulations affecting plumbers is crucial for those seeking to excel in this field
- Coordination – journeyman plumbers must have the dexterity and eye-hand coordination to handle and install small washers, nuts, O-rings, and gaskets



- Blueprint reading – when involved in new home or building installations, journeyman plumbers must be able to read drawings, schematics, and blueprints to ensure proper installation of new lines and pipes
- Troubleshooting – understanding how to check for leaks and determine what needs to be repaired or replaced to keep plumbing systems operational is a must for journeyman plumbers
- Organizational skills – keeping tools and work areas clean and orderly and maintaining a proper supply of plumbing parts is a desirable quality many employers seek in journeyman plumbers
- Communication skills – from verbally communicating with customers, vendors, and master plumbers to writing up estimates and work orders, communication is of the utmost importance for journeyman plumbers
- Customer service – speaking with customers about pricing and repair details and making proper repairs and replacements to keep customers satisfied is a major part of being a journeyman plumber

## Carpenter

### Job Summary

Responsible for designing, building, installing, and repairing structures, fixtures, furniture, and other items using different types of materials including wood and steel.

### Primary responsibilities

- Prepare the layout of the project.
- Estimate height, width, length, and other proportions.
- Select materials.
- Work with blueprints or instructions from supervisors.
- Work with materials such as wood, plastic, fiberglass, or drywall.
- Utilize chisels, planes, saws, drills, and sanders to repair and erect structures.
- Join materials with nails, screws, staples, or adhesives.
- Work on top of stilts, ladders, and the top beams of buildings.

- Check work along the way to ensure it's up to code and specifications.
- Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
- Work with prefabricated buildings.
- Build stairs, mantles, and furniture.
- Install cabinets and molding.
- Remodel homes and businesses.
- Create structures for pouring concrete.
- Erect scaffolding.
- Build tunnel bracing.
- Build concrete forms for tunnel or sewer construction project.
- Replace panes of glass, ceiling tiles, and doors.
- Repair or build furniture.
- Install partitions, doors, and windows.
- Move and install machinery.