



**M1 Support Services  
GSA Schedule  
GS-07F-5691R**

**GSA**



**Contract Period of Performance  
Feb 25, 2008 through March 1, 2010**

**Current Modification A004 dated July 18, 2008**

**M1 Support Services, L.P.  
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**A HUBZone, Service Disabled Veteran-Owned, Woman-Owned, Small Business**



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## Catalog Price List

M1's catalog price list is in accordance with area wage determination for each geographic location. As discussed in the Customer Information section, item # 4 geographic locations, M1 on an as needed basis can modify the contract to included additional labor categories. This modification process is a standard operating procedure addressed in M1's contract and requires at least five (5) days prior notice before the contract start date.

The tables on the following pages depicts M1's price list per location shown by labor skill.



M1 Support Services GS-07F-5691R Skill Category	California Los Angeles 2005-2047	District-Wide (Washington) 2005-2103	Florida Melbourne 2005-2117	Georgia Atlanta 2005-2133	Hawaii State-Wide 2005-2153
<b>736-1</b>					
Accounting Clerk I	\$ 24.39	\$ 24.41	\$ 21.88	\$ 23.08	\$ 24.45
Accounting Clerk II	\$ 27.01	\$ 27.04	\$ 25.25	\$ 24.94	\$ 27.03
Accounting Clerk III	\$ 29.85	\$ 33.80	\$ 31.03	\$ 27.50	\$ 29.51
Secretary I	\$ 28.63	\$ 29.28	\$ 23.60	\$ 25.40	\$ 31.21
Secretary II	\$ 32.12	\$ 32.50	\$ 25.62	\$ 29.46	\$ 33.91
Secretary III	\$ 36.24	\$ 39.17	\$ 27.44	\$ 33.24	\$ 37.72
General Clerk I	\$ 19.37	\$ 24.24	\$ 20.96	\$ 21.48	\$ 22.11
General Clerk II	\$ 25.74	\$ 26.34	\$ 22.27	\$ 25.57	\$ 23.87
General Clerk III	\$ 28.37	\$ 31.48	\$ 23.01	\$ 27.33	\$ 26.35
Word Processor I	\$ 25.90	\$ 24.00	\$ 21.64	\$ 22.18	\$ 24.08
Word Processor II	\$ 28.67	\$ 27.61	\$ 23.09	\$ 24.97	\$ 26.73
Word Processor III	\$ 31.52	\$ 32.58	\$ 27.02	\$ 28.18	\$ 30.70
Production Control Clerk	\$ 37.39	\$ 35.33	\$ 29.86	\$ 34.11	\$ 32.95
Supply Technician	\$ 41.08	\$ 42.38	\$ 30.76	\$ 39.78	\$ 36.99
<b>736-3</b>					
Aircraft Mechanic I	\$ 47.11	\$ 40.11	\$ 36.67	\$ 36.80	\$ 45.91
