



Federal Supply Service
Authorized Federal Supply Schedule Price List

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: www.GSAAdvantage.gov.

Diverse Staffing Services, Inc.

Solicitation No. 7FCM-N6-030736-B Refresh 12
WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
(a) FSC GROUP Not Applicable PART Not Applicable SECTION Not Applicable
COMMODITY: Not Applicable
FSC CLASS(ES)/PRODUCT CODE(S): Not Applicable
(b) **STANDARD INDUSTRY GROUP: 736**
SERVICE: Temporary Staffing Services
SERVICE CODE(S): R699

ANY INFORMATION THAT MAY BE DESIRED ON THIS PARTICULAR SOLICITATION
CAN BE OBTAINED FROM THE ISSUING OFFICE ADDRESS SHOWN HEREIN.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.



Diverse Staffing Services, Inc.

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Indianapolis, IN 46278
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www.diversestaffing.com

George D. Apgar Executive VP
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Small Business

Contracts

Contract Number GS-07F-0029X
Contract period. October 15, 2010 thru October 14, 2015



1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). **See Pricelist**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See Price List - 50 States**

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 Price List**

2. Maximum order. **\$100,000**

3. Minimum order. **\$100.00**

4. Geographic coverage (delivery area). **50 States**

5. Point(s) of production (city, county, and State or foreign country). **City-Indianapolis; County-Marion; State-IN; Country-USA**

6. Discount from list prices or statement of net price **See Price List**

7. Quantity discounts. **None**

8. Prompt payment terms. **Net if paid in 30 days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Yes**

10. Foreign items (list items by country of origin). **None**

11a. Time of delivery. (Contractor insert number of days.) **Not Applicable**

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. **Not Applicable**

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. **Not Applicable**

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 affect a faster delivery. **Not Applicable**

12. F.O.B. point(s). **6325 Digital Way Ste 100 Indianapolis, IN. 46278**



- 13a. Ordering address(es). **6325 Digital Way Ste 100 Indianapolis, IN. 46278**
- 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.
14. Payment address(es). **6325 Digital Way Ste 100 Indianapolis, IN. 46278**
15. Warranty provision. **Not Applicable**
16. Export packing charges, if applicable. **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **No conditions to the Government P Card**
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 price lists and any discounts from list prices (if applicable). **Not Applicable**
- 20a. Terms and conditions for any other services (if applicable). **Not Applicable**
21. List of service and distribution points (if applicable). **6325 Digital Way Ste 100 Indianapolis, IN. 46278**
22. List of participating dealers (if applicable). **None**
23. Preventive maintenance (if applicable). **Not Applicable**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **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/.
25. Data Universal Number System (DUNS) number. **090012183**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **Diverse Staffing Services, Inc. is registered**



CODE	OCCUPATION TITLE	GSA PRICE
SIN 736-1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS		
01000	Administrative Support And Clerical Occupations	
01011	Accounting Clerk I	\$ 27.94
01012	Accounting Clerk II	\$ 35.09
01013	Accounting Clerk III	\$ 38.71
01020	Administrative Assistant I	\$ 53.08
01151	Data Entry Operator I	\$ 27.30
01152	Data Entry Operator II	\$ 29.43
01111	General Clerk I	\$ 27.48
01112	General Clerk II	\$ 31.72
01113	General Clerk III	\$ 33.83
01191	Order Clerk I	\$ 32.61
01192	Order Clerk II	\$ 38.36
01261	Personnel Assistant I	\$ 34.05
01262	Personnel Assistant II	\$ 37.65
01263	Personnel Assistant III	\$ 41.52
01270	Production Control Clerk	\$ 41.28
01280	Receptionist	\$ 28.83
01311	Secretary I	\$ 38.20
01312	Secretary II	\$ 43.37
01313	Secretary III	\$ 46.70
01611	Word Processor I	\$ 31.93
01612	Word Processor II	\$ 35.37
01613	Word Processor III	\$ 39.09
SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS		
14000	Information Technology Occupations	
14041	Computer Operator I	\$ 34.25
14042	Computer Operator II	\$ 37.85
14043	Computer Operator III	\$ 41.76
14044	Computer Operator IV	\$ 46.92
14045	Computer Operator VI	\$ 50.48
14071	Computer Programmer I	\$ 50.48
14072	Computer Programmer II	\$ 50.48
SIN 736-3 GENERAL SERVICES AND SUPPORT		
21000	Materials Handling and Packing Occupations	



