MAS – Multiple Award Schedule
Federal Supply Group: Professional Services

6265 GREENWICH DRIVE #103 ● SAN DIEGO, CA 92122-5916
P. 858.587.4970 ● F. 858.642.7504 ● WWW.GETPOGO.COM

**CONTRACT NUMBER:** GS-10F-091BA
**PERIOD COVERED BY CONTRACT:** FEBRUARY 18, 2019 THROUGH FEBRUARY 17, 2024
**PRICELIST VERSION:** PS-0033 DATED March 30, 2020
**Business Size:** WOMAN OWNED SMALL BUSINESS

**KEY CONTACT:**
DEBORAH MUNOZ, PRESIDENT, DMUNOZ@GETPOGO.COM

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAvantage.gov.
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ABOUT POGO

POGO Inc, a HUBZone, Woman-Owned Small Business founded in 2011, is pleased to build upon our staff’s strong, two-decades-long foundation of delivering successful services to our Government clients, especially the United States military, with the highest-quality logistics services. We meet and exceed client standards and expectations.

POGO works with its Government clients as an integrated team working together in support of a common, well-defined mission. As such, POGO management relies on sustained communication with our Government client representatives. We keep an open line of communication to ensure that we are doing all we can to place the best people in key positions to support your mission. We guarantee that all POGO associates are fully committed to your mission and related tasks.

The entire POGO team has a thorough understanding of the Government’s expectations, and together we engage in effective solutions for our clients. Some of our clients include:

- Department of Veterans Affairs
- Department of Labor
- Small Business Administration
- Bureau of Reclamation
- Department of Justice
- US Marines
- US Navy
- US Air Force
- US Army

POGO is successful because our staff’s decades of experience in logistics services have led us to continuously improve and adapt our processes to better serve our customers. POGO actively seeks feedback about our performance and customer satisfaction and build the information into processes that continuously move the bar in delivering logistics services. Establishing performance standards in consultation with our Government clients is a key factor in our overall success.

Learn more at: WWW.GETPOGO.COM
Customer Information

1a. Table of Awarded SIN

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614</td>
<td>Distribution and Transportation Logistics Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model and lowest unit price for that model for each special item number awarded in the contract

Not Applicable. Services Only

1c. Description of Proposed Hourly Rates

See description of proposed hourly rates below at Attachment II

2. Maximum Order

541614 - $1,000,000

OLM       $250,000

3. Minimum Order

$100

4. Geographic Coverage

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

5. Points of Production

6265 Greenwich Drive #103
San Diego, CA 92122-5916

6. Discount from list prices or statement of net price

Prices shown are net prices; basic discounts have been deducted

7. Quantity discounts

None Offered

8. Prompt payment terms

Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

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

POGO will accept Government purchase cards below the micro-purchase threshold.

9b. Purchase Card Acceptance above micro-purchase threshold

POGO will accept Government purchase cards above the micro-purchase threshold.

10. Foreign items

None
11a. Time of Delivery
   Specified on the Task Order
11b. Expedited Delivery
   Contact Contractor
11c. Overnight and 2-day delivery
   Contact Contractor
11d. Urgent Requirements
   When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent
delivery requirements of an ordering agency, agencies are encouraged, if time permits, to
contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall
reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by
the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the
ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time
frame shall be delivered within this shorter delivery time and in accordance with all other terms
and conditions of the contract.
Ordering agencies may also contact the Contractor to effect a faster delivery

12. F.O.B. points
   Destination

13a. Ordering Address
   6265 Greenwich Drive #103
   San Diego, CA 92122-5916
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
   6265 Greenwich Drive #103
   San Diego, CA 92122-5916

15. Warranty Provision
   Not Applicable

16. Export Packing Charges
   Not Applicable

17. Terms and Conditions of Government purchase card acceptance
   Contact POGO

18. Terms and Conditions of rental, maintenance, and repair
   Not Applicable
19. Terms and Conditions of installation
   Not Applicable

20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices
   Not Applicable

   20a. Terms and conditions for any other services
   Not Applicable

21. List of Service and Distribution Points
   Not Applicable

22. List of Participating Dealers
   Not Applicable

23. Preventative Maintenance
   Not Applicable

24a. Special Attributes Such As Environmental Attributes
   Not Applicable

   24b. Section 508 Compliance
   Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (www.getpogo.com) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) Number
   608672114

26. Notification Regarding Registration in System for Award Management (SAM) Database
   POGO is registered in the System for Award Management (SAM) database
Attachment I: Labor Rates