Aircraft Mechanic II	\$ 49.63	\$ 41.95	\$ 38.36	\$ 38.32	\$ 48.49
Aircraft Mechanic III	\$ 51.37	\$ 43.89	\$ 40.11	\$ 40.09	\$ 50.69
Aircraft Mechanic Helper	\$ 33.95	\$ 28.29	\$ 26.75	\$ 26.80	\$ 34.08
Aircraft Servicer	\$ 38.73	\$ 31.44	\$ 29.57	\$ 30.30	\$ 39.00
Aircraft Worker	\$ 40.28	\$ 33.25	\$ 30.91	\$ 32.01	\$ 41.39
Aircraft Painter	\$ 40.03	\$ 38.55	\$ 32.10	\$ 32.18	\$ 43.14
Electronics Technician, Maintenance I	\$ 38.49	\$ 37.50	\$ 31.46	\$ 29.40	\$ 41.75
Electronics Technician, Maintenance II	\$ 40.77	\$ 39.62	\$ 37.45	\$ 38.68	\$ 44.40
Electronics Technician, Maintenance III	\$ 43.23	\$ 41.57	\$ 41.67	\$ 42.41	\$ 47.08
Fork Lift Operator	\$ 25.05	\$ 30.23	\$ 21.42	\$ 25.47	\$ 32.25
Shipping/Receiving Clerk	\$ 25.54	\$ 25.05	\$ 23.10	\$ 23.38	\$ 26.27
Laborer	\$ 22.07	\$ 24.76	\$ 19.89	\$ 19.34	\$ 24.54
<b>736-5</b>					
Civil Engineering Technician	\$ 43.06	\$ 39.08	\$ 34.72	\$ 31.27	\$ 35.02
Drafter / CAD Operator I	\$ 37.32	\$ 31.46	\$ 20.88	\$ 31.20	\$ 25.36
Drafter / CAD Operator II	\$ 41.35	\$ 34.82	\$ 25.93	\$ 32.31	\$ 31.64
Drafter / CAD Operator III	\$ 45.71	\$ 40.31	\$ 30.69	\$ 35.22	\$ 35.75
Drafter / CAD Operator IV	\$ 55.51	\$ 48.85	\$ 32.96	\$ 42.69	\$ 43.21
Engineering Technician I	\$ 30.60	\$ 34.84	\$ 22.71	\$ 27.50	\$ 26.18
Engineering Technician II	\$ 33.93	\$ 38.70	\$ 27.98	\$ 32.34	\$ 32.75
Engineering Technician III	\$ 37.59	\$ 42.90	\$ 31.71	\$ 34.42	\$ 38.84
Engineering Technician IV	\$ 45.78	\$ 52.39	\$ 37.58	\$ 39.75	\$ 50.22
Engineering Technician V	\$ 55.82	\$ 63.35	\$ 44.00	\$ 47.88	\$ 54.74
Engineering Technician VI	\$ 66.20	\$ 75.95	\$ 48.30	\$ 53.96	\$ 65.45
Paralegal/Legal Assistant I	\$ 32.55	\$ 34.47	\$ 24.06	\$ 31.51	\$ 30.61
Paralegal/Legal Assistant II	\$ 41.23	\$ 41.97	\$ 31.40	\$ 37.51	\$ 35.26
Paralegal/Legal Assistant III	\$ 49.69	\$ 50.53	\$ 37.68	\$ 45.07	\$ 42.37
Paralegal/Legal Assistant IV	\$ 59.45	\$ 60.46	\$ 44.92	\$ 50.06	\$ 50.49
Technical Writer I	\$ 36.80	\$ 35.31	\$ 29.45	\$ 42.53	\$ 34.56
Technical Writer II	\$ 44.26	\$ 42.41	\$ 35.29	\$ 46.96	\$ 41.49
Technical Writer III	\$ 52.89	\$ 50.62	\$ 41.98	\$ 52.81	\$ 49.47

