



Schedule 03FAC Facility Maintenance and Management

Special Item Numbers (SINs):

- 811-002 Complete Facilities Maintenance
- 811-003 Complete Facilities Management
- 811-005 Refrigeration, Heating, Ventilation and Air Conditioning HVAC Maintenance

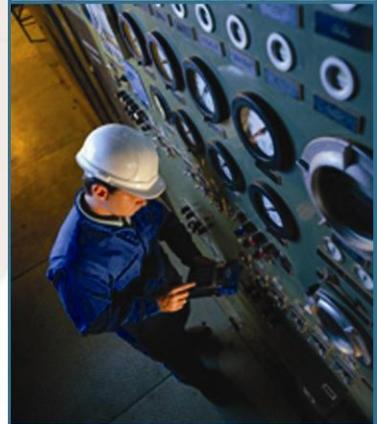
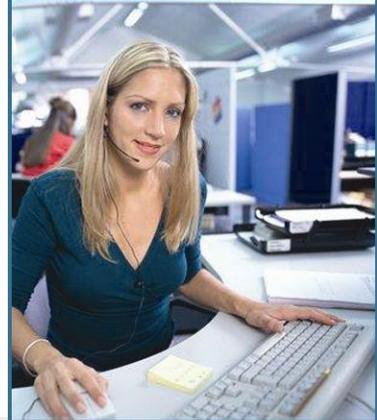
SKE International, Inc.
Corporate Offices
2 Jockey Hollow Road
Warwick, NY 10990
845 986-9762
845 986-9790 - Fax
www.ske-international.com

Contract Number: GS-21F-0029U

Contract Period: January 9, 2008 through January 8, 2018

Business Size: Large

www.ske-international.com



Authorized FSS Schedule Price List Federal Supply Service

U.S. General Services Administration

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



SKE International



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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers:

<u>SIN</u>	<u>Description</u>
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811-002.....	Complete Facility Maintenance
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811-003.....	Complete Facility Management
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811-005.....	Refrigeration, Heating, Ventilation and Air Condition HVAC Maintenance
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See Price List, page 7.

1b. Lowest Price Model Number and Lowest Unit Price for the Special Item Number Awarded in the Contract:

<u>Lowest Hourly Rate</u>	<u>Description</u>
\$24.87.....	Parking Lot Attendant

1c. Corresponding Commercial Job Titles and Position Descriptions:

See Price List, pages 7-9.

2. Maximum Order:

SIN 811-002.....\$750,000 per order.

SIN 811-003.....\$750,000 per order.

SIN 811-005.....\$750,000 per order.

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

3. Minimum Order:

\$100.00 for all SINs.

4. Geographic Coverage:

Worldwide

5. Points of Contact:

United States

Jim Martin
President
SKE International, Inc.
Warwick, NY 10990
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63773 Goldbach
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+49 6021 3299-199 fax
mandreeva@ske.eu

6. Discounts from List Prices:



	2% of total order.		Not applicable to this Contract.
7.	Quantity Discounts: None	11d.	Urgent Requirements: Clause I-FSS-140-B applies to this situation. A Contracting Agency is urged to contact the Contractor's representative to possibly affect a faster delivery.
8.	Prompt Payment Terms: Net 30 days		
9a.	Government Purchase Cards: Government Purchase Credit Cards are accepted for purchases up to the micro-purchase threshold of \$2500.	12.	FOB Point: Destination
9b.	Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold: Government Purchase Credit Cards will be considered for acceptance for purchases above the micro-purchase threshold on a project-by-project basis. See Paragraph 17 below.	13a.	Ordering Address: SKE International, Inc. 2 Jockey Hollow Road Warwick, New York 10990 845 986-9762 tele 845 986-9790 fax jmartin@skeii.com
10.	Foreign Items (list items by country of origin): None	13b.	Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).
11.	Time of Delivery: The Contractor shall deliver the services at the ordering agency within 30 calendar days after receipt of order (ARO).	14.	Payment Address: Payment may be made to: SKE International, Inc. 2 Jockey Hollow Road Warwick, New York 10990
11b.	Expedited Delivery: The Contractor can deliver the services at the ordering agency within 14 calendar days after receipt of order (ARO), when coordinated with the ordering agency.	15.	Warranty Provision: 1 year on all services.
11c.	Overnight and 2-Day Delivery:	16.	Export Packing Charges: Not Applicable to this Contract.



17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):

The Contractor will consider the acceptance of Government Purchase Cards on a project-by-project basis.

18. Terms and Conditions of Rental, Maintenance or Repair:

The Contractor will consider the terms and conditions of rentals maintenance or repair on a project-by-project basis.

19. Terms and Conditions of Installation:

The Contractor will consider the terms and conditions of installation on a project-by-project basis.

20. Terms and Conditions of Repair Parts:

The Contractor will consider the terms and conditions of repair parts on a project-by-project basis.

- 20a. Terms and Conditions for Any Other Services:

The Contractor will consider the terms and conditions for any other services on a project-by-project basis.

21. List of Service and Distribution Points:

SKE International, Inc. performs services at Contract facility locations.

22. List of Participating Dealers:

Not Applicable to this Contract.

23. Preventive Maintenance:

According to Individual Task Order.