**Indicates a Service Contract Labor Standards Position. See Matrix Below.**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>Site</th>
<th>GSA Awarded Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614</td>
<td>Project Lead</td>
<td>Bachelors</td>
<td>5</td>
<td>Both</td>
<td>$65.01</td>
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<tr>
<td>541614</td>
<td>Supply Chain General Clerk I**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>$27.48</td>
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<tr>
<td>541614</td>
<td>Supply Chain General Clerk II**</td>
<td>High School</td>
<td>2</td>
<td>Both</td>
<td>$29.49</td>
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<tr>
<td>541614</td>
<td>Supply Chain General Clerk III**</td>
<td>High School</td>
<td>3</td>
<td>Both</td>
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<tr>
<td>541614</td>
<td>Truck Driver, Light Truck**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
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</tr>
<tr>
<td>541614</td>
<td>Truck Driver, Medium Truck**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>$35.30</td>
</tr>
<tr>
<td>541614</td>
<td>Truck Driver, Heavy Truck**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>$37.85</td>
</tr>
<tr>
<td>541614</td>
<td>Truck Driver, Tractor-Trailer**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>$37.85</td>
</tr>
<tr>
<td>541614</td>
<td>Distribution Laborer**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>$28.55</td>
</tr>
<tr>
<td>541614</td>
<td>Shipping and Receiving Line Handler**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
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<td>541614</td>
<td>Supply Chain Machinery Maintenance Mechanic**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
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<td>541614</td>
<td>Supply Chain Maintenance Trades Helper**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
<td>$29.99</td>
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<td>541614</td>
<td>Supply Chain Material Coordinator**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
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<td>541614</td>
<td>Supply Chain Material Expediter**</td>
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<td>Both</td>
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</tr>
<tr>
<td>541614</td>
<td>Supply Chain Material Handling Labor**</td>
<td>High School</td>
<td>1</td>
<td>Both</td>
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<tr>
<td>541614</td>
<td>Supply Chain Service Order Dispatcher**</td>
<td>High School</td>
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<td>Both</td>
<td>$45.39</td>
</tr>
<tr>
<td>541614</td>
<td>Forklift Operator**</td>
<td>High School</td>
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<tr>
<td>541614</td>
<td>Bus Driver**</td>
<td>High School</td>
<td>1</td>
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<td>$36.39</td>
</tr>
<tr>
<td>541614</td>
<td>Warehouse Specialists**</td>
<td>High School</td>
<td>2</td>
<td>Both</td>
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<tr>
<td>541614</td>
<td>Supply Technician**</td>
<td>High School</td>
<td>3</td>
<td>Both</td>
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</tr>
<tr>
<td>541614</td>
<td>Heavy Mechanics**</td>
<td>High School</td>
<td>3</td>
<td>Both</td>
<td>$61.49</td>
</tr>
<tr>
<td>541614</td>
<td>Auto Mechanics**</td>
<td>High School</td>
<td>2</td>
<td>Both</td>
<td>$53.29</td>
</tr>
<tr>
<td>541614</td>
<td>Supervisor</td>
<td>Bachelors</td>
<td>5</td>
<td>Both</td>
<td>$104.45</td>
</tr>
</tbody>
</table>
Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Chain General Clerk I</td>
<td>01111: General Clerk I</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain General Clerk II</td>
<td>01112: General Clerk II</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain General Clerk III</td>
<td>01113: General Clerk III</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Truck Driver, Light Truck</td>
<td>31361: Truck Driver, Light Truck</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Truck Driver, Medium Truck</td>
<td>31362: Truck Driver, Medium Truck</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Truck Driver, Heavy Truck</td>
<td>31363: Truck Driver, Heavy Truck</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Truck Driver, Tractor-Trailer</td>
<td>31364: Truck Driver, Tractor-Trailer</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Distribution Laborer</td>
<td>23470: Laborer</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Shipping and Receiving Line Handler</td>
<td>29030: Line Handler</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain Machinery Maintenance Mechanic</td>
<td>23530: Machinery Maintenance Mechanic</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain Maintenance Trades Helper</td>
<td>23580: Maintenance Trades Helper</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain Material Coordinator</td>
<td>21030: Material Coordinator</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain Material Expeditor</td>
<td>21040: Material Expeditor</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain Material Handling Labor</td>
<td>21050: Material Handling Laborer</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Chain Service Order Dispatcher</td>
<td>01320: Service Order Dispatcher</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Forklift Operator</td>
<td>21020: Forklift Operator</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>31030: Bus Driver</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Warehouse Specialists</td>
<td>21410 - Warehouse Specialist</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Supply Technician</td>
<td>01410 Supply Technician</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Heavy Mechanics</td>
<td>23430 - Heavy Equipment Mechanic</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Auto Mechanics</td>
<td>05190 - Motor Vehicle Mechanic</td>
<td>2015-5637</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with an (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."."
Attachment II: Labor Category Descriptions and Qualifications

**Project Lead**

*Functional Responsibility:* Manages all aspects of program performance (i.e., technical, contractual, and financial). Assists in managing and supervising personnel involved in all aspects of program activity. Assists in organizing and assigning responsibilities to subordinates and oversees the successful completion of all assigned tasks. Strong analytical abilities and project management skills. Ability to work independently and make appropriate decisions as necessary. Ability to communicate effectively both verbally and in writing. Ability to use a personal computer and basic word processing, spreadsheet and database software.

*Minimum Education:* Bachelor’s degree  
*Minimum Years’ Experience:* 5 years

**Supply Chain General Clerk I**

*Functional Responsibility:* Follows detailed procedures by performing simple jobs in the same sequence, depending on the task. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals.