M1 Support Services GS-07F-5691R Skill Category	Idaho State-Wide 2005-2159	Missouri Kansas City 2005-2307	N. Carolina Raleigh Durham 2005-2401	Oklahoma Oklahoma City 2005-2431
<b>736-1</b>				
Accounting Clerk I	\$ 20.06	\$ 23.50	\$ 23.67	\$ 21.75
Accounting Clerk II	\$ 22.20	\$ 25.97	\$ 26.17	\$ 24.02
Accounting Clerk III	\$ 23.93	\$ 30.04	\$ 30.28	\$ 30.79
Secretary I	\$ 21.15	\$ 25.72	\$ 26.70	\$ 23.14
Secretary II	\$ 23.93	\$ 28.27	\$ 29.06	\$ 27.01
Secretary III	\$ 25.54	\$ 32.86	\$ 31.63	\$ 30.77
General Clerk I	\$ 19.22	\$ 22.10	\$ 20.80	\$ 19.69
General Clerk II	\$ 20.69	\$ 24.39	\$ 22.42	\$ 22.10
General Clerk III	\$ 22.40	\$ 27.05	\$ 24.78	\$ 30.38
Word Processor I	\$ 22.90	\$ 22.73	\$ 22.00	\$ 20.98
Word Processor II	\$ 23.54	\$ 26.02	\$ 24.32	\$ 23.13
Word Processor III	\$ 25.61	\$ 28.02	\$ 28.72	\$ 24.90
Production Control Clerk	\$ 28.94	\$ 31.93	\$ 32.37	\$ 31.95
Supply Technician	\$ 27.91	\$ 37.96	\$ 34.47	\$ 34.18
<b>736-3</b>				
Aircraft Mechanic I	\$ 33.69	\$ 38.60	\$ 36.10	\$ 33.97
Aircraft Mechanic II	\$ 35.21	\$ 39.76	\$ 37.72	\$ 35.50
Aircraft Mechanic III	\$ 36.80	\$ 41.04	\$ 39.45	\$ 37.13
Aircraft Mechanic Helper	\$ 23.80	\$ 30.57	\$ 26.96	\$ 25.57
Aircraft Servicer	\$ 28.31	\$ 34.18	\$ 31.03	\$ 28.52
Aircraft Worker	\$ 29.78	\$ 36.05	\$ 32.67	\$ 30.00
Aircraft Painter	\$ 31.90	\$ 37.24	\$ 34.86	\$ 29.83
Electronics Technician, Maintenance I	\$ 32.47	\$ 35.09	\$ 36.41	\$ 30.31
Electronics Technician, Maintenance II	\$ 36.52	\$ 43.40	\$ 38.23	\$ 37.33
Electronics Technician, Maintenance III	\$ 42.66	\$ 44.23	\$ 40.28	\$ 41.46
Fork Lift Operator	\$ 21.49	\$ 29.60	\$ 23.20	\$ 24.61
Shipping/Receiving Clerk	\$ 21.09	\$ 24.58	\$ 22.34	\$ 22.30
Laborer	\$ 19.14	\$ 23.01	\$ 18.98	\$ 18.38
<b>736-5</b>				
Civil Engineering Technician	\$ 34.20	\$ 37.62	\$ 33.69	\$ 39.45
Drafter / CAD Operator I	\$ 27.77	\$ 29.29	\$ 29.10	\$ 26.56
Drafter / CAD Operator II	\$ 34.55	\$ 32.61	\$ 32.16	\$ 31.32
Drafter / CAD Operator III	\$ 35.69	\$ 35.32	\$ 36.02	\$ 34.55
Drafter / CAD Operator IV	\$ 38.23	\$ 42.10	\$ 42.47	\$ 39.09
Engineering Technician I	\$ 24.25	\$ 26.68	\$ 26.95	\$ 28.00
Engineering Technician II	\$ 26.79	\$ 32.01	\$ 30.15	\$ 33.46
Engineering Technician III	\$ 31.03	\$ 36.32	\$ 30.69	\$ 37.06
Engineering Technician IV	\$ 35.89	\$ 40.03	\$ 38.79	\$ 45.15
Engineering Technician V	\$ 43.17	\$ 47.76	\$ 45.28	\$ 54.15
Engineering Technician VI	\$ 45.64	\$ 57.51	\$ 54.08	\$ 61.68
Paralegal/Legal Assistant I	\$ 28.21	\$ 26.80	\$ 33.05	\$ 30.38
Paralegal/Legal Assistant II	\$ 34.17	\$ 33.67	\$ 41.12	\$ 36.85
Paralegal/Legal Assistant III	\$ 39.91	\$ 40.45	\$ 49.53	\$ 44.35
Paralegal/Legal Assistant IV	\$ 48.98	\$ 48.23	\$ 59.22	\$ 52.95
Technical Writer I	\$ 34.62	\$ 33.03	\$ 38.24	\$ 28.47
Technical Writer II	\$ 41.61	\$ 39.67	\$ 46.04	\$ 34.09
Technical Writer III	\$ 45.04	\$ 47.29	\$ 53.36	\$ 40.56