21080	Assembler	\$ 25.54
21020	Forklift Operator	\$ 35.47
21030	Material Coordinator	\$ 47.66
21040	Material Expediter	\$ 47.66
21050	Material Handling Laborer	\$ 34.45
21071	Order Filler	\$ 32.91
21110	Shipping Packer	\$ 32.35
21130	Shipping and Receiving Clerk	\$ 32.35
21410	Warehouse Specialist	\$ 35.47
23000	Mechanics And Maintenance And Repair Occupations	
23370	General Maintenance Worker	\$ 49.82
SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS		
30000	Technical Occupations	
30061	Drafts/CAD Operator I	\$ 40.18
30062	Drafts/CAD Operator II	\$ 44.47
30063	Drafts/CAD Operator III	\$ 49.13
30064	Drafts/CAD Operator IV	\$ 59.54
30081	Engineering Technician I	\$ 40.72
30082	Engineering Technician II	\$ 45.30
30083	Engineering Technician III	\$ 50.48
30084	Engineering Technician IV	\$ 61.42
30085	Engineering Technician V	\$ 74.05
30086	Engineering Technician VI	\$ 88.76
30461	Technical Writer I	\$ 55.14
30462	Technical Writer II	\$ 66.37
30463	Technical Writer III	\$ 79.50



Job Title	Experience	Education	Functional Requirements
Accounting Clerk I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. Must have experience in A/P, A/R, bank reconciliation, proficient with spreadsheets, and knowledgeable in various accounting software.
Accounting Clerk II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. Must have experience in A/P, A/R, bank reconciliation, proficient with spreadsheets, and knowledgeable in various accounting software.
Accounting Clerk III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. Must have experience in A/P, A/R, bank reconciliation, proficient with spreadsheets, and knowledgeable in various accounting software.
Administrative Assistant	Must have 4 years of relevant experience	High School Diploma or Equivalent	Experienced in all aspects of providing basic technical and administrative support to those supported. Performs both routine administrative, clerical and related duties in support of team or individual. Has sufficient knowledge in automated office software suites to include word processing, spreadsheets, electronic mail, graphics, database, and communication systems. Work may include typing correspondence, reports, and memos, maintaining computer-based and paper files, answering and screening telephone calls, opening and distributing mail for those supported. Answers routine inquiries and prepares standard correspondence. Makes travel arrangements, prepares briefings and presentations, coordinates meetings, meeting agenda, and scheduling of logistics required to support office staff and is able to perform Internet based research. Must possess good communication skills, detail-oriented, organized, flexible, able to set priorities and juggle multiple demands, ability to work both as a team member and individually, experience working in fast-paced environments, proven ability to be dependable, ability to produce quality work under deadlines.
Data Entry/Operator I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Data Entry/Operator II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
General Clerk I	Must have 1 year of relevant experience	High School Diploma or Equivalent	General Clerk must be able to perform general industrial and custodial duties. He/she must be able answer telephones, distribute the mail, copying and faxing. He/she must have light typing and word-processing skills.
General Clerk II	Must have 2 years of relevant	High School Diploma or Equivalent	General Clerk must be able to perform general industrial and custodial duties. He/she must be able answer telephones, distribute the mail, copying and faxing. He/she must have light typing and word-processing skills.



	experience		
General Clerk III	Must have 3 years of relevant experience	High School Diploma or Equivalent	General Clerk must be able to perform general industrial and custodial duties. He/she must be able answer telephones, distribute the mail, copying and faxing. He/she must have light typing and word-processing skills. Senior Clerks will need specialized experience and must be able to pass security clearance and obtain licensing in all specialized areas.
Order Clerk I	Must have 2 years of relevant experience	High School Diploma or Equivalent	Receives and processes orders for materials and merchandise. Has knowledge or commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Order Clerk II	Must have 2-4 years of relevant experience	High School Diploma or Equivalent	Receives and processes orders for materials and merchandise. Has knowledge or commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Personnel Assistant I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Personnel Assistant II	Must have 2 years of relevant experience	High School Diploma or Equivalent	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Personnel Assistant III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Production Control Clerk	1 year	High School Diploma or equivalent	Compiles and records production data for industrial establishment to prepare records and reports on volume of production, consumption of raw material, quality control, and other aspects of production, performing any combination of following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual-worker production sheets, following prescribed recordkeeping procedures, using typewriter, computer terminal, and writing instruments. Calculates factors, such as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated, and computed, following prescribed formats. Maintains files of documents used and prepared.
Receptionist		High School Diploma or	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log