- 24a. Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):

Not Applicable.

- 24b. Section 508 Compliance:

Not Applicable.

25. Data Universal Number System (DUNS) Number:

DUNS No. 013939918

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:

The Contactor has registered with the Central Contractor Registration Database, or SAM, and has been assigned Cage Code 1JBH3.



APPENDIX I Description of Services Offered

Services to be Offered Under SIN 811-002

Complete Facility Maintenance

Services related to the complete operations, maintenance and repair of military and government facilities. These services could include but are not limited to a combination of painting, pest control, grounds maintenance, landscaping, tree trimming, snow removal, elevator inspection and maintenance service, fire alarm maintenance and protection systems, locksmith services, collection, and disposal of refuse, roofing repair, plumbing and pipefitting, electrical including high/low voltage systems and utility service, Energy Management Control Services (EMCS), paving, telephone maintenance, janitorial, all mechanical, operations, maintenance and repair of building systems, heating/ventilation/Air Conditioning (HVAC), and rental of facilities maintenance equipment.

Also includes maintenance of facilities and systems to include instruments, carpentry, masonry, and refrigeration services; maintenance and repair of exterior electrical distribution system; operation and maintenance of HVAC; operation and maintenance of water distribution system; maintenance of the septic field and maintenance and repair of surface areas; cemetery maintenance; energy planning; energy analysis; energy audit services.

[For facilities maintenance services associated with logistics management and support refer to Schedule 874-V SIN 874-507.]

Services to be Offered Under SIN 811-003

Complete Facility Management

Services include management of Facilities in support of SIN 811-002 and associated with Complete Facilities Management services and to assure fully adequate and timely completion of all services. Included this service will be a full range of management duties and energy management services including, but not limited to, planning, scheduling and quality control, including software support services, computer and/or facilities management systems, and upgrade. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

[For separate SIN requirements not part of integrated facility management systems support such as independent energy management systems, fire/intrusion alarm systems, and guard services, see schedule 84]

Services to be Offered Under SIN 811-005

Refrigeration, Heating, Ventilation and Air Condition HVAC Maintenance

Services related to providing heating and ventilation services. Service could include, but are not limited to any combination of providing plant equipment, materials, tools, transportation, supervision, and labor to perform all repairs, periodic preventative maintenance (PPM) and emergency service work calls to ensure continual operations of refrigeration, heating, ventilation, and air conditions systems.



APPENDIX II Labor Categories and Hourly Rates

The following hourly rates are applicable for all offered SINs:

Item No.	Labor Categories	SCA/DBA	Unit of Measure	Price to Govt.
Senior Management Categories				
0001	PROGRAM DIRECTOR	N/A	Exempt	\$136.08
0002	SR. PROJECT MANAGAGER	N/A	Exempt	\$115.71
0003	PROJECT MANAGER	N/A	Exempt	\$102.66
0004	DEPUTY PROJECT MANAGER	N/A	Exempt	\$78.86
0005	PRINCIPAL FINANCIAL ADMINISTRATOR	N/A	Exempt	\$79.23
0006	FINANCIAL ADMINISTRATOR	N/A	Exempt	\$75.40
Management Categories				
0007	SR. FACILITIES ENGINEER	N/A	Exempt	\$86.14
0008	FACILITIES MANAGER	N/A	Exempt	\$91.91
0009	PROPERTY MANAGER	N/A	Exempt	\$89.98
0010	OPERATIONS MANAGER	N/A	Exempt	\$87.68
Quality Control/Safety Categories				
0011	QUALITY CONTROL/SAFETY MANAGER	N/A	Exempt	\$94.59
0012	QUALITY CONTROL INSPECTOR	N/A	Exempt	\$48.70
Engineering/Information Technology Categories				
0013	COMPUTER OPERATOR I	14041	Hourly	\$37.19
0014	COMPUTER OPERATOR II	14042	Hourly	\$40.79
0015	COMPUTER OPERATOR III	14043	Hourly	\$44.70
0016	COMPUTER PROGRAMMER I	14071	Hourly	\$44.70
0017	DRAFTER I	30061	Hourly	\$38.29
0018	DRAFTER II	30062	Hourly	\$42.01
0019	DRAFTER III	30063	Hourly	\$46.04
Administrative Categories				
0020	DESK CLERK	99050	Hourly	\$33.51
0021	DISPATCHER, MOTOR VEHICLE	1050	Hourly	\$48.01
0022	DOCUMENT PREPARATION CLERK	1070	Hourly	\$31.71
0023	GENERAL CLERK I	1115	Hourly	\$30.53
0024	GENERAL CLERK II	1115	Hourly	\$34.79
0025	GENERAL CLERK III	1113	Hourly	\$36.91
0027	ORDER CLERK I	1191	Hourly	\$35.68
0028	ORDER CLERK II	1192	Hourly	\$41.45
0029	ORDER FILLER	21071	Hourly	\$31.74
0030	PERSONNEL ASSISTANT I	1261	Hourly	\$37.13