M1 Support Services GS-07F-5691R Skill Category	Texas Dallas 2005-2509	Texas Fort Worth 2005-2513	Texas San Antonio 2005-2521	Virginia Norfolk 2005-2543
<b>736-1</b>				
Accounting Clerk I	\$ 23.95	\$ 23.95	\$ 22.22	\$ 21.55
Accounting Clerk II	\$ 26.52	\$ 26.52	\$ 24.53	\$ 25.17
Accounting Clerk III	\$ 29.28	\$ 29.28	\$ 27.04	\$ 27.80
Secretary I	\$ 27.14	\$ 27.14	\$ 25.19	\$ 25.24
Secretary II	\$ 29.06	\$ 29.06	\$ 27.81	\$ 28.34
Secretary III	\$ 33.26	\$ 33.26	\$ 30.62	\$ 31.88
General Clerk I	\$ 18.77	\$ 18.77	\$ 19.02	\$ 19.81
General Clerk II	\$ 21.49	\$ 21.49	\$ 21.49	\$ 23.40
General Clerk III	\$ 24.39	\$ 24.39	\$ 26.55	\$ 25.79
Word Processor I	\$ 22.56	\$ 22.56	\$ 21.80	\$ 22.90
Word Processor II	\$ 25.05	\$ 25.05	\$ 23.94	\$ 25.32
Word Processor III	\$ 28.27	\$ 28.27	\$ 25.87	\$ 27.91
Production Control Clerk	\$ 33.39	\$ 33.39	\$ 28.85	\$ 34.24
Supply Technician	\$ 37.18	\$ 37.18	\$ 33.35	\$ 36.84
<b>736-3</b>				
Aircraft Mechanic I	\$ 43.46	\$ 43.46	\$ 31.91	\$ 36.46
Aircraft Mechanic II	\$ 45.38	\$ 45.37	\$ 33.56	\$ 37.89
Aircraft Mechanic III	\$ 47.34	\$ 47.34	\$ 35.24	\$ 39.32
Aircraft Mechanic Helper	\$ 30.54	\$ 30.54	\$ 23.36	\$ 27.73
Aircraft Servicer	\$ 34.55	\$ 34.20	\$ 25.78	\$ 30.54
Aircraft Worker	\$ 36.31	\$ 35.79	\$ 27.27	\$ 31.94
Aircraft Painter	\$ 39.10	\$ 32.83	\$ 28.99	\$ 33.47
Electronics Technician, Maintenance I	\$ 33.84	\$ 36.44	\$ 31.36	\$ 34.36
Electronics Technician, Maintenance II	\$ 41.95	\$ 40.00	\$ 36.07	\$ 35.96
Electronics Technician, Maintenance III	\$ 47.45	\$ 42.95	\$ 37.68	\$ 37.53
Fork Lift Operator	\$ 25.88	\$ 25.88	\$ 20.48	\$ 25.81
Shipping/Receiving Clerk	\$ 22.35	\$ 22.28	\$ 20.86	\$ 22.55
Laborer	\$ 19.54	\$ 20.61	\$ 16.97	\$ 18.78
<b>736-5</b>				
Civil Engineering Technician	\$ 35.45	\$ 38.68	\$ 30.94	\$ 37.70
Drafter / CAD Operator I	\$ 29.46	\$ 29.46	\$ 25.28	\$ 29.09
Drafter / CAD Operator II	\$ 32.56	\$ 32.56	\$ 29.86	\$ 32.15
Drafter / CAD Operator III	\$ 35.92	\$ 35.92	\$ 31.08	\$ 35.46
Drafter / CAD Operator IV	\$ 43.43	\$ 43.43	\$ 36.77	\$ 42.88
Engineering Technician I	\$ 25.12	\$ 25.12	\$ 23.25	\$ 27.39
Engineering Technician II	\$ 27.80	\$ 29.02	\$ 26.69	\$ 30.37
Engineering Technician III	\$ 30.69	\$ 30.69	\$ 29.47	\$ 34.20
Engineering Technician IV	\$ 37.25	\$ 37.17	\$ 34.37	\$ 40.83
Engineering Technician V	\$ 44.84	\$ 44.76	\$ 41.31	\$ 49.21
Engineering Technician VI	\$ 53.58	\$ 53.50	\$ 48.98	\$ 58.83
Paralegal/Legal Assistant I	\$ 30.14	\$ 30.06	\$ 26.02	\$ 25.37
Paralegal/Legal Assistant II	\$ 36.56	\$ 36.48	\$ 33.15	\$ 30.64
Paralegal/Legal Assistant III	\$ 43.99	\$ 43.91	\$ 39.80	\$ 36.74
Paralegal/Legal Assistant IV	\$ 52.52	\$ 52.44	\$ 47.43	\$ 43.77
Technical Writer I	\$ 34.08	\$ 34.00	\$ 34.91	\$ 34.91
Technical Writer II	\$ 40.94	\$ 40.86	\$ 41.94	\$ 41.94
Technical Writer III	\$ 48.87	\$ 47.35	\$ 45.80	\$ 50.05