	1 year	equivalent	of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.
Secretary I	1 year experience with word processing, spreadsheet, and presentation software.	High School Diploma or equivalent	Provides general secretarial support to Government projects. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Must be able to use word processing, presentation, and spreadsheet software. Establishes and maintains unit filing system. Makes travel arrangements. Exercises judgment in accomplishing tasking, and works independently. Performs other related duties as assigned.
Secretary II	2 years experience with word processing, spreadsheet, and presentation software.	High School Diploma or equivalent	Provides general secretarial support to Government projects. Receives and routes incoming correspondence, answers telephone, types correspondence, reports and records. Must be able to use word processing, presentation, and spreadsheet software. Establishes and maintains unit filing system. Makes travel arrangements. Exercises judgment in accomplishing tasking, and works independently. Performs other related duties as assigned.
Secretary III	3 years of relevant experience in dealing with senior executive officials, VIPs, and dignitaries and must be able to work as a liaison to high-level officials. Experience should include familiarity with word processing, spreadsheet, and presentation software.	High school diploma or equivalent	Responsible for the effective administration of the business operations of an office, department, or division involved in Government projects. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assists in the preparation of budgets. Performs office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.
Word Processor I	Must have 1 year of relevant experience	High School Diploma or Equivalent	Must be able to use word processing, presentation, and spreadsheet software to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions on the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Word Processor II			Must be able to use word processing, presentation, and spreadsheet software to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities



	Must have 2 years of relevant experience	High School Diploma or Equivalent	to ensure maximum quality of the output. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions on the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Word Processor III	Must have 3 years of relevant experience	High School Diploma or Equivalent	Must be able to use word processing, presentation, and spreadsheet software to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions on the job. Typically reports to a supervisor or manager.
Computer Operator I	1 year	Associates Degree	Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Computer Operator II	2 years	Associates Degree	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 2-4 years of experience as a computer operator. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.
Computer Operator III	3-5 years	Associates Degree	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 3-5 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.
Computer Operator IV	5-7 years	Associates Degree	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 6-8 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.
Computer Operator V	7-10 years	Associates Degree	Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 7-10 years of experience as a computer operator. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.



<p>Computer Programmer I (1) ¹ Does not qualify as a bona fide executive, administrative or professional employee as defined in 29 CFR Part 541</p>	1-3 years	Associates Degree	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.
<p>Computer Programmer II</p>	3-5 years	Associates Degree	Converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e. digital computers; draws program flow charts to describe the processing of data, and develops the precise steps and processing logic which when entered into the computer in coded language (COBOL, FORTRAN, or other programming language) to cause the manipulation of data to achieve desired results. May also perform programming analysis such as: gathering facts from users to define their business or scientific problems. Maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc.
<p>Assembler</p>	1 year	High School Diploma or Equivalent	(Assorter: Distributor; Matcher; Sorter) This Worker sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by tracking records.
<p>Forklift Operator</p>	1-3 years	High School Diploma or Equivalent	The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.
<p>Material Coordinator</p>	1-3 years	High School Diploma or Equivalent	Coordinates and expedites flow of materials. Reviews production schedules and related information and confers with department supervisors to determine materials requirements to identify overdue materials and to track materials. Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability. Examines material delivered to production departments to verify conformance to specifications. Arranges in-plant transfer of materials to meet production schedules. Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes. Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials. May move or transport materials from one department to another, manually or using material handling equipment. May arrange for repair and assembly of material or part.
<p>Material Expediter</p>	1-3 years	High School Diploma or Equivalent	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.