0031	PERSONNEL ASSISTANT II	1262	Hourly	\$40.73
0032	PERSONNEL ASSISTANT III	1263	Hourly	\$44.62
0033	PRODUCTION CONTROL CLERK	1270	Hourly	\$44.38
0034	SCHEDULER, MAINTENANCE	1300	Hourly	\$42.23
0035	SECRETARY I	1311	Hourly	\$41.29
0036	SECRETARY II	1312	Hourly	\$46.47
0037	SECRETARY III	1313	Hourly	\$46.47
0038	SERVICE ORDER DISPATCHER	1320	Hourly	\$49.81
Supervisory Categories				
0039	CUSTODIAL SUPERVISOR	N/A	Exempt	\$60.51
0040	FACILITIES SUPERVISOR	N/A	Exempt	\$95.38
0041	GROUNDS SITE SUPERVISOR	N/A	Exempt	\$71.53
0042	OPERATIONS SUPERVISOR	N/A	Exempt	\$78.62
0043	TRADES SUPERVISOR	N/A	Exempt	\$73.89
0044	WAREHOUSE SUPERVISOR	N/A	Exempt	\$62.87
Trades Categories				
0045	ALARM MONITOR	27004	Hourly	\$39.38
0046	APPLIANCE MECHANIC	23110	Hourly	\$43.21
0047	AUTOMOTIVE WORKER	5040	Hourly	\$54.35
0048	BLOCKER AND BRACER	29010	Hourly	\$58.85
0049	BOILER TENDER	25010	Hourly	\$56.20
0050	BUS DRIVER	31030	Hourly	\$43.07
0051	CABLE SPLICER	23125	Hourly	\$68.94
0052	CARPENTER, MAINTENANCE	23130	Hourly	\$64.52
0053	CARPET LAYER	23140	Hourly	\$57.78
0055	ELECTRICIAN, MAINTENANCE	23160	Hourly	\$70.04
0056	ELECTRONICS TECHNICIAN, MAINTENANCE I	23181	Hourly	\$47.98
0057	ELECTRONICS TECHNICIAN, MAINTENANCE II	23182	Hourly	\$56.44
0058	ELECTRONICS TECHNICIAN, MAINTENANCE III	23183	Hourly	\$59.79
0060	ENGINEERING TECHNICIAN I	30081	Hourly	\$38.81
0061	ENGINEERING TECHNICIAN II	30082	Hourly	\$42.79
0062	ENVIRONMENTAL TECHNICIAN	30090	Hourly	\$44.41
0063	FIRE ALARM SYSTEM MECHANIC	23290	Hourly	\$43.71
0064	FIRE EXTINGUISHER REPAIRER	23310	Hourly	\$46.01
0065	FORKLIFT OPERATOR	21020	Hourly	\$36.37
0066	FUEL DISTRIBUTION SYSTEM MECHANIC	23311	Hourly	\$58.91
0067	FUEL DISTRIBUTION SYSTEM OPERATOR	23312	Hourly	\$54.16
0068	GENERAL MAINTENANCE WORKER	23370	Hourly	\$49.76
0069	HEATING, REFRIGERATION AND A/C MECHANIC	23410	Hourly	\$53.76
0070	HEAVY EQUIPMENT MECHANIC	23430	Hourly	\$52.25



0071	HEAVY EQUIPMENT OPERATOR	23440	Hourly	\$66.63
0072	HOUSEKEEPING AIDE I	11122	Hourly	\$33.57
0073	HOUSEKEEPING AIDE II	11122	Hourly	\$33.57
0074	INSPECTOR	99240	Exempt	\$48.70
0075	JANITOR	11150	Hourly	\$33.57
0076	LABORER	23470	Hourly	\$35.91
0077	LOCKSMITH	23510	Hourly	\$42.06
0078	MACHINERY MAINTENANCE MECHANIC	23530	Hourly	\$48.51
0079	MACHINE-TOOL OPERATOR (TOOLROOM)	19010	Hourly	\$42.87
0080	MACHINIST, MAINTENANCE	23550	Hourly	\$43.06
0081	MAINTENANCE TRADES HELPER	23580	Hourly	\$36.26
0082	MATERIAL COORDINATOR	21030	Hourly	\$45.41
0083	MATERIAL EXPEDITER	21040	Hourly	\$45.41
0084	MATERIAL HANDLING LABORER	21050	Hourly	\$33.78
0085	MOTOR VEHICLE MECHANIC	5190	Hourly	\$58.46
0086	MOTOR VEHICLE MECHANIC HELPER	5220	Hourly	\$47.12
0087	PAINTER, MAINTENANCE	23760	Hourly	\$53.22
0088	PARKING AND LOT ATTENDANT	31260	Hourly	\$24.87
0089	PEST CONTROLLER	99410	Hourly	\$38.75
0090	PIPEFITTER, MAINTENANCE	23790	Hourly	\$64.02
0091	PLUMBER, MAINTENANCE	23810	Hourly	\$64.11
0092	PNEUDRAULIC SYSTEMS MECHANIC	23820	Hourly	\$54.24
0094	REFUSE COLLECTOR/ REFUSE TRUCKDRIVER	99730	Hourly	\$38.80
0095	RIGGER	23850	Hourly	\$51.20
0096	SEWAGE PLANT OPERATOR	25040	Hourly	\$51.14
0097	SHEET-METAL WORKER, MAINTENANCE	23890	Hourly	\$59.97
0098	SHIPPING PACKER	21110	Hourly	\$31.93
0099	SHIPPING/RECEIVING CLERK	21130	Hourly	\$31.93
0100	SHUTTLE BUS DRIVER	31290	Hourly	\$36.06
0101	STATIONARY ENGINEER	25070	Hourly	\$54.45
0102	TOOLS AND PARTS ATTENDANT	21210	Hourly	\$34.68
0103	TRUCKDRIVER, HEAVY TRUCK	31363	Hourly	\$49.50
0104	TRUCKDRIVER, LIGHT TRUCK	31361	Hourly	\$37.83
0105	TRUCKDRIVER, MEDIUM TRUCK	31362	Hourly	\$39.69
0106	TRUCKDRIVER, TRACTOR-TRAILER	31364	Hourly	\$49.50
0107	VENTILATION EQUIPMENT TENDER	25190	Hourly	\$48.09
0108	WAREHOUSE SPECIALIST (Warehouse Worker)	21400	Hourly	\$34.68
0109	WATER TREATMENT PLANT OPERATOR	25210	Hourly	\$51.14
0110	WELDER, COMBINATION, MAINTENANCE	23960	Hourly	\$46.90
Trade Labor - Davis Bacon Act Wages				
0111	Bricklayer	BRNY0001-001	Hourly	\$114.30