## Special Item Numbers (SIN)

### 736-1 Administrative Support and Clerical Occupations

Services required under this SIN involve occupations concerned with preparing, transcribing, transferring, systematizing and preserving both written and computerized communications and records; gathering and distributing information. The duties in this SIN also include: operating office machines; storing, distributing, accounting for stores of materials; distributing mail and delivering messages. Performing other administrative support and clerical duties as may be required.

### 736-3 General Services and Support

Services required under this SIN involve occupations concerned with preparing and arranging materials and products in bulk and non-bulk forms for distribution or storage; moving and loading or unloading equipment, materials and products; operating or tending to pipelines pumps and valves to transfer liquids; driving forklifts and related material-handling machinery and equipment; and using scoops, hand trucks and wheelbarrows to load and move materials.

Also included in this SIN are occupations concerned with maintaining and repairing buildings, grounds and related facilities; installing, repairing, building and maintaining in efficient operating condition a wide variety of engines and mechanical equipment designed for use in domestics, commercial, industrial and agricultural activities.

### 736-5 Technical and Professional Occupations

Services required under this SIN involve occupations concerned with providing technical assistance to engineers and scientists in both laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment and systems. Characteristics of occupations in this SIN is the requirements for a knowledge of scientific, engineering and mathematical theories, principles and techniques that are less than full professional knowledge but which, nevertheless, enables the technician to understand how and why a specific device or system operates.

The technician solves practical problems encountered in fields of specialization, such as those concerned with development of electrical and electronic circuits and establishment of testing methods for electrical, electronic, electromechanical and hydro-mechanical devices and mechanisms. Work involves the application of engineering principles in solving design, development and modification problems of parts or assemblies for products or systems and application of natural and physical science principles to basic or applied research problems in fields, such as metallurgy, chemistry and physics. The technician may perform technical procedures and related activities independently



## Customer Information

### 1. Scope

M1 Support Services (M1) labor categories and associated qualifications for temporary administrative and professional services (TAPS) are applicable for the SINs awarded under this contract.

Temporary Administrative and Professional Services	
SIN	Title
736-1	Administrative Support and Clerical Occupations
736-3	General Services and Support
736-5	Technical and Professional Operations

### 2. Maximum Order

Our maximum order is \$100,000 per SIN. Notwithstanding this limit, agencies may place and M1 may honor delivery orders that exceed this limit per SIN in accordance with FAR 8.404. In accordance with the maximum order provisions a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. The maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed the amount. The contractor may (1) offer anew price for this requirement, (2) offer the lowest price available under this contract or (3) decline the order.

### 3. Minimum Order

Our minimum orders are \$100.00 unless M1 agrees to accept a smaller order amount.

### 4. Geographic Coverage

M1 is currently providing services in the geographic locations as shown in the table below. However, M1 on an as needed basis can modify the contract to included additional locations. This modification process is a standard operating procedure addressed in M1's contract and requires at least five (5) days prior notice before the contract start date.

Geographic Locations	
Location	Current Wage Determination Number
Los Angeles/Santa Ana, CA	2005-2047, Revision Number 7 dated 05/29/2008
District-Wide (Washington), DC	2005-2103, Revision Number 6 dated 05/29/2008
Melbourne, FL	2005-2117, Revision Number 6 dated 06/17/2008
Atlanta, GA	2005-2133, Revision Number 5 dated 06/17/2008
Hawaii Statewide	2005-2153, Revision Number 8 dated 05/29/2008
Statewide, ID	2005-2159, Revision Number 6 dated 05/29/2008
Kansas City, MO	2005-2307, Revision Number 7 dated 06/11/2008
N. Carolina, Raleigh	2005-2401, Revision Number 6 dated 05/29/2008
Oklahoma City, OK	2005-2431, Revision Number 6 dated 05/29/2008
Dallas, TX	2005-2509, Revision Number 5 dated 05/29/2008
Fort Worth, TX	2005-2513, Revision Number 5 dated 05/29/2008
San Antonio, TX	2005-2521, Revision Number 5 dated 05/29/2008
Norfolk, VA	2005-2543, Revision Number 7 dated 05/29/2008





## **5. Quantity Discounts**

M1 provides quantity a discount of one percent (1%) for task orders greater than \$1 million dollars.

## **6. Prompt Payment Terms**

None; Net thirty (30) days.

## **7. Deliveries**

### **a. Time of Delivery**

Reference ordering procedures for services. Delivery schedule will be specified by task order. M1 will deliver or perform services in accordance with the terms negotiated in the agency's order.

### **b. Expedited Delivery**

Not applicable

### **c. Overnight and 2 day delivery**

Not applicable

### **d. Urgent Requirements**

M1 will negotiate with individual agencies for faster delivery of services.

## **8. FOB Point**

Not applicable.