Material Handling Laborer	1 year	High School Diploma or Equivalent	Loads, unloads, and moves materials within or near plant, yard or work site, performing any combination of following duties: Reads work order or follows oral instructions to ascertain materials or contained to be moved. Opens contains, using steel cutters, crowbar, claw hammer, or other hand tools. Loads and unloads materials onto or from pallets, trays racks, and shelves by hand. Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools. Convey materials to or from storage or work site to designated area, using hand truck, electric dolly, wheelbarrow, or other device. Secures lifting attachments to materials and conveys load to destination, using hand-operated crane or hoist, or signal crane or hoisting operators to move load to destination.
Order Filler	1 year	High School Diploma or Equivalent	Fills customer's mail and telephone orders and marks price of merchandise on order form. Reads order to ascertain catalog number, size, color, and quantity of merchandise. Obtains merchandise from bins or shelves. Computer price of each group of items. Places merchandise on conveyor leading to wrapping area.
Shipper Packer	1 year	High School Diploma or Equivalent	Load and unload packages to and from trucks. Assemble wooden or cardboard containers or selects pre-assembled containers. Inserts items into containers, binds containers with metal tape and using a strapping machine. Stamps, stencils or glues identifying information and shipping instructions onto crates or containers.
Shipping/Receiving Clerk	2-3 years	High School Diploma or Equivalent	Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates. Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons, using stencil equipment. Assembles wooden or cardboard containers or selects assembled containers. Inserts items into containers, using spacers, fillers, and protective padding. Nails covers on wooden crates and binds containers with metal tape, using strapping machine. Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers. Posts weights and shipping charges, and affixes postage. Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Routes items to departments.
Warehouse Specialist	3-5 years	High School Diploma or Equivalent	Responsible for overseeing shipping, packaging, receiving, storing and issuance of surplus equipment. Filing, inventory control, preparing inventory reports for departmental distribution. Inventory reconciliation. Three (3) years of increasingly responsible warehouse experience required.
General maintenance Worker	1-3 years	High School Diploma or Equivalent	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, 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.
Drafts/CAD Operator I	1-3 years	Associates Degree	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.

			<p>Draws simple land profiles from predetermined structural dimensions and reduced survey notes.</p> <p>Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.</p>
Drafts/CAD Operator II	3-5 years	Associates Degree	<p>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.</p> <p>Typical assignments include: From a layout and manual references, prepares several views of a simple gear system.</p> <p>Obtains dimensions and tolerances from manuals and by measuring the layout.</p> <p>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.</p> <p>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.</p>
Drafts/CAD Operator III	5-7 years	Associates Degree	<p>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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> 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.

			<ul style="list-style-type: none"> 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. <p>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.</p>
Drafts/CAD Operator IV	7-10 years	Associates Degree	<p>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.</p>
Engineering Technician I	0 – 2 years	High School Diploma or Equivalent	<p>Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.
Engineering Technician II	1-3 years	High School Diploma or Equivalent	<p>Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.
Engineering Technician III			<p>Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:</p> <p>Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.</p> <p>Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.</p> <p>Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard</p>



	2-4 years	Associates Degree	<p>test equipment and records test data.</p> <p>Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.</p> <p>Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>
Engineering Technician IV	3 – 5 years	Associates Degree	<p>Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:</p> <p>Develops or reviews designs by extracting and analyzing a variety of engineering data.</p> <p>Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.</p> <p>Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.</p> <p>Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.</p>

<p>Engineering Technician V</p>	<p>5-7 years</p>	<p>Associates Degree</p>	<p>Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:</p> <p>Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.</p> <p>From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.</p> <p>Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p>
<p>Engineering Technician VI</p>	<p>7 – 10 years</p>	<p>Associates Degree</p>	<p>Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives.</p> <p>May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:</p> <p>Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).</p> <p>Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.</p> <p>Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.</p> <p>Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.</p>
<p>Technical Writer I</p>			<p>Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery</p>



	1 – 3 years	Associates Degree	<p>and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail.</p> <p>Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.</p>
Technical Writer II	2- 4 years	Associates Degree	<p>Superior writing and editing skills with the ability to digest large amounts of information into a clear, concise format needed for technical and training documentation.</p> <p>Excellent working understanding of software technology.</p> <p>Excellent analytical, problem-solving, and project management skills with the ability to interpret technical information and independently develop technical / operational knowledge of Bowman Systems technologies.</p> <p>Strong creative skills, excellent verbal and interpersonal communication skills for effective interaction with both technical and non-technical individuals.</p> <p>Knowledge of instructional design process and adult learning principles, or equivalent relevant experience, Proficient with the Microsoft Office Suite of products Organized, goal oriented, motivated self starter who can work well in a team environment</p>
Technical Writer III	4 – 6 years	Associates Degree	<p>Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non technical personnel.</p> <p>Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports.</p> <p>Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.</p> <p>Conducts research and ensures the use of proper technical terminology.</p>