0112	Carpenter	CARP0001-009	Hourly	\$146.80
0113	Drywall Finisher/Taper	PAIN1974-001	Hourly	\$98.20
0114	Electrician	ELEC0003-001	Hourly	\$121.80
0115	Elevator Mechanic	ELEV0001-002	Hourly	\$100.30
0116	Equipment Operator	ENGI0014-001	Hourly	\$136.50
0117	HVAC	SHEE0028-002	Hourly	\$132.20
0118	Labor, Plasterer	LABO0731-001	Hourly	\$118.30
0119	Laborer-Asphalt	LABO0006-001	Hourly	\$100.40
0120	Painter	PAIN1974-001	Hourly	\$104.90
0121	Pipefitter	SHEE0028-002	Hourly	\$132.20
0122	Plasterer	PLAS0262-001	Hourly	\$108.50
0123	Plumber	PLUM0001-001	Hourly	\$138.70
0124	Roofer	ROOF0008-003	Hourly	\$104.90
0125	Sprinkler Fitter	PLUM0638-001	Hourly	\$151.40
0126	Tile Layer	BRNY0052-001	Hourly	\$110.60
0127	Truck Driver	TEAM0282-001	Hourly	\$119.70



APPENDIX III BOMA Rates

METHOD 1 – COMPLETE FACILITIES MANAGEMENT SIN 811-003	
COMMERCIAL PRICE LIST = BOMA	UNIT PRICE
DISCOUNTED 0%	\$2.92 /SF

METHOD 1 – COMPLETE FACILITIES MAINTENANCE SIN 811-002	
COMMERCIAL PRICE LIST = BOMA	UNIT PRICE
DISCOUNTED 0 %	0.00 /SF
MAINTENANCE AND REPAIR	\$3.41 /SF
CLEANING WITH TRASH REMOVAL	\$2.57 /SF
ROADS AND GROUNDS (LANDSCAPE)	\$0.59 /SF

METHOD 1 – HEATING, VENTILATION AND AIR CONDITIONING SIN 811-005	
COMMERCIAL PRICE LIST = BOMA	UNIT PRICE
DISCOUNTED 0%	\$0.43 /SF



APPENDIX IV Labor Category Descriptions

The labor categories for facilities management, facilities maintenance, and RHVAC are provided in this section. These minimum requirements are guidelines for the positions listed in our hourly wages in Appendix II and correspond to the positions, labor category, and wage rates provided.

001 PROGRAM DIRECTOR

Minimum/General Experience:

Fifteen years of progressively responsible experience to include a minimum of eight years of specialized experience as a line manager and/or program manager/project manager supervising major projects.

Functional Responsibility:

Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise in support of single or multiple projects. Serves as Senior Corporate Interface between Project Managers and the corporation. May be designated Corporate Monitor. Manages complex organizations and teams by integrating skills into client-focused, consulting solutions. Integrates technical solutions into business process requirements. Translates concepts into operational improvements and systems. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific program/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers.

Minimum Education:

Bachelor's degree from an accredited college or university. Six years of specialized experience as a Program Manager/Project Manager with certification as a Project Manager may be substituted for the degree requirement.

002 SR. PROJECT MANAGER

Minimum/General Experience:

Ten years of related experience in a related technical environment.

Functional Responsibility:

Position is responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures and guidelines. Responsible for acquiring follow-on business associated with assigned area of responsibility. Projects managed are typically highly demanding or highly complex. May be designated Corporate Monitor. Integrates technical solutions into business process requirements. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at single or multiple locations. Organizes, directs, and coordinates the planning and execution of all project/technical support activities. Recommends (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific project/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers.

Minimum Education:

A bachelor's degree or equivalent related experience. Some specialized Project Management training desired.



003 PROJECT MANAGER

Minimum/General Experience:

Seven years of related experience in a related environment.