## **9. Ordering Address**

M1 Support Services, L.P.  
300 N Carroll Blvd, Suite 101  
Denton, TX 76201

POC: Martin Craft, Chief Financial Officer  
Phone: (940)323-1119  
Fax: (940)323-1120  
e-mail: [martin.craft@m1services.com](mailto:martin.craft@m1services.com)

## **10. Payment Address**

M1 Support Services, L.P.  
300 N Carroll Blvd, Suite 101  
Denton, TX 76201

## **11. Warranty Provisions**

Standard Commercial Warranty, if applicable.

## **12. Export Packing Charges**

Not applicable

## **13. Terms and Conditions of Government Purchase Card Acceptance**

None

**14. Terms and Conditions of Rental, Maintenance and Repair**

Not applicable

**15. Terms and Conditions of Installation**

Not applicable

**16. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Discounts from List Prices**

Not applicable

**17. Terms and Conditions for Any Other Services**

Not applicable

**18. List of Service and Distribution Points**

Not applicable

**19. List of Participating Dealers**

Not applicable

**20. Preventive Maintenance**

Not applicable

**21. Special Attributes**

Not applicable

**22. DUNS Number**

138059063

**23. Types of Orders**

Both firm fixed-price and time and materials task orders are acceptable under this contract.

**24. Security Requirements**

In the event security requirements are necessary, the ordering activities may incorporate in their delivery order(s) a security clause in accordance with current laws, regulations and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

**25. Purchase of Incidental, Non-Schedule Items**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed and the price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

## **26. Travel and Other Direct Costs (ODC)**

For travel and ODC's cost, M1 will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. M1 will apply applicable indirect rates to travel and/or ODC cost per our disclosure statement.

## **27. Differentials/Allowances**

The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. These costs shall also be negotiated separately on a case-by-case basis with the ordering agencies.

## **28. Overtime**

M1 will comply with all overtime requirements of the Fair Labor Standards Act. Thus all employees who are subject to the law's wage and hour provisions, non-exempt employees, will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

## **29. Liability for Injury or Damage**

The contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

## **30. Industrial Filing Fee**

The Industrial Filing Fee (IFF) is included in the labor rates under this schedule. The IFF does not apply to off-schedule items such as travel, materials and other direct cost.



## Labor Category Descriptions

M1 is proposing the labor categories shown in the table below for SIN 736-1 (Administrative Support and Clerical Occupations), SIN 736-3 (General Services and Support) and SIN 736-5 (Technical and Professional Occupations).

M1 Support Services Labor Categories by SIN		
SIN 736-1	SIN 736-3	SIN 736-5
Accounting Clerk I	Aircraft Mechanic I	Civil Engineering Technician
Accounting Clerk II	Aircraft Mechanic II	Drafter/CAD Operator I
Accounting Clerk III	Aircraft Mechanic III	Drafter/CAD Operator II
Secretary I	Aircraft Mechanic Helper	Drafter/CAD Operator III
Secretary II	Aircraft Servicer	Drafter/CAD Operator VI
Secretary III	Aircraft Worker	Engineering Technician I
General Clerk I	Aircraft Painter	Engineering Technician II
General Clerk II	Electronics Technician, Maintenance I	Engineering Technician III
General Clerk III	Electronics Technician, Maintenance II	Engineering Technician IV
Word Processor I	Electronics Technician, Maintenance III	Engineering Technician V
Word Processor II	Fork Lift Operator	Engineering Technician VI
Word Processor III	Shipping/Receiving Clerk	Paralegal/Legal Assistant I
Production Control Clerk	Laborer	Paralegal/Legal Assistant II
Supply Technician		Paralegal/Legal Assistant III
		Paralegal/Legal Assistant IV
		Technical Writer I
		Technical Writer II
		Technical Writer III

Where the job description requires a certain level of educational qualification or “equivalent experience”, one year of education equates to 1.5 years of experience. The following table shows M1 guidelines for discerning the “equivalent experience” level.

M1 Support Services Equivalent Experience Guidelines	
Level of Education	Equivalent Experience
High School Diploma	2 years directly related experience
Associate Degree	3 - 5 years directly related experience
Bachelors Degree	6 - 8 years directly related experience
Masters Degree	9 years directly related experience

## **736-1 Administrative Support and Clerical Occupations**

### **Accounting Clerk I**

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

### **Accounting Clerk II**

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

### **Accounting Clerk III**

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

### **Secretary I through Secretary III**

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

## Classification by Level

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

### Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

### Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be

used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

1. LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:
  - a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
  - b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
  - c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
  - d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
  - e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.
2. LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:
  - a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
  - b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
  - c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
  - d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
  - e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.



3. LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:
- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
  - b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
  - c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
  - d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
  - e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

#### CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3	
LS-1	I 01311	II 01312	III 01313	



LS-2	I 01311	III 01313	Not Offered	
LS-3	I 01311	Not Offered	Not Offered	

## General Clerk I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

## General Clerk II

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

## General Clerk III

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

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

## WORD PROCESSOR

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

Excluded are:

- a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages;
- b. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition;
- c. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment

## **WORD PROCESSOR I**

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

## **WORD PROCESSOR II**

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

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

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

## **WORD PROCESSOR III**

Word Processor III requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either

different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

## **PRODUCTION CONTROL CLERK**

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

## **SUPPLY TECHNICIAN**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

## **736-3 General Services and Support**

### **Aircraft Mechanic I**

The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneumatic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units,

using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.

This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Aircraft Mechanic I Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction.

Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft.

Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

## **Aircraft Mechanic II**

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals.

Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of

technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects

### **Aircraft Mechanic III**

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation.

This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tension meters, sheet metal brakes and sheers, etc. is required.

The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

### **Aircraft Mechanic Helper**

The person assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties: adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools, removes inspection plates, cowlings, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed, assists in towing and jacking aircraft, and disconnects instruments, ignition systems, and fuel and oil lines. This mechanic assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections, performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment, cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions, assists in jacking and towing aircraft; Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun, and may assist flight line mechanic, worker, or servicer in servicing and repairing aircraft prior to flight.



## **Aircraft Servicer (Airport Utility Worker)**

The Aircraft Servicer (Airport Utility Worker) services aircraft, performing any combination of the following tasks, directs incoming and outgoing aircraft near terminal or flight line parking area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding sign, and secures aircraft in parking position with blocks, stakes, and tie downs.

The Aircraft Servicer (Airport Utility Worker) does the following tasks: operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste, enters in the maintenance records description of the servicing performed, checks for fuel contamination by draining sumps and fuel drains; operates ground support equipment such as electrical power supply and engine starting units, examines tires for specified air pressure and condition, assists in jacking and towing aircraft, removes and replaces defective tires, positions and removes boarding platforms to unload or load aircraft passengers, unloads and loads luggage and cargo, using tow truck with luggage carts, and cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. The Aircraft Servicer may de-ice aircraft wings and assemblies load and unload containers of food, beverages, and dishes for in-flight meal services, trace lost luggage for customers and prepare lost baggage claims, and install drag chutes or retrieve them and send them to parachute shop for repacking.

## **Aircraft Worker**

The Aircraft Worker makes repairs to aircraft following orders of higher grade worker, assists in troubleshooting malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems, removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings, bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, This worker may supervise the jacking and towing of aircraft, makes adjustments and settings such as cable tension and seat movement settings and adjustments; obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples, may perform pre-flight, thru-flight, and post-flight maintenance inspections, enter in the maintenance records description of the work performed, and services engines and aircraft components at line station making repairs, short of overhaul required to keep aircraft in safe operating condition.

## **Aircraft Painter**

The Aircraft Painter coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from aircraft, using liquid paint remover and scraper. Smoothes surface with sandpaper and steel wool; roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface, masks and covers portions of surfaces not to be painted, and paint insignia, letters or numerals on aircraft surface, using stencils.