*Minimum Education:* High school diploma or equivalent  
*Minimum Years’ Experience:* 1 year

**Supply Chain General Clerk II**

*Functional Responsibility:* Follows specific procedures in completing several clerical steps performed in a prescribed or slightly varied sequence, depending on the tasks. Little or no subject-matter knowledge is required. Has familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. Recognized problems are referred to others.

*Minimum Education:* High school diploma or equivalent  
*Minimum Years’ Experience:* 2 year

**Supply Chain General Clerk III**

*Functional Responsibility:* Uses subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. May also direct lower level clerks.

*Minimum Education:* High school diploma or equivalent  
*Minimum Years’ Experience:* 3 years

**Truck Driver, Light Truck**

*Functional Responsibility:* Straight truck, under 1 1/2 tons, usually 4 wheels.  
*Minimum Education:* High school diploma or equivalent and operator’s license  
*Minimum Years’ Experience:* 1 year
**Truck Driver, Medium Truck**
*Functional Responsibility:* Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.
*Minimum Education:* High school diploma or equivalent and operator’s license
*Minimum Years’ Experience:* 1 year

**Truck Driver, Heavy Truck**
*Functional Responsibility:* Straight truck, over 4 tons, usually 10 wheels.
*Minimum Education:* High school diploma or equivalent and operator’s license
*Minimum Years’ Experience:* 1 year

**Truck Driver, Tractor-Trailer**
*Functional Responsibility:* Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.
*Minimum Education:* High school diploma or equivalent and operator’s license
*Minimum Years’ Experience:* 1 year

**Distribution Laborer**
*Functional Responsibility:* Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment.
*Minimum Education:* High school diploma or equivalent
*Minimum Years’ Experience:* 1 year

**Shipping and Receiving Line Handler**
*Functional Responsibility:* Secures and removes ship’s docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bitts on dock and slips eye of mooring lines over bitts, removes lines from bitts when ships depart, and may drive vehicle to pull in docking lines.
*Minimum Education:* High school diploma or equivalent
*Minimum Years’ Experience:* 1 year
**Supply Chain Machinery Maintenance Mechanic**

*Functional Responsibility:* Repairs machinery or mechanical equipment including: examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation

*Minimum Education:* High school diploma or equivalent

*Minimum Years’ Experience:* 1 year

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**Supply Chain Maintenance Trades Helper**

*Functional Responsibility:* Assists one or more workers in the skilled maintenance trades by performing specific or general duties, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; holding materials or tools; and performing other unskilled tasks as directed.

*Minimum Education:* High school diploma or equivalent

*Minimum Years’ Experience:* 1 year

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**Supply Chain Material Coordinator**

*Functional Responsibility:* Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard.

*Minimum Education:* High school diploma or equivalent

*Minimum Years’ Experience:* 1 year

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**Supply Chain Material Expediter**

*Functional Responsibility:* Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: 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.

*Minimum Education:* High school diploma or equivalent

*Minimum Years’ Experience:* 1 year
Supply Chain Material Handling Labor

*Functional Responsibility:* Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

*Minimum Education:* High school diploma or equivalent

*Minimum Years’ Experience:* 1 year

Supply Chain Service Order Dispatcher

*Functional Responsibility:* Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.

*Minimum Education:* High school diploma or equivalent

*Minimum Years’ Experience:* 1 year

Forklift Operator

*Functional Responsibility:* Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials. Responsible for providing warehouse storage and material processing services including unloading and loading of trucks and delivery and retrieval of items to and from the proper locations throughout the storage area, verifying materials against receiving documents, and the proper storage and stocking of materials.

*Minimum Education:* High School diploma or equivalent

*Minimum Years’ Experience:* 1 year

Bus Driver

*Functional Responsibility:* Drives bus to transport passengers over specified routes according to the specified time schedule. Assists passengers with baggage, load and unload vehicle with or without helpers. Regulates heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. May make minor mechanical repairs, change tires and keep vehicle in good working order. Performs Vehicle Inspection Checklist prior to departing point of origin. As needed, load or unload baggage or express checked by passengers in baggage compartment. May drive diesel or electric powered transit bus to transport passengers over established city route. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card.

*Minimum Education:* High School Diploma or equivalent and operator’s license

*Minimum Years’ Experience:* 1 year

Supervisor

*Functional Responsibility:* This position 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. 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 methods, procedures, and techniques may not be applicable. Supervisor advises 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: Plans approach to solve problems; conceives and recommends new techniques; resolves problems with contract personnel and assures compatibility.

**Minimum Education:** Bachelor’s Degree or 8 Years Work Equivalent

**Minimum Years’ Experience:** 5 years

**Heavy Equipment Mechanic**

**Functional Responsibility:** The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines

**Minimum Education:** High School Diploma or Equivalent

**Minimum Years’ Experience:** 3 Years

**Motor Vehicle Mechanic**

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

**Minimum Education:** High School Diploma or Equivalent

**Minimum Years’ Experience:** 2 Years

**Warehouse Specialist**

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

**Minimum Education:** High School Diploma or Equivalent

**Minimum Years’ Experience:** 2 Years

**Supply Technician**

**Functional Responsibility:** 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.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Years’ Experience:** 3 Years