Functional Responsibility:

Position is responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures and guidelines. Is responsible for acquiring follow-on business associated with assignment. May be designated Corporate Monitor. Integrates technical solutions into business process requirements. Manages program/technical support operations involving multiple projects/task orders and personnel at single locations. Organizes, directs, and coordinates the planning and execution of all project/technical support activities. Recommends (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with senior Government management officials regarding the status of specific project/technical activities as well as problems, issues, or conflicts requiring resolution. Serves as the contractor counterpart for the Government's program/technical managers.

Minimum Education:

A bachelor's degree or equivalent related experience.

004 DEPUTY PROJECT MANAGER

Minimum/General Experience:

Five years related project management experience.

Functional Responsibility:

Assists higher-level program/project manager in directing the project life cycle by assisting in development of both long and short-range goals and milestones. Directs a project team usually within a matrix organization, monitoring organizations to ensure completion of milestones within specific budgets and schedules. May on occasion interface with external customer for purposes of communicating status of project throughout life cycle or during absence of the project manager.

Minimum Education:

A bachelor's degree or equivalent related experience.

005 PRINCIPAL FINANCIAL MANAGER

Minimum/General Experience:

Six or more years experience as a project control analyst.

Functional Responsibility:

Comprehensive knowledge of the Project Control field with the ability to complete difficult assignments. Must be able to work in diverse environments. Requires the skills to create a course of action or solve a problem by conducting research, conceiving and developing new and innovative ideas, theories, and/or solutions, and predicting possible outcomes. Must have a strong background in working with multiple contract types, e.g., firm fixed price, fixed price incentive, fixed price level of effort, time and materials, cost plus award fee, cost plus fixed fee, and hybrid contracts. Must have excellent Word, Excel and project management software skills (e.g., Project Scheduler, Microsoft Project).

Minimum Education:

Bachelor's degree in Accounting, Finance, Business Administration or a related discipline preferred.

006 FINANCIAL MANAGER

Minimum/General Experience:

Five or more years of experience in project control and administration.

Functional Responsibility:

Provides project management/administrative support and coordination to a complex contract. Duties may include contract accounting and reporting, payroll/personnel processing, maintenance and reporting,



contract administration, service administration. Maintains contract budgets and spend plans, prepares contract billings, estimates materials, equipment, production costs and ODCs.

Minimum Education:

A bachelor's degree in business administration or equivalent related experience.

007 SR. FACILITIES MANAGER

Minimum/General Experience:

Eight or more years of related facilities management experience.

Functional Responsibility:

Manages the activities affecting the installation, operation, and maintenance of buildings, equipment, and utilities. Monitors building structural and esthetics integrity and the maintenance of electrical, water, and mechanical systems and is responsible for maintenance activities for facility, grounds and landscaping.

May supervise related subcontractors and services.

Minimum Education:

A bachelor's degree or equivalent related experience.

008 FACILITIES MANAGER

Minimum/General Experience:

Six or more years of related facilities management experience.

Functional Responsibility:

Manages the activities affecting the installation, operation, and maintenance of buildings, equipment, and utilities. This manager monitors building structural and esthetics integrity and the maintenance of electrical, water, and mechanical systems and is responsible for maintenance activities for facility, grounds, and landscaping. May supervise related subcontractors and services.

Minimum Education:

A bachelor's degree or equivalent experience.

009 PROPERTY MANAGER

Minimum/General Experience:

Six or more years of related property management experience.

Functional Responsibility:

Manages the leasing and/or rental agreements, build out of office or other units of space within the building, activities affecting the installation, operation, and maintenance of building's equipment, and utilities, develops budget and obtains approval from building owners for maintenance and rehab efforts. This manager monitors building structural and esthetics integrity and the maintenance of electrical, water, mechanical, fire suppression systems, energy management systems, elevators, escalators, etc. and is responsible for maintenance activities for the facility, grounds, and landscaping. May supervise related subcontractors and services.

Minimum Education:

A bachelor's degree or equivalent experience.

010 OPERATIONS MANAGER

Minimum/General Experience:

Ten to fifteen years experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility:

Responsible for operation of a site, base or plant. Activities include start-up, control and shutdown of equipment in accordance with environmental standards. Position manages the maintenance, repair, construction and operation of all assigned systems and supporting responsibility for work control, planning, infrastructure, facility support and/or plant operations. Individual is responsible for maintenance and



operation of facilities to ensure cost-effective and reliable support. Identifies all infrastructure work required to include: pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, lighting, etc.

Minimum Education:

A bachelor's degree or equivalent in civil, mechanical or electrical engineering.

011 QUALITY CONTROL/SAFETY MANAGER

Minimum/General Experience:

6 years of progressively responsible quality management/quality control experience.

Functional Responsibility:

Responsible for organizing highly complex activities for the development, implementation, and maintenance of quality control projects and plans. Develops and defines major and minor characteristics of quality, including metrics and scoring parameters, and determines requisite quality control resources for specific task orders. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle. Develops and implements quality control methodologies to ensure compliance with quality assurance concepts, standards, guidelines, practices, and procedures.

Minimum Education:

Bachelor's degree in Management, Computer Science, Business Administration or other appropriate area.

012 QUALITY CONTROL INSPECTOR

Minimum/General Experience:

2 years of quality control experience.