## Electronics Technician, Maintenance I

The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

## Electronics Technician, Maintenance II

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

## Electronics Technician, Maintenance III

Lays out, builds, tests, troubleshoots, repairs and modifies developmental and production electronic components, parts, equipment, and systems, such as computer equipment, missile control instrumentation, electron tubes, test equipment, and machine tool numerical controls, applying principles and theories of electronics, electrical circuitry, engineering mathematics, electronic and electrical testing, and physics: Discusses layout and assembly procedures and problems with Electronics Engineer (profess & kin.) 003.061-030 and draws sketches to clarify design details and functional criteria of electronic units. Also assembles experimental circuitry (breadboard) or complete prototype model according to engineering instructions, technical manuals, and knowledge of electronic systems and components. Will recommends changes in circuitry or installation specifications to simplify assembly and maintenance. Sets up standard test apparatus or devises test equipment and circuitry to conduct functional, operational, environmental, and life tests to evaluate performance and reliability of prototype or production model. Analyzes and interprets test data. Adjusts, calibrates, aligns, and modifies circuitry and components and records effects on unit performance. Writes technical reports and develops charts, graphs, and schematics to describe and illustrate system's operating characteristics, malfunctions, deviations from design specifications, and functional limitations for consideration by engineers in broader determinations affecting system design and laboratory procedures. May also operate bench lathes, drills, or other machine tools to fabricate parts, such as coils, terminal boards, and chassis, and may check functioning of newly installed equipment in aircraft, ships, and structures to evaluate system performance under actual operating conditions. May instruct and supervise other technical personnel. May be designated according to specialization in electronic applications as Computer-Laboratory Technician (profess. & kin.); Development-Instrumentation Technician (profess. & kin.); Electronic-Communications Technician (profess. & kin.); Electronics Technician, Nuclear Reactor (profess & kin); Experimental Electronics Developer (aircraft mfg.); Systems-Testing-Laboratory Technician (profess & kin.).

## Fork Lift Operator

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

## **Shipping/Receiving Clerk**

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

## **Laborer**

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

## **736-5 Technical and Professional Occupations**

### **Civil Engineering Technician**

This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. The Civil Engineering Technician surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed

dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

### **Drafter/CAD Operator I**

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models 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:

- a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes.
- d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.
- e. Preparing a computer model of a room, building, and structure from data, prints and photos.

### **Drafter/CAD Operator II**

This operator prepares various drawings computer models 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 and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II 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 or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

- a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.
- b. Preparing and revising 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.

- c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

### **Drafter/CAD Operator III**

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models 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. The Draft/CAD Operator works from sketches, computer 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. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator 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:

- a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- b. 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.
- c. 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.
- d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

## **Drafter/CAD Operator IV**

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent 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, this worker 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.

## **Engineering Technician I**

This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

- a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

## **Engineering Technician II**

The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;
- b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;
- c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

## Engineering Technician III

The Engineering Technician III 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. This technician performs at this level one or a combination of such typical duties as:

- a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;
- b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;
- d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.
- e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

## Engineering Technician IV

The Engineering Technician IV performs non-routine assignments of substantial variety and complexities, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:

- a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying 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).

- b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.
- c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

## Engineering Technician V

This technician 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. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:

- a. 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.
- b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that 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.
- c. 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.

## Engineering Technician VI

This technician 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. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:

- a. 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).
- b. 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.
- c. 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.
- d. 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.

## **Paralegal/Legal Assistant I**

The Paralegal/Legal Assistant I work under close supervision with required assistance readily available. Persons in this position typically perform the following:

- a. Consult prescribed sources of information for facts relating to matters of interest to the program;
- b. Review documents to extract selected data and information relating to specific items;
- c. Review and summarize information in prescribed format on case precedent and decisions;
- d. Search and extract legal references in libraries and computer-data banks;
- e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

## **Paralegal/Legal Assistant II**

At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

- a. Reviews case materials to become familiar with questions under consideration;

- b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;
- c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
- d. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
- f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
- g. Verifies citations and legal references on prepared legal documents;
- h. Prepares summaries of testimony and depositions;
- i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

### **Paralegal/Legal Assistant III**

At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

- a. Analyzes and evaluates case files against litigation worthiness standards;
- b. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
- c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- d. Gathers, sorts, classify, and interpret data to discover patterns of possible discriminatory activity;
- e. Interviews relevant personnel and potential witnesses to gather information;
- f. Reviews and analyzes relevant statistics;

- g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- h. Consults with statistical experts on reliability evaluations;
- i. May testify in court concerning relevant data.

## **Paralegal/Legal Assistant IV**

At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:

- a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
- f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
- g. Interviews potential witnesses for information and prepares witnesses for court appearances;
- h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
- i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
- j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

## Technical Writer I

The Technical Writer I may revise and write standardized 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 and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

## Technical Writer II

In this capacity, the Technical Writer revises or writes material that is mostly standardized 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 and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

## Technical Writer III

The Technical Writer III 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 and other equipment, receives assignment from supervisor, observes production, developmental, and



experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III 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; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.