Functional Responsibility:

This position develops and implements methods and procedures for verifying the quality of work performed in accordance with specifications and requirements. Assists in establishing and keeping a record system that documents all quality control actions and recommendations. Coordinates with Purchasing, Materials Handling, Facility Maintenance and Technical Support as necessary to maintain consistent control of quality. Contributes to development of technical specifications for maintenance equipment and facilities. This is also responsible for ensuring that requirements of the safety program are adhered to and enforced by other supervisors on the job site.

Minimum Education:

High school diploma or equivalent; associate's or bachelor's degree preferred.

013 COMPUTER OPERATOR I

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

014 COMPUTER OPERATOR II

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.



015 COMPUTER OPERATOR III

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

016 COMPUTER PROGRAMMER I

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision.

In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.

May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

017 DRAFTER I

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

Typical assignments include:

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

018 DRAFTER II

Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be



assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

Typical assignments include:

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

019 DRAFTER III

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

- From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
- Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

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

020 DESK CLERK

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps, sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard, console, telegraph, and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keeps records of room availability and guests'



accounts. Computes bill, collects payment, and makes change for guests. Makes and confirms room reservations. May post charges such as room, food, liquor, or telephone to cash books by hand or machine. May make restaurant, transportation, or entertainment reservations, and arrange for tours. May deposit guests' valuables in safe or safe-deposit box. May sell tobacco, candy, and newspapers.

021 DISPATCHER, MOTOR VEHICLE

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

022 DOCUMENT PREPARATION CLERK (Document Preparer)

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

023 GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

024 GENERAL CLERK II

Follows a number of 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, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

025 GENERAL CLERK III

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



026 GENERAL CLERK IV

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

027 ORDER CLERK I

Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

028 ORDER CLERK II

Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

029 ORDER FILLER

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

030 PERSONNEL ASSISTANT (EMPLOYMENT) I

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.



031 PERSONNEL ASSISTANT (EMPLOYMENT) II

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

032 PERSONNEL ASSISTANT (EMPLOYMENT) III

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

033 PRODUCTION CONTROL CLERK

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, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. 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 adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. 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. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.



034 SCHEDULER, MAINTENANCE

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

035 SECRETARY I

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

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

036 SECRETARY II

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

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; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which 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, e.g., a clerical processing organization divided into several units, each performing very similar work, is placed in LS-. 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.

037 SECRETARY III

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

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.

038 SERVICE ORDER DISPATCHER

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.

039 CUSTODIAL SUPERVISOR

Minimum/General Experience:

Minimum of 5 years experience including two years experience in a responsible supervisory role directing staff of service employees. .

Functional Responsibility:

Oversees and supervises the custodial care of facility. Plans, schedules and inspects the work of all custodial staff and ensures the quality and cost effectiveness of all work performed, including preparations for special events. Develops procedures and standards for custodial services and ensures that established procedures are followed. Establishes and implements training programs in areas such as cleaning methods and techniques, proper use and care of equipment, and safety. Researches cleaning products, maintains inventories, and prepares requisitions for all supplies, parts, and materials used by the custodial unit. Maintains files of custodial purchases vendors and inspections, service work, and overtime schedules, maintenance and service manuals, employee records, work order completions summer conferences, linen needs, etc. Orders and supplies uniforms to subordinate employees. Must be familiar with job safety equipment and the tools required to perform the jobs. Conducts cost versus effectiveness tests for new products ordered. Ensures all equipment is in proper working condition including carts, steam cleaners, etc. Tracks equipment repair budget, orders replacement items and works with vendors regarding repairs to existing equipment. Demonstrate willingness and ability to work independently and under unpleasant conditions such as in dusty and dirty areas, or in extreme heat or cold, to adhere to standards and plans and to maintain confidentiality. Bilingual in Spanish and English may be required.

Minimum Education:

High school diploma or equivalent preferred.

040 FACILITIES SUPERVISOR

Minimum/General Experience:

Three to five years of experience in related field is required.

Functional Responsibility:

Functions as point of contact for communications and services at a specific facility. Maintains files on repair and service contracts and plays major role in facility equipment purchase decisions. Manages facility relocation, maintenance and construction interfaces, when appropriate.

Minimum Education:

A bachelor's degree in business administration, or related field of study. An additional four years experience can be substituted for the degree.



041 GROUNDS SITE SUPERVISOR

Minimum/General Experience:

Five years experience in a management capacity with at least 3 years managing similar services. .

Functional Responsibility:

Responsible for facility operations, maintenance and repair services; custodial services; grounds maintenance; and refuse waste and recycling collection and disposal. Primary responsibility is the day to day operation and maintenance of a multi-skilled workforce performing operation and maintenance of facilities to include electrical, HVAC, plumbing systems, and managing operation of an energy monitoring and control system (EMCS).

Minimum Education:

High school diploma or equivalent preferred. Should have knowledge of various skilled trades such as carpentry, sheet metal, electrical, plumbing and structural services. Universal CFC and EMS certification as well as a First Class Steam Engineers license required.

042 OPERATIONS SUPERVISOR

Minimum/General Experience:

Five years experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility:

Responsible for supervising operation of a site, base or plant. Activities include start-up, control and shutdown of equipment in accordance with environmental standards. Position supervises the maintenance, repair, construction and operation of all assigned systems. Individual is responsible for supervision of maintenance and operation of facilities to ensure cost-effective and reliable support. Supervises all infrastructure work required to include: pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, lighting, etc.

Minimum Education:

A high school diploma or equivalent experience.

043 TRADES SUPERVISOR

Minimum/General Experience:

Five years experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility:

Working Supervisor of Carpenters, Painters, Roofers, and other tradesmen including but not limited to evaluation, discipline, assigning and inspecting work, and reviewing time sheets/job sheets/work orders. Responsible for the upkeep and maintenance of building envelope, architectural features such as doors, windows, walls, glazing, and associated equipment and finishes to ensure the highest level of building integrity and aesthetic appeal. Promotes a safe working environment, schedules service orders and projects to ensure the timely completion of work requests. Interfaces with subcontractors to ensure accomplishment of subcontracted work in accordance with specifications and other relevant contract terms. Maintains written records including but not limited to time sheets, work orders and inventory control.

Minimum Education:

A high school diploma or equivalent experience.

044 WAREHOUSE SUPERVISOR

Minimum/General Experience:

Five or more years of warehouse related experience and two years supervisory experience.

Functional Responsibility:

Manages warehousing and storage facilities. Supervises non-exempt staff in a variety of duties: shipping, receiving, stocking, storing, and inventory services, maintains various regular inventory and/or shipping reports, authorizes and makes status distribution of shipments and resolves production issues, manages



work assignments, maintains work area, and is the point of contact for suppliers, vendors and subcontractors.

Minimum Education:

A high school diploma or equivalent experience.

045 ALARM MONITOR

Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical, and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

046 APPLIANCE MECHANIC

Installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. Connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter. Observes readings on meters and graphic recorders. Examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts. Disassembles appliances and examines mechanical and electrical parts. Traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter. Calibrates timers, thermostats and adjusts contact points. Cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. Replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring. Repairs and adjusts appliance motors. Reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

047 AUTOMOTIVE WORKER

Performs a variety of minor repairs and services to maintain motor vehicles. Places and maintains decals on vehicles. Checks and replaces batteries. Rotates, repairs, and replaces tires. Washes, polishes, and cleans interiors and exteriors of vehicles. Drains, flushes, and replaces engine, transmission, and differential grease and oils. Checks, cleans, calibrates, and replaces spark plugs. Cleans and replaces oil and air filters. Adjusts brakes, replaces windshield wipers, and similar minor parts. Assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items. Maintains tools and equipment, and cleans work areas.

048 BLOCKER AND BRACER

Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation. Determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items. Constructs weatherproof shelters over some types of deck loads. Guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary



trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

049 BOILER TENDER

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

050 BUS DRIVER

Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and collects tickets or cash fares. Regulates heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

051 CABLE SPLICER

Installs, maintains, repairs, and modifies cable systems. Uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems. Prepares and installs distribution equipment. Terminates tip cables on main distribution frames. Installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. Ensures techniques, materials, and accomplishments are according to technical standards, and specifications and engineered directives. Locates, repairs, and/or replaces splice cases. Performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients. Repairs pressure component assemblies and adjusts pressure contractors. Determines course of signal deterioration in voice and data circuits over cable by using test equipment. Interprets compressor meter readings and adjusts controls. Troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

052 CARPENTER, MAINTENANCE

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

053 CARPET LAYER

Prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor. Measures and cuts carpeting to size, using carpet knife. Lays padding and places carpeting on top of padding. Cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections. Installs metal edging and



metal door strips. May lay carpet tiles, applying adhesive to floor. May transport carpeting to installation site.

054 ELECTRICIAN

Repairs, tests, and maintains electrical equipment, machinery, and systems such as generators, alternators, motors, and intercommunication systems. Makes inspection rounds of electrical equipment and maintains records and schedules of tasks and inspections.

055 ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

056 ELECTRONICS TECHNICIAN, MAINTENANCE I

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

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

057 ELECTRONICS TECHNICIAN, MAINTENANCE II

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

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

058 ELECTRONICS TECHNICIAN, MAINTENANCE III

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be



reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

059 ELEVATOR REPAIRER

Repairs and maintains elevators, escalators, and dumbwaiters to meet safety regulations and building codes. Locates and determines causes of trouble in brakes, motors, switches, and signal and control systems, using test lamps, ammeters, and voltmeters. Disassembles defective units and repairs or replaces parts, such as locks, gears, cables, electric wiring, and faulty safety devices, using hand tools. Installs push button controls and other devices to modernize elevators. Lubricates bearings and other parts to minimize friction.

060 ENGINEERING TECHNICIAN I

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

- Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.
- Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

061 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; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

- Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.
- Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.
- Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

062 ENVIRONMENTAL TECHNICIAN

Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition



and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

063 FIRE ALARM SYSTEM MECHANIC

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

064 FIRE EXTINGUISHER REPAIRER

Repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, using hand tools and hydrostatic test equipment. Dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects. Replaces worn or damaged parts, using hand tools. Cleans extinguishers and recharges them with materials, such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions. Tests extinguishers for conformity with legal specifications, using hydrostatic test equipment. May install cabinets and brackets to hold extinguishers.

065 FORKLIFT OPERATOR

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

066 FUEL DISTRIBUTION SYSTEM MECHANIC

Maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments. Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and checks meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.

067 FUEL DISTRIBUTION SYSTEM OPERATOR

Receives, stores, transfers, and issues fuel through pipelines at main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature,



and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

068 GENERAL MAINTENANCE WORKER

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;

Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

069 HEATING, REFRIGERATION AND AIR-CONDITIONING MECHANIC

Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

070 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. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts



for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

071 HEAVY EQUIPMENT OPERATOR

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

072 HOUSEKEEPING AIDE I

Cleans and supplies patient rooms, wards, nursing stations, lounges, lavatories, bathrooms, offices, and any other areas, as assigned, in accordance with standard procedures of the Housekeeping Department

and with hospital objectives. Uses cleaning devices such as light mops, small wringers, dusters, household-type vacuum cleaners, and other necessary tools, chemicals, and supplies. Performs specific cleaning tasks, including dusting horizontal surfaces; emptying waste baskets and removing trash; damp-wiping furniture; cleaning and polishing metal and porcelain bathroom fixtures; dry-mopping and sanitizing floors of rooms and offices; spot-cleaning walls and windows; replenishing room supplies; making beds; and sorting and distributing linen. Assists in cleaning emergency spills observed or on request. Maintains assigned equipment for cleanliness and has repairs made when needed. Reports needed repairs to equipment, furniture, building, and fixtures. In case of fire or other internal emergency assists in escorting ambulatory patients to exits. In case of a community disaster assists nurses in making extra beds, and performs other duties as assigned.

073 HOUSEKEEPING AIDE II

Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dry- and wet-mops floors. Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside. Moves furniture and sets up meeting rooms. Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed. Reports need for repairs to hospital equipment, furniture, building and fixtures. Assists in moving patients in case of fire, disaster or emergency evacuation. Assists security personnel in restraining disturbed patients in psychiatric wards.

074 INSPECTOR

Examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties. Examines raw materials for quality, and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments, such as, scales, gauges, templates, calipers and micrometers. Verifies that established standards are maintained relative to such matters as food-growing, processing and marketing; product-packaging; storage and transportation methods; building



and facilities; and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed. Confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charges and testifies in court. Recommends changes in standards, administrative procedures, facilities, methods, and practices.

075 JANITOR

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

076 LABORER

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

077 LOCKSMITH

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

078 MACHINE-TOOL OPERATOR (TOOLROOM)

Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy; setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined; determining proper feeds, speeds, tooling, and operation sequence or



selecting those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; and making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (Toolroom) at the skill level called for in this classification requires extensive knowledge of machine-shop and toolroom practice usually acquired though considerable on-the-job training and experience.

079 MACHINERY MAINTENANCE MECHANIC

Repairs machinery or mechanical equipment. Work involves most of the following: 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. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

080 MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

081 MAINTENANCE TRADES HELPER

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

082 MATERIAL COORDINATOR

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. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

083 MATERIAL EXPEDITER

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. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

084 MATERIAL HANDLING LABORER

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.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

085 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 training and experience.

086 MOTOR VEHICLE MECHANIC HELPER

Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.



087 PAINTER, MAINTENANCE

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

088 PARKING AND LOT ATTENDANT

Operates daily activity in a parking lot. Checks vehicles in and out of lot. May be required to move and/or park vehicles. Controls authorized entry and use of lot. Refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.

089 PEST CONTROLLER (Exterminator)

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

090 PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

091 PLUMBER, MAINTENANCE

Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers,



and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

092 PNEUDRAULIC SYSTEMS MECHANIC

Maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases). Tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics. Modifies, repairs or disassembles and overhauls systems or components.

093 REFRIGERATION ENGINEER

Maintains and repairs ship's refrigeration, air conditioning, heating, and ventilation systems. Makes periodic inspections of equipment and systems, including connected auxiliaries such as refrigerators, drinking fountains, and ice-making machines. Duties include replacing pumps and compressors; cleaning condensers and ducts; and replacing worn or defective parts. Keeps complete records on operation, maintenance, and repair of equipment.

094 REFUSE COLLECTOR

Picks up garbage, trash, or refuse from homes and businesses and other locations, and deposits it in a truck.

095 RIGGER

Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery and equipment into ships.

096 SEWAGE PLANT OPERATOR (Wastewater Treatment Plant Operator)

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



097 SHEET-METAL WORKER, MAINTENANCE

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

098 SHIPPING PACKER

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

099 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, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

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

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

100 SHUTTLE BUS DRIVER (Van Driver)

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



101 STATIONARY ENGINEER

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

102 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

103 TRUCKDRIVER, LIGHT TRUCK

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

104 TRUCKDRIVER, MEDIUM TRUCK

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

105 TRUCKDRIVER, HEAVY TRUCK

Straight truck, over 4 tons, usually 10 wheels.

106 TRUCKDRIVER, TRACTOR-TRAILER

Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.

107 VENTILATION EQUIPMENT TENDER

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



108 WAREHOUSE SPECIALIST (Warehouse Worker)

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

109 WATER TREATMENT PLANT OPERATOR

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

110 WELDER, COMBINATION, MAINTENANCE

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



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